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

March 23, 2023

Minutes

5:00 p.m.

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; John Neill, Board Member; Ron Hue, Secretary
Renee Brooks, Treasurer; Austin Crawford, Board Member

A quorum was established.

Also, present: Corey Pearson, Executive Director; Sybil Young, Director of Sales; Rob Gierke; Director of Operations, Michelle Gustafson, Director of Food and Beverage; Lara Watkins, Visit Tri-Cities; Cliff Reynolds, Springhill Suites.

Megan Caldwell 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 February 23, 2023, Board Meeting
- b) Claims roster dated February 2023 for \$609,373.72 (TC)
Warrants: 26044-26146 Voids: None
- c) Claims roster dated February 2023 for \$90.67 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated February 2023 for \$207,798.13 (TRCC)
Warrants: 25541-25612 Voids: 25563, 25571, 25576, 25579
- e) Total February payroll paid out: \$492,459.83

Renee Brooks moved for approval of Consent Agenda. Austin Crawford seconded the motion. The motion carried unanimously.

Visitors

Kadi Sanchez, TRCC Event Coordinator.

New Business

a) February 2023 Financial Reports

Renee Brooks shares that the Toyota Center expenses are up due to more events. Corey Pearson shares overall for the month was good for the Toyota Center. Ana Gabriel was the most rent the building ever received for one show. YTD our income is \$65K with our budget at \$89K.

Renee Brooks shares that overall, the Three Rivers Convention Center is looking good. We had extra staff for events. Non-operating income we see a jump due to a tax receipt from the City of Pasco.

Ron Hue moved to approve the February 2023 Financial Reports . Austin Crawford seconded the motion. The motion carried unanimously.

b) April Board Meeting

The Board discussed moving the April board meeting date/time due to a conflict with Tri Citian of the Year event.

The April board meeting will be held on April 27th at 3 PM at the Toyota Center in the HAPO Hangout.

c) Visit Tri Cities Report

Lara Watkins shares that they have hired a new convention sales manager leaving only 1 open position currently. The new convention sales manager will be attending the sales blitz in Olympia next week.

The sales blitz has 44 meeting planners confirmed to attend and already exceeded last years numbers!

3 RFP's have been issued since our last report.

d) SpringHill Suites Report

Cliff Reynolds shares that so far, the year is going well, and numbers are above last year. Last year was the best year since its re-opening. We are trying to add more groups for the second half of the year.

e) City of Kennewick Year End Report

Corey Pearson shares that we will present our Year End Report to the City of Kennewick workshop on March 28th at 6PM.

f) Executive Director Report

Corey Pearson shares we had 6 sold out shows over the last 6 weeks.

We will be adjusting business hours due to transient issues. If we don't have an event, we will have the doors locked with new signage directing visitors to call the sales office.

AMS made the playoffs and will start next weekend. They will play Tuesday/Wednesday against Prince George.

We will be hosting the Washington State PFD meeting this October. I met with Better Erickson and will finalize a date shortly.

There is a grant opening shortly that we are eligible for that we are working on applying for.

Rob Gierke shares about the lighting update at the Convention Center. We would like to get the building committee together to do a walkthrough.

The Toyota Center locker room project went to bid. 2 bids came through – 1 was thrown out due to prevailing wages, the other was over double the cost of the 1st. We will go back out to bid next week.

Sybil Young shares we are excited to have Kadi on staff. We are working on the Tatoo show and already sold out registrations. We are looking for new ways to make money. We are also working on making the show more like an invitational so we can be more selective with registrations.

Wine Fest is November 11th and will change this year from years past. Formally we worked with Wine Society who controlled a lot of the show and had relationships with the wineries. We have now taken over sole responsibility of the event and will be making it more like Brew and Bacon with a classier feel.

Michelle Gustafson shares that there are some upcoming F&B personnel changes. Our Chef Lyle Whitacre has chosen a retirement date. He has been with us for a long time and we will give him a big send-off. Chef de Cuisine John Peterson will be stepping into Lyle's role.

Board Comments/Discussion

Ron Hue gives his congrats for a great bounce back. He has attended 2 great events this month.

Austin Crawford shares that Brew & Bacon was an awesome event and its great to see everything going well.

Calvin Dudney shares that he is glad to be reappointed to the board and is very proud of all the staff.

Adjournment/Recess

Meeting adjourned at 5:50 pm

The KPPD 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