

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, JULY 23, 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: #07-20

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	Excused

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. Long seconded a motion to approve the July 23, 2020, Richland PFD Agenda as presented

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Mr. King moved and Ms. Kenney seconded a motion to approve the July 23, 2020, Richland PFD Consent Agenda as presented

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

Mr. Lemley reported that positive COVID-19 cases in the counties are down slightly. Mask usage is doing well with reporting of 98% usage in public places. However, chances of moving from Phase 1.5 anytime soon is not likely. This is a tough situation and everyone has to do whatever it takes to get out; this message is spreading through the cities.

- Reach Foundation – Steve Simmons – Absent

Mr. King attended the July 13, Reach Foundation meeting and reported the following:

- The foundation's holdings are up but not enough to make funds available for distribution under the current policy
- Dr. Dawn Wellman, Director of the Earth Systems Science Division in the Energy and Environment Directorate at Pacific Northwest National Laboratory, has joined the Reach Foundation Board of Directors
- Foundation members discussed DonorPro software program that the REACH and the Reach Foundation have been using to track donations. Members expressed concerns about the costs of the program and that the program is not fully utilized.

PRESENTATION

- Davin Diaz, Executive Director, Arts Center Task Force and Steve Wiley, Board Chair, Arts Center Task Force

Davin Diaz, Executive Director, and Steven Wiley, Chair, Arts Center Task Force (ACTF) presented an update on the activities to build the Mid-Columbia Arts Center. Mr. Diaz thanked the Richland PFD board members for the opportunity. ACTF met and presented to Cindy Reents, City Manager, on June 30. The meeting with Ms. Reents was very positive and productive. Ms. Reents requested that ACTF return to the Richland PFD to prepare a joint presentation for Richland City Council.

ACTF presentation provided an update to the Richland PFD board members on the Mid-Columbia Arts Center, which includes a goal of building near the REACH Museum. Current plans based on the Columbia Park West Master Plan. Mr. Diaz shared developments from the February ACTF retreat that included stakeholders from throughout the community. From this retreat came the concept to design a STEAM Park, with the REACH serving as the education and science aspect of the park. ASTC met with their architecture firm, LMN, and shared with them the Columbia Park West Masterplan combined with development of the STEAM Park layout. Mr. Diaz's presentation included how the STEAM Park relates to the current City of Richland Strategic Plan.

Ms. Sharpe stated that the Richland PFD board expressed in the past the need to know how the building will be sustained over time. Mr. Diaz has worked on the projections, laying the groundwork, looking at opportunities available as well as expanding upon ACTF's existing business plan. Mr. Diaz welcomed the opportunity to come back to the Richland PFD and present those numbers.

Mr. Wiley stated that at this time there is no firm timeline. Richland PFD and ASTF roles and responsibility, how the money applies to the facility, the governing structure, all need to be determined before going to city council to make a presentation. There is nothing firm, just want to start the process and work together in a productive manner.

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

Ms. Sharpe provided highlights of the June 18, 2020, Executive Director's report:

- The state as a whole is experiencing setbacks due to COVID-19 cases, the REACH remains in a holding pattern. Ms. Sharpe reported that following discussion with her colleagues in the arts organizations, consensus is that most would have no onsite programming until January of 2021 and have realigned programming to on-line platforms
- Ms. Sharpe has received no word from the Association of Washington PFDs (AWSPFD) regarding special funding. The AWSPFD survey data requested on financial impact has been compiled and submitted
- Ms. Sharpe reached out to Karl Dye, President/CEO, TRIDEC, regarding CARES funding. Mr. Dye informed Ms. Sharpe that the Richland PFD is not eligible for this funding and he suggested that we reach out to City of Richland; they have some CARES Act funds. The Richland PFD board might consider approaching the city about special funding
- The Enduris insurance renewal premium is \$45,659.00, about a 12% increase from last year. Ms. Sharpe contacted Joe Davis, Director of Risk Management & Member Relations, to ask if the Richland PFD could be billed over time. The Richland PFD can enter into a payment plan of four installments. There is a cost of 2% service fee associated, roughly \$500. Ms. Sharpe recommended the payment plan to help with cash flow
- Ms. Sharpe met with Women Helping Women; the first payment received last December can be reallocated to general operations since we are not able to do school tours. WHW may be amenable to applying the next installment, due in August, to retooling the REACH Nature Journaling class to offer to schools this fall
- Ms. Sharpe attended the Benton County PFD meeting on July 21, a payment to our 631 fund in the amount of \$22,531.61 to be submitted
- Sara Carswell, Exhibits & Communications Coordinator, resigned on July 17, her last day is July 31. Ms. Carswell's position will not be filled due to the state of the REACH. Ms. Sharpe will reevaluate as we look to reopen. Exhibits and projects assigned to Ms. Carswell are on pause. Ms. Sharpe has asked that Ms. Mosely pick up the social media piece. We all wish Sara well and thank her for her service
- Mr. King's reappointment to the Richland PFD confirmed by City Council, appointment date of July 7, 2020 expiring on July 15, 2024. Ms. Sharpe stated that she looks forward to continued work with Mr. King.

