
Kennewick Public Facilities District
Regular Meeting

December 18, 2008

Minutes

5:00 p.m.

CALL TO ORDER

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

ROLL CALL

Roni Gierke called the roll.

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

Also Present: Jeff Kossow, Executive Director; Roni Gierke, Executive Assistant; Adam Dyes, Sales Manager, Russ Burtner, City of Kennewick; Bob Dowle, Business Manager; Jude Strode, Marketing Manager; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Steve Mallory, Arculus Design;

Roni Gierke led in the Pledge of Allegiance.

APPROVAL OF AGENDA

Calvin Dudney 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 November 20, 2008 Board Meeting
- b) Claims Roster dated November 2008 for \$ 1,385,321.16 (TRCC)
Warrants: 6562-6627 Voids: 6588,6591,6593,6607
- c) Claims Roster dated November 2008 for \$728,313.47 (TC)
Warrants: 7001-7096 Voids: 7003, 7005, 7006, 7007, 7008
- d) Claims Roster dated November 2008 for \$235.84(Box Office)
Warrants: none written
Total payroll paid out: \$95,167.96

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.

VISITORS

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

NEW BUSINESS

a) Financial Report

John Givens reported that the Three Rivers Convention Center is showing a positive working capital variance year to date of \$129,161 compared to a negative budget variance of \$106,127.

Discussion incurred; no actions were taken.

Bob Dowle mentioned that the Certificate of Deposit that was in State Farm Bank has now been deposited into local banks.

John Givens reported that the Toyota Center and Toyota Arena are showing negative variances in building rent, signage and sponsorship revenues, and ice arena skating and event revenues.

Discussion incurred; no actions were taken.

John Givens mentioned that the total operating expenses for the Toyota Center and Toyota Arena through November 2008 are \$101,139 over budget.

Jeff Kossow is projecting that the Toyota Center and Toyota Arena will end the year with an operating loss of \$421,000 or less.

b) Approval of the Revised 2009 Three Rivers Convention Center Budget

John Givens moved to approve the 2009 budget for the Three Rivers Convention Center that states income of \$990,550 and operating expense as \$1,326,800. Calvin Dudney seconded the motion.

Discussion incurred.

Staff will produce accurate year to date projections monthly.

Motion carried.

c) Resolution #095-08; Location and Signatory Authority of Bank Accounts

Resolution #095-08: The Kennewick Public Facilities District shall maintain, until or unless closed, bank account relationships with Bank of the West in which 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 #095-08 stating location of, and signatory authority on, all bank accounts. Kathy Blasdel seconded. Motion carried.

d) Attendance/Marketing Report

Adam Dyes reported the second annual Mid-Columbia Christmas event went very well. The event is growing as expected.

The sales team booked nine new events, and rebooked four events in the month of November. The Three Rivers Convention Center has five holiday parties booked for the month of January.

Adam Dyes mentioned the sale team is planning another in-house event, a senior life trade show.

e) Executive Director Report

Jeff Kossow thanked Russ Burtner and the City of Kennewick for the approval of additional funds for the Toyota Center budget variance.

Jeff Kossow reported on the successful, first ever sold-out comedian show held at the Toyota Center (Jeff Dunham) and the related article in Polstar.

In January, Jeff Kossow will be traveling to Renton with the VCB to make a bid presentation to host the WIAA Volleyball Tournament for the next three years.

The Toyota Center has booked its first rock show, Disturbed, through Knitting Factory; a first time promoter in our market.

The WWE (World Wrestling Entertainment) date has been secured for February 6, 2009.

f) TCVCB Report

Kim Shugart reported that the VCB generated 6 convention leads and 5 sports leads in the month of December. The VCB convention department traveled to Seattle and met with meeting planners. The VCB will continue to focus on bringing new business into the Tri Cities vs. rebooking repeat business.

BOARD COMMENTS/DISCUSSION

General comments from the Board stating their satisfaction with the VenuWorks and Centerplate staff performance.

ADJOURNMENT/RECESS

Meeting adjourned at 7:09 PM

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