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Kennewick Public Facilities District  
Regular Meeting

March 27, 2008

Minutes

5:00 p.m.

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### CALL TO ORDER

President, Dean Strawn called the meeting to order at 5:00 pm.

Ben Bolander led in the Pledge of Allegiance.

### ROLL CALL

Ex Officio Clerk Roni Gierke called the roll.

Present: President, Dean Strawn; Treasurer, Ed Allen; Secretary, Barbara Johnson; Board Member, John Givens; Board Member, Calvin Dudley

Also Present: Peter Hoag, Business Manager; Roni Gierke, Executive Assistant; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Jude Strode, Marketing Coordinator; Russ Burtner, City of Kennewick; Shelley Ellis, Operations Manager; Heather Breymeyer, Three Rivers Convention Center; Don Johnson, Toyota Center; Ben Bolander, Toyota Center; Paul Robinson, Centerplate; Steve Peters, VenuWorks

### APPROVAL OF AGENDA

Barbara Johnson moved to approve the agenda, Calvin Dudley 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 February 28, 2008 Board Meeting
- b) Claims Roster dated February 2008 for \$138,556.60 (TRCC)  
Warrants: 5950-6033 VOIDS: 5964
- c) Claims Roster dated February for \$321,965.56 (TC)  
Warrants: 6206-6324 VOIDS: 6207, 6222, 6277, 6278
- d) Claims Roster dated February 2008 for \$180, 317.12 (Box Office)  
Warrants: 5086-5093 VOIDS: 5088  
Total payroll paid out: \$122,223.94

Barbara Johnson moved to approve the Consent Agenda. Ed Allen seconded.  
Motion Carried

Dean Strawn informed council that all checks are accounted for.

Barbara Johnson raised a question regarding the PO process in term of monetary threshold. Peter Hoag answered that PO's are issued on every expense – a single PO covers contracted services.

### VISITORS

Steve Peters, VenuWorks; Bob Park, Kennewick City Council; Joe Kadinger, Chris Blankenship, Jan Taylor, Gordon and Dorothy Henderson, Tri City Americans Booster Club; John Trumble, Tri City Herald

Dean Strawn offered all visitors the opportunity to address the board about any item that was not on the agenda. No one wish to address the board at that time.

Steve Peters commented on his visit, and mentioned he was pleased to be able to attend the City Council Meeting, along with his meetings with the board members. Steve Peters also mentioned last year's event success in the three facilities.

## **NEW BUSINESS**

### **a) Financial Report**

Ed Allen reported that the Three Rivers Convention Center budget to actual comparison, total income of \$170,610.00 budget was \$133,494.00. In terms of gross revenues the Three Rivers Convention Center is over \$37,000.00 ahead of budget. Personnel expenses were lower than budget by over \$17,000.00. The Three Rivers Convention Center is currently running \$52,260.00 ahead of anticipated net operating income. Change of working came in at a gain because of depreciation.

Ed Allen reported that the Toyota Center and Toyota Arena budget to actual comparison, year to date gross revenues were \$366,244.00, budget was \$387,278.00, and there was a revenue shortfall of about \$21,000.00. Payroll expenses were \$146,268.00 budgeted was \$132,504.00. Revenues were down and payroll expenses were up. Total expense was \$377,662.00 budgeted \$375,441.00, savings in other areas helped offset the overage in payroll expenses. Operating loss through the end of February is \$23,256.00 over budget. Peter Hoag explained that the loss of revenue is primarily due to events that were budgeted, have moved to different dates.

Discussion incurred.

John Givens moved to accept the financial report as presented. Calvin Dudney seconded, motion carried.

### **b) Attendance/Marketing Report**

Heather Breymeyer reported the Quilt Show that is currently going on was booked through the Masons event from last year. WAWGG and Laugh Lovers Ball were events from February that rebooked for next year.

Dean Strawn commented on the new addition to the marketing report, the lost business report.

The lost business report will include an event date on a "No Space Available" reply to an RFP.

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

Peter Hoag gave the Executive Directors report in Jeff Kossow's absence. Peter informed the board of the new ticket office manager, Kathy Linneman, and the new conversions supervisor, John Taylor.

Dean Strawn questioned the difference between using the new ticket scanners and tearing the tickets as people come in. Peter explained that the attendance count is more accurate with the scanners. It takes about the same time to get all the attendees into the building. Most of the complaints come from the Broadway events. Steve Peters explained that the shows are used to performing in a theater and the Toyota Center does not have a "lobby" area, as theaters do, for people to congregate before they are allowed to their seats.

**d) TCVCB Report**

Kim Shugart reported that the TCVCB issued 6 leads in the month of February and 10 more through the 13<sup>th</sup> of March. The response rate from the Three Rivers Convention Center was good; the two leads that were not bid on were “No Space Available” leads and were both short term booking that the facility was not able to accommodate.

**e) Schedule Strategic Planning Session**

Steve Peters explained that VenuWorks would offer consulting service to the KPF, to review the goals, objectives, and mission statement for the facilities and see if the KPF is still tracking. The consultants would help the KPF determine the facility needs of the entire campus. There would be no charge for the consultation just the travel costs. Dean Strawn and Steve Peters will discuss it in more detail and schedule a meeting.

**ARTS COMMITTEE REPORT**

Barbara Johnson reported that she has been in contact with Candice Boushel. Candice will be working with the VCB, TRIDEC, and The Chamber of Commerce on an outdoor project for the new building. We will be offered the opportunity to partner with them in the project.

Barbara mentioned that Jeff Kossow is still working with Rick Fesser to get his paintings on display in the building.

**REGIONAL OVERSIGHT COMMITTEE REPORT**

Calvin Dudney informed council that the regional oversight committee has not met. They are still waiting on “Phase 2” of the study.

**BOARD COMMENTS/DISCUSSION**

Dean Strawn offered all visitors the opportunity to address the board with comments or suggestions. No one wished to speak.

Dean mentioned the progress of the board has made in the last seven years.

Calvin Dudney thanked staff for their hard work on the City of Kennewick presentation. Calvin also mentioned meeting with the Americans and their booster club to open communications for all involved.

John Givens thanked both the VenuWorks team and the Centerplate team for a job well done.

Barbara Johnson also thanked staff for the presentation, and all the additional hours put in for the conversions that have needed to be done.

Ed Allen mentioned the gratification to be at this stage of our development, compared to when the building was just an idea.

**ADJOURNMENT/RECESS**

Meeting adjourned 6:20 p.m.

*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.*

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