

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, APRIL 18, 2019 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #04-19

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 | Present |
| Veronica Kenney | Excused |
| Miriam Kerzner | Excused |

LIAISONS

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|--|---------|
| City Council Liaison: Phillip Lemley | Present |
| Reach Foundation: Steve Simmons | Absent |
| Alternate Council Liaison: Sandra Kent | Absent |

STAFF

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

APPROVAL OF AGENDA

Mr. Boyd requested an amendment to the agenda to add under New Business, Employee Handbook Revision inserting a Dress Code Policy.

Ms. Long moved and Mr. King seconded a motion to approve the April 18, 2019, Richland PFD regular meeting agenda as amended

Motion Carried 3-0

APPROVAL OF CONSENT AGENDA

Mr. King moved and Ms. Long seconded a motion to approve the April 18, 2019, consent agenda as presented

Motion Carried 3-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

Mr. Lemley reported his appointment to the Regional Public Facilities District Board of Directors. Sandra Kent's term serving on the Regional PFD expired. Mr. Lemley and Mr. Lukson represent the City of Richland on the Regional PFD board; there is one vacancy.

Reach Foundation – Steve Simmons – absent
None

PUBLIC COMMENT

None

PRESENTATION

- Rock Exhibit – Sara Carswell

Removal of the Recycling Exhibit in the Hoch Gallery is on April 23 and installation of the Rock Hound Exhibit begins. The Rock Hounding exhibit focus is on Eastern Washington rocks, specifically agates and petrified wood. Information included in the exhibit; rock hounding clubs, institutions you can visit, how to find rocks, rules to follow, what to wear, gear, tools and how to cut and polish rocks.

Ms. Carswell shared samples of some of the display specimens. Specimens are on loan from Ms. Fluaitte, Ms. Schafer, Ms. Mosely and the Environmental Sciences Department at WSU Pullman. Cyber Art will display Rock themed art in the hallway adjacent to the Hoch Gallery and the gift shop. The Rock Hounding exhibit opens May 1 through September 22. Members invited to attend the opening reception April 30, 5:30 to 7:00.

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

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

- REACH Quarterly Event, "Transportation" on April 6, brought in 315 visitors. This was a free admission event sponsored by STCU.
- The cruise line season has started with 2-3 visits a week.
- Pete Hedges, Reach Foundation's point person for the Day's Pay fundraiser is handling ticket and table sales, wine procurement and event sponsorship. Ms. Sharpe and staff are supporting activities for accounting, registration, mystery wine raffle, program, promotions, invitation and flier, entertainment and decorations as well as tracking ticket and table sales. In exchange for staff support, the foundation may allow the Richland PFD to retain 100% of the proceeds.
- Benton PFD made Quarters 3 and 4 payments to the Fund 631 account, with an additional payment of \$38,272 set-aside funds, for a total of \$86,449.73 received by the city on April 4, 2019. The next Benton PFD meeting is in July; Ms. Sharpe is on the agenda to discuss the 2016 and 2017 set-asides.
- Ms. Sharpe met with Santos Ortega, DOE, EEO Manager. DOE underwrote the Drummers and Dancers last November. Mr. Ortega indicated that he would like to be more involved and presented ideas to expand the event in 2019. He is also interested in supporting other REACH programs. Ms. Sharpe provided a list of the education programs including the subsidies program for school buses and student admissions.
- Ms. Sharpe and Mr. Boyd are meeting with Mr. Simmons to discuss an action plan to reengage foundation members.
- Ms. Sharpe and Mr. Brecke met with Chancellor Haynes and the staff at Hanford History Project regarding the DOE collection. Restructuring of the bid for the DOE contract

under the cultural heritage piece is unclear and they are waiting to hear when the process will reopen. WSU is heavily subsidizing the DOE collection at this time. The meeting included discussion regarding REACH support to assist WSU in meeting the obligation of exhibiting the artifacts.

- Bill Dunwoody, Reach Foundation, now has the ability to conduct transactions in the Vanguard account. The portfolio did well in the first quarter of 2019.
- Ms. Sharpe reported that she received the draft Strategic Plan just before the PFD meeting today. The draft document maps out the strategic plan but does not provide much detail, which will follow. Included in Art Wolf's Scope of Work is an option for him to return and conduct a public meeting to share the Strategic Plan with our broader stakeholders, which provides an opportunity to bring in many voices. After discussion consensus of board members is that Ms. Sharpe will plan and facilitate the public meeting. Members feel that she will do an outstanding job. Ms. Sharpe will send the draft plan to Ms. Kenney and Ms. Kerzner to review. Board members will review the draft and send comments to Ms. Sharpe.

BUDGET COMMITTEE

- Budget Review

Ms. Fluitte suggested that 2019 operating budget review be postponed until after the June 20, Day's Pay event, to include revenues and distribution from the foundation endowment earnings to provide a more accurate picture.

Ms. Fluitte reviewed the current cash flow report with members that included the outstanding payables. In addition to the regular payables, the excise tax and payroll taxes are due at the end of the quarter. Expenses between April 15 and May 1, cash income and estimated balance on May 1, are included in the report. Ms. Fluitte received \$10,000 from the foundation at the beginning of the month. An early distribution for \$11,000 has been authorized.

The February Debt Service 631 Fund report balance presented is an estimate because current information is unavailable. Ms. Fluitte stated that three payrolls in the month of May and outstanding bills require a transfer from debt service of \$40,000.

After discussion, Mr. Boyd entertained a motion to authorize a transfer from the 631 Fund.

Mr. King moved and Ms. Long seconded a motion to authorize Ms. Fluitte to request a transfer of \$40,000 from the Fund 631 account

Motion Carried 3-0

NEW BUSINESS

- Municipal Research & Services Center (MRSC) Rosters
Adopt Resolution No. 01-2019
Approve MRSC Rosters Washington Public Agency Contract

Board members asked to approve Resolution 01-2019, establishing a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering and other professional services, and a vendor roster for goods and services not related to public works contracts. Approval of the resolution also authorizes district staff, Rosanna Sharpe, Executive Director, to sign the MRSC contract.

Mr. King informed members that MRSC is a well-respected organization that provides research, information and advice to governmental entities throughout the state. Base services offered at no cost but they have additional services they can provide for a fee. One of those is providing the rosters for small work consultants and vendors. MRSC verifies that businesses meet the minimum requirements to work with public agencies, maintain the roster, and publish the required legal notices twice a year. The cost is \$135 per year.

Mr. King moved and Ms. Long seconded a motion to adopt Resolution No. 01-2019

Motion Carried 3-0

- Employee Handbook Revision

Ms. Sharpe stated that there is no dress code policy in place. Dress has become too casual. Employees will dress business casual unless work tasks designate different dress for a particular day. The museum is not open Monday so this will be a recognized casual day. Ms. Sharpe does not expect education staff to be in business casual but to dress according to what the education program dictates. Revised Pages 18 and 19 of the Employee Handbook provided to members for review.

Ms. Long moved and Mr. King seconded a motion to accept the modification to the Richland PFD Employee Handbook inserting a Dress Code Policy

Motion Carried 3-0

OLD BUSINESS

None

UNSCHEDULED ITEMS

None

NEXT MEETING SCHEDULE

The May 16th, Richland PFD meeting is changed to Wednesday, May 15th. Ms. Millsap will poll absent members to confirm.

The next regular Richland PFD meeting is May 15, 2019.

ADJOURNMENT

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

Motion Carried 3-0

President Boyd adjourned the regular meeting at 7:22 p.m.

Prepared by: Dianna Millsap

Reviewed by: 