

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, MARCH 18, 2021 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. Effective June 1 the governor’s prohibition on taking “action” was removed by proclamation 20-28.4.*

**REGULAR MEETING: #03-21**

**MINUTES**

**CALL TO ORDER**

President Dan Boyd called the meeting to order at 5:30.

**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	Present
Dianna Millsap, Executive Assistant	Present
Sherri Fluaitte, Finance Manager	Present

**APPROVAL OF AGENDA**

Mr. King moved and Ms. Kenney seconded a motion to approve the March 18, 2021, Richland PFD Agenda as presented

Motion Carried 5-0

**APPROVAL OF CONSENT AGENDA**

Ms. Long moved and Ms. Kerzner seconded a motion to approve the March 18, 2021, Richland PFD Consent Agenda as presented

Motion Carried 5-0

**COMMITTEE/LIAISON COMMENTS**

- City Council – Phil Lemley

Mr. Lemley reported that the region has entered Phase III. Reported to city council is that cases in the Tri-Cities have plateaued, the numbers are not going up but also not going down. One of the three cities will need to get the numbers down or we could go back to Phase II.

Mr. Lemley informed members that the city is doing extremely well, financially and physically. There are no issues other than deciding when and how to open the city. Council will discuss opening in-person public meetings. This requires council members to wear masks during the entire meeting, while speaking and on camera, which may not work. The same requirements for the audience, masks and social distancing will apply.

Mr. Boyd inquired on the process to fill the City Manager vacancy. Mr. Lemley stated there has been no recent discussion. Mr. Amundson will serve as Interim City Manager until December 31, 2021. Mr. Lemley added that Mr. Amundson is doing, and will continue to do a good job in this position.

- Reach Foundation – Steve Simmons – Absent

Mr. King reported that the endowment is doing quite well. Based on the foundation's current threshold, \$106,000 is available for transfer. Mr. King suggested to foundation members that due to the uncertainty that exists, this would not be a good time to raise the threshold. Further discussion regarding the threshold is on hold. Foundation members passed a motion to transfer \$45,000 from the endowment fund to the REACH.

The Day's Pay fundraising event is tentatively set for September 16, 2021.

Foundation members approved an expenditure for website improvements to make the website more compatible with mobile and other platforms. The cost to make the improvements is \$1000 to \$1500. Ms. Sharpe added that this expenditure includes purchasing an app for museum operations for timed ticketing. This would allow control of visitation during high tourism season and the cruise line guests, to manage the capacity numbers and avoid groups waiting to get into the museum. The cost of the app is \$125 a year.

## **PUBLIC COMMENTS**

None

## **REPORTS AND CORRESPONDENCE**

- Executive Director Report – Rosanna Sharpe

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

- Laura Cranford, Visitor Services and Membership Manager, furloughed since last year, returned on March 15. Katie Colleran also returned on March 15. Ms. Colleran previously Education Assistant, is returning in a new job title, Operational Assistant. Ms. Colleran will support Ms. Millsap with facility rentals, and will be on-site during events to oversee the setup, breakdown and facilitate customer service with the clients. Ms. Colleran will provide support with COVID 19 protocols; monitoring the galleries for social distancing and masking, sanitization of all spaces and restrooms during operating hours. Ms. Colleran knows REACH operations, education, and admissions. She is eager and very committed.
- REACH Reopening day is April 2, Friday and Saturday 10:00 am to 4:30 pm and Sundays noon to 4:30 pm. Group tour reservations and rentals are available any day of the week.
- Benton County PFD made the final 2020 quarterly distribution, a direct deposit into the 631 Debt Service Fund. The \$60,000, set-aside funds will be discussed at the April Benton

County PFD meeting. In light of COVID 19, the Richland PFD and Kennewick PFD have not had projects to submit for consideration. Ms. Sharpe will prepare and be ready to present a proposal to Benton County PFD members if the decision is made those set-aside funds will not be divided and distributed for general operating. Benton County PFD board members have expressed interest in supporting COVID-19 initiatives, possibly supporting Ms. Collieran's part-time position implementing the REACH COVID-19 Safety and Health guidelines. Ms. Sharpe will include funding the purchase of upgraded HVAC filters recommended by OSHA.

