

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, May 19, 2022 MEETING TIME: 5:30 P.M.**

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 regular public participation is possible. The public may attend this meeting remotely, by audio-only.

Join Zoom Meeting: <https://us02web.zoom.us/j/89811808502>

REGULAR MEETING: #05-22

MINUTES

CALL TO ORDER

President Dan Boyd called the meeting to order at 5:31.

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: Jhoanna Jones	Absent
Reach Foundation: Steve Simmons	Absent

STAFF

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

APPROVAL OF AGENDA

Ms. Kerzner moved and Ms. Long seconded a motion to approve May 19, 2022, Richland PFD Agenda as presented

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr. Boyd pointed out an error on page 3 of the May 19, meeting minutes. Vice President Bill King adjourned the meeting.

Mr. King moved and Ms. Kerzner seconded a motion to approve May 19, 2022, Richland PFD Consent Agenda as amended (Mr. Boyd abstained)

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones

Absent

- Reach Foundation – Steve Simmons absent

Mr. King reported that the endowment fund has taken a significant hit given the direction of the market recently. The foundation has fallen below its threshold so the RPFD will not see endowment funds until there is a turnaround in the market. The RPFD received \$80,000 from the foundation in January, which is slightly more than budgeted for 2022.

Foundation members have begun discussions on a different type of fundraiser in the fall. They continue to have issues in recruiting new members. Mr. Simmons is reaching out to contractors and other major employers in the community for support or perhaps a loaned executive to work as the foundation's development director to help with fundraising efforts.

PUBLIC COMMENTS

None

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe

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

- Ms. Schafer, Education Manager, and Ms. Constance, Educator, have been doing a tremendous amount of work while being short of one of the education team members. All slots that they can accommodate are booked with field trips. They are also taking the Mini Mobile Museum into the schools. Ms. Schafer will resume her search to fill the vacant educator position.
- The Little Explorers program resumed last week. Education has been busy with many other partnerships in the community.
- B Reactor tours are resuming Memorial Day and running through November. There is a new contractor; Indian Eyes will no longer be providing B Reactor tour services. They will not be servicing private tours for the cruise lines, logistically with the new contractor it presents too many challenges to get that set up.
- Ms. Sharpe and Ms. Schafer presented to a local Kiwanis Club last Tuesday, co-presenting on school programs and updates to our operation plan. Allan Landers, President, OD and Change Leadership Group, spoke with Ms. Sharpe following the meeting. Mr. Landers has offered to provide consulting services pro bono. The agency helps organizations with strategic planning, personal coaching, and HR plans. Ms. Sharpe will invite Mr. Landers to meet at the museum to discuss refreshing the strategic plan, building a plan around future expansion, helping with a timeline, and some messaging opportunities around refinancing the bonds.
- The amphitheater canopy installation was completed in April. We are hoping that will attract some additional rentals.
- Comparisons of the Benton County PFD distributions for Quarter 1 2022, showed an increase from the 2020 and 2019 distributions, only in 2018 did it exceed the 2022 distribution. It is looking good in terms of the Benton County PFD contributions.
- Ms. Sharpe met with Malin Bergstrom, Pasco Aviation Museum, and let her know that we are here to support them. They have done a great job in renovations; only open on Saturdays right now. Ms. Sharpe will reach out to Ms. Bergstrom in the next couple of

weeks regarding an exhibit that might fit in the museum. The Pasco Aviation Museum is being considered as one of the stops for the Hop on Hop off cruise line busses. We will help advocate in any way we can.

- Ms. Sharpe met with foundation members, Dawn Wellman and Kristin Norell. Ms. Sharpe was able to get to know them better and had an opportunity to reiterate the task is to recruit foundation members, boost the brand of the museum and the networks, and advocate as much as possible.
- The museum is ready to reopen full-time; we are looking forward to welcoming the community. Tourism returning robustly in the Tri-Cities which is a good indicator; we should benefit from those trends.

