

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, NOVEMBER 17, 2022 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #11-22

MINUTES

CALL TO ORDER

President William King called the meeting to order at 5:34.

ROLL CALL

MEMBERS

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

LIAISONS

City Council Liaison: Johanna Jones	Absent
Reach Foundation: Steve Simmons	Absent

STAFF

Rosanna Sharpe, Executive Director	Present
Sherri Fluaitte, Finance Manager	Present

APPROVAL OF AGENDA

Ms. Kerzner moved, and Ms. Long seconded a motion to approve November 17, 2022, Richland PFD Agenda as presented.

Mr. Boyd requested an amendment to November 17, 2022, Richland PFD Agenda, under New Business, to add, Discussion of Ms. Sharpe’s New Contract.

Ms. Sharpe requested an amendment to November 17, 2022, Richland PFD Agenda, under New Business, to add, Discussion of Revision to the Employee Handbook regarding PTO.

Mr. Boyd moved, and Ms. Kenney seconded a motion to approve the November 17, 2022, Richland PFD Agenda as amended.

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr. Boyd moved, and Ms. Long seconded a motion to approve November 17, 2022, Richland PFD Consent Agenda as presented.

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones - Absent

No report.

- Reach Foundation – Steve Simmons - Absent

Ms. Sharpe attended the November 14 foundation meeting and provided the following report:

- Discussion regarding the endowment performance.
- Report on a meeting with herself, Mr. Boyd, and Mr. Simmons. Mr. Simmons is following up with potential Reach Foundation Board of Directors candidates. A mixer is planned for sometime in April, with invitations going out to potential foundation board prospects: Hanford Contractors, Donors, and those that have shown interest in the museum and have financially backed the museum. As well as re-engaging with museum patrons, we will be recruiting volunteers for committees not necessarily to serve on the foundation board but to help with upcoming fundraising events. The mixer is a foundation-funded special event.
- The foundation board members agree with the proposed 2023 budget contribution of \$205,000.
- Foundation board members authorized un-restricting funds sitting in our restricted funds' account. Contributions from the endowment are limited to education costs. The foundation board agreed to a one-time expansion of the definition of costs to be more inclusive, providing flexibility on how those funds are distributed.

PUBLIC COMMENTS

None

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe

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

- The Year-End Campaign is going well, currently at 34% of the goal. An assessment of the campaign at the end of the month to determine another round of letters. A big social media push is planned for Giving Tuesday.
- Working Washington \$45,000 grant received. Ms. Sharpe stated that she feels more confident that we have successfully gotten the Department of Commerce grant and that the PFD will be eligible for other grants.
- Benton County PFD authorized a \$32,588.39 voucher for Quarter 3 distribution. She will request a \$50,000 maintenance grant for big projects as we approach our tenth year.
- Other grant opportunities in 2023; another round of Department of Commerce grants and Art Fund grants. Applications due shortly after the new year and distribution of funds in the first quarter of 2023.
- Last cruise line visit on Saturday, November 12.
- Staff are preparing for the holidays. There will be weekend closure due to holidays falling on Saturdays and Sundays this year.

BUDGET COMMITTEE

- 2023 Draft Budget Review - Sherri Fluaitte and Rosanna Sharpe

Ms. Fluaitte provided copies of the 2023 Draft Operating Budget, reviewed Income and Expenses and stated her conclusions.

Income

Contribution Income: \$245,000

- 50,000 Benton Co. Set Aside
- 40,000 2022 Year-End Campaign
- 10,000 Endowment
- 20,000 Patrons
- 10,000 October Battelle Membership
- 75,000 Day's Pay Fundraiser
- 40,000 2023 Year-End Campaign

Board members requested that Ms. Fluaitte report the Benton County PFD Set Aside of \$50,000 on a separate line.

- Memberships – Should meet budget with the current membership drive
- Education Programs – 2023 based on 2022 income
- 631 Fund Debt Service Transfer – Increased to \$300,000, Ms. Fluaitte explained the \$50,000 unrestricted funds adjustment.

