
Kennewick Public Facilities District

Regular Meeting

September 25, 2008

Minutes

4:00 p.m.

CALL TO ORDER

President Dean Strawn called the meeting to order at 4:03 pm.

ROLL CALL

Roni Gierke called the roll.

Present: President, Dean Strawn; Treasurer, John Givens; Board Member, Kathy Blasdel; Secretary, Barbara Johnson, via teleconference

Absent: Board Member, Calvin Dudney: Excused

Also Present: Jeff Kossow, Executive Director; Roni Gierke, Executive Assistant; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Marie Mosley, City of Kennewick; Shelley Ellis, Operations Manager; Adam Dyes, Sales Manager; Jude Strode, Marketing Manager; Paul Robinson, Centerplate; Steve Mallory, Arculus Design; Bob Dowle, Business Manager; John Trumbo, Tri City Herald;

Jude Strode led in the Pledge of Allegiance.

APPROVAL OF AGENDA

Kathy Blasdel moved to approve the agenda, John Givens 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.

- a) Minutes of August 28, 2008 Board Meeting
- b) Claims Roster dated August 2008 for \$ 57,446.42 (TRCC)
Warrants: 6351-6405 Voids: 6401
- c) Claims Roster dated August 2008 for \$372,175.83 (TC)
Warrants: 6728-6786 Voids: 6748, 6755
Warrants: 6794-6838 Voids: 6798
- d) Claims Roster dated August 2008 for \$25,818.51 (Box Office)
Warrants: 5129
Total payroll paid out: \$71,528.03

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

John Givens moved to approve the Consent Agenda, Kathy Blasdel seconded the motion.

Motion carried unanimously.

VISITORS

Dean Strawn opened the floor to any visitors who wish to address the Board. There were none who responded.

NEW BUSINESS

a) Financial Report

John Givens reported that the Three Rivers Convention Center budgeted ending working capital of August was \$1,583, 809. Actual August ending working capital was \$1,786,424.

The operating income is still at a loss but it is moving in the right direction due to revenue sources from the Sales and PFD Taxes.

John Givens reported that the Toyota Center and Arena, year to date, net operating income/loss is a negative \$235,000.00 compared to a budget amount of negative \$152,000.00. From an operations stand point the deficit is much better than we anticipated it to be, but still something that we need to continue to work on.

John Givens moved to accept the financial report as presented, Barbara Johnson seconded.

The motion carried unanimously.

b) Attendance/Marketing Report

Adam Dyes reported that the sales team has had a very good month and is not slowing down. The Kennewick General Hospital CPR event will be in the facility on Saturday. The Three Rivers Bridal Show is completely sold out with 62 vendors.

Adam Dyes updated the Board on the progress of the Mid Columbia Christmas event planning. The event will take place November 28- December 4, 2008.

Adam announced that the Mid Columbia Symphony has signed a five year contract with the Three Rivers Convention Center. The orchestra shell has been ordered.

Jude Strode informed the Board that Gamache Landscaping and Nursery will be adding some live plants and water features to the grounds, along with partnering for the Mid Columbia Christmas event.

c) Executive Director Report

Jeff Kossow reported on the events currently on sale: Three Rivers Bridal Show, Mid Columbia Symphony, BarlowGirl, Backyardigans, Jeff Dunham, FMX Motocross World Tour, Disney Live: Winnie the Pooh.

Jeff Kossow informed the Board that the State Auditors have been very positive about this year's audit.

Discussion incurred regarding the up grades on the concourse at the Toyota Center., no action was taken.

d) TCVCB Report

Kim Shugart reported that the VCB generated six leads since the last meeting, all of which have large attendance expectancy. The Land Surveyors' Association of Washington is an event that has been in Yakima for quite a few years. The TCVCB recently completed their 2009 Marketing Fund Budget. The Three Rivers Convention Center will be hosting their annual meeting on November 6th.

The TCVCB will be moving into their new building on October 3rd.

e) WA Coalition for Open Government

President Dean Strawn explained the invitation to participate in the Open Government Leadership Institute, and suggested that the KPFD send one Board member and one member of staff to attend.

Discussion incurred, the Board recommended that two applications be submitted, one for a member of staff and one for a Board member.

f) 2009 Budget Workshop Meeting

Jeff Kossow informed the Board that the City of Kennewick will need a preliminary 2009 budget for the Toyota Center and Arena by the end of October.

Discussion incurred, without objection two meetings were scheduled:

A 2009 Budget Workshop Meeting will be held October 6, 2008 at 5pm in the Three Rivers Convention Center Boardroom.

The regular meeting of the Kennewick Public Facilities District Board of Directors will be at 6pm on October 23, 2008 with a Budget Workshop at 5pm on October 23, 2008.

BOARD COMMENTS/DISCUSSION

General comments from the Board stating staff is doing a great job and making progress. Additionally Barbara Johnson thanked the Board for allowing her to attend this meeting via teleconference.

John Givens informed the Board that the names on the accounts at Wells Fargo bank have been changed to reflect the appropriate entities.

ADJOURNMENT/RECESS

Meeting adjourned at 5:35PM

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