

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, JANUARY 21, 2021 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. Effective June 1 the governor's prohibition on taking "action" was removed by proclamation 20-28.4.

REGULAR MEETING: #01-21

MINUTES

CALL TO ORDER

President Dan Boyd called the meeting to order at 5:30.

ROLL CALL

MEMBERS

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

LIAISONS

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

STAFF

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

APPROVAL OF AGENDA

Ms. Long moved and Mr. King seconded a motion to approve the January 21, 2021, Richland PFD Agenda as presented

Motion Carried 3-0 (Ms. Kerzner not present for vote)

APPROVAL OF CONSENT AGENDA

Mr. King moved and Ms. Long seconded a motion to approve the January 21, 2021, Richland PFD Consent Agenda as presented

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley

Mr. Lemley reported that current City Manager, Cindy Reents, last day is January 23, 2021. John Amundson will replace Ms. Reents as the Interim City Manager for six months. Mr. Lemley fully supports Mr. Amundson; he is well trained and well qualified for the position. Mr. Lemley provided an update on COVID status and vaccination activities.

- Reach Foundation – Steve Simmons – Absent

Mr. King informed members that the Reach Foundation postponed the January meeting until January 25. Ms. Sharpe reported donations received including year-end gifts and gifts from the Direct Mail Campaign. Ms. Sharpe thanked board members for their donations and expressed appreciation for their support. Due to COVID, all REACH tours for the 2020 season were cancelled. Individuals that purchased these tours are converting their tour fees to donations. Members are renewing and giving to various campaigns.

Ms. Fluaitte stated that the Reach Foundation is setup as a charity with Amazon Smiles. Shop smile.amazon.com, 0.5% of eligible purchases will be donated to charitable organization of your choice. Ms. Sharpe will share this information with Ms. Mosley, to be included in the newsletter.

PUBLIC COMMENTS

Ms. Schafer, Education Manager, reported that education staff are working very closely with Ms. Mosely to get all educational resources organized and posted on the website. Ms. Schafer has started seeing interest in virtual field trips.

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

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

- Governor Inslee issued a revised COVID response plan, Healthy Washington a Road Map to Recovery, launched on January 11. The plan is region-based with two phases, Phase 1 and Phase 2. Benton and Franklin Counties are in the Southeast Regional Group. All regions are currently in Phase 1. Indoor entertainment venues have limited visitation in Phase 1, but no general admissions. Phase 2 allows general admission at 25% capacity.
- Staff met Tuesday, January 19, and discussed the pros and cons of opening the REACH in Phase 1, which allows a facility rental for six people living in the same household. Consensus of staff is that the REACH should remain closed until Phase 2. The cost benefit would place the rental fee too high to offset our costs and staff members are concerned regarding the value guests would get from the rental.
- Education programs continue to be 100% virtual. Boredom Buster bags offered over winter break was a big success. The bags contained 10 STEAM focused education activities. Reach Foundation members sponsored the bags, donating \$750 to help offset the costs. The activities are on the website so people can have access to these activities without actually purchasing the bags.
- The Benton County PFD meeting postponed to Tuesday, January 26, 2021. The Benton County PFD will award Quarter 4 2020, proceeds from their sales tax revenue as well as determine the set-aside funds. The Richland PFD typically submits projects to consider for the set aside funds. Ms. Sharpe and Mr. Pearson, Kennewick PFD, will advocate to the board for a straight allocation of those funds to be used at PFD discretion and not project based.

- Benton County Historical Preservation Program approved our grant request for outdoor signage in the amount of \$3,770.
- Ms. Sharpe has submitted a proposal to STCU for annual sponsorship of \$10,000 to support our education programs in 2021.
- A new City of Richland Park Partnership grant just opened. We will submit an application, concentrating on our outdoor exhibits.
- Ms. Millsap reported that she has received the 2021 season schedules for American Cruise Lines and Shore Excursions of American, beginning in April and ending in November.
- Ms. Sharpe reported on a grant opportunity administered through the Small Business Association, specifically for shuttered venues. It opens the doors for the RPFD to be able to apply. Ms. Fluitte provided financial reporting that would be used to determine when we could apply. Tiers are based upon how much loss in the previous year.

BUDGET COMMITTEE

- 631 Fund Transfer

Mr. Boyd reviewed the Cash Analysis provided by Ms. Fluitte prior to the meeting. Total cash available as of January 18, 2021, \$24,327.47 and estimated total cash needed for January 22, 2021 to February 18, 2021, \$57,371.00. Mr. Boyd provided the 631 Debt Service Fund report. Preliminary report indicates cash available of \$239,000, which does not include interest. Mr. Boyd asked members to consider a transfer of \$50,000 from the Debt Service Fund.

After discussion, members were in agreement that rather than a month-to-month transfer to approve a transfer of \$100,000, which will ensure sufficient funds until the March RPF meeting.

Mr. King moved and Ms. Kerzner seconded a motion to request the transfer of \$100,000, from the 631 Debt Service Fund

Motion Carried 4-0

NEW BUSINESS

None

OLD BUSINESS

- REACH Reopening – Rosanna Sharpe

Ms. Sharpe recapped that based upon staff member feedback and her sense of where things are and where the industry is trending, her recommendation is that the REACH not open until Phase 2 when we can better position ourselves to offset operating cost that will incur with actual revenue. More will be known in March about the cruise line contracts, which are the backbone of our earned revenue. Ms. Sharpe stated that she feels it would be prudent to wait a couple months, open at a time when we can foresee better-earned income.

Board members discussed possible options to reconsider opening the REACH in Phase 1:

- Offering private tours for groups of six from the same household
- Offering weekend tours
- Logistics, cleaning protocols and financial concerns discussed
- Limited time for tour groups concerns
- Optics and public perception of the REACH is a benefit to opening in Phase 1
- Addresses community concern about stability of the REACH
- Weighing the cost of the tour against overhead
- An opportunity to put together a tour for a small group; unique, exciting, creative way to provide another way of talking about the REACH
- An opportunity to progress
- Difficulties with scheduling part-time staff for coverage of the weekend tours; monitoring and cleaning protocols, and time constraints are concerns

Ms. Sharpe agreed to go back to staff for further discussion regarding opening in Phase 1, small group tours at an estimate of \$300 per tour. Ms. Sharpe is working with Ms. Mosely to create messaging about REACH reopening to be posted on the website and on social media.

UNSCHEDULED

Mr. King mentioned that an article in the Business Journal reported that the science center at LIGO has broken ground. Architect and building contractor is the same that built the REACH, Thornhill/Grant construction. LIGO is hoping to be open a year from now.

NEXT MEETING SCHEDULE

The next Richland PFD meeting is February 18, 2021.

EXECUTIVE SESSION

None

ADJOURNMENT

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

Motion Carried 4-0

President Boyd adjourned the regular meeting at 6:46 p.m.

Prepared by: Dianna Millsap

Reviewed by

*Approved as presented
at February 18, 2021
Richland PFD meeting.*