

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, MAY 21, 2020 MEETING TIME: 5:30 P.M.**

Note: Governor Inslee’s Proclamation 20-28 prohibits public meetings from being conducted in person. For this meeting, the Richland Public Facilities District will meet remotely and only take action on necessary and routine matters or matters necessary to respond to the COVID-19 outbreak until such time as regular public participation is possible. The public may attend this meeting remotely as provided at www.visithereach.org. Public attendance by audio only.

REGULAR MEETING: #05-20

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

STAFF

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

APPROVAL OF AGENDA

Mr. King moved and Ms. Long seconded a motion to approve the May 21, 2020, Richland PFD Agenda as presented

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

APPROVAL OF CONSENT AGENDA

Ms. Long moved and Ms. Kerzner seconded a motion to approve the May 21, 2020, Richland PFD Consent Agenda as presented

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

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

Mr. Lemley reported that at the City Council special meeting, May 20, council members decided to send another letter to the Governor's office. This letter will come from all four cities, requesting a variance allowing the city to move to the next phase. As long as we continue to add cases, the chances of getting rule changes are difficult. Information regarding the impact on revenues and the budget will not be available until June.

- Reach Foundation – Steve Simmons – Excused

Mr. King reported the Reach Foundation May meeting cancelled. Ms. Sharpe added that the foundation would be meeting virtually in June. Foundation members have conducted some business electronically; they approved a transfer of \$35,000 to the Richland PFD, which allows us to have adequate cash through the month of June. The foundation has launched a telephone campaign, May2020. Each board member charged with calling donors to convey the special need and to make a request for a donation. The goal for this campaign is \$35,000.

The Day's Pay fundraiser rescheduled to September 10. Foundation member's discussion regarding the year-end campaign, Orange to Black, typically launched in October, would not be timely as it will be right on the heels of the Day's Pay. Members are considering instead a year-end campaign, Red to Green, the last three weeks of December to capture any donors that did not give to May 2020, or Day's Pay. Pete Hedges has been incredible, rallying the troops to get the foundation focused on fundraising. Mr. Hedges is working primarily with Patt Mosely to give shape to those campaigns. Mr. Boyd added that the foundation is also contacting Patrons to secure gifts.

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

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

- Internal action taken in preparation for safe reopening. Staff are working on a full plan that will ensure the safety of staff, visitors and vendors
- Outdoor spaces and learning areas providing an opportunity for community participation in outdoor activities
- Ms. Sharpe has spoken with Joel Rogo, Mid-Columbia Ballet, and Davin Diaz, Executive Director, Arts Center Task Force, regarding financial assistance to erect the amphitheater canopy. Performing groups will be seeking outdoor rehearsal and performance space to comfortably provide social distancing
- Rental space policy development for the outdoor stage area for non-profit and profit organizations that can accommodate their outdoor activity at the REACH
- Arts Washington committee to draft a letter to the Governor that speaks to reopening museums and interpretive centers, the protocols we will follow as an industry, abiding by the appropriate guidelines that gives visitors reassurances that they will be treated with the level of care necessary
- Ms. Sharpe reached out to Cindy Reents, City Manager, and Benton County PFD regarding the Richland PFD difficulties in terms of qualifying for COVID programs, PPP loans
- Ms. Sharpe has sent correspondence to the Association of Washington State Public Facilities Districts; she will follow up with a phone call.

NEW BUSINESS

- RPF Board Vacancy

Mr. Boyd has spoken to Mr. King regarding the Richland PFD board vacancy. Mr. King's current position on the RPF board expires July 15, 2020. Mr. King informed members that he

has turned in his application electronically. City Council will conduct interviews; council's position is to let the incumbent continue to serve until the process is completed.

COVID-19

- Quarterly Planning Review – Rosanna Sharpe & Sherri Fluaitte

Ms. Sharpe, Ms. Fluaitte and Ms. Millsap met virtually to construct the scenarios requested at the May Richland PFD meeting for Quarters 3 and 4, 2020, and Quarter 1 of 2021. Ms. Fluaitte compiled the information to present and review with rationale regarding the scenarios. Payroll is at the current level, everyone working reduced hours except two facility maintenance staff remain at full-time. Payroll needs could increase if programs and rentals increase.

