RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, FEBRUARY 20, 2020  MEETING TIME: 5:30 P.M.

REGULAR MEETING: #02-20

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
Reach Foundation: Steve Simmons  Excused

STAFF
Rosanna Sharpe, Executive Director
Dianna Millsap, Executive Assistant
Sherri Fluitte, Finance Manager

APPROVAL OF AGENDA
Ms. Kerzner moved and Ms. Long seconded a motion to approve the February 20, 2020, Richland PFD regular meeting agenda as presented

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA
Ms. Long moved and Ms. Kerzner seconded a motion to approve the February 20, 2020, Richland PFD consent agenda as presented

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley - Excused

- Reach Foundation – Steve Simmons - Excused
PUBLIC COMMENT
As the Executive Director of the Arts Center Task Force, Mr. Diaz stated that he is looking forward to potentially working with the Richland PFD, Ms. Sharpe and the entire team. Mr. Diaz is a member of the Tri-Cities Legislative Council representing the Hispanic Chamber; he traveled with the council to Tri-Cities Day at the Capitol. Mr. Diaz reported that he is aware of CBC’s request to build a performing arts center on its campus. He is monitoring the progress hoping for a positive action that will benefit all parties. Mr. Diaz presented to TRIDEC on the arts projects in the Tri-Cities and the economic impact. The state of Washington is number one in the nation as far as growth in terms of arts and culture. The Arts Center Task Force answered the RFQ to develop the old City Hall site but unfortunately not approved by the City of Richland.

REPORTS AND CORRESPONDENCE
• Executive Director Report – Rosanna Sharpe
Ms. Sharpe provided highlights of the Executive Director’s Report:

- Ms. Sharpe provided a snapshot of comparative admission numbers, January 2019 and 2020. The most significant impact to the increase is Boredom Busters program. The education team is expanding programming in small ways to gain more exposure to increase attendance.
- Education quarterly event Animal Allies is February 29. This repeat education program includes some of the same partnerships and some new partnerships. This is not a sponsored event. STCU has chosen to sponsor three quarterly events this year.
- Martin Flores, Facility Manager, is scheduling the floor maintenance project for March, before the first cruise line arrives.
- Ms. Cannell has booked five weddings for the year, three from the wedding expo she attended.
- City of Richland’s Park Partnership Grant application for the outdoor learning area’s improvement project submitted February 13. To provide education information we have asked for $5,000 to help replace existing signage. Freestanding, vibrant signs made of sustainable materials, the same materials used by National Parks. Signs in the garden, hop trellis, switchback animal trail and ripple trail will serve as guideposts. Facility staff with help from Goodwill Interns have made great improvements to the landscaping. The pond cleared making the trail accessible; our ripple trail is close to completion. Currently we are raising funds for replacing the hop trellis in the PreK learning area. The improvement projects are part of our Strategic Plan to make outdoor exhibits as robust as our indoor exhibits to be enjoyed year around, accessible free of charge.
- Ms. Sharpe and Colin Hastings, Executive Director, Pasco Chamber of Commerce, presented a proposal to the Benton County PFD, for 2019 set-aside funds (15% of their quarterly sales tax revenue set aside and distributed at the end of the year), about $58,000 to be divided between the Richland PFD and the Kennewick PFD. The Kennewick PFD requested $45,000 to replace an oven and we asked for $31,000 to build a new platform to deliver content for the Ag Hall of Fame exhibit. To support both projects, the Benton County PFD included another $18,000 from reserves and allocated to fund both projects. An agreement signed with Boston Productions Inc. (BPI), the project is under way. The fourth quarter allocation from the Benton PFD of $26,656 deposited into the Fund 631 Debt Service account.
- Ms. Sharpe reported on the Tri-Cities Legislative Council, a cohort of about 40 advocates for legislation that impact the Tri-Cities, at Tri-Cities Day at the Capitol. The focus
advocating for car tab legislation for transportation projects, infrastructure projects and tourism. CBC has asked for an appropriation to build a performing arts center. Ms. Sharpe attended an ArtsWa board meeting followed by Advocacy Day for art, heritage and science.

- Ms. Sharpe attended a meeting on February 11, Diahan Howard, Executive Director, Port of Benton meeting with a group of stakeholders to look at a facilities assessment. The Port is entertaining a capital project to build restrooms and a small visitor center located at the USS Triton Sail Park. The Port will also look at building to consolidate the Logston Visitor Center, National Parks Service offices, WSU Student Center, Hanford History Project and DOE offices.

