

**GREATER TACOMA REGIONAL CONVENTION  
CENTER PUBLIC FACILITIES DISTRICT**

Meeting of Directors – January 18, 2018  
Greater Tacoma Convention Center, Boardroom South  
1500 Commerce, Tacoma WA

Directors Present: Mike Brandstetter (Lakewood), Bennish Brown (Tacoma), Tom Pierson (Tacoma), and Lisa Petorak (University Place)

Directors on Phone: Colleen Barta (Tacoma)

Directors Absent: Connie Ladenburg (Pierce County), and Philip Waldner (Fife),

Staff Present: Kim Bedier, TVE Director; Jon Houg, TVE Deputy Director; Joni Dalin, Office Administrator

Guests: Steve Victor, City of Tacoma Legal Department; Ron Jimerson, City of Tacoma, IT Cyber Security

Secretary/Treasurer Mike Brandstetter called the meeting to order at 7:45 am. The board was asked if there were corrections to the October 19th meeting minutes. None were noted and a motion was requested for approval. It was so moved by Tom Pierson, seconded by Bennish Brown and unanimously approved by board members present.

Mike requested the nomination of officers for the board, as is required at the first regular meeting of the year. Connie Ladenburg was nominated and unanimously elected to continue to serve as president. Mike Brandstetter was similarly elected as secretary/treasurer for another year.

Financial Update

PFD sales tax rebates continue ahead of budget projections and above required levels to cover bond debt payment. Kim Bedier indicated the transfer of surplus funds after required debt service coverage has not yet occurred for 2017. As was requested at the October meeting, Mike Brandstetter asked if the City had received the Board's recommendation that surplus funds be set aside in a capital account for the Convention Center. Kim indicated she has reconfirmed this understanding and will notify board members when the transfer occurs for 2017.

The board asked about projected use of the capital fund. Projects could include HVAC improvements, replacement of conveyances (elevators/escalators), carpeting, etc.

Process for Adding New Members

Deputy City Attorney Steve Victor indicated any city within Pierce County may be approached regarding membership in the PFD, as all are contiguous to the county. He presented a draft amendment for addition of cities for review by board members (attached) along with a FAQ sheet and memo to Kim Bedier providing history of the PFD. He confirmed that once the interlocal agreement amendment is passed, elected officials from participating jurisdictions will no longer be able to serve on the board (as a result of a change in the RCW).

Kim Bedier indicated Tacoma City Manager, Elizabeth Pauli will assist in placing this topic on the agenda at an upcoming meeting of Pierce County administrators. Steve Victor indicated it would be advantageous for all new and existing jurisdictions to adopt the amended interlocal agreement at the same time. Lisa Petorak asked about incorporation of a FAQ regarding the benefits of membership. Kim Bedier and Bennish Brown will develop this document.

Mike Brandstetter requested Steve Victor modify the draft memo to Kim Bedier (attached, correction noted for section 3 – terms run from January through December) for use by PFD President, Connie Ladenburg when contacting cities identified for participation in the PFD, along with an offer to meet with their elective bodies to request a response. Steve will make identified revisions and provide a draft to Kim Bedier. Documents will be emailed to the board for review and final input. Once final input is received, Connie and Bennish will schedule presentations to identified communities (Puyallup, Dupont, Gig Harbor, Sumner and Steilacoom).

Tom Pierson moved that following a thirty-day review period of the memo by board members, President Ladenburg is authorized to move forward with scheduling of presentations to communities identified for membership in the PFD. The motion was seconded by Colleen Barta and unanimously approved by those members in attendance.

Kim asked that testimonials from current participating jurisdictions be included.

## Director's Report

Jon Houg reported the hotel project continues on schedule for opening spring of 2020.

A room block agreement is in place with hotel owner/operator. The number of rooms available for a Convention Center block diminishes as the date of room reservation approaches. Two years out, the Convention Center has access to 85% of available rooms. That percentage drops to close to 0% six months out. The Convention Center will hold similar rights to hotel meeting spaces. Colleen Barta asked about the hotel's pricing structure for meeting space. Jon indicated hotels typically provide meeting room space for free based on a minimum number of hotel rooms being booked. They have not yet provided information on market, rack, discount or non-profit rates. That information is expected in approximately a year.

Kim indicated there has been minimal disruption of events due to construction activity. Customer service scores remain high and the sales team has been mitigating client concerns. Tacoma was recently named top city in the U.S. for smaller conventions by meetingsource.com (based on climate, walkability, safety and promotional appeal); last year the city came in at the number four position.

In response to a request from Colleen Barta at the October meeting, a report is included in the board packet showing percentage of repeat and new clients for contracted events through 2023 as well as geographical origination of clients booking the business (not attendees).

## City of Tacoma Cybersecurity Report

In response to a request during the October meeting, Ron Jimerson, Chief Information Security Officer for the City of Tacoma provided a presentation on the City's cybersecurity measures and ongoing efforts to protect the integrity of the City's network. A layered approach incorporating internal policies, education and user awareness, security controls and vulnerability assessment are all integral to that protection. The threat landscape is in a constant state of change and requires the constant awareness and engagement of leadership and staff.

## New Business

Mike Brandstetter requested Kim Bedier provide confirmation at the April meeting that the City has filed appropriate paperwork with the state's department of revenue corresponding with last year's state legislation extending the PFD sales tax rebate and that references to sunseting of bonds are not included. Kim indicated the City's treasurer is investigating those changes. Kim will follow up on this for the April meeting.

There being no further business, Secretary/Treasurer Brandstetter called for a motion to adjourn the meeting. It was so moved, seconded and unanimously approved by those in attendance. The session adjourned at 9:15 a.m.

The next regularly scheduled meeting of the board is April 19, 2018 at 7:45 am.

Recorded by Joni Dalin