

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, June 16, 2022 MEETING TIME: 5:30 P.M.**

IN-PERSON MEETING

REGULAR MEETING: #06-22

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: Jhoanna Jones	Excused
Reach Foundation: Steve Simmons	Absent

STAFF

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

APPROVAL OF AGENDA

Mr. King moved and Ms. Long seconded a motion to approve June 16, 2022, Richland PFD Agenda as presented

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

APPROVAL OF CONSENT AGENDA

Mr. Boyd noted on Page 4, under Next Meeting, a correction that the next meeting is in-person only as was decided following discussion under New Business, "RPFID In-Person Meeting Discussion".

Ms. Long moved and Ms. Kerzner seconded a motion to approve June 16, 2022, Richland PFD Consent Agenda as amended

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones

Excused

- Reach Foundation – Steve Simmons absent

Mr. King reported the cancellation of the June Reach Foundation meeting. The endowment fund has decreased considerably, below the minimum threshold. He does not anticipate additional funds from the endowment for the remainder of the year.

Ms. Sharpe met with Mr. Simmons to discuss the foundation hiring a development person and the option of seeking a loaned executive. Ms. Sharpe suggested the foundation consider rather than the annual Day's Pay event a fall fundraiser that could launch the year-end campaign. Ms. Sharpe contacted individuals about leading the foundation's fall fundraising project but they have other commitments. Ms. Sharpe stated that she is willing to lead the year-end campaign but that alone will not meet their goal.

PUBLIC COMMENTS

None

ELECTION OF OFFICERS

- **President**

Mr. Boyd opened nominations for Richland Public Facilities District President. Ms. Kerzner nominated William King for the position of President. No further nominations or discussion, nominations closed.

Ms. Kerzner moved and Ms. Long seconded a motion to appoint William King President of the Richland Public Facilities District

Motion Carried 4-0

Mr. Boyd turned the meeting over to Mr. King, President.

- **Vice President**

Mr. King opened nominations for Richland Public Facilities District Vice President. Ms. Long nominated Veronica Kenney for the position of Vice President. No further nominations or discussion, nominations closed.

Ms. Long moved and Mr. Boyd seconded a motion to appoint Veronica Kenney as Vice President of the Richland Public Facilities District

Motion Carried 4-0

- **Secretary/Treasurer**

Mr. King opened nominations for Richland Public Facilities District Secretary/Treasurer. Ms. Kenney nominated Miriam Kerzner for the position of Secretary/Treasurer. No further nominations or discussion, nominations closed.

Ms. Kenney moved and Mr. Boyd seconded a motion to appoint Miriam Kerzner as Secretary/Treasurer of the Richland Public Facilities District

Motion Carried 4-0

REPORTS AND CORRESPONDENCE

- Executive Director’s Report – Rosanna Sharpe

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

- Tuesday, May 31, started summer hours, open to the public for general admission Tuesday through Sunday.
- Ms. Schafer, Education Manager, featured in a public relations piece on Wake up Northwest, an NBC morning news program. Ms. Sharpe shared the link with members
- Ms. Sharpe is working with Malin Bergstrom, Pasco Aviation Museum, to bring an exhibit for display in the Rotating Gallery beginning in October until March. Ms. Sharpe met with Franklin County Historical Museum’s Executive Director, Damien Davis, and discussed collaborating as well. The Franklin County Museum expansion will open next summer.
- Ms. Sharpe, Ms. Fluaite, and Ms. Millsap met with an agent from Basin Insurance. Ms. Sharpe requested a medical insurance review to consider current insurance; benefits, whether competitive, and a good value. Basin Insurance can also provide HR tools. Ms. Sharpe and Ms. Fluaite will review the materials provided by Basin and report to the board.
- Ms. Sharpe created a survey and distributed it to staff, a confidential check-in and feedback regarding, job satisfaction, job responsibilities, benefits, and fair compensation. Ms. Sharpe will share details of the survey with the board in the coming weeks.

BUDGET COMMITTEE

- 631 Fund Debt Service Transfer – Sherri Fluaite

Ms. Fluaite provided the Cash Analysis Ending July 21, 2022. Provided the cruise line checks come regularly and nothing out of the normal comes up, we should be able to make it without a transfer until the July PFD Board Meeting. Ms. Fluaite feels confident that a transfer from the 631 Fund is not required but to address at the July meeting.

Mr. Boyd pointed out from the cash flow analysis of \$162,000 in total available cash; he agreed with Ms. Fluaite that a transfer was not necessary before the next meeting. Mr. King asked that the 631 Fund Transfer be included on the agenda for the July meeting.

Mr. Boyd reported on a retention tax credit that the Richland PFD might qualify. He will research the tax credit to determine whether the RPFDD would qualify and report to the board. Ms. Kerzner added that the REACH might qualify for Arts WA funding; she will send a link for additional information.

NEW BUSINESS

None

OLD BUSINESS

None

UNSCHEDULED

None

NEXT MEETING

The next regular scheduled meeting for the Richland PFD is July 21. Members agree to continue to meet in person.

ADJOURNMENT

Ms. Kerzner moved and Mr. Boyd seconded the motion to adjourn the meeting

Motion Carried 5-0

President King adjourned the Regular Meeting at 6:15 pm.

Prepared by: Dianna Millsap

Reviewed by *Approved as presented*
July 21, 2022
Richland Public Facilities District
Board of Director's Meeting *DM*