

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
WEDNESDAY, JUNE 19, 2019 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #06-19

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	Excused
Shirley Long, Secretary/Treasurer	Present
Veronica Kenney	Present
Miriam Kerzner	Present

LIAISONS

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

STAFF

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

APPROVAL OF AGENDA

Ms. Long moved and Ms. Kerzner seconded a motion to approve the June 19, 2019, Richland PFD regular meeting agenda as presented

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Ms. Kerzner moved and Ms. Long seconded a motion to approve the June 19, 2019, consent agenda as presented

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley - Excused
- Reach Foundation – Steve Simmons – Excused

PUBLIC COMMENT

None

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

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

- June admissions have started out well; we are seeing an uptick in Sunday admissions. This is the second season of Sunday hours.
- Day's Pay update:
 - Headcount - 177
 - Estimated sales at the door – 10
 - Raise-the-Paddle goal - \$75,000
 Ms. Sharpe met with Mike Talbot, Day's Pay MC, and reviewed the program and discussed the Raise-the-Paddle
- Ms. Sharpe, Ms. Schafer and Ms. Millsap presented to Women Helping Women (WHW) on the \$8,000 proposal for school subsidies program. We should hear on the decision in August. Funds from the WHW fundraising luncheon in October are awarded to agencies through this grant program. A requirement of the grant is to host a table at the luncheon with a minimum donation of \$100 per person.
- Ms. Sharpe presented at the Richland Kiwanis meeting.
- Ms. Sharpe attended the monthly CREHST educators/docents/volunteers dinner. Day's Pay event flyers distributed to attendees.
- Ms. Sharpe met with Becky Burghart, Hanford Site Manager, Manhattan Project National Historical Park, National Park Service. Ms. Burghart informed Ms. Sharpe that she is looking for office space for her team, the Logston building is not sufficient in terms of growth for Park Service staff. Members asked to let Ms. Sharpe know if they have any suggestions that she could pass on to Ms. Burghart regarding potential office space.
- Ms. Sharpe has joined PK Rotary, sponsored by Kris Troyer. PK Rotary has donated \$1,000 to support the Bat Cave exhibit.
- Mr. Boyd, Mr. King and Ms. Sharpe met with Fred Raab, Head, LIGO, on May 24th, regarding the 7.7 million Washington State Capital Budget request to build the LIGO exploration center. Mr. Raab shared the timeline for the center to begin the 2nd quarter of 2020. Mr. Raab is a very strong supporter of the REACH and he wanted the PFD to be aware of LIGO's plan.
- Received \$5,000 Wildhorse grant, and \$1,000 Pasco Kennewick Rotary exhibit sponsorship.

BUDGET COMMITTEE

- Fund 631 Debt Service Transfer Discussion – Dan Boyd

Mr. Boyd opened for discussion authorizing a transfer from the Debt Service 631 Fund. Mr. Boyd asked that members consider granting him authority to authorize a transfer of no more than \$50,000 from the debt service fund if needed before the next board meeting, based on Day's Pay funds raised. Currently there is \$105,000 available. This does not include the quarterly transfer from Benton County PFD of about \$24,000, and the month of May sales tax dollars. Mr. Boyd estimated \$130,000 available with these included. There is also the possibility that the Reach Foundation board may grant a distribution from the endowment.

Mr. Boyd requested that the board consider granting him authority, based on what happens at the Day's Pay event, to authorize a transfer of no more than \$50,000, from the debt service fund if needed before the next PFD meeting.

Ms. Long moved and Ms. Kerzner seconded a motion to grant authority to Mr. Boyd to authorize a transfer of no more than \$50,000 from the Debt Service 631 Fund, if needed before the next Richland PFD Board meeting

Motion Carried 4-0

NEW BUSINESS

- Strategic Plan Approval – Rosanna Sharpe

Ms. Sharpe informed members that the Strategic Plan is at its final version. The plan has been vetted by staff, the PFD board and foundation members. Ms. Sharpe sent the plan to the city and did not receive feedback. Approval of the plan is on the agenda so she can launch it for the 5th Anniversary and begin rolling out the message in July. A snapshot of the Strategic Plan to be shared at the Day's Pay event will focus the message around the 5th Anniversary and a new plan to take us into the next five years. The few highlights of the plan provided at the Day's Pay will inform guests where their investment is going. A schedule included in the plan will be reviewed every year to make sure it remains relevant. The plan is a flexible working document that will help direct how we ask for resources and how we utilize our resources. This is a good tool to help manager our work over the next 5 years. Members asked to approve the Strategic Plan in draft form.

Ms. Kenney moved and Ms. Long seconded a motion to approve the REACH Museum Strategic Plan in draft form

Motion Carried 4-0

OLD BUSINESS

None

UNSCHEDULED ITEMS

None

NEXT MEETING SCHEDULE

After discussion, it was consensus of members to cancel the July 18, 2019, meeting. A special meeting will be called if necessary. The next regular PFD meeting is August 15, 2019.

ADJOURNMENT

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

Motion Carried 4-0

President Boyd adjourned the regular meeting at 6:23 p.m.

Prepared by: Dianna Millsap

Reviewed by