- The Reach Foundation did not meet in February. Day’s Pay planning is moving forward with plans for entertainment, catering, donations, event sponsorships, and staff and volunteer assignments.

- City of Richland’s Council Representative to the Richland PFD
The letter from City of Richland designating Councilmember Phillip Lemley to serve as the City Council Liaison to the Richland PFD, was shared with members. An alternate not been designated.

- Social Media Update, Growth Rate
Ms. Carswell generated a report on the Instagram and Facebook growth showing a consistent increase in followers, cumulative growth rate from November to February. Board members requested that this report be provided monthly. Ms. Carswell and Ms. Mosely will present at the next Richland PFD meeting.

BUDGET COMMITTEE
None

NEW BUSINESS
- 2020 Employee Compensation Plan
As follow up to the end of year discussion on developing structure on compensation, Mr. King pointed out to members that language added to the Employee Handbook stated that an annual compensation plan be developed and approved. Ms. Sharpe added that board approval of an allotment for staff increases related to the budget approval process is missing. Consensus of board members is to defer the 2020 Employee Compensation Plan to the March meeting.

Ms. Fluaitte called attention to the last change to the Richland PFD base rate contribution for sponsored health, dental and vision plans was in 2017. The current fixed contribution base rate is $738.88. Ms. Fluaitte provided a report comparing Medical Insurance Rate and Employee Cost 2017 to 2020. Ms. Fluaitte stated that the board must reestablish the base rate to the 2020 rates to change the employee’s deductions and for auditing purposes as initiated by board members. Ms. Fluaitte added that there was no change to the base rate contribution in 2018 and 2019. As part of the 2020 budget discussions, members agreed that employees would pay the 2020 increase for the plans. Ms. Fluaitte budgeted for the 2020 increase authorized by the board during the budget process.

Commencing on the next pay period employee plan increase:
Value Plan 2020 increase $22.11 – total employee portion adjustment $44.40 monthly
Classic Plan 2020 increase $21.41 – total employee portion adjustment $121.41 monthly
Ms. Fluaitte will increase the Richland PFD base rate contribution from $738.88 to $793.00. Mr. King suggested that the Richland PFD pick up the entire increase for the months of January and February.

Members agreed that the base rate contribution will be revisited every year and adjustments made accordingly, aligning with the budget process and compensation plan. The Health Care Authority sends new rates in late August early September. A committee formed, Mr. King and Ms. Kerzner, to review the new rates, come up with a plan and present a recommendation to the full board for a vote. A general procedure should be in place to assist in determining the division of the costs.

Ms. Kerzner moved and Mr. King seconded a motion to approve the increase to the Richland PFD base rate contribution for Medical/Dental/Vision plan to $793.00. The Richland PFD will pay the 2020 increase for the months of January and February. Employees will pay the 2020 increase to the value plan and the classic plan beginning in March.

Discussion: Mr. King stated that the Richland PFD authorized the benefits increase in the 2020 budget so it is not necessary to vote on the increase to the base rate.

Mr. King moved and Ms. Kerzner seconded the amendment to the motion to strike approval of the increase to the Richland PFD base rate contribution for Medical/Dental/Vision plan to $793.00.

Motion carried 5-0

- RPFD Board Officers Discussion
  Mr. Boyd opened for discussion for planning purposes, transition of leadership. Mr. Boyd’s term expires July 2022. He asked that board members consider beginning the transitional process this summer; he would step down as Richland PFD board president but will remain on the board. He asked members to consider what position they would be interested in filling for planning in the near future. Members will consider and table the discussion until the next meeting.

- REACH & Foundation Update to City Council February 18, 2020
  Mr. Boyd took the lead on the REACH update to City Council, sharing his succession plan. He reported on the payoff of the Facility Contingency Fund (FCF), the 2020 budget, and pointed out the contribution income in 2019. Ms. Sharpe provided a snapshot of the Reach Foundation including the endowment fund, Orange to Black Campaign and added the need to recruit members to the foundation board of directors. Ms. Sharpe thanked the city for supporting the REACH through the Hotel/Motel grant. She shared membership numbers, reported on education programs, supporters and stakeholders. Council members received copies of the Strategic Plan and Ms. Sharpe emphasized improvements to our outdoor learning area.

OLD BUSINESS
None

UNSCHEDULED ITEMS
None

NEXT MEETING SCHEDULE
The next regular Richland PFD is March 19, 2020.

EXECUTIVE SESSION

ADJOURNMENT

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

Motion Carried 5-0

President Boyd adjourned the regular meeting at 7:14 p.m.

Prepared by: Dianna Millsap

Reviewed by: [Signature] President