

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, DECEMBER 20, 2018 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #12-18

MINUTES

CALL TO ORDER

President Dan Boyd called the meeting to order at 5:30 p.m.

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: Phillip Lemley	Excused
The Reach Foundation: Ron Lerch	Present
Alternate Council Liaison: Sandra Kent	Absent

STAFF

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

APPROVAL OF AGENDA

Mr. Boyd requested an amendment to the agenda to add under New Business, Regional PFD Board Position discussion.

Mr. King moved and Ms. Kenney seconded a motion to approve the December 20, 2018, Richland PFD regular meeting agenda as amended

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr. King requested the minutes from the November 29, 2018, Richland PFD meeting be pulled from the consent agenda for further discussion.

Ms. Long moved and Ms. Kerzner seconded a motion to approve the December 20, 2018, consent agenda as amended

Motion Carried 5-0

Mr. King requested a revision to the November 29, 2018, Richland PFD meeting minutes on Page 3, under Budget Committee, Draft 2019 Budget the last sentence in paragraph 3 to read as follows:

It was consensus of all board members present to create the capacity in the 2019 Budget to allow the board to consider a wage increase or a bonus for Ms. Sharpe in 2019.

Mr. King moved and Ms. Long seconded a motion to approve the November 29, 2018, Richland PFD meeting minutes as amended

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley - excused
- Reach Foundation – Ron Lerch

Mr. Lerch reported that the foundation issued a \$13,000 check to the Richland PFD in December. This completes the 2018 Reach Foundation contribution. Mr. Lerch has mentioned to Mr. Boyd, that for planning purposes, the Richland PFD board set the Reach Foundation's 2019 contribution at \$90,000. The contribution will be discussed and approved at the January 12, foundation meeting. Mr. Lerch reported that the foundation has elected not to take any money out of the endowment fund this month due to the impact of the market performance.

Mr. Lerch informed members that he is leaving the foundation board. Election of new officers and a new liaison to the Richland PFD will take place at the January 12, foundation meeting.

The foundation has resolved the Washington Closure Hanford endowment fund distribution. Mr. Lerch issued a check to the Friends of Badger Mountain in December.

On behalf of the Richland PFD board, Mr. Boyd thanked Mr. Lerch for his service and stated that we would not be where we are if it was not for Mr. Lerch, he has done a great job.

PUBLIC COMMENT

None

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

Ms. Sharpe provided highlights of the November 2018 Executive Director's report:

- Orange to Black campaign is over 49% of the goal. Ms. Sharpe has sent additional follow up correspondence to major donors. Ms. Carswell will send out one last solicitation after Christmas.
- Work has started for the Strategic Plan process. Two surveys from different perspectives launched, Building on Strengths for internal stakeholders and a Community, consumer survey. Mr. Wolf is starting to get feedback and seeing good comments. The deadline for responses is January 4. Mr. Wolf will look at trends, concerns, culmination of data to guide the conversations as we go into strategic planning.
- Ms. Fluaite out on medical leave but is working from home. Patt Mosely hired as the marketing consultant.

- Ms. Cannell, in her short tenure, booked six holiday parties in December; she is doing a remarkable job. To date, four weddings booked for 2019. The 2019 budget for facility rentals is not overly ambitious and the increase in admission between 2018 and 2019 is doable.
- Ms. Sharpe met with Kris Kirby, Superintendent, and Becky Burghart, Hanford Site Manager, Manhattan Project National Historical Park, regarding cross partnership with the REACH, programming at the REACH and in the community.
- Ms. Sharpe met with Senator Brown, Toby Bouchey and Jim Dillman regarding funding for the McBones project in the REACH lower level. Senator Brown was excited about the idea and recommended proceeding. Ms. Sharpe requested that discussion regarding this meeting take place under *Unscheduled Items*.

BUDGET COMMITTEE

None

NEW BUSINESS

- Regional PFD Board Position

Mr. Boyd provided a brief history of the Regional PFD, the funding, purpose and board member representation. Three members from each city make up the nine-member board, currently two Richland City Council members sit on the board. The Richland PFD has not had a member appointed to the Regional PFD since Fred Raab, previous president, stepped down.

Mr. Boyd opened for discussion board member's interest in participating on the Regional PFD board. Members agreed that it would be appropriate to have a representative from the Richland PFD. Mr. King, Ms. Long and Ms. Kerzner expressed interest in the appointment. Ms. Sharpe will prepare a letter to City Council requesting they appoint a Richland PFD member to the Regional PFD.

