

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, NOVEMBER 29, 2018 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #11-18

AMENDED MINUTES

CALL TO ORDER

President Dan Boyd called the meeting to order at 5:30 p.m.

ROLL CALL

MEMBERS

Dan Boyd, President	Present
Bill King, Vice President	Present
Shirley Long, Secretary/Treasurer	Excused
Veronica Kenney	Present
Miriam Kerzner	Present

LIAISONS

City Council Liaison: Phillip Lemley	Present
The Reach Foundation: Ron Lerch	Excused
Alternate Council Liaison: Sandra Kent	Absent

STAFF

Rosanna Sharpe, Executive Director
Dianna Millsap, Executive Assistant
Sherri Fluaitte, Finance Manager

APPROVAL OF AGENDA

Mr. King moved and Ms. Kerzner seconded a motion to approve the November 29, 2018, Richland PFD regular meeting agenda as presented

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Ms. Kerzner moved and Mr. King seconded a motion to approve the November 29, 2018, Richland PFD consent agenda as presented

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

Nothing to report from City Council

- Reach Foundation – Ron Lerch Excused

Mr. Boyd provided the report from the Reach Foundation prepared by Mr. Lerch.

- The Reach Foundation issued a check to the Richland PFD for \$17,900.00, the remaining portion of the Orange to Black campaign
- The Reach Foundation owes about \$13,000.00 against the \$90,000.00 commitment to the Richland PFD for 2018. Payment of the \$13,000.00 in December is pending approval from the foundation board
- The Reach Foundation will confirm the foundation's 2019 pledge of \$90,000.00 at the January 14th, meeting.

PUBLIC COMMENT

None

PRESENTATION

- Pauline Schafer, Education Manager

Ms. Schafer presented a report from the Education Department of students served during the 2017/2018 school year:

- 5,759 Students with school programs
- 630 Students for self-guided visits
- 3,000 visitors of all ages attended in-house events. Several of these events were free days through generous sponsorship from STCU and Bechtel
- Over 1,200 contacted through community outreach.

Ms. Schafer stated that the big theme in the Education Department in 2019 is growth and collaboration. The partnership with Richland School District is growing with the addition of Jason Lee Elementary partnership that will serve 520 students and interest from Jefferson Elementary. Along these lines, another team member specializing in outreach and an increase to Ms. Schafer's hours to full-time are planned.

Ms. Schafer reported that the Education Department would be increasing collaboration with the National Park Service by joining forces in serving schools, working together and potentially getting other partners, multiplying education programs impact and expertise.

Education staff attended the North American Association for Environmental Education Conference in Spokane in October. Ms. Schafer reported that attending the conference was definitely worthwhile and shared the following takeaways:

- Networking and gaining expertise from people in the field that work in a variety of programs
- Received a lot of skills practice, ideas for using technology and adding citizen science into our programs
- Best practices for engaging community organizations, especially the underserved
- Direct results coming out of the conference is that education staff will be offering teacher training that offers clock hours using a curriculum developed by US Fish & Wildlife on Sagebrush Ecosystems which gives practical skills for teaching science content based on our local ecosystem
- Education Department will be hosting a get together of local organizations in January to utilize the environmental education network to ensure collaboration on scheduling events.

Ms. Sharpe added that she is extremely proud of Ms. Schafer, Ms. Colleran and Ms. Constance; they have done remarkable work for the REACH and the community.

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

Ms. Sharpe provided highlights of the November Executive Director's Report:

- Orange to Black Campaign is at 47% of the goal
- Screech at the REACH
250 guests, \$1,350.00 in revenue
- Drummers & Dancers
237 guests, \$1,300.00 in revenue
- Ms. Fluaite is out with a severe shoulder and arm injury
- Cathleen Williams last day is December 31st
- Ms. Sharpe received good feedback on the New Board Member orientation held November 12th
- Ms. Sharpe toured the Hanford History Project at WSU with Reach Foundation members and Carl Adrian
- Lieutenant Colonel Dietz, Walla Walla District Commander, Corps of Engineers, toured the REACH November 15th with Kim Schugart, Joe Schiessl and Corps team members
- Ms. Sharpe shared the upcoming December activities at the REACH.

BUDGET COMMITTEE

- Draft 2019 Budget

Mr. Boyd and Ms. Fluaite pointed out that 2018 YTD Actual numbers reported are current except for facility rentals from October and November. The 2018 Budget is included in the report for comparison purposes.

Ms. Fluaite reviewed the draft 2019 Budget, Income and Expenses line items explaining the increases, decreases, and no changes to each item.

Salary & Benefits discussion:

2019- \$457,767.61 budget increase:

- Two part-time staff increased to full-time
- An additional part-time education staff person at 20 hours per week
- Increases in the medical premiums in 2019 (less than \$2,000) to be covered by the Richland PFD
- 3% increase in staff salaries, allowing Ms. Sharpe flexibility in distribution according to workload, length of time employed, and the last increase received.

The 3% increase to staff salaries does not include an increase for Ms. Sharpe. Mr. King suggested an increase to the Salary & Benefits line item to include an increase for Ms. Sharpe. It was consensus of all board members present to create the capacity in the 2019 budget to allow the board to consider a wage increase or a bonus for Ms. Sharpe in 2019.

Ms. Sharpe and Ms. Fluaite will meet and adjust income and expenses as needed to get a balanced budget for presentation at the December Richland PFD meeting. Ms. Fluaite will break the restricted expenses into two categories, Education and Other Restricted, as suggested by Mr. King.

- Cash Analysis

Ms. Fluaitte reviewed the Cash Analysis Ending November 27, 2018, and explained the cash outflow and cash income estimates.

Cash Payments:

- Payroll
- Health Care Premium
- Admin. & Expert Services
- Programs
- Operations includes a \$3,000.00 elevator repair (outstanding invoice)
- 2018-2019 Insurance payment to Enduris \$29,000.00
- Outstanding catering bill \$5,000.00 for B Reactor lunches

Cash Income:

- Admissions
- Events
- Education
- Facility Rentals
- \$13,000.00 from the Reach Foundation, balance owing for 2018 contribution
- Transfer of \$65,000.00 from the debt service account for operations
- Memberships
- Store Sales
- Hotel Motel Grant

Mr. Boyd reviewed the 631 Debt Service Fund report from the City. After reviewing the report, Mr. Boyd opened for discussion authorizing a transfer to support operations and to consider making a Facility Contingency fund payment.

Mr. King suggested that the board consider authorizing a transfer of \$135,000.00 of which \$65,000.00 would be for operations and \$70,000.00 for the FCF payment.

After discussion members agreed to authorize a transfer of \$65,000.00 for operations and \$70,000.00 for an FCF payment but to postpone the FCF payment until the December board meeting.

Mr. King moved and Ms. Kerzner seconded a motion to request a transfer from the 631 Debt Service Fund for \$135,000: \$65,000 to support operations and \$70,000 to make the Facility Contingency Fund (FCF) payment, to be considered in December.

Motion Carried 4-0

NEW BUSINESS

None

OLD BUSINESS

None

UNSCHEDULED ITEMS

None

NEXT MEETING SCHEDULE

The next Richland PFD meeting is December 20, 2018.

ADJOURNMENT

Mr. King moved and Ms. Kerzner seconded a motion to adjourn

Motion Carried 4-0

President Boyd adjourned the regular meeting at 7:18 p.m.

Prepared by: Dianna Millsap

Reviewed by