Board members requested that Ms. Fluaitte add a separate line item for the carry-over funds.

- Events – Screech at the REACH and enhanced Drummers and Dancers event
- Admissions – Increased admissions in 2023, fee for adults from \$10.00 to \$12.00, Student, Seniors, and Military will remain at \$6.00. Increase to cruise lines from \$8.00 per person to \$10.00 per person
- Facility Rentals – Increase from more weddings booked and more people coming out to gather in large groups
- Corporate Sponsorships – March and October installation and takedown of the stage cover sponsored.
- Grants – Increased due to additional opportunities available in 2023

Expenses

Salary and Benefits:

- Increase includes:
 - 8.7% Cost of Living Adjustment for all staff
 - Part-time Education staff person to Full Time to work Exhibits/Collections
 - Part-time/Seasonal janitorial employee

Administration Expenses:

- Minimum increases for most Administrative Expenses, Liability Insurance will increase, next year and a large increase in ASTC Membership

Finance Expenses:

- No significant increases, although with higher revenues there will be higher bank charges

Expert Services:

- All expert services increased in the budget, small increases across the board.

Programs Expenses:

- Small increases to all program expenses, exhibit fabrication and Exhibit Repair and Maintenance needs

Operations Expenses:

- All operations expenses increased

Other Expenses:

- Restricted ad Set Aside, \$15,000 for part-time/seasonal janitorial, \$10,000 endowment for education, and \$35,000 parking lot painting lines and curbs, sealing cracks, air ducts cleaning, floors, carpets, fish tank deep cleaning, upgrades to technology equipment for hybrid meetings.

After review of the budget, Mr. King opened for additional questions and comments. Two adjustments were requested: Move the Set Aside Distribution from Benton Co PFD to a separate line, and add \$50,000 in Carry Over Funds to a separate line.

Members raised questions and concerns regarding the budget and asked to table taking action until the December meeting.

NEW BUSINESS

- Discussion of Ms. Sharpe's New Contract

Rosanna's contract expires at the end of November. Mr. King asked members to consider a motion to extend Ms. Sharpe's current contract until the end of January to allow time for discussion.

Ms. Kerzner moved and Ms. Long seconded a motion to extend Ms. Sharpe, Executive Director, current contract to January 31, 2023.

Motion Carried 5-0

Mr. King and Ms. Kenney will work on the contract with Ms. Sharpe.

- Discussion of Revision to the Employee Handbook regarding PTO

Ms. Sharpe stated that before Washington State adopted a PTO law for part-time employees, the REACH had a vacation accrual formula. We posed that change to our lawyer and her recommendation was that our PTO be based upon the new law, which is what we currently follow. However, the accrual did not include paid holidays and time taken off. PTO is only accrued for hours worked. Our accrual rate was underestimated so employees are earning less than what they made before the change in the law. Ms. Sharpe presented the PTO accrual charts for comparison.

After discussion, members asked to table any action until the December meeting to allow for additional information. Three items for consideration; how to fix the problem, whether accrual is adjusted retroactively and how to enhance PTO from what was initially anticipated. A breakdown of the comparison was requested to clarify what it is now and what it should be to correct the problem.

OLD BUSINESS

Mr. Boyd provided a report from the City of Richland strategic planning meeting. City of Richland committee members and public representation in attendance. Questions and discussions will resolve into a plan for the city.

Mr. King reported on the meeting he and Ms. Sharpe had with Jon Amundson. He agreed to help with vacancies on the RPF Board, and challenged board members to recruit applicants, and encouraged the board to go to City Council on a more regular basis.

UNSCHEDULED

None

NEXT MEETING

The next regularly scheduled meeting for the Richland PFD is December 15, 2022, an in-person meeting.

ADJOURNMENT


Ms. Kerzner moved, and Ms. Kenney seconded a motion to adjourn.

Motion Carried 5-0

President King adjourned the Regular Meeting at 7:53 pm

Prepared by: Dianna Millsap

Reviewed by

A handwritten signature in blue ink, appearing to read "William King". The signature is written in a cursive style with a large, stylized "K" at the end.