BUDGET COMMITTEE

Mr. Boyd reported that Ms. Fluaite's cash analysis indicates adequate funds to get to the August Richland PFD board meeting. A transfer from the 631 Debt Service fund will be requested at the August meeting. A decision regarding the Enduris insurance premium due September 1, whether to pay the premium in full or quarterly payments, will also be on the August board meeting agenda. Mr. King added that if the PFD is successful in getting a loan from the FCF fund it might make sense to make a lump sum insurance premium payment.

Mr. Boyd received revised reports from the city and reported the available cash is \$162,600, which does not include \$22,000, Benton County PFD payment.

NEW BUSINESS

- DonorPro Discussion

Ms. Sharpe informed members that the current computer software program, DonorPro, which tracks donations, purchased by the Reach Foundation with the understanding that the foundation would pay for the first year of monthly service charges, thereafter the Richland PFD would pick

up the tab for those services. There has been no billing from DonorPro for this service. Recently Ms. Sharpe received correspondence from DonorPro that they have been sending invoices to Stephanie McCarl's email and they have been bouncing back. DonorPro included six invoices totaling \$1,200, which have to be paid. The cost going forward is \$250 a month. This information was passed on to the foundation and their response is that they only agreed to pay the first year. Ms. Sharpe stated that the foundation still has an obligation to pay for the first year of service. Ms. Sharpe will contact DonorPro to let them know our financial issues and request a forbearance of those past due invoices. Ms. Sharpe proposed that the foundation be asked to pay for the year of service, the program will be re-evaluated and either we continue with DonorPro or move to another program that has lower service fees.

Mr. King added that the foundation did initially pay \$1,500 to have the previous database populated into DonorPro and have put a lot of effort into getting DonorPro set up. Foundation members stated that we never took advantage of the training and the capability that goes along with that system. Ms. Sharpe add that it is a very useful tool, but questions whether DonorPro is the right system. Ms. Sharpe will prepare an evaluation to assist in making a good decision as what is a right fit for both the REACH and the Foundation.

- **Statement on Racism, Injustice and Equity**

Included in member's meeting packets is the Statement on Racism, Injustice and Equity for review and comment. The Reach Foundation is engaged with a long-term fundraising campaign to be launched on September 1. Foundation members requested a document that could provide messaging over the course of the campaign. Judy Connell, Foundation Board Member, suggested messaging around social injustice and racial equity. Ms. Sharpe created the guiding document for the Foundation and the Richland PFD, to discuss and to build consensus on this document. The statement addresses the REACH values in the strategic plan, how the foundation and the REACH provide equity to our community through our partnership and programs. Included is language about our location and our relationship with indigenous tribes. The statement has been circulated to education team for comments. Ms. Sharpe stated that there is time to look at the statement and understand it; no action is needed at this time.

UNSCHEDULED

Mr. Boyd suggested that because the letter from Vic Epperly was just received this afternoon, that discussion be included on the agenda for the August meeting allowing members time to review the letter and be prepared to discuss at the August meeting. Ms. Kenney noted that there is a lot of information in the letter and appreciates Mr. Epperly's work on the letter.

NEXT MEETING SCHEDULE

The next Richland PFD meeting is August 20, 2020.

EXECUTIVE SESSION

None

ADJOURNMENT

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

Motion Carried 4-0

President Boyd adjourned the regular meeting at 6:47 p.m.

Prepared by: Dianna Millsap

Reviewed by

*Approved as presented
by the Richland PFD
Board Meeting on August 20, 2020*