OLD BUSINESS

- Draft 2019 Budget

Mr. Boyd noted that revisions to the draft 2019 Budget discussed at the November 29, 2018, meeting have been made which includes the 3% increase to the Executive Director's salary and adjustments to balance the budget. Ms. Fluaite reviewed the revision and adjustment items highlighted in yellow:

- Contribution Income
\$2,080.00 increase – marketing consultant expense
- Payroll Expense
\$15,000 increase – 3% increase as discussed
- Admissions Revenue
\$15,000 - increase revenue to cover payroll expense increase
- Restricted Expenses
\$58,000 total 2019 - separated regular restricted expenses (other) and restricted expenses (education)

With no further discussion or comments, Mr. Boyd entertained a motion to except the revised draft 2019 Budget as presented.

Ms. Long moved and Ms. Kenney seconded a motion to accept the 2019 Budget as presented by Ms. Fluaite

Mr. King stated concern regarding the Contribution Income and Admission increases. Ms. Sharpe stated that with a better marketing and brand awareness strategy the admissions increase is realistic. Mr. Boyd added that 2018 will end in excess of the \$80,000 budgeted for admissions.

Motion Carried 5-0

- **FCF Payment**

Mr. Boyd restated previous decisions made by the board regarding the Facility Contingency Fund (FCF) payments. The 2018 budget included one FCF payment and one payment in the 2019 budget that the board just passed. At the November Richland PFD meeting, members approved the transfer of \$70,000 for the FCF payment with the stipulation to defer the actual transfer until the December meeting.

Mr. Boyd provided the latest report from the city on the Fund 631 Debt Service account, the report does not include November, December numbers or the outstanding \$30,000 quarterly payment from Benton County PFD. Mr. Boyd's preliminary calculation for the balance available indicates enough to make one FCF payment but no additional transfers for operations until March. According to Ms. Fluaitte's projection, January until mid-February is not a problem but we could not make it until March.

Mr. Boyd offered an option to approve the city transfer for the FCF payment contingent on the receiving the third quarter \$30,000 from Benton County PFD. Ms. Sharpe reported that the Benton County PFD will convene in January and will deal with the vouchers due in October and may include the fourth quarter distribution.

Members agreed to send a letter to the city stating that the FCF payment be paid when the third quarter payment from the Benton County PFD is received and to authorize the city to withdraw the FCF payment from the Fund 631 account once the Benton County PFD payment is received.

Mr. King moved and Ms. Long seconded a motion that the board authorize the City of Richland, by a letter, to transfer the 2017 FCF payment out of the 631 Fund once that fund has received the third quarter payment from the Benton County PFD

Motion Carried 5-0

UNSCHEDULED ITEMS

- **Meeting with Senator Brown**

Ms. Sharpe briefed members on the meeting with Senator Brown regarding whether or not to seek appropriation from the state for a project, the "Ask" would be 5 million. Jim Dillman is picking up where Larry Haler left off regarding a home for McBones. Senator Brown is picking up that conversation. Ms. Sharpe informed Senator Brown that it is not known yet if the REACH lower level will be the location for McBones. Ms. Sharpe is requesting feedback from the board on whether or not to move forward with a proposal. Session begins January 15, and Senator Brown would need the proposal a week before session starts. Ms. Sharpe has met with Tere Thornhill and he will come back in mid-January with updated numbers. Jim Dillman has data as well.

Board member's concern is the other possibilities discussed regarding the lower level and moving forward with the proposal for McBones before a final decision. Ms. Sharpe felt that the proposal could be generic enough. Members agreed that Ms. Sharpe reach out to Senator Brown's staff regarding a meeting to discuss a generic proposal and to prepare to submit a proposal.

NEXT MEETING SCHEDULE

The next regular Richland PFD meeting is January 17, 2019.

EXECUTIVE SESSION

- RCW 42.30.100 (1)(g)
Review Performance of a Public Employee

President Boyd adjourned to Executive Session at 7:15 p.m. per RCW 42.30.110 sub-paragraph (1) (g). Executive session to last approximately 20 minutes with no action.

President Boyd reconvened from Executive Session at 7:37 p.m. No action taken.

Mr. Boyd announced that an Executive Session would be scheduled for the January RPF meeting, to begin at 4:30, allowing for not more than an hour, to Review Performance of a Public Employee, with action. The regular RPF meeting agenda will follow beginning at 5:30.

ADJOURNMENT

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

Motion Carried 5-0

President Boyd adjourned the regular meeting at 7:45 p.m.

Prepared by: Dianna Millsap

Reviewed by



