

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, AUGUST 20, 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](http://www.visitthereach.org). Public attendance by audio only. Effective June 1 the governor’s prohibition on taking “action” was removed by proclamation 20-28.4.*

**REGULAR MEETING: #08-20**

**MINUTES**

**CALL TO ORDER**

President Dan Boyd called the meeting to order at 5:36 p.m.

**ROLL CALL**

**MEMBERS**

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

**LIAISONS**

|                                      |         |
|--------------------------------------|---------|
| City Council Liaison: Phillip Lemley | Present |
| Reach Foundation: Steve Simmons      | Absent  |

**STAFF**

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

**APPROVAL OF AGENDA**

Ms. Kenney moved and Ms. Kerzner seconded a motion to approve the August 20, 2020, Richland PFD Agenda as presented

Motion Carried 4-0

**APPROVAL OF CONSENT AGENDA**

Ms. Kerzner moved and Ms. Kenney seconded a motion to approve the August 20, 2020, Richland PFD Consent Agenda as presented

Motion Carried 4-0

## COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

Mr. Lemley reported that COVID-19 cases are decreasing, but not enough to move to Phase 2. The city is reaching out to the Benton-Franklin Health District and Department of Health to reconsider and allow opening of additional business and activities. Mr. Lemley reported that Councilmember Brad Anderson has resigned. The city will begin the application process to fill the vacant position. Mr. Boyd asked if Mr. Lemley was aware of the status of appointment to the Regional PFD. Mr. Lemley will follow up with Ms. Reents regarding the Regional PFD vacancy.

- Reach Foundation – Steve Simmons – Absent

Mr. King and Ms. Sharpe were not available to attend the August 10, Reach Foundation meeting but provided an update on the foundation's direct mail campaign due to launch on September 1. Foundation members are working with Patt Mosely on the design and the messaging side of the mailer.

## PRESENTATION

- Davin Diaz, Executive Director, Arts Center Task Force

Davin Diaz, Executive Director, Steve Wiley, Chair, and Julie Wiley, Trustee, Arts Center Task Force (ACTF) in attendance to present the Arts Center Task Force Operational Plan for the proposed Richland STEAM Park. Mr. Diaz thanked members for allowing the time to make the presentation.

Mr. Diaz shared results from myTri2030 efforts, a group led by Tri-City Regional Chamber, Regional Affairs Committee. Response to those surveyed relating to quality of life, the biggest contributor, the performing arts center ranked the highest level with an open-air amphitheater and aquatic park ranking in the top ten.

Mr. Diaz presented the original configuration of the performing arts and visual arts center and provided comparable information on centers located in Colorado and Port Angeles, Washington. The total cost for the building and site, not including furnishings and start up or operational costs, estimated at approximately \$40 million.

Mr. Diaz presented the Pro Forma Summary, noting that over the last 7 – 8 years over \$500,000 invested in surveys and consultants to generate the numbers presented. Mr. Diaz will provide the Mid-Columbia Arts Center Business Plan to Richland PFD board members for more detailed information. Operating revenue, expenses, and a breakout of operating income reviewed with board members. Group Usage Table results from four partners; Mid-Columbia Symphony, Mid-Columbia Ballet, Mid-Columbia Musical Theater, and Mid-Columbia Mastersingers, as well as other arts groups in the area. The survey results in a projection of 207 days of performance space booked through the year. ACTF funding options and timeline also included in the presentation.

The next steps are to raise funds to complete the reconfiguration of the Arts Center and generate preliminary plans for the Richland STEAM Park, and an updated estimate of the scope and costs of the project. ACTF cannot raise the necessary funds unless they can make public presentations on the concept. ACTF is asking that the Richland PFD work with ACTF to prepare a formal presentation to the Richland City Council.

## REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

Ms. Sharpe provided highlights of the August 20, 2020, Executive Director’s report.

- The governor has issued guidelines for museums to reopen in Phase 2. Ms. Sharpe will review the guidelines, look at how we address the demand for visitation and services, how we safely open adhering to protocols, and determine the scale of operations and present a plan to the board. Further clarification needed regarding events.
- Education team is working with Battelle/PNNL to develop online programs. Jenna Rudolph returned to the education team part-time. Ms. Schafer and Ms. Rudolph will be working with PNNL to develop online programming. Ms. Schafer met with Brandy Kroger, PNNL, to begin putting together a vision of what the partnership will look like. The online journaling class is completed and surveys conducted to get feedback from those that participated, parents and students.
- Submitted our final report to the Wildhorse Foundation on the \$5,000 grant received last year for school subsidies.
- DonorPro update – Ms. Sharpe has not heard back from Salsa Lab regarding request for forgiveness of some invoice. We will continue until the end of the year with DonorPro and then do comparison of other products and make a recommendation to the foundation whether or not we stay with DonorPro.

