

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, JANUARY 11, 2024 MEETING TIME: 5:30 P.M.**

**REGULAR MEETING: #01-24**

**MINUTES**

**CALL TO ORDER**

President William King called the meeting to order at 5:32 p.m.

**ROLL CALL**

**MEMBERS**

William King, President	Present
Veronica Kenney, Vice President	Present
Miriam Kerzner, Secretary/Treasurer	Present
Steven Wiley	Present
Ted Miller	Present

**LIAISONS**

City Council Liaison: Jhoanna Jones	Present
Reach Foundation: Dan Boyd	Present

**STAFF**

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

**APPROVAL OF AGENDA**

A request to amend the agenda to add under Reports and Correspondence an update from Steven Wiley from the Arts Center Task Force.

Mr. Wiley moved, and Mr. Miller seconded a motion to approve the January 11, 2024, Richland PFD Agenda as amended

Motion Carried 3-0

**APPROVAL OF CONSENT AGENDA**

Mr. Miller moved, and Mr. Wiley seconded a motion to approve the January 11, 2024, consent agenda as presented

Motion Carried 3-0

**COMMITTEE/LIAISON COMMENTS**

- City Council – Jhoanna Jones – Present

Ms. Jones had nothing to share.

- Reach Foundation – Dan Boyd

Mr. Boyd reported that the Reach Foundation did not meet in January so had nothing to report. Ms. Sharpe will address the Year End Campaign fundraiser in her Executive Director's Report.

## **PUBLIC COMMENTS**

None

## **REPORTS AND CORRESPONDENCE**

- Update on ACTF – Steve Wiley

Mr. Wiley shared that ACTF (the Arts Center Task Force) is currently in the final stages of hiring a new Executive Director. Recently, they met with L&M Architects in Seattle to discuss the original design of the performing arts center, which is not suitable for the Columbia Park West location. As a result, they have decided to switch to a phased-in development approach and create a site plan that is appropriate for Columbia Park West. ACTF plans to initiate the process for a long-term site plan for development. A draft proposal for construction, site, and operations costs has been shared with the Assistant City Manager and Mr. King. Members who are interested in receiving a copy of the proposal can contact Mr. Wiley.

- Executive Director's Report – Rosanna Sharpe

Ms. Sharpe shared highlights of the January REACH Museum Executive Director's Report.

- Teams have been busy gearing up for 2024, setting our sites for summer which includes REACH 10<sup>th</sup> Anniversary. An exhibit in the Rotating Gallery, an evening celebration, and education programming with our long-term partners in July are in the planning phase.
- The State Accountability Audit began in January.
- Transitioning to Artmil for marketing.
- Changing to a new Point of Sale due to QuickBooks discontinuing their POS system.
- Transitioning to a new donor database system.
- We have two positions opening for part-time education, and part-time administration office assistant.
- The Year End Campaign for the foundation is winding down. Currently at \$12,232, with a goal of \$40,000.
- Ms. Sharpe met with all staff individually to review job descriptions, performance, and goals for 2024.
- A new ArtsFund grant opportunity opening through the Paul Allen Foundation, a \$10 million Community Accelerator Grant. Last year we received \$14,000, to help with Covid recovery.
- An opportunity for the City Hotel/Motel Grant to help organizations promote tourism in the Tri-Cities. Marketing dollars for people looking for experiences that can tie in a REACH Museum visit to promote stays in the Tri-Cities.
- Ms. Sharpe completed a proposal for the Benton County PFD set-aside funds, 20% of their funding; for maintenance, covering our seasonal janitorial service, cleaning our air ducts, new lawn mower, small hand tools, and shelving in the basement. The total for the ask is \$40,000; we usually receive between \$30,000 - \$35,000.
- A new exhibit is opening in the Rotating Gallery, Desert Fiber Arts 50<sup>th</sup> Anniversary, a community-centered exhibit.

## **EXECUTIVE SESSION**

- Executive Director's Performance Review  
RCW 42.30.110 (1) (g): Review Performance of a Public Employee

President King adjourned to Executive Session at 5:50 p.m. per RCW 42.30.110 Sub-Paragraph (1) (g). Executive session to last approximately 20 minutes with action.

President King reconvened from Executive Session at 6:15 p.m.

Action:

Ms. Kenney moved and Ms. Kerzner seconded a motion to an adjustment of a 6% increase to Executive Director, Rosanna Sharpe's, salary

Motion Carried 5-0

**NEW BUSINESS**

None

**NEXT MEETING**

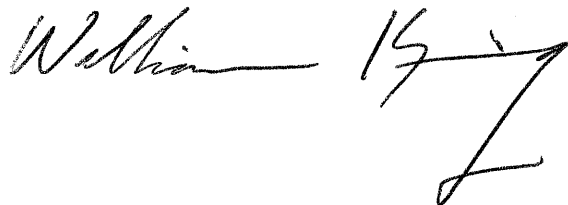
After discussion, the February Richland PFD meeting was rescheduled to February 22, 2024.

**ADJOURNMENT**

President King adjourned the Regular Meeting at 6:22 pm

Prepared by: Dianna Millsap

Reviewed by

Handwritten signatures of William King, consisting of a cursive signature and the initials 'W King'.