

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, SEPTEMBER 16, 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: #09-21**

**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 Lumley	Present
Reach Foundation: Steve Simmons	Absent

**STAFF**

Rosanna Sharpe, Executive Director	Present
Dianna Millsap, Executive Assistant	Present
Sherri Fluaitte, Finance Manager	Excused

**APPROVAL OF AGENDA**

Ms. Kerzner moved and Ms. Long seconded a motion to approve the September 16, 2021, Richland PFD Agenda as presented

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

**APPROVAL OF CONSENT AGENDA**

Mr. King moved and Ms. Long seconded a motion to approve the September 16, 2021, Richland PFD Consent Agenda as presented

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

**COMMITTEE/LIAISON COMMENTS**

- City Council – Phil Lumley

Mr. Lemley reported that a COVID test site that opened at George Prout Aquatic Complex moved to the old City Hall parking lot, quite a few test carried out. Reports from the hospital's standpoint is COVID is getting worse.

The city will open a new fire station on September 19, on Battelle Blvd and another in the next month on Jadwin. The city is waiting on a grant to build a third fire station in Badger Mountain South.

City Council members are in an all-day retreat tomorrow, the meeting typically in-person, held by a Zoom meeting. The council has returned to conducting meetings by Zoom.

- **Reach Foundation**

Ms. Sharpe reported that the Reach Foundation did not meet in September; the next scheduled meeting is October 11. Ms. Millsap reported her estimated profit for the Day's Pay fundraiser is \$52,000. Ms. Fluitte will reconcile and report the final revenue from the event. Ms. Sharpe is sending Thank You notes to those that attended and donated. Mr. Boyd added that he attended the Day's Pay and commended staff on set up that allowed safe distancing. Registration, raffle ticket purchase, restrooms and checkout was the only time guests had to be inside the building. The staff and foundation did a great job, a well-attended event. Ms. Sharpe stated that due to a family medical emergency she was unavoidably not able to attend and apologized if her absence took anything away from the event.

## **PUBLIC COMMENTS**

None

## **REPORTS AND CORRECSPONDENCE**

- **Executive Director's Report – Rosanna Sharpe**

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

- As shared in an earlier email, the Richland PFD is eligible for another \$60,000+ from the Small Business Administration. Ms. Fluitte provided the financial report needed to submit the supplemental application. We are waiting for the application to be process, a determination on the amount of funding and then notification of the award expected in October. The process will go smoother since this is the second time around and most kinks worked out.
- Ms. Sharpe met with Jon Amundson, Interim City Manager. The meeting was an introductory type meeting; I brought him up-to-date on REACH finances and history on our Covid operations. I extended an invitation to him and his family. Mr. Amundson shared the status to the Richland PFD board vacancy, three applicants of which two have withdrawn; the third has a couple weeks to provide final documentation for review. Ms. Sharpe recommends sharing the vacancy notice with our distribution list; supporters, members and donors. Ms. Sharpe will ask Ms. Mosley to include in the next cycle of email distribution.
- The construction project on Columbia Park Trail is part of a larger endeavor on the part of the City of Richland and the Port of Kennewick to create a more pedestrian and bicycle path on the waterfront. Redesigning to include lights and benches to provide more curb appeal. The project expected to complete in November. Anything that brings more traffic down to the waterfront is good news for the REACH.

- Labor Day was a big benchmark for the REACH when staff could start resuming more regular hours at the museum. Ms. Sharpe's office hours are Wednesdays and Thursdays and by appointment any other day of the week. Once the Delta variant calms, she will reach out to board members to schedule lunch meeting to catch up and talk about the future of the REACH. The next three months will be a challenging time; we are resilient, resourceful, and looking forward to better days.

### **BUDGET COMMITTEE**

- Authorize Transfer – Benton County PFD Set-Aside Funds

Mr. Boyd pointed out that in the August, Executive Director's Report, Ms. Sharpe reported that Benton Co. PFD approved \$23,314 funding for special project related expenses incurred for COVID 19 and included:

- WIFI performance boosts
- Deinstallation of Amphitheater Canopy in October
- HVAC MERV 13 Air Filters (12-month supply)
- Parking lot light bulbs replacements
- Rental for lift to replace parking lot bulbs
- Laundry Service
- Staff position @75% (COVID Responder)

The authorized transfer of Benton County PFD, annual set-aside funds deposited in the 631 Debt Service account. A vote required to transfer the funds from the 631 Debt Service account to the Richland PFD account. Ms. Sharpe explained that the voucher issued sent the set-aside funding directly to the 631 fund; requesting to retrieve those funds and put into our operations. The exact amount funded \$23,314 and that is the request to transfer from 631 fund.

Ms. Kerzner moved and Mr. King seconded a motion to approve the transfer of \$23,314.00 from the 631 Debt Service Fund to the Richland PFD account to spend on the special project related expenses

Motion Carried 5-0

### **NEW BUSINESS**

None

### **OLD BUSINESS**

- In-Person Richland PFD Meetings

Mr. King brought forward starting in-person RPFM meetings again, board members opted not to do in-person this month. After discussion, consensus of members is to continue Zoom meetings, go month by month to follow Covid numbers, and consider what city council is doing and what is going on in the community for determination. Ms. Kerzner added hospitals have requested specifically no meetings in person, wait until the hospitals are more comfortable.

### **UNSCHEDULED**

None

### **NEXT MEETING SCHEDULE**

The next Richland PFD meeting is October 21, 2021.

### **EXECUTIVE SESSION**

None

**ADJOURNMENT**

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

Motion Carried 5-0

President Boyd adjourned the regular meeting at 6:00 p.m.

Prepared by: Dianna Millsap

Reviewed by

*Approved as presented  
at October 21, 2021  
Richland Public  
Facilities District.*