- The Small Business Administration, Shuttered Venue grant originally designed to help performance-based organizations has since changed. Ms. Sharpe believes that the REACH will qualify because of the amphitheater outside and the small theater in Gallery I. Ms. Sharpe is keeping an eye out for when the grant opens for application, which may not be until after March 31. Ms. Sharpe's conservative estimate for REACH eligibility is \$60,000. The timeline for awards is unknown.
- Ms. Fluaitte has taken the lead on getting the Richland PFD insurance out on the market for bids. Ms. Fluaitte is working with Brad Toner to see if we can get coverage at a better premium. Ms. Fluaitte reported that the process involved a lot of paperwork, the applications completed. A representative from Enduris has offered to speak to the Richland PFD Board or Executive Director.
- Ms. Sharpe reported on a grant submitted to Richland Parks Partnership for upgrades to the ripple trail, Ms. Schafer and Ms. Millsap worked on this grant, unfortunately, our request was declined. We will look elsewhere for funding of the project. Ms. Schafer presented to the Tri-Cities Industry Kiwanis, they supported last year and are willing to hear from us again about education related projects. Ms. Sharpe submitted a grant to the City of Richland, Hotel Motel Lodging Tax Fund, \$7,500 for marketing strategies, funds to do marketing primarily for education programs and special events to help drive visitation to our membership program.
- Ms. Sharpe recognized Maureen Hamilton; she has been a champion for the REACH in so many ways. Ms. Hamilton paid her patron's pledge for 2021 in full, and gave an additional \$5,000 to be used where we felt it most needed. Ms. Hamilton continues to offer her services as volunteer at the REACH. Maureen is a testimony to people that have a strong relationship with the REACH and believes in its work, she contributes in so many ways, time, passion and presence. Great qualities that you want in supporters.

Mr. King asked regarding the shuttered venue program, are we obligated to seek reimbursement for revenues lost related to activities in the amphitheater and Gallery I theater only, or is it broader to include all of our losses? Ms. Sharpe answered that operation revenues is what is being funded, as long as you are performing certain activities, then your overall operational budget is considered comparatively from 2019 to 2020. There is 2 billion set aside for small agencies with fewer than 50 employees and Ms. Sharpe feels we are in a good position.

Mr. King inquired on activities to publicize the REACH reopening. Ms. Mosely, Marketing Consultant, is working on the website to message reopening. Facebook and Instagram posts, telephone messaging and outdoor signage. Ms. Sharpe has reached out to KNDU and has submitted an article for the Tri-City Herald Progress Report that messages reopening as well. The Progress Report comes out in April.

## **BUDGET COMMITTEE**

None.

**NEW BUSINESS**

- REACH Museum Reopening Plan Update – Rosanna Sharpe

Ms. Sharpe recognized and stated appreciation to Ms. Millsap, Ms. Fluitte and Ms. Schafer for their efforts the past year. Keeping everything running the last year, they have done remarkable work through very hard conditions.

Ms. Millsap has submitted The REACH Museum Safety COVID-19 plan to Benton County. Any businesses reopening are required to submit their plan. Employees and volunteers are asked to sign an acknowledgement that they have received and reviewed the plan. The plan is a training tool for staff and volunteers working onsite. The plan provides coverage that everyone has as a foundation from which to work. The plan is comprehensive. It is now posted on our website for viewing.

We have 12 volunteers that are anxious to start helping and to come back to work. Training is scheduled for March 23, most will attend. For those that cannot make the training, one-on-one training will be offered when they are ready to return.

Jim McCabe spent one day working on Gallery I. He did a walkthrough and got all of our AV up and running and rebooted so all exhibits are functioning and ready when we open. Mr. McCabe also put together a DVD and thumb drive of the video that plays in the Land Transformed theater. This will provide the option to play the video in the multipurpose room if overflow is required. There is limited seating in the theater, capacity of eight.

Mr. Flores and Mr. Monk continue to work on the grounds. They have done a remarkable job installing the new signs on the Animal Trail. Ms. Schafer added that it is starting to look really good outside. Education is planning to staff the museum during reopening weekend, provide a few activities. Visitors enjoy the outdoor experience.

Mr. Boyd inquired on the members only event previously mention for opening weekend. Ms. Sharpe responded that due to Spring Break schedules, we thought we would wait until June, around the anniversary date do something special for members.

**OLD BUSINESS**

None

**UNSCHEDULED**

None

**NEXT MEETING SCHEDULE**

The next Richland PFD meeting is April 15, 2021.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

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

Motion Carried 5-0

President Boyd adjourned the regular meeting at 6:20 p.m.

Prepared by: Dianna Millsap

Reviewed by *approved as presented  
at the April 15, 2021  
Richland PFD meeting*