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

April 24, 2024

Minutes

5:00 p.m.

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### **Call to Order**

President, Calvin Dudney called the special meeting to order at 5:01 pm.

### **Roll Call**

Megan Caldwell called the roll.

Present: Calvin Dudney, President; Renee Brooks, Treasurer; John Neill, Board Member; Austin Crawford, Board Member; Ron Hue, Secretary  
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; Kevin Lewis, Visit Tri-Cities; Gabi Lopez, Springhill Suites.

Austin Crawford led in the Pledge of Allegiance.

### **Approval of Agenda**

John Neill 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 March 28, 2024, Board Meeting
- b) Claims roster dated March 2024 for \$358,030.79 (TC)  
Warrants: 27176-27257      Voids: 27243, 27256
- c) Claims roster dated March 2024 for \$94.99 (Box Office)  
Warrants: None      Voids: None
- d) Claims roster dated March 2024 for \$202,853.99 (TRCC)  
Warrants: 26240-26283      Voids: None
- e) Total March payroll paid out: \$400,956.88

Renee Brooks moved to approve the consent agenda. Austin Crawford seconded the motion. The motion carried unanimously.

## **Visitors**

No Visitors.

## **New Business**

### a) March 2024 Financial Reports

Joe Potts reviewed the March 2024 Financial Reports for the Three Rivers Convention Center, Toyota Center, and Toyota Arena. Noted that TRCC Operating Income actual is \$180,000 updated after reports were run.

Austin Crawford moved to approve the March 2024 Financial Reports. Ron Hue seconded the motion. The motion carried unanimously.

### b) Expansion Update

Calvin Dudney and Austin Crawford reviewed the GCCM interview and public bid opening outcomes. Lydig was the winning contractor.

Calvin Dudney reviewed the recent schematic design meeting with ALSC.

### c) Visit Tri-Cities Report

Kevin reviewed the RFP tracking report and reviewed potential business opportunities with proposed expansion.

### d) SpringHill Suites Report

Gabi Lopez reviewed occupancy status at the SpringHill Suites.

### e) Executive Director Report

Corey and the Leadership team reviewed CIP opportunities and upcoming projects for the campus.

Sybil Young shared staffing updates and the upcoming TRCC Open House event in June.

Corey Pearson presented a 3D large scale map of the expansion project.

## **Board Comments/Discussion**

The board shared their gratitude and excitement for all the work on the expansion.

## **Adjournment/Recess**

Meeting adjourned at 6:07 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