

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, APRIL 14, 2022 MEETING TIME: 5:30 P.M.**

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 regular public participation is possible. The public may attend this meeting remotely, by audio-only.

Join Zoom Meeting: <https://us02web.zoom.us/j/86090895072>

REGULAR MEETING: #04-22

MINUTES

CALL TO ORDER

Vice President Bill King called the meeting to order at 5:30.

ROLL CALL

MEMBERS

Dan Boyd, President	Excused
Bill King, Vice President	Present
Shirley Long, Secretary/Treasurer	Present
Veronica Kenney	Present
Miriam Kerzner	Present

LIAISONS

City Council Liaison: Jhoanna Jones	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 Ms. Kerzner seconded a motion to approve April 14, 2022, Richland PFD Agenda as presented

Motion Carried 3-0 Ms. Kenney unavailable to vote

APPROVAL OF CONSENT AGENDA

Ms. Kerzner moved and Ms. Long seconded a motion to approve April 14, 2022, Richland PFD Consent Agenda as presented

Motion Carried 3-0 Ms. Kenney unavailable to vote

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones
- Ms. Jones attended to observe, nothing to report.

- Reach Foundation – Steve Simmons absent

Mr. King reported the endowment fund is down but performing better. There are no endowment funds available to transfer for operations. The foundation is ahead of the 2022 budget for revenues from the endowment.

Ms. Sharpe added that she would meet with Mr. Simmons regarding foundation fundraising efforts for the year and discussion whether or not the foundation will consider hiring a development director to support the foundation board.

PUBLIC COMMENTS

None

REPORTS AND CORRESPONDENCE

- Executive Director’s Report – Rosanna Sharpe

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

- The amphitheater canopy is installed; REACH facility staff did a remarkable job under harsh weather circumstances. Arts Center Task Force (ACTF) donated funds for the canopy installation expenses. Recognition of ACTF’s donation will be featured on the REACH website. The Benton County PFD funded the cost of the canopy takedown this fall.
- REACH staff are working on branding strategy to align collaterals, ramping up for summer months, providing better tools for outreach, and promoting the museum. A list of the most notable actions is attached to the report.
- Travel Blog Exchange (TBEX), North America Conference opening reception on April 19, at the REACH. About 250 travel bloggers from around the world are in the Tri-Cities for a weeklong conference. The REACH provided the opening reception venue, and a day pass for conference attendees to come to the museum free of charge.
- Columbia & Cascade: A River and a Range exhibit opened in the Rotating Gallery. A collection of historic 1850’s lithograph prints. The exhibit is open until the end of August.
- Maryhill Museum’s “Exquisite Gorge Project II”, fiber art sculpture to be displayed at the REACH the month of July. The sculpture displayed at the REACH is a component of a larger installation that will be exhibited at the Maryhill Museum in August. The sculpture featured in Gallery 1 from the end of June through July, and then the sculpture moves to Maryhill to be incorporated into a larger sculpture. We are working on a reception at the REACH with Maryhill and Desert Fiber Arts. Ms. Schafer will be working with Desert Fiber Arts for demonstrations and artist talks. The reception is planned for June 23, from 5:00 pm to 7:00 pm.
- Metrics for February and March show that revenue for admission doubled. The cruise line numbers so far this year are up to pre-covid attendance.
- LIGO grand opening event June 2, Ms. Sharpe and Ms. Schafer will attend to represent the REACH. Before breaking ground, it was mentioned that REACH could have an opportunity to display at LIGO.

Ms. Kerzner mentioned that the REACH link on the City of Richland government page is not working.

BUDGET COMMITTEE

- Approve Transfer from 631 Debt Service Fund

Ms. Fluitte reviewed the estimated Cash Analysis ending May 19, 2022, and the City of Richland's Fund 631 Balance Sheet for 2022.

Total cash savings/checking 121,554.08, (\$103,674.94 savings, \$17,879.14 checking). Ms. Fluitte reported an estimated cash outflow is \$55,175.21, an estimated cash income of \$7,850.00, and minimum operating expenses of \$11,785.00, estimated cash outflow (\$55,175.00).

Ms. Fluitte reviewed the 631 Debt Service Fund balance report provided by the City of Richland, in cash and equivalents balance of \$550,000.00 (after debt service payments). Funds are available to make a transfer; Ms. Fluitte requested a minimum of \$55,000.00.

Ms. Long suggested a higher transfer amount, enough to get through July and the first part of August. In case, things do not go as anticipated, \$100,000 to \$150,000 to cover us to the August meeting. Mr. King added the summer months' revenues increase; he agreed and was open to a \$125,000 transfer to get through the next couple of months. Ms. Kerzner agreed, it helps just in case to have that extra there for a cushion. Ms. Kenney agreed the \$125,000 transfer is needed.

After review and discussion members agreed to request a transfer of \$125,000 from the 631 Debt service fund.

Ms. Kenney moved and Ms. Long seconded a motion to request a transfer of \$125,000 from the 631 Debt Service Fund

Motion Carried 4-0

NEW BUSINESS

None

OLD BUSINESS

None

UNSCHEDULED

None

NEXT MEETING

The next meeting scheduled for May 19, 2022, will be a Zoom meeting only, in-person not offered.

ADJOURNMENT

Ms. Kerzner moved and Ms. Kenney seconded the motion to adjourn the meeting

Motion Carried 4-0

Vice President King adjourned the Regular Meeting at 6:05

Prepared by: Dianna Millsap

Reviewed by: *Approved with correction on page 3
"Vice President King" at the
May 19, 2022, Richland PFD meeting.*