BUDGET COMMITTEE

Mr. Boyd inquired whether the 2022 Operating Budget included the museum opening six days a week, from Memorial Day to Labor Day. Ms. Sharpe stated that the staffing plan budgeted to be open six days a week until the end of the year. There is currently a cushion; we are under budget in terms of staff time expenditures. The 2022 Operating Budget includes the museum being open 6 days a week until the end of the year; the budget will be revisited after the third quarter for adjustments if needed.

Ms. Long asked if there are sufficient funds to get to the June 17, PFD meeting following the transfer action taken at the last meeting. Ms. Fluaite stated that yes, and possibly further than the June 17, meeting.

NEW BUSINESS

- RPFID In-Person Meeting Discussion

Mr. Boyd opened for discussion returning to in-person meetings. Ms. Millsap has reported that the RPFID can do either in-person meetings, remote meetings, or both electronic and in-person. Providing a Zoom meeting at the REACH is not an option due to technical issues in the multipurpose room, we do it in-person or stay with the Zoom meetings. Ms. Millsap will get clarification on whether or not providing public participation virtually is a requirement. We can go back in person and the public can attend; the state still may require that virtual option for public attendance. Mr. Boyd suggested that since the Covid cases in the Tri-Cities are down, to return to in-person meetings and opened for member discussion.

- Mr. King stated that as long as there is no requirement that we have a dual meeting, he would be in favor of meeting in person.
- Ms. Long shared that Kadlec doctors have stated that the Covid numbers are increasing; she is not sure how severe. I understand the importance of in-person meetings and I am agreeable with meeting in person but I will continue to wear a mask and ask that social distancing be provided.
- Ms. Kerzner added that we can request masks be worn at the meeting and suggested that since the numbers are increasing, to set up a point at which we go back to Zoom meetings if the numbers get high enough. In terms of meetings, we should be meeting in person and allowing the public to attend. Ms. Kerzner suggested a proviso stating that in-person meetings are dependent on Covid hospitalization numbers at a certain level.

- Ms. Kenney stated that she is agreeable to in-person meetings as long as the public participation virtually is not required; to get the public in on Zoom is not possible with our limitations. For caution's sake, I would probably wear a mask. Ms. Kenney suggested consulting with DOH and set a policy in writing.

Mr. Boyd concluded that the June meeting would be an in-person meeting, if there is a change it will be done by June 10. Mr. Boyd, Ms. Sharpe, and Ms. Millsap will monitor the hospitalizations, if increasing too much will go back to Zoom meeting. If a member of the board or staff contracts Covid the meeting will be rescheduled to a Zoom meeting.

- RPPD Board Officers – Transition in June

Mr. Boyd stated that the June RPPD meeting is technically his last meeting, his final term expires July 15, 2022, he asked that the nomination and vote for a new President, Vice President and Secretary/Treasurer be on the agenda for the June meeting. Mr. Boyd and Ms. Long will continue as board members until the vacancies are filled.

Nominations will be on the agenda for a vote at the June meeting.

OLD BUSINESS

None

UNSCHEDULED

None

Mr. King reported that he, Ms. Sharpe, and Ms. Shafer met with Jhoanna Jones. The meeting bringing Ms. Jones up to speed on the nature of public facilities districts and how it works, was a good meeting. She will be a good liaison.

Mr. King met with Steven Wiley and Phinney Brown at ACTF's new facility and discussed the STEAM park concept. They seem interested in trying to create a little more enthusiasm with the Reach Foundation and use some of ACTF contacts to look for new members, important to their long-term visions.

NEXT MEETING

The next meeting scheduled for June 16, 2022, will be a Zoom meeting only, in-person not offered.

ADJOURNMENT

Ms. Kerzner moved and Ms. Kenney seconded the motion to adjourn the meeting

Motion Carried 5-0

President Boyd adjourned the Regular Meeting at 6:30

Prepared by: Dianna Millsap

Reviewed by