

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, OCTOBER 21, 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. Public attendance by audio only. Effective June 1 the governor’s prohibition on taking “action” was removed by proclamation 20-28.4.

REGULAR MEETING: #10-21

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	Excused

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	Excused

APPROVAL OF AGENDA

Mr. King moved and Ms. Long seconded a motion to approve the October 21, 2021, Richland PFD Agenda as presented

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Ms. Kenney moved and Ms. Long seconded a motion to approve the October 21, 2021, Richland PFD Consent Agenda as presented

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

Mr. Lemley reported that the condition of COVID has improved, but this is tentative day to day. City Council made the decision to offer Jon Amundson the permanent City Manager position and Mr. Amundson has accepted. Mr. Lemley received emails regarding Ms. Lerch's application to fill the vacant Richland PFD board position. Mr. Lemley added that he and Terry Christensen have no problems with Ms. Lerch but the final decision not decided by full council yet.

- Reach Foundation – Steve Simmons not present

Mr. King reported that the Reach Foundation board approved a \$60,000 transfer to support operations. Mr. Boyd added that cash analysis provided by Ms. Fluaitte includes this transfer. Foundation members requested additional information on the REACH financial status. Mr. King's understanding is that additional funds request from the foundation is not necessary for the remainder of the year, but the board will consider the first quarter of 2022. The foundation is still lacking the number of required board members in terms of participating members. RPF board members asked to share ideas of people that may like to be involved.

PUBLIC COMMENTS

None

REPORTS AND CORRECSPONDENCE

- Executive Director's Report – Rosanna Sharpe

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

- Given the operational plan of opening only on weekends and reservations for large groups during the week, it is safe to say the REACH did fairly well through the summer. Cruise line's visitors were a big contributor to our success. We received word from the cruise lines that their season will end with the last few visits in November. We are in position to receive their schedule for 2022 and the contract soon.
- Additional information submitted for the supplemental Small Business Administration Shuttered Venue Operating grant, approved for \$60,000, prorated according to the ratio of the original grant: \$45,000 payroll, \$5,000 insurance premium and \$10,000 utility expenses.
- Ms. Sharpe, Ms. Schafer and Ms. Millsap prepared a grant application for funds from Benton Co. Historical Preservation for \$4,000, to help with the Ripple Garden upgrades. The majority of the funds will be dedicated to signage for native plants and geological features. Ms. Schafer was successful at securing \$1,000 grant from the Local Chapter of the Native Plant Society to purchase native plants. Planting will be in November with the help of Girl Scouts.
- Screech at the REACH is October 29, 3:00 to 6:00 pm. Ms. Schafer provided highlights of the event. All activities moved outdoors to allow for distancing. Partners will be spaced around the museum grounds. Eleven activities planned with our regular partners and a few new ones.
- The Education team collaborated with the Manhattan Project National Historical Park, Ride with a Ranger, program.
- Ms. Schafer provided an overview of the Children's Reading Foundation (CRF) grant. Fluor gifted the Mid-Columbia Children's Reading Foundation a grant for STEM education. The CRF foundation reached out to REACH education manager, we received \$1,000 to cover program fees for school science or STEM nights and classroom programs. The CRF will provide free STEM books to students.

- Ms. Rudolph featured in a promotional piece on KAPP KVEW, highlighting the partnership with the CRF partnership with the REACH Mini Mobile Museum, a useful promotional tool for outreach.
- REACH Education Newsletter has started in collaboration with our partners and non-formal educators. Ms. Schafer plans to expand the newsletter to make the REACH the hub for place-based education in the area, collaborating with other organizations that provide expert knowledge. She hopes an education advisory committee can grow out of this community as well.
- Ms. Sharpe attended a Zoom meeting of the Tri-Cities Regional Public Facilities District on October 13. The Regional PFD has a new contract with Benton County Council of Governments for accounting. Old business, introductions, election of officers and the 2022 meetings schedule addressed. Ryan Lukson and Terry Christensen represented the City of Richland; Mr. Amundson attended as a guest. Officers elected; Craig Maloney, President; Ryan Lukson, Vice President; and Steve Lee, Secretary/Treasurer. The Richland PFD position is vacant. Mr. King reminded members that the Richland PFD made a formal request that one of our board members be represented on the Regional PFD board, as with the case of the other jurisdictions. Mr. Lemley will follow up.
- The Benton Co. PFD meeting moved to the following Tuesday, by Zoom, October 19. Ms. Sharpe will provide a report later by email to update on the quarterly allocation determined.
- Ms. Sharpe met with Phinney Brown, the new Arts Center Task Force Executive Director. Ms. Brown comes from a marketing background, previously marketing manager Walter Clore Wine Center. She has been with the task force since July and is eager to move the task force work forward.

BUDGET COMMITTEE

- 5 Months Cash Needs

Mr. Boyd provided an update on the 631 Debit Service account, report from the city as of August 31, 2021. September interest income credit not applied yet.

- \$369,892 Total Cash Available
- \$400,000 Estimate with the September report finalized

Mr. Boyd stated that as the 5 months cash needs is reviewed to consider we are in good shape as long as costs remain at current levels. Mr. Boyd also pointed out that the city sales tax dollars and the Benton Co. PFD sales tax dollars are up \$130,000 this year versus last year.

