

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, APRIL 16, 2020 MEETING TIME: 5:30 P.M.**

Note: Governor Inslee's Proclamation 20-28 prohibits public meetings from being conducted in person. For this meeting, the Richland Public Facilities District will meet remotely and only take action on necessary and routine matters or matters necessary to respond to the COVID-19 outbreak until such time as regular public participation is possible. The public may attend this meeting remotely as provided at www.visitthereach.org. Public attendance by audio only.

REGULAR MEETING: #04-20

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 Fluaitte, Finance Manager

APPROVAL OF AGENDA

Ms. Long moved and Ms. Kenney seconded a motion to approve the April 16, 2020, Richland PFD Agenda as presented

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr. King moved and Ms. Long seconded a motion to approve the April 16, 2020, Richland PFD Consent Agenda as presented

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley - Excused

- Reach Foundation – Steve Simmons – Excused

Ms. Sharpe provided an update on Day's Pay event planning. The event rescheduled to September 10. Reach Foundation members will initiate a phone solicitation campaign, May 2020. Foundation board members will reach out to top donors of \$500 and above. Ms. Mosely is assisting in writing a scrip for foundation members.

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

April 17 marks Ms. Sharpe's third anniversary as Executive Director. Ms. Sharpe acknowledged the team, in this challenging time, the team has been right there with me on the front lines. Staff have exhibited great fortitude to continue supporting the museum by offering to call on them even though furloughed or working reduced hours. Ms. Sharpe stated her appreciation and thanks to everyone.

Ms. Sharpe provide highlights of the Executive Director's report:

- Staff meeting virtually Tuesdays at 9:30, this will continue during closure
- Cruise line cancellations: American Cruise lines cancelled to June 11, Shore Excursions of America to May 16, and Road Scholars to August 12
- Governor's proclamation closure until May 4, may be extended
- When considering reopening the museum, a new way of doing business may include reforecasting admissions due to a reduction of density in the museum
- Update on the City of Richland, 2020 Hotel Motel Tax Fund Grant, \$15,000 for marketing to out of town visitors featuring the REACH tour program, REACH exhibits and general museum operations. An updated report to the City will include adjustments based on an opening date
- Update on the Parks Partnership Grant, \$5,000 for the Hop Trellis project. The hops are growing and need support. Ms. Sharpe has given the thumbs up to proceed with ordering the materials for this project. Mr. Flores and Mr. Monk will continue to care for the grounds and the facility during the closure
- The American Association of Museums (AAM) has cancelled the annual conference scheduled in May. Western Museum Association (WMA) cancelled the annual conference scheduled for the first week of October
- The Day's Pay fundraising event moved to September 10, the foundation will make the call whether or not to proceed based on how and when the museum reopens.

Ms. Schafer, Education Manager, provided a report on current education programming. Ms. Schafer and Ms. Constance, Education Assistant, are working with Ms. Carswell on the REACH website education content to provide online presence with a global audience, keeping the REACH education program engaged with the community. This will not replace education events but provides a supplement for information inherent to the stories we tell. Ms. Schafer asked that members "Like" on Facebook, "Love" on Instagram, posts to spread the message.

NEW BUSINESS

- Paycheck Protection Program (PPP) – Rosanna Sharpe

Ms. Sharpe shared information regarding the Small Business Association (SBA) funds authorized by congress. The current funding for the SBA funds are spent, there is another bill in congress to extend funding for the Payroll Protection Program (PPP). Ms. Sharpe is requesting authorization granting her authority to make application through Community First Bank, if SBA funds reauthorized. The loan amount will include payroll, health insurance premiums and utilities. The amount of the request is about \$35,000, 75% toward payroll and 25% for non-

payroll purposes, utilities and insurance premiums. Ms. Fluaite compiled payroll including taxes, based upon staffing before reductions, using the first quarter of 2019 as an average, similar to staffing one year ago. Loans are converted to grants if employees are brought back by a certain date, if not the interest rate is very low, ½ of 1%, repayment two years from the time we receive the funds, if all is not forgiven.

Mr. Boyd stated concern that the Richland PFD will not qualify for the PPP, as a municipality we would not be eligible under the categories listed on the application, based on the SBA rules. The foundation is a 501c3 but does not pay labor costs. Ms. Sharpe will contact Community First regarding Richland PFD eligibility.

Members agreed that Ms. Sharpe be granted authorization to make application, if the RPFDF qualifies and additional funds become available.

Mr. King moved and Ms. Long seconded a motion to authorize the Executive Director to make application for the Payroll Protection Program funding, if the Richland PFD qualifies

Motion carried 5-0

- Facility Contingency Fund (FCF) Proposal – Rosanna Sharpe

Ms. Sharpe received a response from Cindy Reents, City Manager, regarding a request for borrowing Facility Contingency Funds (FCF). Ms. Reents suggested that the Richland PFD send a formal request by letter stating the circumstances for the request, including what the funds will be used for and a proposal for replenishing the fund. It does not appear that the request would require City Council approval. The amount of the request is yet to be determined depending on payroll needs with no income and no anticipated opening date. Ms. Sharpe recommended that the board consider this option on a quarterly basis in terms of expenses and revenues. The current forecast is to May 15.

Members considered funding one-year's budget to cover payroll, utilities and all other expenses, taking into consideration a plan to replenish the FCF. Members suggested that staff prepare a plan on a quarterly basis considering the next six months to a year and plan for a worst-case scenario. Staff will also explore possible foundation support.

Ms. Sharpe stated that she and Ms. Fluaite will prepare a projection, looking at the next two quarters and include a proposal through the end of the year to help guide the board in a decision about the amount that we may ultimately need to request, the board to make a determination based upon the proposal presented. Ms. Kenney added that she agrees to the quarterly proposals to the end of the year but recommended to include a plan for a full year to help make it through 1st quarter of 2021. Mr. King recommended including in the request the steps taken to cut expenses.

Members agreed that Ms. Sharpe would come up with a quarterly plan proposal that takes us through first quarter of 2021, to present at the next RPFDF meeting for a decision on the request to the city.

- COVID-19 Staff and Operations Options

Ms. Sharpe reported that she has been assessing the environment since the last board meeting. Staff were given notice of her recommendation of additional reduction of full-time staff hours

with the exception of the Facility Maintenance staff. Current staffing levels are not sustainable given the cash flow situation to achieve the \$25,000 reduction by May 15; no requested change is required at this time. Mr. Boyd suggested that decisions between now and May 15 be at Ms. Sharpe's discretion.

UNSCHEDULED

None

NEXT MEETING SCHEDULE

The next regular Richland PFD is May 21, 2020.

EXECUTIVE SESSION

None

ADJOURNMENT

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

Motion Carried 5-0

President Boyd adjourned the regular meeting at 6:36 p.m.

Prepared by: Dianna Millsap

Reviewed by

*Approved as presented
Richland PFD Board
May, 21 2020*