

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, JANUARY 19, 2023 MEETING TIME: 5:30 P.M.
ZOOM MEETING**

REGULAR MEETING: #01-23

MINUTES

CALL TO ORDER

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

ROLL CALL

MEMBERS

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

LIAISONS

City Council Liaison: Jhoanna Jones	Present
Reach Foundation: Steve Simmons	Absent

STAFF

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

APPROVAL OF AGENDA

Ms. Kerzner moved, and Ms. Kenney seconded a motion to approve January 19, 2023, agenda as presented.

Motion Carried 3-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones - Present
Nothing to report.

- Reach Foundation – Steve Simmons – Absent
Absent, no foundation report.

PUBLIC COMMENTS

None

REPORTS AND CORRESPONDENCE

- Executive Director’s Report – Rosanna Sharpe
Ms. Sharpe provided highlights of the Executive Director’s Report:
 - Ms. Millsap is still out on medical leave, recovering at home. Ms. Sharpe thanked board members for patience in scheduling the meeting.

- Ms. Sharpe is meeting with staff individually at the new year to check in, to begin planning for the 1st quarter, a lean time of the year.
- Ms. Shafer helped to secure a substantial education sponsorship from Bechtel, \$10,000; \$5,000 field trip subsidy for schools that need assistance, and \$5,000 to underwrite the Teacher Open House. We will reach out to STCU, they review proposals quarterly and Hanford Mission Integration Solutions for funding for education programs.
- Ms. Fluaite is busy with year-end tasks that will probably take until February.
- The team is busy, focused and ready to start the new year.

Ms. Shafer provided an education update:

- Teacher Open House is February 1. Seventeen partners will table at the event to share resources for teachers. Thanks to the Bechtel sponsorship, admission is free. There are about 60 teachers registered so far.
- Education staff continue planning for the entire year. Field trips are being booked.
- It is great having Ms. Curet onboard, and grateful she is handling exhibits; Ms. Shafer is happy to work with her on exhibits. Ms. Curet added that she and Ms. Shafer are currently working on an exhibit for the rotating gallery, an exhibit on the 1950s, an average day in the life in Richland.

BUDGET COMMITTEE

- 631 Debt Service Fund Transfer

Ms. Fluaite pointed out that according to our budget, we were going to transfer from the 631 Fund in February; we were relying on the \$50,000 from Benton County PFD set aside. Benton Co. PFD is meeting at the end of January, and I need to take the transfer from 631 Fund in January; I will not need the transfer in February. Consider the option to transfer \$50,000 from the RPFD savings account, and when the \$50,000 is received from the city, they need a copy of the minutes of board approval first, I will transfer the \$50,000 back to the savings account.

Mr. Boyd moved, and Ms. Kenney seconded a motion to transfer \$50,000 from the Richland PFD savings account and authorize a transfer of \$50,000 from the 631 Debt Service Fund.

Motion Carried 5-0

NEW BUSINESS

None

OLD BUSINESS

EXECUTIVE SESSION

- Executive Director's Contract Approval

Mr. King brought forward approval of Ms. Sharp's contract. He walked through the three substantive changes: Term of employment date changes; as discussed at the last meeting, enumerating some specific duties, preparing the annual budget, hiring and training, overseeing operations, building positive relationships with the community, financial stability, and preparation of annual work plan. Other language from the existing contract includes standard and customary duties. Salary increase with the understanding that board members will review and consider adjustments during the year. PTO changed to be consistent with the adopted policy.

Mr. Boyd moved and Ms. Kenney seconded approval of the employment contract between the Richland Public Facilities District and Rosanna Buckner Sharpe, to include the proper changes as discussed and to authorize William King, RPFD Board President, to sign the contract on behalf of the RPFD Board of Directors.

Motion Carried 5-0

NEXT MEETING

The next regularly scheduled meeting for the Richland PFD is February 16 , 2023.

Ms. Sharpe informed members that she does have a conflict on February 16 and asked that the board consider changing the meeting to Thursday, February 23. Board members have no conflicts with February 23, and agreed to reschedule the February meeting.

The next meeting rescheduled to February 23.

ADJOURNMENT

Mr. Boyd moved and Ms. Kenney seconded a motion to adjourn.

Motion Carried 5-0

President King adjourned the Regular Meeting at 5:53 pm

Prepared by: Dianna Millsap

Reviewed by