

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, NOVEMBER 21, 2019 MEETING TIME: 5:00 P.M.**

**REGULAR MEETING: #11-19**

**MINUTES**

**CALL TO ORDER**

President Dan Boyd called the meeting to order at 5:00 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	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**

Mr. King moved and Ms. Long seconded a motion to approve the November 21, 2019, Richland PFD regular meeting agenda as presented

Motion Carried 3-0 (Ms. Kenney and Ms. Kerzner not available for vote)

**APPROVAL OF CONSENT AGENDA**

Ms. Long moved and Ms. Kerzner seconded a motion to approve the November 21, 2019, Richland PFD consent agenda as presented

Motion Carried 4-0 (Ms. Kenney not available for vote)

**COMMITTEE/LIAISON COMMENTS**

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

**PUBLIC COMMENT**

None

**PRESENTATION**

- Arts Center Task Force

Steven Wiley, Chair, Arts Center Task Force, presented the proposal for building a regional multi-use performing arts center in Richland. Mr. Wiley summarized the proposal as a public private partnership with Richland to build the center through the Richland PFD. A ballot measure is required for Richland residents to approve .2% sales tax. Mr. Wiley stated that because of other funding to build the center, the entire .2% unnecessary so the task force is proposing to include in the ballot measure funding for an expansion of the REACH.

Mr. Wiley shared the LMN Architects performing arts center conceptual plan, a 48,000 sq. ft. building. Three sites identified as potential locations: the old Richland City Hall site, the old Albertsons on Lee Blvd., and Rivers Edge Plaza (old Chuck E. Cheese site).

Mr. Wiley reported the feasibility study findings in determining funding resources for the center. The projected cost is \$35 million. Results from a 2011 survey commissioned by the Regional PFD indicate Richland citizens' support building the arts center.

The task force is developing a 501(c) (3) organization and consulting with other organizations that operate performing arts centers. The Richland PFD per state mandate would provide oversight of the arts center but will not directly manager operations.

The next steps in the process is to sponsor an open meeting to the public to provide input on the final location, to continue to solicit city council support for the partnership, finalize the design and cost of the arts center, and to organize community action support to fund the arts center and the REACH expansion. The projected timeline is to begin the groundwork between now and the November elections, start the campaign after the November elections, and have a vote in February 2021.

Members in agreement to set aside some time in the New Year for further discussion regarding the performing arts center.

**REPORTS AND CORRESPONDENCE**

- Executive Director Report – Rosanna Sharpe

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

- Orange to Black Campaign – \$24,500 raised to-date. Letters to last year's donors mailed asking donors to re-commit the same amount. Ms. Sharpe thanked Ms. Kenney and Ms. Kerzner for making gifts to the campaign
- Benton Co. PFD sent in their voucher for \$31,794 issued to the Richland PFD and deposited into the 631 Debt Service Fund
- Ms. Sharpe met with Cindy Reents, City Manager, City of Richland, presented her with the final FCF payment, and shared the Richland PFD audit report. Richland PFD and Reach Foundation presentation to City Council tentatively scheduled for February 4, 2020
- Drummers and Dancers event November 16 was very successful, 222 attended. The first session was full, standing room only and the second session well attended. REACH staff

will discuss guest flow through admissions and ticketing for future events and will explore next year doing an event in the summer so we can utilize our outdoor spaces.

- Screech at the REACH was well attended; the majority of those that attended were members. REACH staff are looking at building out Screech at the REACH in 2020 to include Friday and Saturday events, something different to change dynamic of who is attending. We are re-evaluating the program to maximize attendance and revenues for that program.

## **BUDGET COMMITTEE**

None

## **NEW BUSINESS**

- Employee Handbook Revisions for Paid Family & Medical Leave and Merit and Performance Increases – Rosanna Sharpe

Ms. Sharpe brought forward two changes to the current Richland PFD Employee Handbook. Paid Family and Medical Leave and Performance/Merit Increases, two new additions to the handbook. If accepted these changes will be incorporated into the handbook and published for employees.

Mr. King noted as previously discussed, the decision about pay adjustment to individual employees is the job of the Executive Director. Mr. King and Ms. Sharpe worked together in creating parameters for a compensation plan, which the board will review annually. Based on the budget, the plan would establish a range in which employees may be compensated based on performance and establishes guidelines for adjustments.

After discussion, members recommended one change to language under Performance, the third paragraph, to switch the last two sentences to read:

“All pay raises are at the discretion of the CEO and are dependent on the Richland PFD’s financial ability to pay and based upon an approved compensation plan. Merit increases are not tied to performance evaluations.”

