

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, FEBRUARY 21, 2019 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #02-19

MINUTES

CALL TO ORDER

President Dan Boyd called the meeting to order at 5:34 p.m.

ROLL CALL

MEMBERS

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

LIAISONS

City Council Liaison: Phillip Lemley	Present
Reach Foundation: Steve Simmons	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. Long seconded a motion to approve the February 21, 2019, Richland PFD regular meeting agenda as presented

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr. King moved and Ms. Kerzner seconded a motion to approve the February 21, 2019, consent agenda as presented

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

Mr. Lemley had nothing to report from City Council.

- Reach Foundation – Steve Simmons, Excused

Ms. Sharpe provided the Reach Foundation report. The foundation did not meet in February.

Ms. Sharpe met with Lottie Parker, Consultant, regarding the Days Pay Fundraiser. Mike Rader

recommended Ms. Parker. She previously worked at the Walter Clore Wine & Culinary Center and has since branched out starting a consultation firm in development and fundraising management. Ms. Sharpe forwarded information from her meeting with Ms. Parker to the Reach Foundation Executive Committee. Ms. Carswell and Ms. Mosely have developed a "Save the Date" that is posted on the website and will be included in the newsletter and social media on March 1. The Day's Pay event is Thursday, June 20, 2019, from 5:30 to 8:00.

PUBLIC COMMENT

None

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

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

- The REACH closed for 9 days due to inclement weather. Tri-Cities Model Railroaders, a popular event, will be at the REACH March 4 to March 9.
- REACH Quarterly Event "Animal Allies", is Saturday February 23, 2019. The education team have a robust program planned.
- Ms. Sharpe thanked all that participated in the Strategic Planning Workshops January 28 and 29. Substantial work completed includes consensus on the Mission and Vision, and identified areas of work on finances, sustainability, program development, community organizational engagement and facility use. The next phase of the strategic planning is on Monday, March 4.
- Ms. Sharpe and Mr. King gave a presentation on the REACH facility expansion to the Tri-Cities Legislative Council, a cohort from the Chambers, Visit Tri-Cities, the Ports, Public Utility Districts, all governmental organizations that want to make their presence felt in Olympia.
- Ms. Sharpe reported that Mr. Thornhill has provided Plan A and Plan B, a renovation of the lower level and the expansion of the main level. Ms. Sharpe forwarded the proposal for the Scope of Work for architectural drawings to the Reach Foundation's Executive Committee. Mr. Brecke has offered to pay for the rendering services.
- Maria Kelly joined the education team as part-time Outreach Coordinator. Ms. Kelly will be invited to attend the next Richland PFD meeting for an introduction to board members.
- Ms. Sharpe reported on the Arts Washington and Arts Advocacy meetings with legislators in Olympia, a statewide effort for all the heritage, libraries, museums, and arts agencies to get together to advocate for funding in Olympia.
- Ms. Sharpe, Ms. Millsap and Ms. Fluaite met with devfuzion to look at a proposal for a new phone and teleconference system.

BUDGET COMMITTEE

None

NEW BUSINESS

- Deaccession Seitz Collection – Sara Carswell

Ms. Carswell reviewed the handouts provided in member's meeting packets:

- Timeline of the Seitz Collection
- Draft letter to Mr. Seitz offering to return the collection
- Deaccession Notification Form
- Current Deaccessioning Policy

The Seitz Collection consists of five boxes of rocks and twigs discovered on the Seitz property when subdivided in 2014 and includes the archeological notes. Ms. Carswell does not believe the specimens will be exhibited in the future at the REACH; the REACH is not the right venue for the display. Ms. Carswell recommends that the collection be returned to Mr. Seitz or be given to another institution.

Ms. Carswell added that the collection is nicely stored in plastic bags and in ammonia free boxes which is a good start for long term keeping but we don't have the facility for extended care for these types of items to manage long term. Ms. Carswell requested board approval to move forward with deaccessioning the Seitz Collection.

Mr. King moved and Ms. Long seconded the motion that board member authorize Dan Boyd, President, to sign the Deaccession Notification Form to begin the deaccession process of the Seitz Collection

Motion Carried 5-0

- Executive Director's Contract – Bill King

Mr. King brought to member's attention Ms. Sharpe's employment contract. The current contract expires November 2019. Mr. King suggested at this point waiting until strategic planning finishes and then bringing the contract back to the board for consideration. Ms. Sharpe's contract is standard and the board will use the current contract as a template. Mr. King requested that Ms. Sharpe let him know if there is anything she would like to see addressed in the new contract.

OLD BUSINESS

None

UNSCHEDULED ITEMS

- **Department of Revenue – Sherri Fluaitte**

Ms. Fluaitte reported to members that she is having issues with access to the Richland PFD account online for the Washington Department of Revenue to file B&O and Excise taxes. The Department informed her that in order to get access a governing member must contact them but the governing persons on the account at this time are no longer serving on the Richland PFD board. Ms. Fluaitte has prepared a form to update the Richland PFD governing members to submit to the Dept. of Revenue. Once the update has been done, she will be able to access the account online. Mr. Boyd, Mr. King and Ms. Long will provide the information needed on the form following adjournment of the meeting.

- **Transfer from 631 Fund**

Ms. Fluaitte provided the Cash Analysis ending February 19, 2019, to members. Due to January and February revenues under performing, she is requesting a transfer from the 631 Debt Service account. Ms. Fluaitte asked members to consider either a transfer to get to the end of March, to reevaluate at a later date, or a transfer amount to provide sufficient funds until mid-April.

Mr. Boyd reported on his meeting with Stephanie Seamans, Interim Executive Director, Council of Governments and VJ Meadows, President, Benton County PFD. Members discussed concerns regarding the 631 Fund and the FCF payment to the city. Mr. Boyd stated that funds are available for the distribution. Ms. Fluaitte will process two payrolls in March and feels a transfer

of \$40,000 would be sufficient. After review of the debt service account, Mr. King stated that the transfer is doable and appropriate at this time.

Mr. King moved that the board approve a transfer of \$40,000 from the Fund 631 Debt Service account

Ms. Long suggested increasing the transfer to \$50,000 to allow for some cushion until mid-April. Mr. King added that we are still under budget for 631 Debt Service transfer, but will have to watch that closely going forward.

Mr. King amended his motion and Ms. Long seconded to approve a transfer of \$50,000 from the Fund 631 Debt Service Account

Motion Carried 5-0

NEXT MEETING SCHEDULE

The next regular Richland PFD meeting is March 21, 2019.

ADJOURNMENT

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

Motion Carried 5-0

President Boyd adjourned the regular meeting at 6:57 p.m.

Prepared by: Dianna Millsap

Reviewed by: 