
The Kennewick Public Facilities District
Regular Meeting
Three Rivers Convention Center
Board Room

January 25, 2024

Minutes

5:00 p.m.

Call to Order

President, Calvin Dudney called the meeting to order at 5:00 pm.

Roll Call

Megan Caldwell called the roll.

Present: Calvin Dudney, President; Ron Hue, Secretary; John Neill, Board Member; Renee Brooks, Treasurer; Austin Crawford, Board Member

A quorum was established.

Also, present: Corey Pearson, Executive Director; Rob Gierke, Director of Operations; Joe Potts, Director of Finance; Sybil Young, Director of Sales; Michelle Gustafson, Director of Food and Beverage; Hector Cruz, Visit Tri-Cities.

Corey Pearson led in the Pledge of Allegiance.

Approval of Agenda

Ron Hue moved to approve the agenda. Austin Crawford seconded the motion. The motion carried unanimously.

Election of Officers

Calvin Dudney was elected President.

Renee Brooks was elected Treasurer.

Ron Hue was elected Secretary.

Consent Agenda

All matters listed within the Consent Agenda have been distributed to each Board Member of the Public Facilities District for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- a) Minutes of December 19, 2023, Board Meeting
- b) Claims roster dated December 2023 for \$309,003.13 (TC)
Warrants:26889-26966 Voids: None
- c) Claims roster dated December 2023 for \$47.57 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated December 2023 for \$1,690,476.51 (TRCC)
Warrants:26040-26101 Voids: None

e) Total December payroll paid out: \$680,492.89.

Renee Brooks moved to approve the consent agenda. Ron Hue seconded the motion. The motion carried unanimously.

Visitors

Mac McGrath – Bouten Construction

New Business

a) December 2023 Financial Reports

Joe Potts shares that these reports are still draft for the year end. We are seeing the highest revenue numbers ever for the history of both buildings.

December was a great month for Toyota Arena with over half a million dollars for the year. The Toyota Center took a big hit with HVAC repairs and a lot of new computer costs due to many machines aging out.

The Convention Center did \$3.6M over a budget of \$2.8M. The personnel expense is over budget YTD but is rising and falling as expected due to events.

We are currently ahead on the tax budget line.

b) Expansion Update/Owners Representative

Calvin Dudney shared that we went out and interviews for an owner's representative and chose Turner & Townsend Heery. We sat down and put together a contract to get us through the presentation we have to do with the state next week. We sat through a few presentations that were happening today to get an idea of what's to come.

Calvin commented that ALSC has been a great partner from day 1, however, we are willing and open to accept a bid from contractors not working with ALSC in order to open the competition and get a larger pool of contractors for our project.

Corey Pearson shares that he appreciates Turney & Townsend Heery's approach to the ALSC contractor idea. This will give us the best options and the best final product.

c) Visit Tri-Cities Report

Hector Cruz reviewed the RFP tracking report for the month of December.

We are hosting a spring sales blitz in Olympia in March to meet with meeting planners and host an appreciation luncheon. Deann Hartman is the Keynote speaker.

d) SpringHill Suites Report

No Report.

e) Executive Director Report

Corey Pearson gives thanks to board members Calvin Dudney and Austin Crawford for their extra work on the Owners Representative processes. We had a lot of great feedback on how well engaged our board is.

We are working on year-end cleanup, and we had a busy January. We had our 1millionth guest come through the convention center in January.

CIP is in the works for this year and Michelle Gustafson will have 2 of the largest projects this year. Appollo will be doing the HVAC this year as well.

Rob Gierke shares that he met with Appollo last week to firm up bids for the HVAC. The process is moving, but slower than we would like.

Corey Pearson shares that there are a lot of changes going on at the City of Kennewick this month which is a new challenge with working through all the staffing changes.

The naming rights for the Toyota Center have been finalized. The processes was slower than anticipated but is officially signed.

Next week we are attending the BCPFD meeting where we will get some discretionary funds and we go in front of BCCOG to try and get discretionary funds for the expansion.

Rob Gierke shares that the marque is currently out of service contract and we cant get a new one due to its age. We have IT techs working to get it back up and running as soon as possible.

Michelle Gustafson shares that the point of sale is a big-ticket item for this year as a replacement. We will be getting out of Revel and switching to a more intuitive system to better the fan experience. There will be some updates to the kitchen to increase what we can produce. We need a new dishwasher and are looking at a replacement. Right now, we are ordering parts for the old one to get us through.

Sybil Young shares that we are very excited to have a successful Potato Convention and they have signed a contract for another 5 years.

Brew & Bacon is in 2 weeks, and we are all looking forward to a great show.

We are working on marketing inside the building with 2 new screens inside for meetings rooms.

We are also working on event posters to go on the main windows when you walk in the building.

Board Comments/Discussion

Renee Brooks shared her thanks to everyone for getting the expansion project moving.

Calvin Dudney shared that we was able to be a part of the Potato Convention debrief and hear so many compliments towards all our staff. Thank you to all of you and please share our thanks with all the staff for all you do.

Adjournment/Recess

Meeting adjourned at 5:52 pm

The KPFD Board's minutes are intended to be a reasonable summary of the Board's deliberations and actions. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.

Megan Caldwell Approved by the Board of Directors