Ms. Kerzner moved and Mr. King seconded a motion to accept the changes as presented to the Richland PFD Employee Handbook, with the change as discussed

### Motion Carried 5-0

- Audit Results Report – Dan Boyd

Mr. Boyd shared the results from the State Audit. The report describes the overall results and conclusions for the areas examined. District operations are compliant with state laws, regulations and Richland PFD policies and provide adequate controls for safeguarding public resources. Also noted that the auditors have communicated with the district management in a letter related to financial condition and fiscal sustainability and the commitment of the district to resolving these matters. The state analysis requirement removed the sales tax dollars from consideration. The Richland PFD financial condition has improved. The auditors focus on financial condition and fiscal sustainability, accounts payable, general disbursements and credit cards, contract compliance, cash receipts and deposit timeliness. Mr. Boyd reported that there were no findings in the audit.

- Richland PFD Credit Card – Rosanna Sharpe

Richland PFD board members approved the recommendation to change the corporate credit card to the Chase Freedom card at the September 19, 2019, Richland PFD meeting. Ms. Fluitte found that the Chase Freedom card is not eligible as a corporate card. She has researched and found an almost identical card with the same rewards and no annual fee. A custodian is required to establish the credit card account. Mr. Boyd agreed to act as custodian and consensus of board members to allow Mr. Boyd to act as custodian and grants Mr. Boyd authority to move forward.

## **OLD BUSINESS**

- 2020 Operations Budget Approval

Ms. Sharpe and Ms. Fluitte reviewed the 2020 Operations Budget and addressed board member's questions. Ms. Fluitte pointed out adjustments (highlighted yellow) to the budget presented at the November 13, special meeting:

### **Income, Grants Revenue**

- \$1,000 increase - Women Helping Women Grant award more than originally budgeted

### **Expenses, Programs, Exhibit Repair and Maintenance**

- \$1,000 increase - Ms. Carswell requested an increase to repairs and maintenance exhibit expenses

Ms. Long expressed concern regarding the 2020 salary expense increase stating hesitation about the amount of the increase and she added the need for some contingencies.

Ms. Kenney commented that the proposed 2020 budget expenses are less than proposed for the 2019 budget. Mr. King added that this is due to paying off the FCF. Mr. Boyd stated that going forward board members will review and can revise the budget. Ms. Sharpe shared internal remedies if we are not meeting our budget goals mid-year.

Ms. Sharpe added an amendment to reallocate the Women Helping Women funds, one-half to be received in March and one-half received in July.

With no other concerns stated, Mr. Boyd recapped the two changes made to the 2020 Operations Budget presented by Ms. Fluitte and requested a motion to adopt the 2020 Operations Budget as presented with the reallocation of Women Helping Women funds.

Mr. King moved and Ms. Kerzner seconded a motion to adopt the 2020 Operations Budget as presented with the reallocation adjustment

Motion carried 5-0

- Executive Director's Contract

Mr. King presented the Executive Director's Contract for approval and pointed out changes to the draft contract previously discussed. Language has been added and revisions made to Page 1 of the contract. Mr. King reviewed the revisions with members; salary implemented as previously discussed with some revision to paid time off.

Mr. Boyd requested a motion to allow him to sign the Executive Director's contract as President of the Richland PFD, as written on behalf of the Richland PFD.

Ms. Kenney moved and Ms. Kerzner seconded a motion to grant Mr. Boyd, Richland PFD Board President, authority to sign the Executive Director's contract as presented

Motion carried 5-0

**UNSCHEDULED ITEMS**

- Debt Service Transfer

Mr. Boyd reported that at the finance committee meeting it was determined a 641 Debt Service transfer will be needed. Mr. Boyd provided a report of the transfers taken to-date 2019. Currently we are under budget and have \$35,500 available. Ms. Fluaite requested \$30,000 transfer.

Mr. Boyd suggested authorization of a \$30,000 transfer from the 631 fund, if needed, before the next board meeting.

Mr. King moved and Ms. Kenney seconded a motion to grant Mr. Boyd authority to authorize a transfer up to \$30,000 from the 631 Debt Service, if needed, prior to the December 19, 2019, RPF meeting.

Motion Carried 5-0

**NEXT MEETING SCHEDULE**

The next regular Richland PFD is December 19, 2019.

**EXECUTIVE SESSION**

**ADJOURNMENT**

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

Motion Carried 5-0

President Boyd adjourned the regular meeting at 6:28 p.m.

Prepared by: Dianna Millsap

Reviewed by



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