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Kennewick Public Facilities District

Regular Meeting

June 26, 2014

Minutes

5:00 p.m.

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**CALL TO ORDER**

President Barbara Johnson called the meeting to order at 5:00 pm.

**ROLL CALL**

Shelley Ellis called the roll.

Present: President, Barbara Johnson; Secretary, Kathy Blasdel; Board Member, John Neill

Excused: Treasurer, John Givens; Board Member, Calvin Dudney

A quorum was established.

Also Present: Corey Pearson, Executive Director; Shelley Ellis, Executive Assistant; Jude Strode, Marketing Manager; Steve Mallory, Arculus Design; Heather Breymeyer, Sales Director; Joseph Potts, Finance Director; Rob Gierke, Operations Director; Robert Chapin, Food and Beverage Director; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Dean Strawn, Former Board Member

Kim Shugart led in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

John Neill moved to approve the agenda as presented; Kathy Blasdel 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 May 29, 2014 Board Meeting
- b) Claims Roster dated May 2014 for \$ 383,915.95 (TRCC)  
Warrants: 12502-12614 Voids: 12592
- c) Claims Roster dated May 2014 for \$ 455,377.27 (TC)  
Warrants: 15082-15213 Voids: 15019
- d) Claims Roster dated May 2014 for \$ 1204.64 (Box Office)  
Warrants: none written Voids: none  
Total May 2014 payroll paid out: \$ 239,702.18

Barbara Johnson reported that all warrants have been reviewed and accounted for.

Kathy Blasdel moved to approve the Consent Agenda as presented; John Neill seconded the motion. The motion carried.

## **VISITORS**

President Barbara Johnson opened the floor to any visitors who wished to address the Board regarding matters that are not currently on the agenda.

Dean Strawn commended the Board and staff on a job well done with the 10<sup>th</sup> Anniversary events that recently took place.

Steve Mallory mentioned he had been asked to review the heating and cooling loads in the Charter HD Lounge. Steve shared a brochure with the Board that had a photo of a room that had similar “bones” to the Lounge and suggested that a facelift could be done to the room that would not be too costly but could make a big impact on the appearance of the room.

## **NEW BUSINESS**

### **a) May Financials**

Joseph Potts presented the May financial report for the Three Rivers Convention Center, Toyota Center and Toyota Arena.

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

### **b) Hotel Construction/Expansion**

Corey Pearson reported that the contractors are currently constructing the fourth floor of the hotel and that the hotel is scheduled to open on time this December. It was also mentioned that some staff and board members have had the opportunity to take a tour and if anyone was interested in taking a tour to please notify staff and one will be scheduled. It was also mentioned the contractor is ready to begin construction of the connection.

### **c) Executive Director Report**

Corey Pearson thanked all of the staff for the hard work in planning and executing the 10<sup>th</sup> anniversary events. Corey also mentioned he and Jude Strode are working with representatives with the Visit WA app. In partnership with Visit WA we are planning on placing tablets in the lobby that will direct attendees to local activities and restaurants.

### **d) TCVCB**

Kim Shugart reported two RFP’s were issued since the last meeting. Kim also mentioned that APCO, the event that is currently taking place at the Three Rivers Convention Center is very happy and looking at booking well into the future.

## **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 5:28pm

*The KPF 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