

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, JUNE 17, 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: #06-21

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

Mr. Boyd requested an amendment to the agenda, to move Insurance Update, under New Business, to follow Public Comments before Reports and Correspondence.

Mr. King moved and Ms. Long seconded a motion to approve the June 17, 2021, Richland PFD Agenda as amended

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 June 17, 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 will be able to fully open on July 1. City Council is pressing to begin with the first council meeting in July, as in-person with spacing and masks requirements. If fully vaccinated no mask is required, encouraging those not vaccinated to wear masks.

Mr. Lemley mentioned that the condition of the Richland PFD was questioned at city council meeting. Mr. Lemley provided a report to council members. Mr. Lemley will forward Richland PFD meeting agendas and entire meeting packets to all council members. Mr. King raised the question that now that council is meeting in-person if it might be time for the Richland PFD to present to council. Ms. Sharpe will contact Mr. Amundson to determine when it would be a good time and make arrangements.

Reach Foundation – Steve Simmons – Absent

Mr. King reported that the foundation is going forward with the Day's Pay event. A \$1,000 sponsorship from Bechtel and other sponsorships and donations received.

The endowment is doing well, the foundation plans to approve a distribution to the RPFDD at the July meeting. Ms. Fluitte expressed to foundation members the need for \$30,000 distribution.

Phil Ohl has resigned from the Reach Foundation; his last meeting will be in July. Kristen Norell, CEO, The Children's Reading Foundation, voted in as a new member of the foundation.

PUBLIC COMMENTS

None

NEW BUSINESS / PRESENTATION

- Insurance Update

Ms. Sharpe reported that Ms. Fluitte provided the leadership and worked with Brad Toner, Basin Pacific Insurance, and his team to come up with a policy proposal for RPFDD consideration. Brad Toner's team has worked diligently with Ms. Fluitte and REACH staff to provide all the information needed to submit a proposal, which is before the board for consideration. The proposal presented in detail to Mr. Boyd, Ms. Sharpe and Ms. Fluitte at a meeting on June 17. Ms. Sharpe made one notation regarding the artifacts coverage, which may be a cost savings by reducing this item to 3.5 million with 90% co-insurance. Ms. Sharpe explained that museums typically do not cover their artifacts at 100% but look at where the collections are stored or exhibited and evaluate the locations. With the state of the art fire suppression system at the REACH, no collection is at risk of decimation in one event. Ms. Sharpe is comfortable with this recommendation based upon understanding of how collections are typically covered. Mr. Hanson stated that he would go back to the underwriter with this recommendation. He feels it will make a sizeable impact to the premium.

Justin Toner, VP Sales/Account Executive, and Josh Hanson, Business Executive, Basin Pacific Insurance provided an overview of the policy proposal, premiums and coverage.

- Increased the replacement cost of the building - replacement costs are high, we felt the limits on the building previously were low. Basin Pacific estimator came in at 9.7 million

- on the structure, the framework for the amphitheater, business personal property (contents of the museum), including coverage on the bus and the trailer.
- General liability - carrier that specializes in museums, the initial policy is at 1–2 million line of coverage to get to the limits that make sense from what we have seen with other nonprofits. Recommended an umbrella that would bring those limits up by 4 million, so 5 to 6 million general liability for guests and visitors.
 - Directors and Officers coverage – goes back to the beginning of prior coverage, at 2 million with an additional umbrella of 1 million, total 3 million.
 - Employer Practices Liability - Fundamental and important coverage includes a third party piece that protects your guest or patrons that feel there is a claim, and cyber coverage which is relevant.
 - Other coverages unique to museums – the proposal includes property and transit, anytime you are loaning exhibits, anytime you have exhibits that belong to others that you are custodian of, any damage to exhibits by guests at events that need repair or restoration, the policy has coverage for those events.

