

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, SEPTEMBER 19, 2019 MEETING TIME: 5:30 P.M.**

**REGULAR MEETING: #09-19**

**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	Present
Miriam Kerzner	Present

**LIAISONS**

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. King moved and Ms. Kerzner seconded a motion to approve the September 19, 2019, Richland PFD regular meeting agenda as presented

Motion Carried 5-0

**APPROVAL OF CONSENT AGENDA**

Ms. Kerzner moved and Ms. Kenney seconded a motion to approve the September 19, 2019, Richland PFD consent agenda as presented

Motion Carried 5-0

**COMMITTEE/LIAISON COMMENTS**

- City Council – Phil Lemley  
Mr. Lemley reported that the Atomic Frontier Day on Saturday, September 14, very well attended with 2,500 to 3,000 in attendance. Eight hundred chairs were set up for the two Mess Hall meals served. We have received good reports about the REACH booth at the event. Mr. Lemley complimented all the hard work by city staff and volunteers.

- Reach Foundation – Steve Simmons – Absent  
No report from the Reach Foundation.

## **PUBLIC COMMENT**

None

## **REPORTS AND CORRESPONDENCE**

- Executive Director Report – Rosanna Sharpe
  - The effects of the Bonneville Dam closure to the cruise lines visitation is improving. Ms. Fluaite projected loss in revenues this month based on the cancellations but may not be as much as predicted
  - The annual REACH staff retreat is September 30. Mr. Boyd will be welcoming and addressing staff. Staff will be finalizing Quarter 4 operations and programming, getting fall and winter plans set, and pre-planning for 2020
  - Ms. Sharpe and Ms. Fluaite will begin working on a 2020 budget for board approval by the end of the year. The idea is to hold the budget flat and then identify projects, associated costs, and possible funders. Exhibits needing attention that require moderate resources identified and done in-house by staff. Two kiosks in Gallery I retrofitted for displaying artifacts. Maureen Hamilton has offered to fund the Geologic Clock Projector, which is about a \$15,000
  - Jenna Rudolph hired to fill the Education Outreach Coordinator position. Ms. Rudolph has a lot of talent and will fit in nicely with our education team
  - A copy of the Strategic Plan sent to Cindy Reents, Richland City Manager. The final Strategic Plan is going to print. The plan is the tool that will guide us through our work the next 3-4 years. The plan will help guide our conversations, fundraising and program development. A limited number of the printed plans will be given to our donors. The plan posted on our website by October 15, a one-page document with a link to view the entire document for downloading and printing. Copies of the Strategic Plan distributed at the Reach Foundation's September 16 meeting
  - Ms. Sharpe provided an update on the Orange to Black campaign. Customized letters to Patrons and donors sent last year included a specific "ask" based on their giving. We decided that we would not do that this year. An invitation sent to those donors that have given \$1,000 or above to preview of the "Screech at the REACH", October 25, 5:15 to 6:00 p.m., prior to opening to the general public. Remarks at 5:30 p.m. will officially launch the Orange to Black campaign. Preview Screech at the REACH evites sent by the end of next week for RSVPs.
  - Allen Brecke made an unrestricted gift through United Way that we can use to apply to the Orange to Black campaign as a dollar-to-dollar match for the first \$20,000. The goal of the campaign is \$75,000, by the end of the year. Ms. Carswell and Ms. Mosely will put together email blasts, social media advertising and a donor recognition wall
  - The REACH will receive a grant for the school subsidies program from Women Helping Women at its annual luncheon October 10. Dan Boyd has purchased a table for this event
  - Grants and contracts:
    - Three Rivers Foundation REACH Museum STEM Education Program Enhancement: Laptop to connect to our document and microscope camera
    - Tri-City Regional Chamber Small Business Incentive Program: Upgrade telephone system

- City of Richland Hotel/Motel Lodging Tax: Marketing Funds
  - Benton County Historical Preservation Grant: Archival storage and supplies, display cases, historic markers/signage
  - The Children's Reading Foundation of the Mid-Columbia MOU: Outreach to elementary schools in the region
  - Marcus Whitman Elementary and Jason Lee Elementary Contracts: 2019 – 2020 Partnerships
  - The Levitt Foundation \$25,000 match grant requires relationship building, five stakeholders necessary to make the best grant application. This grant supports concerts at underutilized venues to help build community; a series of free summer music programs at the REACH amphitheater
- Stage cover take down after the October 8, Energy Experience.

### **BUDGET COMMITTEE**

- Report on September 16, Reach Foundation Meeting

Mr. Boyd, Mr. King and Ms. Sharpe, attended the September 16, Reach Foundation meeting. Mr. King reported that the request to release endowment funds was made again to foundation members. Foundation members have agreed to look at their By-Laws and see if there is capacity in what has been earned under the current rules. They have a specific set of rules that state what portion of the funds can be released. Mr. Boyd added that the foundation has not made a calculation since Doug Siron left the foundation board last fall.

Ms. Sharpe and Ms. Fluitte presented to foundation members a cash flow statement, beginning cash projected income minus projected expenses, from September 11 to the end of December to show the current need. In addition, reported the 4<sup>th</sup> Quarter and 1<sup>st</sup> Quarter 2020 bottom line shortfalls.

Bill Dunwoody, Treasurer, Reach Foundation will be asked to calculate the Vanguard endowment earnings so that a contribution can be made to the RPF in October. Mr. Simmons at the end of the meeting stated that we would have a decision at the next foundation board meeting, October 14. Most foundation members were receptive.

Ms. Sharpe stated that going forward, a REACH financial snapshot would be include at the foundation meetings.

### **NEW BUSINESS**

- Approve Resolution No. 02-2019 Amending Resolution 01-2019 Establishing a Small Public Works Roster Process

Resolution 02-2019, amending Resolution 01-2019 approved at the April 18, 2019, RPF meeting, presented for approval. The only changes made are increases to the bid thresholds based upon new legislation effective July 28, 2019. Ms. Millsap sent the resolution to Dan Hultgren for review prior to the meeting; he stated no problems with the amendment.

Mr. King moved and Ms. Long seconded a motion to approve Resolution 02-2019 amending Resolution 01-2019, thereby increasing bid threshold limits of our small works projects as allowed by state statute

Motion Carried 5-0

- New RPF D Credit Card

Ms. Sharpe stated that the current RPF D credit card with Community First does not offer any incentives. Ms. Fluaitte has researched and identified four possibilities for a better value. Ms. Fluaitte shared information on the four credit cards researched and due to the incentives offered recommended that board members approve the Chase Freedom credit card to replace the current RPF D credit card.

Ms. Kenney moved and Mr. King seconded a motion to approve the recommendation for the Richland PFD credit card change to the Chase Freedom credit card

Motion Carried 5-0

**OLD BUSINESS**

None

**UNSCHEDULED ITEMS**

None

**NEXT MEETING SCHEDULE**

The next regular Richland PFD meeting is October 17, 2019.

**ADJOURNMENT**

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

Motion Carried 5-0

President Boyd adjourned the regular meeting at 6:36 p.m.

Prepared by: Dianna Millsap

Reviewed by

