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The Kennewick Public Facilities District  
Regular Meeting  
Three Rivers Convention Center  
Boardroom

March 23, 2017

Agenda

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**

Liz Lutz called the roll.

Present: Barbara Johnson, President; John Neill, Treasurer; Calvin Dudney, Board Member; Ron Hue, Secretary; Not present: John Givens, Board Member;  
A quorum was established.

Also, present: Corey Pearson, Executive Director; Liz Lutz, Executive Assistant; Kim Shugart, Visit Tri-Cities; Jen Newton, SpringHill Suites; Heather Breymeyer, Director of Sales; Rob Gierke, Director of Operations; Rob Chapin, Food and Beverage Director, Joe Potts, Finance Director;

Kim Shugart, led in the Pledge of Allegiance.

### **Approval of Agenda**

John Neill moved to approve the agenda as presented; Ron Hue second 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, 2017 Board Meeting
- b) Claims roster dated January 2017 for \$297,748.38 (TC)  
Warrants: 18311-18412      Voids: none
- c) Claims roster dated January 2017 for \$117,868.57 (TRCC)  
Warrants: 14838-14884      Voids: none
- d) Claims roster date January 2017 for \$0 (Box Office)  
Warrants: none written      Voids: none

- e) Total January 2017 payroll paid out: \$243,650.62
- f) Claims roster dated February 2017 for \$627,852.84 (TC)  
Warrants: 18413-18523      Voids: none
- g) Claims roster dated February 2017 for \$146,821.70 (TRCC)  
Warrants: 14885-149636      Voids: none
- h) Claims roster date February 2017 for \$0 (Box Office)  
Warrants: none written      Voids: none
- i) Total February 2016 payroll paid out: \$326,164.21

John Neill reported that claims rosters and warrants have not been reviewed and accounted for and moved for approval of Consent Agenda as presented. Ron Hue seconded the motion. The motion carried unanimously.

## **Visitors**

Barbara Johnson opened the floor to any visitors who wished to address the Board regarding matters that are not currently on the agenda. No visitors present.

## **New Business**

### **a) February Financial Reports**

John Neill gave the financial reports for February. At the completion of his reports and after some discussion by the Board related to certain items, John Neill moved to accept the February financial reports as presented. Ron Hue seconded the motion, the motion carried unanimously.

### **b) Expansion Report**

Corey Pearson had nothing to report at this time.

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

Corey Pearson discussed the yearend report with the city will take place May 9<sup>th</sup>. Also, recently booked Florida Georgia Line and Migos.

### **d) Visit Tri-Cities Report**

Kim Shugart reported on an upcoming conference and Sales Blitz that will be taking place in the next couple month with the sales staff of the Convention Center.

### **e) SpringHill Suites Report**

Jen Newton gave a quick report on the SpringHill's blocked rooms for events over the last month and upcoming room blocks for next month.

## **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 5:41pm

*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.*

Elizabeth Lutz

Approved by the Board of Directors