

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, JANUARY 17, 2019 MEETING TIME: 4:30 P.M.**

REGULAR MEETING: #01-19

MINUTES

CALL TO ORDER

President Dan Boyd called the meeting to order at 4:32 p.m.

ROLL CALL

MEMBERS

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

LIAISONS

City Council Liaison: Phillip Lemley	Present
Reach Foundation: Steve Simmons, Interim	Excused
Alternate Council Liaison: Sandra Kent	Absent

STAFF

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

APPROVAL OF AGENDA

Ms. Kenney moved and Mr. King seconded a motion to approve the January 17, 2019, Richland PFD regular meeting agenda as presented

Motion Carried 4-0

EXECUTIVE SESSION

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

President Boyd adjourned to Executive Session at 4:35 p.m. per RCW 42.30.110 sub-paragraph (1) (g). Executive session to last approximately 1 hour with action.

President Boyd reconvened from Executive Session at 5:32 p.m.

Mr. King moved and Ms. Long seconded a motion that based on the outstanding performance of our Executive Director that we award a one-time bonus in an amount equal to 3% of her current salary, to be divided into two equal payments over the next two pay periods, noting that funds for this bonus are included in the approved 2019 budget

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Ms. Kenney moved and Mr. King seconded a motion to approve the January 17, 2019, consent agenda as presented

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

Mr. Lemley reported that he will attend the January 28, Strategic Plan meeting but is not available for the January 29, meeting. Ms. Reents is encouraging all city council members to attend the strategic plan meetings. Mr. Boyd and Mr. King will reach out to council members individually to follow up and extend a formal invitation.

Mr. Boyd reported letters sent to Ms. Reents regarding the Richland PFD board member interest in filling the vacancy on the Tri-Cities Regional PFD Board and regarding the outstanding Facility Contingency Fund payment and efforts to bring the account current.

- Reach Foundation

Mr. King provided a brief report from the January 14, 2019, Reach Foundation meeting:

- Foundation election of new officers
- Approved \$90,000 foundation contribution for 2019 and discussed increasing the contribution with a goal of \$100,000
- The foundation is asking for suggestions for new board members, they are currently at 16 members; the minimum by their Bylaws is 15.

PUBLIC COMMENT

None

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe
 - The Orange to Black campaign has completed reaching 60% of the goal with 100% Richland PFD board member participation. Ms. Sharpe reported the following:
 - o 86 Gifts totaling \$60,345.00 received
 - o Gifts of \$500 and under over performed
 - o Gifts of \$1,000 and above under performed
 - o Based upon data, first time giving was a success story
 - o Better communications and better use of our digital tools is planned for next year's campaign.
 - Two electronic surveys were sent out with a response deadline of January 4. The data received will be used in determining the agendas for the Strategic Plan workshops. Feedback will be used as discussion points at the meetings.
 - Four candidates interviewed for the Education Outreach Coordinator, part-time position. The job has been offered to Maria Kelly. Ms. Kelly sits on the Hands In for Hands On, Board of Directors. Ms. Schafer is impressed with Ms. Kelley's qualifications and believes she is a nice addition to the team.

- Ms. Sharpe sent the capital budget request to Senator Brown's office. Senator Brown's assistant has confirmed that they will work with us on shaping the request and determining the funding amount.
- American Cruise Lines has added a new boat to their schedule this season making three boats for this cruise line.

BUDGET COMMITTEE

None

NEW BUSINESS

None

OLD BUSINESS

None

UNSCHEDULED ITEMS

- **Transfer from 631 Fund**

Mr. Boyd reviewed the cash flow report provided by Ms. Fluitte at the Finance Committee meeting. A transfer from the Fund 631 Debt Service account in February may be necessary before the February 21, 2019, Richland PFD board meeting. Ms. Fluitte believes that the transfer will be needed by mid-February. Mr. Boyd asked that board members consider granting him permission to authorize Ms. Fluitte to request the transfer of \$25,000 in February, prior to the February 21, Richland PFD meeting, if necessary.

Mr. King moved and Ms. Long seconded a motion to grant permission from the board to transfer \$25,000 from the Fund 631 Debt Service account, if needed, prior to the February 21, 2019 meeting

Motion Carried 4-0

NEXT MEETING SCHEDULE

The next regular Richland PFD meeting is February 21, 2019.

ADJOURNMENT

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

Motion Carried 4-0

President Boyd adjourned the regular meeting at 6:03 p.m.

Prepared by: Dianna Millsap

Reviewed by



