

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, OCTOBER 17, 2019 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #10-19

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	Excused

LIAISONS

City Council Liaison: Phillip Lemley	Excused
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

Ms. Long moved and Ms. Kenney seconded a motion to approve the October 17, 2019, Richland PFD regular meeting agenda as presented

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Mr. King moved and Ms. Long seconded a motion to approve the October 17, 2019, Richland PFD consent agenda as presented

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley - Excused
- Reach Foundation – Steve Simmons – Absent

PUBLIC COMMENT

None

PRESENTATION

- Introducing Jenna Rudolph, Education Outreach Coordinator

Pauline Schafer, Education Manager, introduced Jenna Rudolph, recently hired Education Outreach Coordinator replacing Maria Kelly. Ms. Rudolph comes to the REACH with a background in informal education and childcare. Jenna previously worked for The Leonardo Museum in Utah and most recently The Boys & Girls Club in Seattle. Ms. Rudolph's first outreach event representing the REACH was at Atomic Heritage Days. Ms. Sharpe added that when asked, it is nice to have the capacity to take advantage of opportunities to support community partners.

Ms. Schafer reported that a third school has joined our partnership with Richland School District, Jefferson Elementary. Ms. Sharpe noted that the education team is doing amazing things that add interest to the museum and get people through the door by providing great education programs. Thank you to all education staff for your good work.

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

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

- New exhibit in the Hoch Gallery, Bat Cave, opened September 30, provides interesting facts about bats. Ms. Carswell procured specimens from WSU. The exhibit will run until January 4, 2020.
- All day staff meeting held on October 30, 2019, got a good jump on the plan for 2020 as well as reviewing the last quarter of 2019.
- Staff met with Curtis Bearchum to finalize the November 16, Drummers & Dancers program. Still some loose ends on sponsorships but this should be a good program for the public.
- The Strategic Plan is printed, copies provided to members. We will be referring to the plan for 2020 planning and the next few years. The Strategic Plan became live on our website on October 15. A link on the main menu opens the plan as a virtual book to read, or an option to download is provided. Ms. Mosely has the Orange to Black Campaign materials online and integrated.
- Children that participated in "Friendship", themed Little Explorers program took part in a photo shoot for new REACH Thank You notecards.
- Ms. Sharpe thanked Maureen Hamilton for her \$15,000 gift to purchase a laser projector for the Geologic Clock in Gallery I. A donation of \$2,500 also received from Kennewick Man of the Year to help with the projector costs, which includes an extended warranty.
- RSVPs received for Screech at the REACH Preview is 75. To incorporate a speaking program to launch the Orange to Black Campaign is going to take extra coordination because Screech is a family event.
- Ms. Sharpe informed members that letters targeting donors for the Orange to Black Campaign would not be sent this year. The Orange to Black launch will be more public. A direct appeal will go directly to people that donated last year except the Reach Foundation Patrons. Ms. Sharpe met with Steve Lee; he will make a gift comparable to his peers and is interested in sponsoring an education program in 2020.
- Close to 400 eighth graders attended the Energy Experience October 8.

- Headcount for Smithsonian Live Day is 470 guests. This is a national free day for participating museums around the country.

Mr. Boyd reported on the October 14, 2019, Reach Foundation meeting. This is the third foundation meeting addressing the RPFDF portion of earnings from the endowment. There were no distributions to-date to the RPFDF in 2019. Karen Blasdel, Vice President, suggested releasing \$42,000 for REACH operations and \$69,509 to make the final FCF payment. The vote was unanimous to release \$112,000 from the endowment to the RPFDF. The distribution should be completed within 10 days. Mr. Boyd noted that the \$42,000 from the endowment includes the final Enduris insurance payment.

Mr. Boyd provided a report on the Fund 631 Debt Service account. The last statement in August shows \$167,500 available. A transfer of \$50,000 done in September, and the Benton County PFD quarterly contribution of \$32,000 deposited in October will bring the balance close to \$167,000.

Mr. Boyd, Ms. Sharpe, and Ms. Fluaitte attended the entrance meeting with the state auditor. Ms. Fluaitte stated that the auditors have been provided with everything requested. The exit conference is not yet scheduled.

Ms. Sharpe reported on legislation passed in July 2017, HB 1201, that approved extension of sales tax dollars. Ms. Sharpe contacted Stacy Crawshaw-Lewis, Pacifica Law Group. Ms. Crawshaw-Lewis offered to address the board when the time is right to provide additional information. As the REACH nears 2025, the bonds will be getting ready to retire and the board would have to refinance to get the extension. Ms. Crawshaw-Lewis stated that she would be happy to ask Fred Eoff, Director, PFM Financial Advisors LLC, to look at the bond refinance. Fred is well-versed and would be able to answer questions and give specific information.

BUDGET COMMITTEE

None

NEW BUSINESS

None

OLD BUSINESS

None

UNSCHEDULED ITEMS

None

NEXT MEETING SCHEDULE

The next regular Richland PFD meeting is November 21, 2019. Members agreed to move the start time to 5:00 p.m.

EXECUTIVE SESSION

- RCW 42.30.110(1)(g) Review performance of a public employee
 - Executive Director's Contract Discussion

President Boyd adjourned to Executive Session at 6:26 p.m. per RCW 42.30.110 Sub-paragraph (1) (g). Executive Session to last approximately 20 minutes with no action.

President Boyd announced at 6:46 that Executive Session will be extended an additional 25 minutes.

President Boyd reconvened from Executive session at 7:10 p.m.

A Special PFD meeting will be set 7 to 10 days prior to the November regular RPFDD meeting, may or may not take action. Ms. Millsap will poll board members for a date and time.

ADJOURNMENT

Ms. Kenney moved and Ms. Long seconded a motion to adjourn

Motion Carried 4-0

President Boyd adjourned the regular meeting at 7:11 p.m.

Prepared by: Dianna Millsap

Reviewed by

