

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, NOVEMBER 16, 2023 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #11-23

MINUTES

CALL TO ORDER

President William King called the meeting to order at 5:34 p.m.

ROLL CALL

MEMBERS

William King, President	Present
Veronica Kenney, Vice President	Present
Miriam Kerzner, Secretary/Treasurer	Present
Steven Wiley	Present
Ted Miller	Present

LIAISONS

City Council Liaison: Jhoanna Jones	Absent
Reach Foundation: Dan Boyd	Present

STAFF

Rosanna Sharpe, Executive Director	Present
Sherri Fluaitte, Finance Manager	Present

APPROVAL OF AGENDA

Ms. Kerzner moved, and Mr. Miller seconded a motion to approve the November 16, 2023, Richland PFD Agenda as presented

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr. Wiley moved and Ms. Kerzner seconded a motion to approve the November 16, 2023, consent agenda as presented

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones - Absent

- Reach Foundation – Dan Boyd

Mr. Boyd reported on the November Reach Foundation Board meeting. Ms. Fluaitte presented the Richland PFD draft Operations Budget to foundation members. The foundation members voted to approve the 2024 Reach Foundation commitment of \$205,000.

There are currently nine foundation board members. To ensure a quorum at the foundation's monthly meetings, members will meet via Zoom.

Mr. Boyd has taken the lead on the Patron's Program. Efforts to increase the number of Patrons by contacting past Patrons to consider new five-year pledges, and reaching out to people with a history of supporting the REACH to become Patrons. The current list of Patrons, past and present, has been divided to begin discussions regarding re-upping. The Patrons Spring Mixer is scheduled in May 2024 for current, past, and potential Patrons. Ms. Sharpe added that staff would help structure the Patron's Program

PUBLIC COMMENTS

None

PRESENTATION

- Beth Crocker & Chelsea Blair, Mid-Columbia Children's Museum

Ms. Sharpe introduced Chelsea Blair, President, and Beth Crocker, Vice President, of the Mid-Columbia Children's Museum. Ms. Blair provided the history of the forming of the Children's Museum task force, which started in January of 2023. Research has started and the 501c3 non-profit status established. Funds raised at the first fundraiser are to support a feasibility study. Through research efforts they have connected with Gyroscope, this company only builds children's science, hands-on museums. Gyroscope's process takes six months, which includes meetings with stakeholders, public, and private partners, and industry leaders in the community. A site has not been determined; the task force is evaluating site options. Hiring a contract CFO to help budget funds to continue to operate. The children's museum will be a STEM-focused brick-and-mortar building customized to the community with a focus on sustainability.

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe
- Closed out October with our last two events, Screech at the REACH and Drummers and Dancers. Both events were very successful.
- Sherri reported that American Cruise Lines closed the season at \$57,000 in admissions, our best year with this cruise line.
- Staff interviews indicated concern about the outdoor amphitheater underutilization. Ms. Sharpe, Ms. Millsap, and Ms. Colleran met with Cathy Kelly. Ms. Kelly will bring together a small focus group of concert promoters, event planners, A/V, and lighting specialists to help determine options. Ms. Sharpe will report as those discussions take place.
- Benton Co. PFD authorized the quarter three voucher; the amount is tracking with previous years. In January, Ms. Sharpe will present a proposal for the set-aside funds for maintenance.
- Mr. Landers and Ms. Sharpe convened staff meetings to go over the staff interview summary. Mr. Landers is sure that this groundwork is important to provide buy-in and trust from staff in moving forward with the strategic plan.
- Ms. Sharpe, Ms. Fluaite, and Ms. Millsap met to prepare the draft budget to present for board consideration. We looked at operations to make sure we are optimizing our revenue streams. Store consignments, membership fees, and facility rental fees have not increased for several years. Effective in January rental fees and the consignment will increase, and membership fees increase in April, amounting to a 10-15% adjustment to these revenues.

- Ms. Sharpe visited LIGO to see their operation and to share information on the REACH facility rental program. Interest in having the REACH presence at Ligo was discussed.
- Next month Ms. Sharpe will meet with Diahann Howard, Port of Benton. The Port is moving forward on a property to develop its innovations center for STEM-based campus, workforce development, and education. The Logston B Reactor and National Park offices will relocate to the center.

BUDGET COMMITTEE

- 2024 Draft Operations Budget

Ms. Fluaite presented the 2024 Draft Operations Budget, focusing on the last two columns, Total 2024 and Total 2023 budget comparison. Current actuals at the end of October are included.

Ms. Fluaite reviewed Income and Expenses by line item, comparisons to the 2023 budget as of October actuals, pointing out the adjustments for 2024, increases and decreases, and details around the decisions. Regarding Salary and Benefits expenses, currently under budget for 2023 due to the loss of one full-time staff member. This position will be filled in 2024 with a part-time educator and part-time office assistant. Ms. Millsap's position is changing to allow more time to work with Ms. Sharpe on grants and sponsorships.

Increases in the 2024 budget expenses include administrative, operations, programming, insurance, and higher bank fees due to a changing POS system. Ms. Fluaite provided the 631 Debt Service Fund Balance Sheet and Income Statement. Board members discussed the proposed increase in the Debt Service transfer in the 2024 budget. Focusing on a long-term marketing plan, technical support, and best utilization of revenue sources.

With no adjustments to the proposed 2024 budget, the budget will be presented at the December 21, Richland PFD meeting for final action.

Ms. Fluaite received notification from Olympia requesting documents at the end of September; the audit is in process. Normally there is an entrance conference with board members but it appears the audit is being conducted virtually.

NEW BUSINESS

None

OLD BUSINESS

None

NEXT MEETING

The next regularly scheduled meeting for the Richland PFD is December 21, 2023

ADJOURNMENT

President King adjourned the Regular Meeting at 7:40 pm

Prepared by: Dianna Millsap

Reviewed by