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Kennewick Public Facilities District  
Regular Meeting

May 28, 2009

Minutes

5:00 p.m.

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## CALL TO ORDER

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

Rob Gierke led in the Pledge of Allegiance.

## ROLL CALL

Roni Gierke called the roll.

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

Also Present: Lee Kerr, Kerr Law Group; Carl St Clair, Interim-Executive Director; Marie Mosley, City of Kennewick; Paul Robinson, Centerplate GM; Steve Peters, VenuWorks; John Trumbo, Tri-City Herald; John Lamkin, VenuWorks; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Roni Gierke, Executive Assistant; Jude Strode, Marketing Manager; Steve Mallory, Arculus Design; Adam Dyes, Sales Manager; Rob Gierke, Toyota Arena Manager; Shelley Ellis, Operations Manager; Ben Bolander, Events Manager; Brian Sandy, Tri-City Americans; Bob Tory, Tri-City Americans; Bob Dowle, Business Manager.

Dean Strawn asked that agenda line item 5) Visitors, be moved to line item 2) and all others moved down.

John Givens moved to adjust the agenda accordingly, Barbara Johnson seconded. The motion carried.

## VISITORS

Brian Sandy, speaking for the Tri-City Americans, expressed their concern regarding the removal of Centerplate from the facilities. They would like to be sure that the transition will be a smooth one.

Steve Peters explained that taking the food and beverage in-house will generate more income for the facilities. And none of our clients will be able to see the difference.

## EXECUTIVE SESSION

To discuss with legal council the potential litigation per RCW 42.30.110(1)(i)

The Board went into executive session at 5:11 pm and reconvened at 6:00 pm.

## APPROVAL OF AGENDA

Barbara Johnson moved to approve the agenda; John Givens 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 April 30, 2009 Board Meeting
- b) Minutes of May 12, 2009 Special Meeting
- c) Claims Roster dated April 2009 for \$57,598.27 (TRCC)  
Warrants: 6899-6998 Voids: 7003, 7041, 7045
- d) Claims Roster dated April 2009 for \$355,914.88 (TC)  
Warrants: 7570-7590, 7592-1657, 7664, 7667, 7669-7730  
(explanation in packet) Voids: 7704
- e) Claims Roster dated April 2009 for \$191.17 (Box Office)  
Warrants: none written  
Total payroll paid out: \$137,180.41

John Givens informed the Board that all the warrants have been viewed and accounted for.

John Givens moved to approve the Consent Agenda; Kathy Blasdel seconded the motion. Motion carried.

## NEW BUSINESS

### **a) April 2009 Financial Report**

John Givens reported an operating income of \$82,340 and an operating expense of \$99,675 for the Three Rivers Convention Center. Building rent was down, and expenses adjusted accordingly.

Barbara questioned where Carl St Clair's expenses were being allocated?

Discussion incurred

The Toyota Center and Toyota Arena ended the month with an operating income of \$37,658, which is \$45,017 less than budgeted. Building rent was down by \$17,200.

Bob Dowle explained that there were events budgeted that didn't happen.

Discussion incurred.

The operating expenses of the Toyota Center and Toyota Arena for the month were \$171,072, which is a positive variance of \$16,211.

Kathy Blasdel moved to accept the April 2009 Financial Reports as presented. Barbara Johnson seconded the motion.

Motion carried.

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

Adam Dyes reported that the events were down in the month of April, room rental was down also, mostly due to the discount given with food and beverage purchases.

The sales team booked five new events, and re-booked six events. The sales team bid on all RFP's received from the VCB. Adam and Heather will be traveling to Walla Walla with staff from the VCB.

Discussion incurred.

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

Carl St Clair informed the Board that he has been working with staff on Admin reports for event files. He has also been working with the Operations department, regarding efficiencies.

Carl will be staying an extra week to help Corey Pearson with the transition.  
Discussion incurred.

**d) TCVCB Report**

Kim Shugart reported that the TCVCB issued nine leads in the month of April and the Three Rivers Convention Center responded to all of them. TCVCB will be sending staff to Walla Walla for the WSAE conference, they are sponsoring the opening breakfast. WA School Counselor Association has a walk through next week.

**BOARD COMMENTS/DISCUSSION**

General comments from the Board; expressing appreciation for staff's continued excellence during the Executive Director transition period, and thanking Paul Robinson and his staff for their service.

**ADJOURNMENT/RECESS**

Regular Meeting adjourned at 7:40 PM.

*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