

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, SEPTEMBER 15, 2022 MEETING TIME: 5:30 P.M.**

IN-PERSON MEETING

REGULAR MEETING: #09-22

MINUTES

CALL TO ORDER

President William King called the meeting to order at 5:30.

ROLL CALL

MEMBERS

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

LIAISONS

City Council Liaison: Jhoanna Jones	Absent
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. Kerzner moved and Ms. Kenney seconded a motion to approve September 15, 2022, Richland PFD Agenda as presented

Motion Carried 3-0

APPROVAL OF CONSENT AGENDA

Ms. Kenney moved and Ms. Kerzner seconded a motion to approve September 15, 2022, Richland PFD Consent Agenda as presented

Motion Carried 3-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones - Absent
 - Reach Foundation – Steve Simmons - Absent

Ms. Kenney reported that due to a lack of quorum, there was no Reach Foundation meeting in September. Ms. Sharpe will concentrate on the foundation's fall fundraiser and end-of-year

letter-writing campaign. Ms. Sharpe and Ms. Kerzner presented two strong candidates interested in joining the Reach Foundation board, Julie Nelson and Kristin Lerch. Updated CV requested and sent to Mr. Simmons for board consideration.

Ms. Sharpe will contact Jon Amundson, City Manager, for an update on the Richland PFD board vacancies.

PUBLIC COMMENTS

None

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe

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

- Summer season is winding down at the REACH. Ms. Sharpe will review the final numbers to determine adjustments to museum hours, and whether or not we can sustain the current operational plan.
- Ms. Sharpe submitted the Working Washington Grant; what to expect in terms of the grant amount is unknown. Grant applications closed September 9, reviewing applications through September, notification is expected in October.
- On behalf of the Reach Foundation, Ms. Sharpe and Ms. Millsap have sent letters to current Patrons requesting pledge payments and renewals for those that are close to their last installment.
- Ms. Sharpe reported that the REACH has had good media coverage recently, on the front page of the Journal of Business, radio, and television spots.
- The STEM Connections Gala featuring Kayla Barron was very successful, Ms. Schafer and Mr. McDuff did an excellent job. Due to strong sponsorship and in-kind gifts, no costs were incurred.
- Ms. Sharpe attended the Association of Washington State Public Facilities Districts (AWSPFD) workshop in Tacoma. It was interesting hearing from all the state PFDs and the lobbyists who advocate for PFDs.
- A staff retreat is scheduled for September 26, we will be looking at year-end as well as formulating the 2023 budget, programming, building momentum, and partnerships.
- Received a solicitation from Avista, Benton-Othello Transmission Line, for a display funded by a DOE grant adding content to clean energy in the Northwest.

BUDGET COMMITTEE

- 631 Debt Service Fund Transfer Request – Sherri Fluaite

Ms. Fluaite presented the Cash Analysis Ending October 20, 2022, and the City of Richland 631 Fund balance sheet for July; the August numbers are not available. Ms. Fluaite pointed out that the \$50,000 transfer from the 631 Fund in August, and August tax dollars and Benton Co. PFD payment are not reflected in the report. Ms. Fluaite estimated that with adjustments included, the \$500,000 cash available will remain the same as reported in the July balance sheet. Mr. King pointed out that to date the total amount transferred is \$175,000, budgeted \$250,000 for the year. Ms. Fluaite requested a transfer of \$75,000 from the 631 funds.

Ms. Kerzner moved and Ms. Kenney seconded a motion to authorize a \$75,000 transfer from the Richland PFD 631 Debt Service Fund

Motion Carried 3-0

NEW BUSINESS

None

OLD BUSINESS

None

UNSCHEDULED

None

NEXT MEETING

The next regularly scheduled meeting for the Richland PFD is October 20, 2022, an in-person meeting.

ADJOURNMENT

President King adjourned the Regular Meeting at 6:04 pm.

Prepared by: Dianna Millsap

Reviewed by