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

June 27, 2024

Minutes

5:00 p.m.

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### **Call to Order**

President, Calvin Dudney called the regular meeting to order at 5:00 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: 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**

Ron Hue moved to approve the agenda. Austin Crawford 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 May 23, 2024, Board Meeting
- b) Claims roster dated May 2024 for \$129,276.02 (TC)  
Warrants:27339-27410      Voids: 27396
- c) Claims roster dated May 2024 for \$3.07 (Box Office)  
Warrants: None      Voids: None
- d) Claims roster dated May 2024 for \$174,270.68 (TRCC)  
Warrants:26338-26384      Voids: 26340
- e) Total May payroll paid out: \$355,606.71

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

## **Visitors**

City Council Member Chuck Torelli, City of Kennewick

### **New Business**

#### a) May 2024 Financial Reports

Joe Pots reviewed financial reports for May 2024 for the Three Rivers Convention Center and the Toyota Center and Toyota Arena.

Ron Hue moved to approve the May 2024 Financial Reports. Renee Brooks seconded the motion. The motion carried unanimously.

#### b) Expansion Update

Calvin Dudney recapped discussions at the weekly expansion meetings with contractors, architect and project manager.

Austin Crawford shared about their tour of the Podium in Spokane.

#### c) Authorization to sign Expansion Contracts

Calvin Dudney shares that there are contracts with ALSC and Lydig that need to be signed to continue moving forward with the expansion process. Contracts will be done in phases, and we need authority from the board for Calvin to sign.

Austin Crawford moved to give authority to sign contracts on the board's behalf.

Ron Hue seconded the motion. The motion carried unanimously.

#### d) Visit Tri-Cities Report

Hector Cruz reviewed the RFP tracking report. There was no RFP issued due to no date availability.

Hector reviewed the upcoming NHPA coming up in a few weeks as well as the COPA America watch party.

#### e) SpringHill Suites Report

Gabi Lopez reviewed current capacity and reported that the Springhill is hitting budget.

#### f) Executive Director Report

The campus leadership team gave updates in operations, sales, and food and beverage and showed the board a conversion video over 3 events as well as the 20<sup>th</sup> Anniversary Event video.

## **Board Comments/Discussion**

Renee Brooks shared thanks to Austin and Calvin for their work on the expansion.  
John Neill shared his thanks to Visit Tri-Cities for their partnership.  
Austin shared his excitement for all the success that is taking place.  
Calvin shared that we retain great staff which is a great indication of good leadership.

## **Adjournment/Recess**

Meeting adjourned at 6:07 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