

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, DECEMBER 16, 2021 MEETING TIME: 5:30 P.M.**

Note: The Richland Public Facilities District (RPFDD) is opting to host in-person public meetings. However, face coverings are required. Individuals attending in-person may offer comments during the Public Comment portion of the meeting.

The public may attend this meeting remotely. Public attendance by audio only. Join Zoom Meeting <https://us02web.zoom.us/j/81373653858>

REGULAR MEETING: #12-21

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

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

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

APPROVAL OF CONSENT AGENDA

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

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

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

City Council ratified the contract with the new City Manager, Jon Amundson. City Council continues to meet virtually. Two new city council members swearing in will be performed at the first council meeting in the New Year. Mr. Boyd asked if there was news regarding the current Richland PFD board vacancy. Mr. Lemely stated that the advertised application process has started again; he will follow up with Mr. Amundson for an update.

- Reach Foundation – Steve Simmons not present

Mr. King reported that the Reach Foundation did not meet in December but the draft 2022 Operations Budget sent to foundation members as requested. Ms. Sharpe added that the foundation did secure a gift from Columbia Plateau Cleanup Company, \$5,000 as a sponsorship for the 2022-Day's Pay event.

PUBLIC COMMENTS

None

PRESENTATION

- Proposed Joint Project for the Richland and Kennewick Public Facilities Districts – Vic Epperly

Mr. Epperly presented to the Richland PFD board his proposal for the Richland PFD and Kennewick PFD consideration, a joint project to design, build and operate a performing arts facility. The City of Pasco has made the decision to move forward with the aquatics project with funding through the Pasco PFD. Should that project successfully pass voter approval there would not be funding through the Regional PFD for a performing arts center and a single PFD, with voter-approved sales tax, could not support funding for the center. Mr. Epperly is encouraging the Richland PFD to enter into informal conversation with the Kennewick PFD to see if there is common ground concerning developing a scope that both PFDs could support. The cost requires both Richland and Kennewick PFDs involvement to have success.

Mr. Epperly has provided handouts of his proposal and reviewed with board members. Mr. Epperly's recommendation:

- Acknowledge that you want to try something
- Form a Richland PFD subcommittee that can communicate with the Kennewick PFD for feedback
- Once there is an agreement between Richland and Kennewick PFDs on the scope and possible location of the facility it's time to make a presentation to respective city councils and work further to detail an interlocal agreement

Mr. Epperly is hoping for further discussion between the PFDs to see if there is commonality and purpose to move forward.

Members stated concern regarding perception due to the current economy; people are hurting due to the rise in cost of living. If the project were on a ballot now, it would fail. Mr. Epperly agreed but expressed that this should not prevent the PFDs from talking, developing a conceptual plan. This project would require both Richland and Kennewick City Councils buy-in, for a voter approved project. The Arts Center Task Force is not associated with Mr. Epperly.

Mr. Boyd suggested that board members address the proposal at a future PFD meeting and thanked Mr. Epperly for his presentation.

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe

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

- General admissions for November were unusually slow
- The REACH website was down due to the loss of our domain, we worked hard to get it corrected to no avail. Reach staff email affected, other than internal, for a month. At the advice of Artmil, we have a new URL, owned by the Richland PFD
- Year End Campaign 2021 is at 30% of the goal. Email communication sent to donors that received campaign letters as a gentle reminder to make donations by December 31
- The \$10,000 Washington Humanities Grant application denied. Ms. Sharpe and Ms. Fluaite will adjust the budget to reflect the change
- Ms. Sharpe met with Diahann Howard for an update on the Port of Benton project. Funding secured for Phase I, building storage for the Hanford History Project collection. Other phases of their project based upon future secured funding. The current priorities are the US Triton Sail Park, Hanford History Project, and the Manhattan Project National Historical Park operations. Ms. Howard does plan to make a presentation to the Richland PFD on the Port project.

BUDGET COMMITTEE

- 2022 Budget Review and Approval

Ms. Fluaite reviewed the 2022 Draft Operations Budget, Income and Expense line items.

Income:

- 2022 Total Income: \$715,292.00 (*Budget to be adjusted, removing the \$10,000 Washington Humanities Grant*)
- 2022 Gross Profit: \$699,892.00 (*less Cost of Goods Sold*)

Income Comparison:

- 2021 Total Actuals: \$687,246.16
- 2021 Total Gross Profit: \$680,133.02

Expenses:

- 2022 Total Expenses: \$699,892.00 (*Expenses within \$4,000 of the 2019 budget*)

Expenses Comparison:

- 2021 Total Expenses: \$500,809.54
- 2019 Total Expenses: \$697,000.00

Ms. Sharpe summarized the increases for the 2022 operational plan:

- Status quo through first quarter of 2022, ramping up as demand requires, slowly increase as necessary
- Summer 2022 anticipating full museum operations Memorial Day through Labor Day
- Focus on exceptional programming that will renew interest in the museum
- Keeping the budget as flat as possible and do the best we can with resource we have
- Draft budget takes into consideration raising staff wages; cost of living adjustment and depending upon the employee's performance, some performance based increase
- Recapture sponsorships for events, education planning larger activities that attract sponsorship dollars
- Extraordinary Income (Increased Earned Income) \$35,000, earmarked for special projects, programs to generate revenues and to stimulate people to come back to the museum, projects that will put us back on the map. Some other type of entertainment that would pay for services, corporate sponsorships would offset some of our investment.

- Board members expressed concern regarding the budgeted distribution from the endowment. The foundation has tight rules on available funds based on earnings invested. The budget distribution based on previous years' contribution but will be dependent on the market. Concern expressed on the dependency of the distribution without discussion with the foundation board, a process issue rather than the specific numbers. Ms. Fluaitte has sent the draft budget to foundation members for review.

Mr. Boyd entertained a motion for approval of the draft 2022 operations budget, with a \$10,000 adjustment to remove the Washington Humanities Grant funds. Board member's budget review after the first quarter or if necessary monthly. Board members receive financial reporting on a monthly basis.

Ms. Kerzner moved and Mr. King seconded a motion to accept the budget as presented with the \$10,000 adjustment in January and reducing payroll to cover the adjustment.

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

NEW BUSINESS

None

OLD BUSINESS

None

EXECUTIVE SESSION

- RCW 42.30.110 (1) (g) Review performance of a public employee

President Boyd adjourned to Executive Session at 7:29 pm per RCW 42.30.110 Sub-paragraph (1) (g). Executive Session to last approximately 30 minutes with action.

President Boyd extended Executive Session at 8:01 for 20 minutes

President Boyd reconvened from Executive Session at 8:21 p.m.

Adjustment to Executive Director's salary, 6.75% increase effective January 1, 2022. The budget bottom line will not change, the increase reflected in an adjustment to the \$35,000 increased earned income event expenses line item. In the future, Ms. Sharpe and board members will come up with specific objectives.

Mr. King moved and Ms. Long seconded a motion of a 6.75% increase, effective January 1, 2022, in Ms. Sharpe, Executive Director's salary, which requires an adjustment in the approved 2022 budget

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

NEXT MEETING

The next meeting scheduled for January 20, 2022, and will be a Zoom meeting only, in-person not offered.

ADJOURNMENT

Ms. Long moved and Mr. King seconded the motion to adjourn the meeting

Motion Carried 3-0 (Ms. Kenney not available for vote)

President Boyd adjourned the Regular Meeting at 8:42 p.m.

Prepared by: Dianna Millsap

Reviewed by *Approved as presented
at the Richland PFD
Board of Directors meeting
January 20, 2022*