Ms. Fluaitte reviewed Estimated Cash Outflow Quarters 3 and 4, 2020, and Quarter 1, 2021, by line item:

- Payroll (taxes included)
- Healthcare Premium
- Excise / B&O Tax
- Marketing Consultant
- Operations (included a breakdown of expenses for each quarter)
- Refunds (facility rentals and tours)
- Program Expenses
- Enduris Insurance

Ms. Fluaitte reviewed Estimated Cash Income estimated for Quarters 3 and 4, 2020 and Quarter 1, 2021, by line item:

Admissions:

- Quarter 3 2020 - 20% of 2019 (all cruise line admissions removed)
- Quarter 4 2020 - 30% of 2019 (all cruise line admissions removed)
- Quarter 1 2021 - 35% of 2020

Facility Rentals:

- Quarter 3 2020 - (balance owed)
- Quarter 4 2020 - (balance owed)
- Quarter 1 2021 - 35% of 2020

Education

- Quarter 3 2020 - 20% of 2019
- Quarter 4 2020 - 30% of 2019
- Quarter 1 2021 - 35% of 2020

Women Helping Women Grant

Reach Foundation May2020 Campaign (\$35,000 goal)

Membership:

- Quarter 3 2020 - 20% of 2019
- Quarter 4 2020 - 30% of 2019
- Quarter 1 2021 - 35% of 2020

Store Sales

- Quarter 3 2020 - 20% of 2019 (cruise line sales removed)
- Quarter 4 2020 - 30% of 2019 (cruise line sales removed)
- Quarter 1 2021 - 35% of 2020

Reach Kayak Tour

Events - Drummers & Dancers, Screech at the REACH - 30% of 2019

Hotel Motel Grant

Reach Foundation Day's Pay & Red to Green Fundraisers (\$50,000 estimated)

The estimated total cash needed for each quarter:

Quarter 3 2020 - \$85,297.22

Quarter 4 2020 - \$96,648.09

Quarter 1 2021 - \$125,557.10

Mr. Boyd summarized the total estimated deficit for the next three quarters is \$307,500.

- REACH Reopening Plan

Ms. Sharpe reported her work with Arts Washington to write a letter specific to the museum industry, which outlines the action that museums will be taking to protect staff and the public in terms of safety standards and various protocols. The letter also ask that the Governor consider allowing museum staff to return first to provide time to put in place these measures. Many museums are working independently to write their own sanitation and capacity protocols. Ms. Millsap and Mr. Flores have outlined the first draft that is included in member's meeting packets.

Ms. Millsap reviewed the draft Re-Opening the REACH plan with members. Ms. Millsap, Mr. Flores and Mr. Monk have discussed the needs to be ready for reopening which includes capacity in each gallery/space at the REACH to allow for 6 ft. social distancing. Floor markers easily placed to help guide visitors. Mr. Flores has built Plexiglas barriers for the admissions and store area, additional hand sanitizing stations, providing masks and gloves for staff working in the museum. Sanitizing protocols in place are included in the plan. It is unknown at this time the status of volunteers and docents returning to the REACH and those guidelines. Ms. Sharpe will pose that question to the Arts Washington cohort. Goodwill interns cannot return as long as we have employees furloughed.

- Facility Contingency Fund (FCF) Proposal

Mr. Boyd opened for discussion the option of borrowing from the FCF Fund. Ms. Sharpe would construct the letter requesting the loan to sustain the museum, making a case statement on utilization of the funds and the repayment plan. Ms. Sharpe has suggested using a sliding repayment plan based upon reopening, asking for 12-month deferral from date of reopening, and payments of 25% over four years. Mr. King agreed the need to borrow from the FCF Fund along with the 631 Debt Service Fund to fill the \$307,500 deficit. The proposal is reasonable and manageable.

Ms. Sharpe offered that after the Reach Foundation's May2020 campaign, that whatever we borrow from the FCF Fund ask that the foundation match it, which would mean taking from the endowment. Ms. Sharpe suggested that the letter to the city be sent soon so they are aware this is in our forecast, followed with another letter to request the specific amount when known.

It is consensus of board members that the board direct Ms. Sharpe to draft the letter to the city, and agree with the 25% repayment plan with a one-year holiday from reopening, for the next four years.

UNSCHEDULED

Ms. Schafer reported that Education staff are working on a plan to convert some education programming for summer online programming. Something that can serve as summer camps. Ms. Schafer is gathering information from other science centers and museums to generate income and keep people engaged.

Mr. King inquired on the request made from Joel Rogo, Mid-Columbia Ballet. Ms. Sharpe reported that Ms. Millsap has been in contact with Labor Ready and confirmed that they are sending their clients out. Normally Mr. Flores hires five; he will need to hire more help this year because he will not have the volunteers or interns. He will need to rent a scissor lift and forklift, depending on availability he may be on a waiting list. Ms. Sharpe has informed Mr. Rogo that any decision we make about opening the REACH based upon CDC, local health department recommendations. As soon as we get approval to open, we can accommodate. Mr. Rogo plans to do social distancing; his student will not need to come into the building. We are pleased to provide the REACH as a great resource for the community as long as we can do it legally and safely.

NEXT MEETING SCHEDULE

The next regular Richland PFD is June 18, 2020.

EXECUTIVE SESSION

None

ADJOURNMENT

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

Motion Carried 5-0

President Boyd adjourned the regular meeting at 7:30 p.m.

Prepared by: Dianna Millsap

Reviewed by

*Approved as presented
Richland PFD Board
June 18, 2021*