
Kennewick Public Facilities District

Regular Meeting

July 23, 2015

Minutes

5:00 p.m.

CALL TO ORDER

President, Barbara Johnson called the meeting to order at 5:05 pm.

ROLL CALL

Shelley Ellis called the roll.

Present: President, Barbara Johnson; Secretary, Kathy Blasdel; Treasurer, John Neill; Board Member, John Givens; Board Member, Calvin Dudney

A quorum was established.

Also present: Corey Pearson, Executive Director; Kim Shugart, Visit Tri-Cities; Steve Mallory, Arculus Design; Joseph Potts, Finance Director; Shelley Ellis, Associate Director; Jude Strode, Marketing Manager; Rob Chapin, Food and Beverage Director; Heather Breymeyer, Sales Director; Rob Gierke, Director of Operations; Kathy Moore, SpringHill Suites

John Neill led in the Pledge of Allegiance.

APPROVAL OF AGENDA

John Neill moved to approve the agenda as presented; Calvin Dudney seconded the motion. The motion carried.

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 July 23, 2015 Board Meeting
- b) Claims roster dated July 2015 for \$101,378.17 (TC)
Warrants: 16519-16581 Voids: none
- c) Claims roster dated July 2015 for \$189,715.74 (TRCC)
Warrants: 13598-13669 Voids: none
- d) Claims roster dated July 2015 for \$67.29 (Box Office)
Warrants: none written Voids: none
Total July 2015 payroll paid out: \$ 151,759.19

John Neill reported that all claims rosters and warrants have been reviewed and accounted for. Calvin Dudney moved to approve the Consent Agenda; Kathy Blasdel seconded the motion. The motion carried.

VISITORS

Barbara Johnson opened the floor to any visitors who wished to address the Board regarding

matters that are not currently on the agenda.

Corey Pearson introduced John Siehl, VenuWorks Chief Operating Officer. John Siehl thanked everyone for the opportunity to be in attendance.

NEW BUSINESS

a) Financials

John Neill presented the May and June financial reports for the Three Rivers Convention Center, Toyota Center and Toyota Arena.

John Givens moved to approve the Three Rivers Convention Center, Toyota Center and Toyota Arena financials as presented; Kathy Blasdel seconded the motion. The motion carried.

b) SpringHill Suites Estoppel Agreement

Corey Pearson provided a verbal summary of the Estoppel Agreement.

John Givens requested that verbiage be added to the agreement that states that notification of default of the hotel be provided to the City of Kennewick and the KPFM. Both our counsel and the City's counsel have reviewed the agreement and are satisfied with the current verbiage.

John Givens moved to approve the Estoppel Agreement with the requested changes. If the City of Kennewick approves the agreement with the aforementioned changes at their next council meeting, we move forward with it. If the City of Kennewick does not approve the agreement, the agreement is not approved by the KPFM and will have to be reworked; Calvin Dudney seconded the motion. The motion carried.

c) Resolution 115-15: Resolution establishing policy for placement and signing authority and procedure of KPFM reserves

Joe Potts provided a summary of Resolution 115-15. The resolution adds the Director of Finance as a 4th signatory. The Director of Finance is currently unable to communicate with banks. Dual signature is still required, the resolution will assist with managing the funds on a daily basis.

Barbara Johnson asked that the word, previously in section 2 of the resolution be changed to aforementioned.

John Givens moved to approve Resolution 115-15 with the requested changes; Kathy Blasdel seconded the motion. The motion carried.

d) Expansion

Corey Pearson reported that renderings were received from ALSC Architects. The City of Kennewick, bond counsel and staff will be reviewing the best options moving forward.

e) TCRPFM Report

Kathy Blasdel reported that the June meeting was cancelled, but encouraged the Board to decide what we were going to do in regards to an expansion before the next TCRPFD meeting in September as this decision may have an impact on the continuation of the TCRPFD.

f) Executive Director Report

Corey Pearson reported that a pre-bid conference was held for the replacement of the Toyota Center roof. The project should be complete by mid-October, various summer projects are being completed across campus.

Corey also mentioned that he and Kathy Moore will be meeting to review the operating agreement. Kathy stated that the ability to utilize the trash container at the convention center has been good and thanked the Board for working with them on the agreement to do so. Kathy also said that June was a great month; there will be a grand opening with a date yet to be determined.

Corey stated that the crosswalk rework estimate came back at \$56,000; the original estimate provided by the City was \$30,000 and to be shared between the City of Kennewick, KPFM and SpringHill Suites. The board asked if the cost difference was due to a change in the scope of work. Corey Pearson will look into the matter and report back to the Board.

g) Visit Tri-Cities Report

Kim Shugart reported 19 RFP's were issued since the last meeting. She also stated the WA State Tree Fruit Association has decided to hold meetings in a three year rotation with Yakima, Tri-Cities and Wenatchee. For more than 100 years, they have held their meetings in Yakima and Wenatchee exclusively.

BOARD COMMENTS/DISCUSSION

General comments from the Board were given expressing thanks and appreciation to the staff for a job well done.

ADJOURNMENT/RECESS

Meeting adjourned at 6:35pm

The KPFM 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.

Shelley Ellis
Approved by the Board of Directors