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Kennewick Public Facilities District  
Regular Meeting

December 17, 2009

Minutes

5:00 p.m.

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**CALL TO ORDER**

President, Dean Strawn called the meeting to order at 5:04 pm.

John Givens led in the Pledge of Allegiance.

**ROLL CALL**

Roni Gierke called the roll.

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

Excused: Board Member, Kathy Blasdel; Secretary, Barbara Johnson

Also Present: Corey Pearson, Executive Director, Fritz Smith, Food & Beverage Director; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Roni Gierke, Executive Assistant; Jude Strode, Marketing Manager; Steve Mallory, Arculus Design; Heather Breymeyer, Director of Sales; Ann Kupitz, Business and Finance Manager; Shelley Ellis, Operations Manager; Ben Bolander, Event Manager; Jeff Kossow, City of Kennewick; Cathy Smith, Food & Beverage Manager; Kurt Gustafson, Assistant Operations Supervisor

**APPROVAL OF AGENDA**

John Givens moved to approve the agenda; Calvin Dudney 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 19, 2009 Board Meeting,
- b) Claims Roster dated November 2009 for \$454,865.74(TRCC)  
Warrants: 7637-7735 Voids: 7693, 7691, 7672, 7652,
- c) Claims Roster dated November 2009 for \$ 725,688.80(TC)  
Warrants: 8306-8459 Voids: None
- d) Claims Roster dated November 2009 for \$5,657.55 (Box Office)  
Warrants: 5136  
Total payroll paid out: \$196,827.32

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

John Givens reported that all the warrants in the Consent Agenda have been accounted for.

## **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.

Jeff Kossow expressed his appreciation of staff's assistance with the ground breaking ceremony of the Cascade Natural Gas Corporate Office.

## **NEW BUSINESS**

### **a) Toyota Center and Arena October 2009 Financial Report**

Corey Pearson identified the three primary reasons that lead to the overage of the Team Share portion on the Signage and Sponsorship line item as, an amended signage agreement with the Tri City Americans in relationship to the Naming Rights agreement of the Toyota Center, the Tri Cities Fever and the Tri City Americans shares of the in-house exclusive non-alcoholic beverage sponsorship, and the Tri City Americans and VenuWorks Food and Beverage agreement that had originated with Centerplate. Discussion incurred.

John Givens moved to accept the Toyota Center and Arena October 2009 Financial Report. Calvin Dudney seconded the motion.  
Motion carried.

### **b) November 2009 Financial Reports**

John Givens informed the Board that the Three Rivers Convention Center year to date income at the end of November is \$30,013 ahead of budget. The year to date positive variance of \$25,328 in operating expenses may go down as more expenditures are realized in the month of December. The year to date ending working capital is at \$1,922,714.

John Givens reported that the Toyota Center year to date operating revenues at the end of November were \$40,586 more than budgeted. The, year to date, operating expenses were at a negative variance of \$118,629. The year to date net income (loss) at the end of November is a negative \$159,215.

Discussion incurred.

John Givens moved to accept the November 2009 Financial Report. Calvin Dudney seconded the motion.  
Motion carried.

### **c) Attendance/Marketing Report**

Heather Breymeyer stated that the sales team booked 10 events in the month of November, and had only two potential events book at other venues for various reasons. Heather summarized November's events and the success of the self promoted Mid Columbia Christmas. The upcoming WSU Basketball event in the Toyota Center has prompted bookings in the Convention Center. Discussion incurred.

**d) Food and Beverage Report**

Fritz Smith thanked the Board for their support in the past months, and informed them that the Food and Beverage Department is working at full capacity both operationally and financially.

Cathy Smith mentioned the success of the Toyota Center concessions during the recent events. Cathy expressed the importance of the upcoming WSU Basketball event, and the excitement it has generated within the staff.

The third party vendors at the Toyota Center have been very supportive. Discussion incurred.

**e) Executive Director Report**

Corey Pearson mentioned to the Board that combining functions and buildings (example: a Holiday Party booked in the Three Rivers Convention Center on the same night as Larry the Cable Guy in the Toyota Center so the guests could attend both functions) started naturally, but staff is going to build on the concept. The Broadway Series season ticket sales have surpassed the targeted 400. The new Windermere Theatre is receiving favorable responses.

Discussion incurred.

**f) TCVCB Report**

Kim Shugart informed the Board that the Association of Washington Cities wants to expand the uses of the Hotel and Lodging Taxes.

Kim stated that the TCVCB Report is short in leads this month but it is not uncommon for the month of November.

## **BOARD COMMENTS/DISCUSSION**

General comments from the Board expressing their pride in the progress that staff has made through the transition period.

Dean Strawn reported that the exit conference with the State Auditor went very well.

## **ADJOURNMENT/RECESS**

Regular Meeting adjourned at 6:57 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