

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, JUNE 18, 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.visitthereach.org](http://www.visitthereach.org). Public attendance by audio only.*

**REGULAR MEETING: #06-20**

**MINUTES**

**CALL TO ORDER**

President Dan Boyd called the meeting to order at 5:34 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 Fluaitte, Finance Manager

**APPROVAL OF AGENDA**

Mr. King requested an amendment to the June 18, 2020, Richland PFD, to add under New Business, Consent to Use Image of the REACH.

Mr. King moved and Ms. Long seconded a motion to approve the June 18, 2020, Richland PFD Agenda as amended

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

**APPROVAL OF CONSENT AGENDA**

Ms. Long moved and Mr. King seconded a motion to approve the June 18, 2020, Richland PFD Consent Agenda as presented

Motion Carried 4-0

## COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

Mr. Lemley informed members of the difficulties the counties are facing in entering Phase 1.5, Phase 2. At this point, the counties cannot move to the next phase due to increase in positivity numbers. By following the rules and laws that Governor Inslee and the Health Department have laid down we can show that we are trying to do what is right to allow the counties to move into the next phase, wearing masks, social distancing and staying at home. Tri-City mayor's proclamations and joint proclamation videos published almost weekly.

- Reach Foundation – Steve Simmons – Absent

Mr. King reported that the foundation met June 8. The foundation has cancelled the Day's Pay fundraising event; instead, the Day's Pay will roll into the Orange to Black campaign. Members have been following the market and value of the annuity which is up some but not optimistic that it will stay the course.

Ms. Sharpe provided an update on the foundation's May2020 campaign, received \$23,000 in gifts, some gifts are pending. The goal is \$35,000. Ms. Mosely is taking the lead with upcoming campaigns, providing the tools for virtual fundraising. Text to Give is in place and functioning providing an easier way to give. Ms. Sharpe asked to submit a master script to glean fundraising messages. As far as structural racism, Ms. Sharpe is focusing on equity and accessibility for the museum based on the values statement adopted in our Strategic plan stressing partnerships and leveraging grants to make education accessible to those with financial barriers and will put forth in the fundraising documents for the foundation. Mr. King added that the foundation will roll up their campaigns and launch in September beginning with Orange to Black migrating into virtual Screech at the REACH programming and finish up the end of the year with the Red to Green campaign.

## REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

Ms. Sharpe provided highlights of the June 18, 2020, Executive Director's report:

- Watching phasing for Benton and Franklin counties closely, staff are working in anticipation of opening. All PPE equipment for reopening the museum has been received or is pending delivery. Signage, including occupancy, will be ready for re-opening.
- The Association of Washington State Public Facilities Districts (AWSPFD) responded to Ms. Sharpe's email sent in May. AWSPFD uses membership revenue to hire lobbyist to keep an eye on happenings in Olympia as well as PFDs. AWSPFD is compiling some data from all the PFDs in Washington for a financial impact report used to talk to legislatures about PFDs because we have really fallen through the cracks in terms of any financial relief on a federal or state level. Ms. Fluitte compiled Richland PFD information in regards to our bond and debt service and what the financial impact has been on the Richland PFD thus far. This information forwarded to AWSPFD leadership.
- STCU has allowed us to reallocate funds to general operations for two of our cancelled quarterly events. If we are unable to execute the final quarterly program to the public, STCU will allow us to convert the funds to general operations as well. STCU welcomed hearing from us regarding a new request for online education programs providing a safe home experience and accessibility to students and teachers. Ms. Schafer and Ms. Constance will begin thinking about new programming and how STCU can help.

- Ms. Millsap submitted a grant progress report to Women Helping Women that includes a request that the first payment received in December be reallocated to general operations. The second half of that payment is due in July; we have asked that rather than field trips we reallocate those funds to create online content for classroom field trips.
- Install of the stage canopy is on hold. Tri-Cities Academy of Ballet and the Arts Center Task Force will assess if they want to take on that expense of installation and take down. Every month we are not in operations the window for good weather becomes smaller. Until we receive word when we can open and then determine if it is feasible to install the canopy with the time left for outdoor activities. Mr. King stated concern that if we do go forward with Tri-Cities Ballet, whether or not our lease agreement gives us liability protection for anyone that might contract COVID, or injuries on the dance floor. Ms. Sharpe reported that this would be handled like any facility rental; there are protections in our rental agreement that whoever renting take on the liability for the event is. Enduris has vented the REACH Rental Agreement, but we will send this question to the risk manager for further consideration.
- Ms. Sharpe reported that the team continues to work with the foundation on Day's Pay messaging; a small committee has formed and will meet again shortly.
- Ms. Sharpe reported that we have been encouraging memberships and have in the last few days, about over 24 membership renewals and 2 new memberships.

