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

February 22, 2024

Minutes

5:00 p.m.

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### **Call to Order**

President, Calvin Dudney called the meeting to order at 5:02 pm.

### **Roll Call**

Megan Caldwell called the roll.

Present: Calvin Dudney, President; Ron Hue, Secretary; Renee Brooks, Treasurer.

Excused: Austin Crawford, Board Member; John Neill, 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; Kirsten Finn, Visit Tri-Cities.

Calvin Dudney led in the Pledge of Allegiance.

### **Approval of Agenda**

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

### **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 January 25, 2024, Board Meeting
- b) Claims roster dated January 2024 for \$646,781.78 (TC)  
Warrants: 26967-27079      Voids: 27006, 27045, 27046
- c) Claims roster dated January 2024 for \$62.93 (Box Office)  
Warrants: None      Voids: None
- d) Claims roster dated January 2024 for \$210,353.30 (TRCC)  
Warrants: 26102-26146      Voids: 26120
- e) Total January payroll paid out: \$376,834.37.

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

### **Visitors**

## **New Business**

### a) December 2023 Financial Reports

Joe Potts gave an overview of the end of year December 2023 financial reports. At the Convention Center we have cleaned up the balance sheet a little bit since the last time we discussed by collecting a on a few balances left from COVID. Toyota center ended on track with projections and the revenues are tracking with expenses as expected.

The Department of Revenue is doing an audit right now and there are some issues coming up that we are dealing with. There have been a lot of questions back and forth so we will report more in the coming months as we have more information.

Ron Hue moved to approve the December 2023 Financial Reports. Renee Brooks seconded the motion. The motion carried unanimously.

### b) January 2024 Financial Reports

Item was tabled for March meeting.

### c) Expansion Update/Owners Representative

Calvin Dudney shares that Jonathan with Turney & Townsend Heery was scheduled to be in attendance today, however he got sick and was unable to make it.

We went to the state previously with DBB and were denied. We were subsequently given a special meeting scheduled for this morning for GC/CM and passed unanimously.

Corey Pearson shares that there are a lot of discussions that will need to take place in the near future to get funding approved with the city as well as with the Americans as we will be taking their parking lot during construction.

We are also considering moving the April board meeting up 1 week to accommodate the GC/CM approval on time.

### d) Authority to Negotiate Architectural Design Contract

Calvin Dudney shares that instead of a Progressive Bid Build where the designer and contractor work together, we will instead have a contract with the general contractor and the architect separately. We will need to work with ALSC to discuss the needs of the project and we need a contract to do that.

Renee Brooks moved to grant Calvin Dudney authority to negotiate and sign a design contract with ALSC. Ron Hue seconded the motion. The motion carried unanimously.

e) Visit Tri-Cities Report

Kirsten shares the RFP Tracking report with the board and reports that the Potato conference signed another 5-year contract. Visit Tri Cities has been very busy with near leads. We have a new Convention Sales Manager and are now fully staffed since COVID. We will be in Olympia next month for the Sales Blitz and have lots of meetings on the books with meeting planners. Roni will be attending this year as one of our leads.

f) SpringHill Suites Report

No Report.

g) Executive Director Report

Corey Pearson shares that last month has been busy with a lot of work on the expansion. We met with the Interim City Manager Lisa, and they are working to have a new City Manager in place by April. The JCAC committee met yesterday, and we put together a sales by location graph to show where are pulling traffic from to get a better picture.

We had Toby Mac, Jeff Dunham, and Brew and Bacon all sell out.

Three Rivers Convention Center had 19 events with 38 events bringing in 20,000 people. Toyota Center had hockey, Jeff Dunham, and Toby Mac bringing 39,000 people through the building.

Rob Gierke shares that we are working with the city to update the HVAC at the Toyota Center.

Sybil Young shares that we had a very successful sold-out Brew and Bacon event with very happy customers.

Michelle Gustafson shares that the dish machine at the convention center is back in operation. We came in under budget on the project. We are still looking at quotes for new POS for the Toyota Center and hoping to have a new system in place by the Horseshoe event in July.

Corey Pearson gave an extra thanks to Calvin for all his extra work on the expansion project.

## **Board Comments/Discussion**

Ron Hue congratulated staff on their great work during the Kennewick Man and Woman of the year event.

We have new faces on the JCAC committee this year and the first meeting was a positive one.

Calvin shares that he attended the BCPFD meeting and we received a subsidiary check for the quarter.

## **Adjournment/Recess**

Meeting adjourned at 5:43 pm

*The KPPFD 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