## BUDGET COMMITTEE

- 631 Debt Service Fund Transfer

Ms. Fluaitte provided the Cash Analysis ending September 20, 2020. Mr. Boyd reviewed the report with members. The total cash need for September, \$62,103.00. Mr. Boyd reported available cash from the 631 Debt Service Fund, \$170,000, does not include the \$22,500 from the Benton County PFD. The first quarterly insurance payment to Enduris, due on September 1, \$11,415.00, is included in the estimated cash outflow report. Mr. Boyd requested board members consider a transfer of \$75,000 from the 631 Debt Service Fund. Ms. Sharpe and Ms. Fluaitte will work on a revised budget to be presented at the September 17, Richland PFD board meeting.

Mr. King moved and Ms. Kerzner seconded a motion to authorize a transfer of \$75,000 from the 631 Debt Service Fund

### Motion Carried 4-0

- Enduris Insurance Premium Payment

Following discussion board members agreed that the Enduris insurance premium, \$45,659, be paid in quarterly payments. The first quarterly payment due September 1 is included in the cash analysis provided by Ms. Fluaitte. The remaining payments are due December 1, March 1, and May 1.

## NEW BUSINESS

- Vic Epperly Letter - Discussion

Discussion regarding Mr. Epperly’s letter postponed from the July 23, meeting to allow Richland PFD board members time to review his letter and follow up email.

Mr. Epperly presented his proposed plan, Option for Strategy for Success, including principle points of consideration and recommendation to the Richland PFD. Mr. Epperly stated his appreciation to board members for their consideration. The proposal Mr. Epperly is suggesting stems from the fact that it is difficult for the three city's Public Facilities Districts to look beyond their existing projects. There is potential now for the Richland PFD to make a presentation to Pasco City Council, to reconvene the Regional PFD and agree on the project matrix, which equally balances out the project's needs for the three cities. Mr. Epperly pointed out that from the standpoint of a strategy, the entities would benefit, if in agreement with the strategy, and there would be favorable response.

Mr. King stated that it is an interesting proposal but is not sure if the Richland PFD is the place to start; this is something that the cities need to decide. Mr. Boyd mentioned efforts to fill the Regional PFD vacancies and his concerns whether the Regional PFD will reconvene; it will be difficult to change Pasco City Council's course of action. The Richland PFD is in survival mode; our primary focus has to be to protect the REACH. The board will consider this and make a decision whether to move forward. This is all contingent on the sales tax dollars. Mr. King added concern regarding the confidence of the voters and the economy.

Ms. Kerzner suggested tabling a decision to allow board members time to review the Arts Center Task Force Business Plan, and give members a chance to look at the documentation provided by Mr. Epperly. Ms. Kenney agreed that members consider all the information before a decision. Mr. Boyd concurred that the decision to move forward be tabled. Mr. King asked that REACH staff assist in gathering information on the next expansion phase of the museum.

Members agreed an agenda item on the next Richland PFD meeting to discuss the ACTF Business Plan, incorporating Mr. Epperly's letters.

- Statement on Racism, Injustice and Equity

Copies of the final draft Statement on Racism, Injustice and Equity was provided to members which includes edits from the Reach Foundation. Ms. Kerzner requested three edits to the document.

Ms. Sharpe reminded members that the document that will serve as one of the main messages around the Reach Foundation's giving campaign. Ms. Sharpe used the strategic planning outcomes to create the message, vetted by the Reach Foundation. Ms. Sharpe suggested adding our PNNL/Battelle partnership into the list of strategic partners. This document will be posted in whole on the REACH website and in various smaller messages that work in tandem with the foundations fundraising plan between September and the end of the year.

Ms. Kenney moved and Mr. King seconded a motion to approve the final Statement on Racism, Injustice and Equity with the changes requested by Ms. Kerzner and adding PNNL/Battelle as a strategic partner

Motion Carried 4-0

**UNSCHEDULED**

None

**NEXT MEETING SCHEDULE**

The next Richland PFD meeting is September 17, 2020.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Ms. Kerzner moved and Mr. King seconded a motion to adjourn

Motion Carried 4-0

President Boyd adjourned the regular meeting at 7:28 p.m.

Prepared by: Dianna Millsap

Reviewed by *Approved as presented  
by the Richland PFD  
at September 17th Board Meeting*

