
Kennewick Public Facilities District

Regular Meeting

February 28, 2008

Minutes

5:00 p.m.

CALL TO ORDER

President, Dean Strawn called the meeting to order at 4:58 pm.

Marie Mosley led in the Pledge of Allegiance.

ROLL CALL

Ex Officio Clerk Roni Gierke called the roll.

Present: President, Dean Strawn; Treasurer, Ed Allen; Board Member, John Givens;
Board Member, Calvin Dudney

Excused: Secretary, Barbara Johnson

Also Present: Jeff Kossow, Executive Director; Peter Hoag, Business Manager; Roni Gierke, Executive Assistant; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Marie Mosley, City of Kennewick; Steve Mallory, Arculus Design and Technical Services; Kimberly Hovland, Administrative Assistant ; Shelley Ellis, Operations Manager; Adam Dyes, Sales Manager; Paul Robinson, Centerplate

APPROVAL OF AGENDA

Ed Allen moved to approve the agenda, Calvin Dudney 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.

1) Consent Agenda

- a) Minutes of January 24, 2008 Board Meeting
- b) Claims Roster dated January 2008 for \$94,901.05 (TRCC)
Warrants: 5867-5949 Voids: 5924
- c) Claims Roster dated January 2008 for \$295,705.87 (TC)
Warrants: 6080-6205 Voids: 6124 & 6169
- d) Claims Roster dated January 2008 for \$204,894.15 (Box Office)
Warrants: 5079-5085
Total payroll paid out: \$ 92,069.19

Ed Allen moved to approve the Consent Agenda. John Givens seconded.

Motion Carried

Dean Strawn informed council that all checks are accounted for.

NEW BUSINESS

a) Financial Report

Peter Hoag passed out the financial statements for both the Three Rivers Convention Center and the Toyota Center and Arena. Discussion incurred. Peter pointed out a few year end adjustments that were made and that the variable fees reflected a change as well. Ed Allen commented that the year end numbers, as far as operating vs. working capital, were doing well.

John Givens moved to accept the Financial Reports for the Toyota Center and Three Rivers Convention Center for 2007 year end, and the January 2008 Financial report, Ed Allen seconded. Motion Carried

b) Attendance/Marketing Report

Adam Dyes reported the Three Rivers Convention Center had a great month in January and mentioned some of the events. Adam noted that many of the events had rebooked for next year. Mid Columbia Symphony will be returning in March for another performance. It was noted that the January performance attendance was down due to harsh weather conditions. The DECA conference was held in January, and will be returning next year. Adam also provided a list of upcoming events including the Tri-City Quilt show that was previously held at TRAC. The web site calendar will now list all events. Adam is traveling to the sales Blitz in Olympia, March 13th and 14th.

c) Executive Director Report

Jeff Kossow informed the board of the status of Bill 6537 which was in legislation. Through his written testimony, he participated in helping stop the bill. He also reported on the status of the new Zamboni which should arrive in April. Christmas Memories will not be returning next year, but will be required to cover the costs not covered by filling their dates. Hairspray went very well. Kimberly Hovland attended meeting to be crossed trained to promote team building within the organization. The Toyota Arena is also doing very well, in fact exceeding expectations under the direction of Rob Gierke. There was an accident with one of our staff members inhaling ammonia during a plant failure, it was just a scare and he is well. The staff was able to get the problem back on line. Dean Strawn mentioned that according to recent legislation, the P.F.D. is allowed to participate in promotional hosting, as long as it is included in the budget. Dean also noted that due to all the recent legislations, the KPFD supported hiring a lobbyist, but there was not enough support from other PFD's. He also stressed that at the next PFD conference, the KPFD must push for that to happen. The PFD conference will be held in Lynwood, September 2008.

John Givens moved to authorize President, Dean Strawn, to sign the amendment to the facility usage agreement between the Toyota Center and Tri City American's, following the advice of legal council. Calvin Dudney seconded. Discussion incurred. The motion carried.

TCVCB Report

Kim Shugart reported, the TCVCB issued 11 leads. The TCVCB has been advertising in the Seattle/Tacoma area to generate conference leads. The Sales Blitz conference is March 13th and 14th. The Cascadia Conference is also coming up which will generate leads. John Givens commented on the TCVCB as a good partner, and hoped that there would be representatives at the Kennewick City Council meeting on March 4th for the TCVCB presentation. TCVCB will be asking to move monies from their reserve account to the operating account to increase the opportunity fund.

d) VenuWorks Variable Fees & Commissions

Dean Strawn explained the coverage of the variable fees and commission between VenuWorks and the Kennewick Public Facilities District. Dean also explained the KPFD Board's evaluation and scoring process. Discussion incurred.

Calvin Dudney commented on the staff taking pride in the organization, and continuing to seek out people to help us progress.

Ed Allen commented on our market, and balancing the buildings limits with acts that will sell in the area.

Peter Hoag reported that the variable fee for the Toyota Center was negated by the overage on the budget subsidy. The Three Rivers Convention Center variable fee came to \$18,535.00.

John Givens moved to accept the 18,535.00 variable fee of VenuWorks for the Three Rivers Convention Center. Calvin Dudney seconded.

The motion carried.

John Givens moved to accept that because the Toyota Center did not meet the appropriate budget numbers, that the variable fee formula for this year will be \$0.00. Ed Allen seconded.

The motion carried.

ARTS COMMITTEE REPORT

John Givens reported that Jeff Kossow was working with the artist on the details of the artwork to be hung in the Three Rivers Convention Center. Jeff Kossow reported that he met with Rick Fesser to discuss the purposed mounting system to protect his artwork as well as his biography to hang with it. The biography will need to be seen and approved by the board. Jeff Kossow also reported that we will need to see an insurance writer for his artwork so that the building does not take on a liability issue. Jeff will be meeting with Leland Kerr to draft a document, for the arts committee to review, that will recognize that the art is a display and not the liability of the Three Rivers Convention Center. No further action is pending.

REGIONAL OVERSIGHT COMMITTEE REPORT

Calvin Dudney reported that the Oversight Committee is waiting on the consultant report before moving forward.

BOARD COMMENTS/DISCUSSION

Calvin Dudney commented to staff on keeping up the good work. John Givens applauded the staff and its partners, commenting on the progress made. Ed Allen thanked the staff. Deans comments were reflected in the evaluation, and he also thanked the staff.

ADJOURNMENT/RECESS

Meeting adjourned 6:48 p.m.

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