
Kennewick Public Facilities District

Regular Meeting

October 23, 2008

Minutes

6:00 p.m.

CALL TO ORDER

President Dean Strawn called the meeting to order at 6:03 pm and immediately called a ten minute recess. Meeting reconvened at 6:13 pm.

ROLL CALL

Roni Gierke called the roll.

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

Absent: Secretary, Barbara Johnson: Excused

Also Present: Jeff Kossow, Executive Director; Shelley Ellis, Operations Manager
Roni Gierke, Executive Assistant; Adam Dyes, Sales Manager, Paul Robinson,
Centerplate, Russ Burtner, City of Kennewick; Bob Dowle, Business Manager;
Heather Breymeyer, Sales Associate; Kim Shugart, Tri-Cities Visitor and Convention
Bureau; Steve Mallory, Arculus Design; John Mostoller, Western States Insurance

Heather Breymeyer led in the Pledge of Allegiance.

APPROVAL OF AGENDA

Dean Strawn requested to move agenda item 5g) to 5a).

Calvin Dudney moved to approve the agenda as adjusted; 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 September 25, 2008 Board Meeting
- b) Claims Roster dated September 2008 for \$ 77,820.28 (TRCC)
Warrants: 6406-6483 Voids: 6421-6431
- c) Claims Roster dated September 2008 for \$208,887.52 (TC)
Warrants: 6839-6924 Voids: 6906, 6908, 6864
- d) Claims Roster dated September 2008 for \$30,295.65 (Box Office)
Total payroll paid out: \$88,349.70

Dean Strawn 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) John Mostoller, Western States Insurance; Coverage/Policies Review

Mr. Mostoller reported that a change in insurance companies could save the KPFD money; however the change will require a twelve month written notice. A notice has been submitted for next year's renewal. Mr. Mostoller recommended shopping outside of the "Public Entities Pool" for a better rate and will provide a full report prior to renewal. Discussion regarding insurance coverage incurred; no action was taken.

b) Financial Report

John Givens reported that the Three Rivers Convention Center budget to actual total income variance is positive \$47,000.00. The working capital year to date is at \$1,833,000.

Dean Strawn had questions regarding the FF&E line item in the budget (operating expense vs. non-capital expense). Discussion incurred, no action was taken.

John Givens reported that the Toyota Center and Arena, operating revenues year to date are down \$31,565.00. Operating expense year to date actual is negative to budget \$112,802.00. Discussion incurred, no action was taken.

c) Resolution # 094-08; Location and Signatory Authority of Bank Accounts

The Kennewick Public Facilities District shall maintain, until or unless closed, bank account relationships with Wells Fargo Bank. The Signatory Authority will be applied to: Kennewick Public Facilities District President, Kennewick Public Facilities District Treasurer, VenuWorks of Kennewick LLC Executive Director, and VenuWorks of Kennewick LLC Business Manager.

John Givens moved to approve resolution # 094-08, Kathy Blasdel seconded. The motion carried.

d) Review and Recommendation of Certificate of Deposit at State Farm Bank

John Givens informed the Board, that, in order to move the CD at State Farm Bank into an approved Washington State account before it matures, the KPFD will have to pay an early withdraw penalty of \$9000.00. Discussion incurred. John Givens moved that as conservative tertiary stewards of public funds, the Board move the money into a state protected account immediately. Kathy Blasdel seconded. Motion carried.

e) Consideration and Approval to Forward the 2009 Toyota Center/Toyota Arena Recommended Budget to the City of Kennewick

f) Recommended 2008 Toyota Center Budget Adjustment

John Givens moved to recommend for approval of the City of Kennewick, the Toyota Center and Arena 2008 Adjusted, and the 2009 Proposed Budgets, seconded by Kathy Blasdel. Motion carried.

g) Projected 2009 Three Rivers Convention Center Budget

Discussion was tabled until next meeting.

Jeff Kossow and Bob Dowle were excused to leave at 7:30 pm.

h) Meeting Date Changes

November 27th (Thanksgiving Day)

The November meeting will be held on November 20th at 6pm, with a 5pm workshop.

December 25th (Christmas Day)

The December meeting will be held on December 18th at 5pm.

i) Attendance/Marketing Report

Adam Dyes reported that September was a great month for the Three Rivers Convention Center, and discussed a few key events. Adam will consider adding a list of past events to his monthly packet information.

j) Executive Director Report

Roni Gierke was contacted by Riverton Retirement Center, asking that the Three Rivers Convention Center enter into an agreement with them as their designated temporary shelter, for their residents. Dean Strawn suggested that research be done on the possible liabilities to the Center if the Board signed the agreement. Staff will research and return with information. Discussion incurred, no action was taken.

k) TCVCB Report

Kim Shugart reported that the VCB generated 3 leads in the month of September. The VCB is short handed by two sales persons. Kim also stated that WSU meeting planning committee will be visiting the Tri Cities.

BOARD COMMENTS/DISCUSSION

Kathy Blasdel updated the Board on the WA State PFD Conference. The Conference was poorly attended and the informational content was weak. Everett will host the 2009 conference.

ADJOURNMENT/RECESS

Meeting adjourned at 8:02PM

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