Quarter 4, 2021 and Quarter 1, 2022, Cash Analysis Ending March 31, 2022:

- \$129,350 Estimated Cash Income from October 18, 2021 to March 31, 2022
- \$295,050 Estimated Cash Outflow
- \$165,700 Estimated Cash Needs March 31, 2022

Reporting indicates that with the existing cash, if estimates hold through March, any additional cash inputs not required. Mr. Boyd pointed out on the monthly financial report provided on the consent agenda; the admissions revenues are higher than the total 2021 annual budget, which does not include October, November and December. Shop the REACH sales \$11,442, the 2021 annual budget is \$5,002. The cash analysis provided does not include transfers from the debt service account. Mr. Boyd's opinion is we may not have to transfer funds the remainder of 2021 and probably not in first quarter 2022, if we keep expenses at current levels.

Ms. Sharpe reported that at the last Reach Foundation meeting she approached members about a year-end campaign in coordination with herself and the RPFDD. A letter campaign targeting people that have given to the Day's Pay fundraiser in the past but did not attend or give to the 2021

fundraiser. The letter from Allen Brecke and Maureen Hamilton, 2021 honorees, launch on Giving Tuesday and runs until the end of the month. Estimate to raise \$15,000 to \$20,000, is not captured in the analysis.

Mr. King mentioned the \$30,000 income from the foundation, which would come from the endowment proceeds, and considers this an aggressive assumption for first quarter. If the \$30,000 does not come from the endowment income, we may be \$28,000 short of covering through March and could do a transfer from the 631 Debt Service fund if needed.

NEW BUSINESS

- Employee Merit Pay – Rosanna Sharpe

Ms. Sharpe thanked members for allowing time on agenda to talk about the REACH team. As you can imagine, the last 18 months has been a challenge not only for our organization but also for our team members and their families. I wanted to be able to address their performance in a way that was substantial and rewarding because they have done exceptional job during an extremely hard time.

- Merit Pay Proposal
 - A pool of money to reward staff; maintenance, education team, visitor services, finance manager and operations. Requesting approximately \$25,000 to allow for a one-time year-end bonus that reflects not only work for 2021 but 2020 also. Employer and employee taxes built in.
- Total of nine employees
 - Range: Part-time staff \$2,000
 - Full-time staff \$2,500
 - One-time bonus to Ms. Millsap \$3,000
- Bonus to be paid the first part of December, to reward staff for outstanding job performance and service to the museum the past 18 months
- \$25,000 request is included in the 5 months cash analysis

Mr. King stated he certainly believes that our staff deserves rewarding for efforts they put in during difficult circumstances. Mr. Boyd offered that board members could wait and approve the request in December. Ms. Long responded that she did not want to wait; it is all in black and white and accounted for. The staff has done an incredible job; I have no problems voting tonight. Ms. Kenney remarked that she loved Ms. Sharpe's presentation, good job of describing what the staff has done the last 18 months and that she appreciates the request was included in the cash analysis. I have no qualms about that; I do support it.

Mr. King moved and Ms. Long seconded a motion to authorize that \$25,000 of the existing budget funds in the salary account be allocated as employee bonus funds to be distributed as presented by Ms. Sharpe

Motion Carried 4-0

Ms. Sharpe included that employee compensation needs to be addressed as an organization. Increasing hourly salaries done well in the past but we do have some work to do next year, which I hope to address in the 2022 budget. She will present a proposal when we start looking at our operational budget in 2022 and how we begin to build our operational capacity starting in April through the end of the year in 2022.

OLD BUSINESS

None

UNSCHEDULED

Mr. King reported on a Tri-City Herald article about Port of Benton, Hanford Museum. The Port set aside 20,000 ft. of office space for artifacts. Partnership with Manhattan Project National Historical Park, WSU Hanford History Project, and the REACH Museum mentioned in the article. Ms. Sharpe stated that she would reach out to Diahann Howard to get status of the project

Mr. Boyd mentioned that the board should be looking at the budget for next year in November to prepare for approval in December. Ms. Sharpe reported that she and Ms. Fluaite have had conversations regarding the budget, she will check in with Ms. Fluaite to see what she might anticipate. Mr. Boyd suggested that he and Ms. Sharpe could sketch out a budget for Ms. Fluaite to review.

Mr. Boyd reported that he and Ms. Sharpe met with the state auditors. The state will not allow us to postpone, according to their rules and procedures fieldwork completion is required by the end of December. Ms. Sharpe has discussed with Ms. Millsap adding additional hours to her work schedule to be available to handle extra clerical work.

NEXT MEETING SCHEDULE

Mr. Boyd brought forward the Richland PFD board returning to in-person meetings in November. It has been over a year since a review for Ms. Sharpe was done, which requires an Executive Session. Conducting an Executive Session over Zoom would be difficult so Mr. Boyd recommended having an in-person meeting in November. Ms. Long stated that it would be her last meeting and she would like to take part in the performance evaluation. Members present agreed.

Ms. Kenney informed members that she would not be available for the November 18 meeting. After discussion, members agreed to move the November 18 meeting to November 11. Ms. Millsap will contact Ms. Kerzner to confirm.

The next Richland PFD meeting is November 11, 2021.

EXECUTIVE SESSION

None

ADJOURNMENT

Mr. King moved Ms. Long seconded a motion to adjourn

Motion Carried 4-0

President Boyd adjourned the regular meeting at 6:51 p.m.

Prepared by: Dianna Millsap

Reviewed by *DLB*

