

---

---

Kennewick Public Facilities District  
Regular Meeting

January 22, 2009

Minutes

5:00 p.m.

---

---

## CALL TO ORDER

President Dean Strawn called the meeting to order at 5:01 pm.

## ROLL CALL

Roni Gierke called the roll.

Present: President, Dean Strawn; Board Member, Kathy Blasdel; Treasurer, John Givens Board Member, Calvin Dudney,

Absent: Secretary, Barbara Johnson excused

Also Present: Jeff Kossow, Executive Director; Roni Gierke, Executive Assistant; Bob Dowle, Business Manager; Jude Strode, Marketing Manager; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Steve Mallory, Arculus Design; Adam Dyes, Sales Manager, Russ Burtner, City of Kennewick; Paul Robinson, Centerplate GM; Rob Gierke, Toyota Arena Manager; Shelley Ellis, Operations Manager; Matt Watkins, City of Pasco Mayor Pro-Tem; Joel Rogo, Richland Public Facilities District; Josie Delvin, ARC of Tri Cities; Kathy Preston, ARC of Tri Cities.

Bob Dowle led in the Pledge of Allegiance.

## APPROVAL OF AGENDA

John Givens moved to approve the agenda; Kathy Blasdel seconded the motion. The motion carried.

## ELECTION OF OFFICERS

John Givens moved, seconded by Kathy Blasdel to temporarily suspend the Rules of Procedure regarding election of officers, and to cast a unanimous ballot for the current officers (Dean Strawn, President; John Givens, Treasurer; Barbara Johnson, Secretary) to another term of office.

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 December 18, 2008 Board Meeting
- b) Claims Roster dated December 2008 for \$ 597,578.39 (TRCC)  
Warrants: 6628-6745 Voids: 6645, 6655, 6712, 6741, 6742
- c) Claims Roster dated December 2008 for \$417,527.74 (TC)  
Warrants: 7097-7268 Voids: 7136, 7145, 7187, 7218
- d) Claims Roster dated December 2008 for \$359.70(Box Office)

Warrants: none written  
Total payroll paid out: \$99,337.36

Dean Strawn informed the Board that all the warrants have been accounted for.

Calvin Dudney moved to approve the Consent Agenda; John Givens seconded the motion.

Motion carried.

## **VISITORS**

Dean Strawn opened the floor to any visitors who wished to address the Board.

Kathy Preston explained the goals of the ARC of Tri Cities. The ARC of Tri Cities is holding a golf tournament and dinner auction. Kathy Preston requested, on behalf of the ARC of Tri Cities, that the KPFD Board of Directors invest in a sponsorship of the golf tournament or the dinner auction.

The Board explained to Ms. Preston that they are working with public funds and are unable to make public or private donations with these restricted funds. The Board thanked the ARC for their dinner event and conveyed their personal support of the ARC's mission. Staff was asked to work with ARC on any other opportunities that might arise to help support the event.

Dean Strawn requested that Agenda item 6) e be moved to 6) a. The members of the Board agreed.

## **NEW BUSINESS**

### **a) Proposed Legislation Multi-Governmental Public Facilities District**

Matt Watkins gave a brief history of the Regional Oversight Committee, and the recent studies performed by Hovee and Associates regarding, regional facility planning. The Regional Oversight Committee is requesting the support of the Kennewick Public Facilities District for the legislation relating to multi-governmental public facilities districts.

Discussion incurred.

John Givens moved that the Kennewick Public Facilities District support this legislation relating to multi-governmental public facilities districts. Calvin Dudney seconded the motion.

Motion carried.

### **b) Financial Report**

John Givens reported that the Three Rivers Convention Center budgeted \$843,439 in income for 2008 and ended the year with \$889,659 for a 5% increase over budget. The payroll expenses were budgeted at \$696,248 and the actual expense came in at \$576,779 for a positive variance of \$119,469. The ending working capital that was budgeted for 2008 was \$1,562,068; the actual ending working capital came in at \$1,744,314. Comparing the 2008 beginning working capital of \$1,715,609 to the ending working capital of \$1,744,314, the Three Rivers Convention Center has \$30,000 more than we started the year with.

John Givens reported that the Toyota Center and Toyota Arena budgeted \$1,818,708 in operating revenues for 2008 and ended the year with \$1,828,525. The total operating expense came in at a negative variance of \$131,922.

Jeff Kossow reminded the Board that this is a preliminary year end report and there will be a thirteenth statement presented at February's meeting or a special meeting if the Board chooses.

Kathy Blasdel moved to accept the preliminary 2008 year end financial report. Calvin Dudney seconded; motion carried.

**c) Attendance/Marketing Report**

Adam Dyes reported that in December the sales team booked seven new events and re-booked six events. There were four events reported as lost business, three of which were lost to larger cities, and the remaining event chose the Red Lion in Richland for their water front location.

Adam Dyes mentioned some of the up coming events that are open to the public.

Jude Strode gave an update on the progress of the "Senior Life" show that the Three Rivers Convention Center is self promoting.

**d) Executive Director Report**

Jeff Kossow reported that the City Council retreat will be held at the Three Rivers Convention Center.

Jeff Kossow informed the Board that, Tim Sullivan, VenuWorks Director of Finance, visited the campus and met with Bob Dowle. He tested the existence and effectiveness of internal controls related to event settlements, insurance, and event deposits. His audit of our internal controls was clean, with no follow-up items noted.

**e) TCVCB Report**

Kim Shugart reported that the TCVCB issued eleven leads in the month of December and the Three Rivers Convention Center responded to all of them. TCVCB sent staff to WSU to make a presentation to the Distance and Professional Education Group, they represent thirty organizations. Skills USA and Harvesting Clean Energy will be new events to our area. Adam and Heather will be joining the VCB in the Olympia Sales Blitz. The TCVCB has invested in a program called "Meeting Max" which will make it easier for the meeting planners to make arrangements for their events. The TCVCB has added summer hours of operation; they will be open on weekends from 1 pm to 4 pm.

## **BOARD COMMENTS/DISCUSSION**

General comments from the Board congratulating staff on the 2008 year end. The Strategic Planning Meetings with VenuWorks, the City of Kennewick, and the KPFD are scheduled for April 13-17, 2009.

## **ADJOURNMENT/RECESS**

Meeting adjourned at 7:17 PM

*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.*

Roni Gierke, Ex Officio Clerk  
Approved by the Board of Directors