
Kennewick Public Facilities District
Regular Meeting

September 30, 2010

Minutes

5:00 p.m.

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; Kim Shugart, Tri-Cities Visitor and Convention Bureau; Fritz Smith, Food and Beverage Director; Shelley Ellis, Executive Assistant; Ben Bolander, Associate Director; Heather Breymeyer, Sales Director; Cathy Smith, Food and Beverage Manager; Steve Mallory, Arculus Design; Jeff Kossow, City of Kennewick; Craig Lewis, Operations Manager; Doug Ackers, Benton PFD

Shelley Ellis led in the Pledge of Allegiance.

APPROVAL OF AGENDA

John Givens 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 August 26, 2010 Board Meeting
- b) Claims Roster dated August 2010 for \$ 78,854.83 (TRCC)
Warrants: 8534-8606 Voids: 8585, 8595
- c) Claims Roster dated August 2010 for \$ 222,212.23 (TC)
Warrants: 9580-9657 Voids: 9656
- d) Claims Roster dated August 2010 for \$ 7,150.00 (Box Office)
Warrants: none written
Total August payroll paid out: \$ 142,009.08

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

John Givens reported that the Tri-City Regional Public Facility District will have an organizational meeting in October. It was requested that all the board members be placed on the email distribution list.

b) Port of Kennewick Advisory Committee Report

Kathy Blasdel mentioned that the committee visited hangers located in the Tri-Cities area to gain ideas of design standards for a Fixed Base Operator (FBO) building. She also mentioned that recommendations were made as to where they believe the FBO should be built.

c) Request for Proposal

John Givens moved that the Three Rivers Campus pursue a feasibility study in which the cost would not exceed \$50,000 and will lead to a Request for Proposal to include a possible hotel and exhibit hall. It was also expressed that this motion would not include going into contract, but to return to the board to authorize a contract. Calvin Dudney seconded the motion. The motion carried.

d) Financial Report

John Givens requested that the Augusts' financials be revised and added to October's agenda for approval.

e) Sales Report

Heather Breymeyer reported that the Tattoo Show was a success. Approximately 3,000 people were in attendance for the two day event and the net earnings were \$39,575.00

f) Marketing Report

Jude Strode expressed that she completed the Toyota Annual Report for Toyota of Tri-Cities. The Toyota Center and Arena are up 1.5 million dollars in impressions.

g) Food and Beverage Report

Fritz Smith and Cathy Smith reported on the financials for Food and Beverage for the Three Rivers Convention Center, Toyota Center and Toyota Arena. It was mentioned that orientations and trainings have taken place and that new menus have been created; including gluten free items.

h) Executive Director Report

Corey Pearson mentioned activities that have taken place since the last meeting.

i) TCVCB Report

Kim Shugart reported the TCVCB issued 9 RFP's since the last meeting, the Convention Center responded on all of them. Kim also mentioned that the TCVCB will be attending a sales blitz in Olympia in October.

BOARD COMMENTS/DISCUSSION

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

Barbara Johnson requested the new booking policy. Heather Breymeyer stated she would provide a preliminary copy at the next meeting.

ADJOURNMENT/RECESS

Meeting adjourned at 6:25 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.

Shelley Ellis

Approved by the Board of Directors