

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, NOVEMBER 11, 2021 MEETING TIME: 5:30 P.M.**

Note: The Richland Public Facilities District (RPF) 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: #11-21

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	Excused
Veronica Kenney	Present
Miriam Kerzner	Excused

LIAISONS

City Council Liaison: Phillip Lemley	Excused
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. Kenney moved and Mr. King seconded a motion to approve the November 11, 2021, Richland PFD Agenda as presented

Motion Carried 3-0

APPROVAL OF CONSENT AGENDA

Mr. King moved and Ms. Kenney seconded a motion to approve the November 11, 2021, Richland PFD Consent Agenda as presented

Motion Carried 3-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley Excused

Mr. Lemley excused. Mr. Boyd reported that City Council tabled the appointment of the new Richland PFD board member. The next City Council meeting scheduled for November 16; council may readdress the appointment at the next meeting.

- Reach Foundation – Steve Simmons not present

Mr. King reported that the foundation released \$60,000, requested at the October meeting. Mr. King shared with foundation members the latest budget summary and work done in anticipation of first quarter 2022 budgeting, considering additional help from the foundation in the first quarter but none for the remainder of the year. Foundation members are interested in expectations on fundraising and endowment interest payments in 2022. Mr. King will share the 2022 Operations Budget when finalized. Pete Hedges and Dough Hamrick's terms on the foundation board are ending; they will not be rejoining the foundation board.

Pauline Schafer, Education Manager, gave an excellent education programs presentation to the foundation; board members appreciated and enjoyed the presentation. Ms. Sharpe added that foundation members have shown interest in the Executive Director's monthly report that includes metrics, seeing the activity in the museum and sources of revenue. Staff will take a more active role to be more engaged with the foundation.

PUBLIC COMMENTS

None

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe

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

- Meeting with Allen Brecke regarding the end of year campaign. Mr. Brecke endorsed the campaign letter. Approximately 80 letters, out of the 80 prospects eight considered major donors. Mr. Brecke feels that the goal is attainable. He is very interested in seeing the museum expand by securing our place in telling the Hanford story, additional exhibit and education space, and outdoor restrooms for the amphitheater.
- Christopher Nulph, new Richland Library Director, met with Ms. Sharpe at the museum. Discussed connecting with Ms. Schafer and the education team regarding initiating a library pass program. Library patrons will be able to check out a museum pass through the library system that will get them access to visit the museum. We plan to approach Mid-Columbia Libraries regarding this program as well.
- Ms. Sharpe scheduled to meet with Diahann Howard, Executive Director, Port of Benton to get an update on the Hanford History Project. Ms. Sharpe will request Ms. Howard to present to the RPF board in the New Year to share the plan.
- Received preliminary approval of our grant application from Benton County Historical Preservation. This grant is specific to the Ripple Trail signage, which is the bulk of the request. Preliminary approval of \$2,500.
- Ms. Sharpe reported that the October 29, Screech at the REACH, was a success. A total of 181 guests (112 members and 69 non-members), 30 staff and volunteers.
- The last cruise line visit for the season is November 17. We have received a preliminary schedule for 2022 season, the first visit March 6, 2022 and the last December 2, 2022. We look forward to having a long cruise season in 2022.
- Benton PFD authorized a voucher for deposit into the 631 Fund for nearly \$40,000. The Benton Co. PFD board of directors is going to entertain set-aside projects, tentatively

scheduled for January. Staff are working on doing a large equipment request and additional Covid related expenses.

BUDGET COMMITTEE

- 2022 Draft Budget Review

Mr. Boyd reported that Ms. Fluitte is working on the draft 2022 operational budget, not yet completed for review. The draft budget will be provided for review prior to the December 16, meeting. Ms. Sharpe added that she and Ms. Fluitte are in 2022 budget discussions, which includes specific projects for funding; the operational plan for the summer, anticipating full museum operations Memorial Day through Labor Day. Focus is on exceptional programming that will renew interest in the museum, keeping the budget as flat as possible, do as best we can with the resources we have. Mr. Boyd pointed out that Fund 631 transfers 2021 year-to-date is \$150,000, we budgeted \$250,000 in transfers for 2021. Additional transfers this year is not required.

Further budget discussion:

- Increasing museum open hours into 2022 summer
- Status quo through first quarter of 2022
- Ramping up as demand requires, slowly increase as necessary
- Operations 2022 budget estimated between \$700,000 - \$725,000
- Ms. Sharpe will submit a proposal that considers raising staff wages
- Recapture sponsorships for events, education planning larger activities that attract sponsorship dollars.

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 6:15 pm per RCW 42.30.110 Sub-paragraph (1) (g). Executive Session to last approximately 20 minutes with no action.

President Boyd reconvened from Executive Session at 6:38 p.m.

ADJOURNMENT

President Boyd adjourned the Regular Meeting at 6:39 p.m.

Prepared by: Dianna Millsap

Reviewed by



