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Kennewick Public Facilities District

Regular Meeting

December 23, 2010

Minutes

5:00 p.m.

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**CALL TO ORDER**

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

**ROLL CALL**

Shelley Ellis called the roll.

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

Also Present: Corey Pearson, Executive Director; Shelley Ellis, Executive Assistant; Jeff  
Kossow, City of Kennewick

Calvin Dudney led in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Barbara Johnson moved to approve the agenda; Kathy Blasdel 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 November 30, 2010 Board Meeting
- b) Claims Roster dated November 2010 for \$ 440,985.30 (TRCC)  
Warrants: 8833-8926 Voids: NONE
- c) Claims Roster dated November 2010 for \$ 606,112.66 (TC)  
Warrants: 9972-10145 Voids: 10006, 10063, 10080, 10094
- d) Claims Roster dated November 2010 for \$ 24,439.97(Box Office)  
Warrants: none written  
Total November payroll paid out: \$ 240,254.63

John Givens reported that all warrants have been reviewed and accounted for.

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

**VISITORS**

Dean Strawn opened the floor to any visitors who wished to address the Board regarding any matters that are not currently on the agenda.

## NEW BUSINESS

### **a) Tri-City Regional Public Facility District Report**

John Givens reported that the Tri-City Regional Public Facility District Board adopted the bylaws at the last meeting. John also mentioned that the public will have the opportunity to present potential project ideas at an upcoming meeting. The next meeting is scheduled for Wednesday, January 12<sup>th</sup> at the Richland Community Center.

### **b) Port of Kennewick Advisory Committee Report**

Kathy Blasdel reported that a draft of the master plan will be provided to the Port of Kennewick Advisory Committee the second or third week of January.

### **c) November Financial Report**

John Givens presented the November Financial Report for the Three Rivers Convention Center and the Toyota Center and Toyota Arena.

John Givens moved to accept the November Financial Report for the Three Rivers Convention Center and the Toyota Center and Toyota Arena as presented. Kathy Blasdel seconded the motion. The motion carried.

### **d) 2010 Three Rivers Convention Center Year-End Budget Adjustment**

Corey Pearson presented the 2010 Three Rivers Convention Center Year-End Budget Adjustment. He mentioned that there is an increase in Food and Beverage Income due to the added line items of Food and Beverage Cost of Goods and Operating Expenses. Corey also mentioned that the Net Operating Income (Loss) is the same as originally budgeted but the individual expense line items have been adjusted.

Barbara Johnson moved to accept the 2010 Three Rivers Convention Center Year-End Budget Adjustment as presented; John Givens seconded the motion. The motion carried.

### **e) Proposed Three Rivers Convention Center 2011 Budget**

Corey Pearson reported that the budget has been reduced to a Net Operating Income (Loss) of negative \$252,068. It was mentioned that this would be less than the projected loss for 2010 of \$252,266.

John Givens moved to accept the Three Rivers Convention Center 2011 Budget as presented; Barbara Johnson seconded the motion. The motion carried.

### **f) Sales Report**

Corey Pearson asked the Board if they had any questions in regards to the information presented. Corey mentioned that the sales staff is booking events in 2013 and 2014 as have in the past but not recently.

### **g) Resolution 101-10 Adoption of Revised Booking Guidelines for the Three Rivers Convention Center**

It was mentioned that Kathy Blasdel will review the booking policy further and work with staff and that the resolution will be included on the January 2011 meeting agenda.

### **h) Marketing Report**

No report.

**i) Food and Beverage Report**

No report.

**j) Executive Director Report**

Corey Pearson stated that CH Johnson was selected to complete the Feasibility Study and that work will begin in January. Corey mentioned that he will provide a schedule when it comes available.

**k) 2011 Business Plan**

Corey Pearson presented the 2011 Business Plan. He asked that if there was anything missing to please let him know.

**l) TCVCB Report**

No report.

**BOARD COMMENTS/DISCUSSION**

General comments from the Board were given expressing thanks and appreciation to the staff for a job well done.

**ADJOURNMENT/RECESS**

Meeting adjourned at 6:01PM

*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.*

Shelley Ellis  
Approved by the Board of Directors