#### **BUDGET COMMITTEE**

- Fund 631 Debt Service Transfer

Ms. Fluaitte presented the Cash Analysis Ending, July 31, 2020, Estimated Cash Outflow, Estimated Cash Income, and Minimum Operations Expenses breakdown. Estimated total cash needs for July, \$29,325.00. Ms. Fluaitte requested approval for a Fund 631 Debt Service Transfer. Mr. Boyd shared fund information provided by the City of Richland accountant. The balance at the end of May, \$204,500.

Mr. Boyd added that the 631 Fund is as current as we could get back from the city of Richland accountant. According to the information provided the end of May balance is \$204,500. Mr. Boyd is not sure if that is correct, there is always a two-month lag on the sales tax reporting for the cities. The print out is showing monthly revenue each month January through May which is a departure from the past. If correct, the balance could be overstated.

Mr. Boyd stated that Ms. Fluaitte is going to need funds to get through July, there is definitely enough to move \$30,000, or more. Mr. Boyd asked members to consider a transfer of \$50,000 from the Fund 631 Debt Service account, for July and August and to allow some cushion.

Mr. King moved and Ms. Long seconded a motion authorizing a \$50,000 transfer from the Fund 631 Debt Service Account

Motion Carried 5-0

#### **NEW BUSINESS**

- Property Insurance Bid

Ms. Sharpe contacted Ms. Reents regarding the city's insurance agency insuring the Richland PFD. Ms. Reents informed Ms. Sharpe that the city's agency does not insure PFDs. Brad Toner was not able to get a successful bid for our insurance policy. He did not have enough time to get answers from the insurance pool citing staffing issues at certain agencies due to COVID-19. Mr.

Toner has offered to help beginning January 2021. Ms. Sharpe has requested that Enduris provide the premium notice prior to the policy renewal date on September 1. Ms. Sharpe asked Enduris if the Richland PFD would be eligible for a rebate because of the closure and was informed that more than likely the answer is, no. The risk manager did offer to set us up on a payment plan rather than a lump sum payment.

- Consent to Use REACH Image

Mr. King reported that the Central Washington Chapter of Institution of Architects is doing an exhibit of architecturally significant buildings in our region to for display at the Tri-City airport. Teri Thornhill nominated the REACH Museum; the review committee has agreed that the REACH will be one of the buildings included as part of a collage of all the buildings. Authorization from the board required to allow the use of the REACH Museum in the display. Ms. Sharpe added that at some point the photo be shared with Ms. Carswell for credit attribution. Most REACH photos are by a particular photographer, it would be easy to identify. Mr. King will work with Ms. Sharpe and Mr. Thornhill to make sure the photographer is credited properly.

Ms. Long moved and Ms. Kerzner seconded a motion to allow use of the REACH Museum image in the collage displayed at the Tri-City airport

Motion carried 5-0

## **COVID-19**

- Reopening Protocols Update

Ms. Sharpe sits on the Washington State Arts Commission committee that have created a document to the Governor addressing how museums as an industry will be proactive in order to reopen. The proposal has gone to the Governor's office, they have asked for more work to include phases of opening, addressing outdoor activities. Considering all the varieties of different museums, the committee will see how collectively, as a group, they will be addressing measures for staff and visitors.

- FCF Loan Request Discussion

Ms. Sharpe reported that the letter was mailed June 3, to Ms. Reents, City Manager, and Brandon Allen, Finance Director, informing Ms. Reents of the board discussion regarding the Facility Contingency Fund, that at some point in the future the board will likely make a request, the amount and time are unknown at this time. Ms. Sharpe has not received a response from Ms. Reents. Mr. Boyd added that as far as repayment, the letter spells out the plan. A 12-month deferral determined by the date of the withdrawal or the date the museum reopens to the public, whichever is later. Then after, the Richland PFD will make four annual payments of 25% of the loan amount. Ms. Sharpe will follow up with Ms. Reents to confirm she received the correspondence.

## **NEXT MEETING SCHEDULE**

Consensus of members is to reschedule the July 16, 2020, regular meeting to Thursday, July 23, 2020.

Ms. Kerzner moved and Ms. Long seconded a motion to change the July 16, 2020 regular meeting to July 23, 2020, at 5:30

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

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

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

Motion Carried 4-0

President Boyd adjourned the regular meeting at 6:44 p.m.

Prepared by: Dianna Millsap

Reviewed by

*Approved as presented  
Richland PFD Board  
Meeting July, 23, 2020*