The proposal provided is about \$3,400 lower than last year; this does not include Ms. Sharpe's recommendation to reduce the property coverage on the fine arts. Mr. Hanson stated that this is a good, smart package for the museum. It has the right limits and provides an opportunity to save. Mr. Toner added that Enduris program has 20 million limits in a sharing pool; Basin Pacific Insurance is a stand-alone program, specifically for the REACH and with our team, he feels it would be a great benefit and partnership for the REACH. Mr. Hanson will go back to the underwriter to make the requested adjustment to the fine arts line item and will report to Ms. Fluitte.

Following the presentation Mr. Boyd thanked Mr. Hanson and Mr. Toner for attending the meeting and for the presentation of the Basin Pacific proposal.

Mr. Boyd opened for discussion member's consideration regarding ending insurance with Enduris, accepting the Basin Pacific proposal, with the understanding that the final number is unknown until the adjustment suggested by Ms. Sharpe is applied. At a minimum, the annual premium is going to be \$3,400 less than Enduris last year.

Mr. Boyd added there are seven different payment plan options, each one has a \$5 per installment fee, no interest charged. The umbrella also through Philadelphia provides two payment options. Travelers for B&O, EPLI and cyber paid in full at one time. Ms. Fluitte to consider which payment option will work best.

Ms. Kerzner moved and Mr. King seconded a motion to authorize staff to move forward with terminating insurance coverage with Enduris and to accept the proposal from Basin Pacific Insurance, and as part of the implementation to notify Enduris of our intention in a timely manner.

Motion Carried 5-0

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

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

- June 8th Staff Retreat – Review of the operational plan through the summer. The schedules from the cruise lines received, back to regular operations on the river; a good indicator as we gain more reliability on our earned income each month. We are proceeding cautiously until the trends are more consistent and we can truly rely on that earned income moving forward.
- After discussion with the staff, Ms. Sharpe is recommending that we hold steady with our operational plan; the REACH will be open for regular admissions Fridays, Saturdays and Sundays, opening other days of the week for the cruise lines to capture that income.
- Staff will reach out to retirement/assisted living communities to get them back into the museum.
- We will start aligning with the cruise line visits opportunities for people that want to come to the REACH on days not open to public.
- Messaging to the public that our outdoor exhibits are open and free, and as suggested by Ms. Constance, have a QR code on our window to download educational information.
- Assess things on a monthly basis, see anything trending, and make the adjustment accordingly.
- Ms. Sharpe recommendation is to continue to give staff the option to work remotely from home through Labor Day.
- Another retreat scheduled in September to start adjusting the 2022 budget realizing that we would be trying to keep things relatively flat, grow our operations as visitation and other economic factors get healthier.
- Shuttered Venues grant anticipate hearing by the end of July. The decision made is to award funds in one lump sum to shorten the timeline, once the grant awarded, funds received within three days of notification.
- STCU request to support the teacher’s open house declined. They are still interested in hearing from us on other opportunities for sponsorship.
- Store sales are going well; Ms. Cranford has compiled a list to restock the store.
- RFP for TBEX, a traveler’s blog conference in October. About 300 bloggers will visit the museum over the course of their conference.

BUDGET COMMITTEE

None

OLD BUSINESS

- In-Person Richland PFD Meetings

Mr. Boyd opened for discussion moving the Richland PFD monthly meeting to in-person meetings.

Ms. Kerzner suggested the RPF meet quarterly in-person and the other regular meetings by Zoom. Members were in agreement with Ms. Kerzner’s suggestion but further clarification regarding OPMA requirements needed before a final decision. Ms. Millsap will contact Dan Hultgren regarding open public meetings requirements and report to board members.

UNSCHEDULED

None

NEXT MEETING SCHEDULE

The next Richland PFD meeting July 15, 2021, rescheduled to July 22, 2021.

EXECUTIVE SESSION

None

ADJOURNMENT

Ms. Kerzner moved Ms. Kenney seconded a motion to adjourn

Motion Carried 5-0

President Boyd adjourned the regular meeting at 6:40 p.m.

Prepared by: Dianna Millsap

Reviewed by

*Approved as presented
July 22, 2021 Richland
Public Facilities District
regular meeting.*

