

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, FEBRUARY 22, 2024 MEETING TIME: 5:34 P.M.**

REGULAR MEETING: #02-24

MINUTES

CALL TO ORDER

President William King called the meeting to order at 5:34 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	Excused
Reach Foundation: Dan Boyd	Present

STAFF

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

APPROVAL OF AGENDA

Ms. Kenney moved, and Mr. Wiley seconded a motion to approve the February 22, 2024, Richland PFD Agenda as presented

Motion Carried 3-0

APPROVAL OF CONSENT AGENDA

Mr. Wiley moved, and Ms. Kenney seconded a motion to approve the February 22, 2024, consent agenda as presented

Motion Carried 3-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones – Excused
- Reach Foundation – Dan Boyd

Mr. Boyd provided a report on the February 12, 2024, Reach Foundation meeting. Foundation members voted in a new board member. Dana Ward, currently President, of the Lower Columbia Basin Audubon Society, has joined the Board of Directors.

The foundation's financial picture is looking better. The January 31, 2024, endowment reported 1.5 million and has since increased. Mr. Dunwoody, the Treasurer, requested a reduction in the minimum balance required in the endowment. Members approved reducing the minimum balance in the endowment from 1.6 million to 1.4 million, which will allow the foundation board to remit funds quarterly. By making regular payments, this will help with cash flow planning.

Ms. Sharpe reminded members of the Patron's Spring Mixer on May 22, 2024. Not only a patron and donor appreciation event but also a cultivation event, a recruitment tool for board members vacancies. Guests include Patrons and major donors. We will start messaging the REACH 10th Anniversary.

PUBLIC COMMENTS

None

PRESENTATION

Ms. Schafer, REACH Education Manager, and Ms. Constance, REACH Educator, provided an update on education programs and presented the PowerPoint presentation featuring 2023 education programs and events. Mr. King and Ms. Sharpe will include this presentation at the April 19, 2024, City Council meeting. All RPF board members were asked to attend the meeting starting at 6:00 pm.

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe
- Ms. Sharpe shared highlights of the February REACH Museum Executive Director's Report.
- Ms. Sharpe and Ms. Millsap have created a plan for grants and sponsorships to support education programs, REACH 10th Anniversary, and building out Native American Heritage Month.
 - Ms. Sharpe has submitted a grant request to ArtsFund, Paul Allen's Community Accelerator Grant, for the arts organization's COVID recovery statewide.
 - Ms. Sharpe attended Science, Arts, and Heritage Week in Olympia. Inspire Washington helped coordinate meetings with the legislators. As part of the eighth District advocacy group, Ms. Sharpe and Justin Raffa representing ArtsWa, met with Representative Stephanie Barnard and Senator Matt Boehnke to advocate for funding. Ms. Sharpe shared the July 2024 REACH 10th Anniversary and future capital projects expansion of the REACH.
 - Ms. Fluaitte is wrapping up the state audit.
 - Ms. Millsap attended the Benton County PFD meeting. Board members authorized the fourth Quarter 2024 vouchers. The proposal presented to the board for set-aside funds for maintenance helps with a seasonal janitorial, lawn mower, blower, and additional shelving in the basement. Members also agreed to release some additional funds that will be used to address IT issues: replace the 2012 server, and two computers that are not security compliant, and replace the Quickbooks Point of Sale, discontinued, with Shopify.

BUDGET COMMITTEE

- 631 Fund Transfer Request – Sherri Fluaitte, Finance Manager

Copies of the 631 Fund Balance Sheet and Income Statement for 2023 Period 12 were provided to board members. This is the most current report but not final. Revenues from November and December have not been recorded so not included in the pooled cash of \$754,000 available. Ms. Fluitte requested a \$50,000 transfer from the 631 Fund.

With no further discussion or questions, Mr. King called for the vote to approve the transfer.

Mr. Miller moved, and Mr. Wiley seconded a motion to transfer \$50,000 from the 631 Debt Service Fund

Motion Carried 5-0

NEW BUSINESS

- City Council Presentation March 19, 2024 – Rosanna Sharpe and Bill King

Mr. King and Ms. Sharpe briefed the board members on the presentation to the City Council on March 19, 2024. Mr. King asked that all members be present at the City Council meeting. Ms. Sharpe suggested inviting partners for public comment.

- Approve Revision to the Employee Handbook – Rosanna Sharpe

Ms. Sharpe reviewed two revisions to the REACH Employee Handbook. A revision to matching contributions to IRAs increased from 3% to up to 5%. The revision was included in the anticipated 2024 budget discussion. The Inclement Weather Policy was added to the handbook. For improved clarity, members requested the following changes to the policy:

- Page 21, First Sentence
REACH Facebook-Website and Media Outlets
- Page 21, Fourth Paragraph
Strike “If ever you disagree with the decision regarding delays or closures please know that it is considered an excused absence if you decide to stay home”.
- Page 21, Third Paragraph
“an employee may shall be paid for his/her scheduled shift.
Strike “at the discretion of Executive Director”.

Ms. Kerzner moved, and Mr. Wiley seconded a motion to approve the revisions to the REACH Employee Handbook with suggested changes to the language in the Inclement Weather Policy

Motion Carried 5-0

- Executive Director, Rosanna Sharpe, Performance Measures – Veronica Kenney and Steven Wiley

Mr. Wiley reported that he and Ms. Kenney met regarding the Executive Director’s Performance Measures. The decision was made not to share the performance measures with Ms. Sharpe but rather provide suggested measures around marketing, engagement, and strategic planning. Mr. Wiley met with Ms. Sharpe to review and Ms. Sharpe agreed and will incorporate the measurements into her work plan. Ms. Sharpe will provide her work plan to all members for any review, feedback, and finalizing.

- Process for Consideration, Additional RPFDP Projects, Discussion – Bill King

Mr. King summarized the Richland PFD additional projects for consideration and further discussion regarding the process.

- Performing Arts Center
- Expansion of the REACH Museum
- Children's Museum

Mr. King recommended a joint workshop with the Richland City Council. Mr. Wiley suggested forming a sub-committee, to start a process of public engagement, and development of the Columbia Park West Master Plan. Mr. King and Mr. Wiley will represent the Richland PFD on the sub-committee. Members were asked to share recommendations for other sub-committee members with Mr. Wiley.

NEXT MEETING

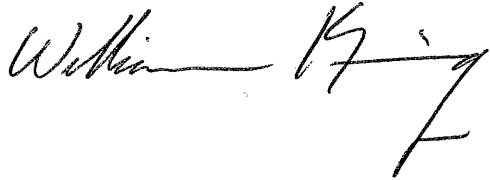
The next Richland PFD meeting is on March 21, 2024. Ms. Kerzner is excused.

ADJOURNMENT

President King adjourned the Regular Meeting at 6:47 pm

Prepared by: Dianna Millsap

Reviewed by

A handwritten signature in blue ink, appearing to read "William King", with a large, stylized "F" written below it.