

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, MAY 20, 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.visithereach.org](http://www.visithereach.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: #05-21**

**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	Present
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 May 20, 2021, Richland PFD Agenda as presented

Motion Carried 4-0 (Ms. Kenney not present for vote)

**APPROVAL OF CONSENT AGENDA**

Ms. Kerzner moved and Ms. Long seconded a motion to approve the May 20, 2021, Richland PFD Consent Agenda as presented

Motion Carried 4-0 (Ms. Kenney not present for vote)

**COMMITTEE/LIAISON COMMENTS**

- City Council – Phil Lemley

Mr. Lemley reported that the City of Richland facilities will fully open on June 1, no change to public meetings. No masks required for customers fully vaccinated in a public facility. Library and Community Center hours and programs are a little different. The deadline to file for election is 5:00 pm, May 21. Five City Council seats are up for election, of those, four have opposition.

- Reach Foundation – Steve Simmons – Absent

Mr. King reported the Vanguard Fund is doing well. The foundation anticipates a distribution at the end of June. Ms. Fluitte requested that foundation member's consider a distribution of \$60,000. Mr. King stated that foundation discussions regarding raising the threshold postponed until the next foundation meeting.

The foundation approached by George Last, Adjunct Facility Instructor at WSU, Geologist, involved with McBones Research Center, Coyote Canyon Mammoth Site, regarding storage in the lower level at the REACH. Mr. King guided foundation members into understanding that the right body to put questions to regarding the lower level is the Richland PFD.

The Day's Pay fundraiser is going forward on August 27, 2021.

The Arts Center Task Force facility committee met, they have polished up their site plan. They are in the process of recruiting the vacant Executive Director position. Further discussion with the Richland PFD will resume after this position is filled.

## **PUBLIC COMMENTS**

None

## **REPORTS AND CORRESPONDENCE**

- Executive Director Report – Rosanna Sharpe

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

- REACH admissions is being closely monitored. In comparison to 2019, April numbers are solid. Activity tracked to 2019, with the exception of Tuesday, Wednesday, and Thursday. Current operational plan with opening on Friday Saturday and Sunday will continue to the end of May and then reassessed for consideration of opening up additional days. All contingent on the terms of the Health Department and the State as far as various levels of our economy continuing to open.
- The cruise lines have started back slowly, dealing with this on a weekly basis. We are responding to the need as presented to us from the cruise lines.
- Admissions tracked by number of members, guest passes, cruise line guests, and general admissions to provide trends in terms of building our visitation. The education team is providing weekend programming to draw attendance. Mr. Schafer shared the education plan for the coming months.
- The Shuttered Venue Operation Grant application is submitted. Ms. Sharpe reported that grants would begin to be awarded at the end of the month. We qualify for about \$121,000, a budget provided for payroll expense, insurance premium and the remainder for utilities. Ms. Sharpe will report to members when she receives word.
- The Hotel Motel Lodging Tax grant approved for \$7,500, for marketing cultural tourism in 2021. This is a reimbursable grant, upfront spending and at the end of the grant period, report and receipts submitted for reimbursement.

- Parks Partnership Program funds of \$5,000, received last week. Ms. Schafer is working with the Washington Native Plant Society, which has awarded \$500 grant to purchase native plants for the Ripple Trail.
- The Tri-City Herald Progress Edition released. The REACH featured on Page 23.
- June 8<sup>th</sup> Staff Retreat – review of strategic plan, refine operations plan for the remainder of the year. Ms. Sharpe will present an operational plan for remainder of the year to the board, and a recommendation regarding extending hours of operation. All weighed to see if we hold steady or move forward.
- Support letters for the Port of Benton seeking funds from the Community Development Grant, provided addressed to Senator Maria Cantwell and Senator Patty Murray.
- B Reactor Association is seeking funds to replace the B Reactor roof.

### **BUDGET COMMITTEE**

- 631 Debt Service Fund Transfer Request

Mr. Boyd called attention to the Cash Analysis provided by Ms. Fluaite. Ms. Fluaite is confident funds are sufficient to the June 17, 2021, Richland PFD meeting. If required, a transfer request will be brought before the board at the June meeting, dependent on a distribution from the foundation or the Shuttered Venues Grant.

### **NEW BUSINESS**

- Richland PFD Board Vacancy

Ms. Long's term on the Richland PFD Board will expire on July 15, 2021. The vacancy will be advertised for two weeks starting May 10, 2021, ending May 24, 2021. Ms. Long announced that she would not reapply due to personal family matters that require her attention and the birth of her grandson. Ms. Long added that her years as the CREHST Museum President and on the Richland PFD Board have been an excellent learning experience; she has thoroughly enjoyed her time on the board and will continue to be involved. Mr. Boyd stated on behalf of the board a thank you to Ms. Long for her years of service and for all she has done to help.

- REACH Rental Agreement Revision

A revision to the REACH Rental Agreement presented. The revision concerns cancellation of events due to causes beyond the control of the museum, should an event be cancelled through a Force Majeure event, all fees paid by customer to the REACH will be returned to the customer. Northwest Public Power, an event scheduled in September, first approached Ms. Millsap and Ms. Colleran with this question. The Excuse of performance by the REACH Museum (Force Majeure) clause forwarded to Kammi Mencke Smith, Winston Cashatt, for review and adjustments and the final added to the agreement. No board action is required.

### **OLD BUSINESS**

None

### **UNSCHEDULED**

Ms. Sharpe informed members of Governor Inslee's mandate on public meeting. That we are in Phase 3 allows in-person meetings with certain protocols. Ms. Sharpe suggested that given the size of the board that in June members might consider returning to meeting in person at the REACH. No decision needed today. Mr. Boyd stated that at the June 17 meeting, there might be a better idea of the status of Covid cases and restrictions; members may be in a better position for further discussion.

**NEXT MEETING SCHEDULE**

The next Richland PFD meeting is June 17, 2021.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

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

Motion Carried 5-0

President Boyd adjourned the regular meeting at 6:33 p.m.

Prepared by: Dianna Millsap

Reviewed by *Approved as presented  
at the Richland PFD  
June 17, 2021, meeting.*