

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

REGULAR MEETING: #10-23

MINUTES

CALL TO ORDER

President William King called the meeting to order at 5:32 p.m.

ROLL CALL

MEMBERS

William King, President	Present
Veronica Kenney, Vice President	Present
Miriam Kerzner, Secretary/Treasurer	Present (via phone)
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

Mr. Wiley moved, and Mr. Miller seconded a motion to approve the October 19, 2023, Richland PFD Agenda with a correction to Reach Foundation Liaison to Dan Boyd

Motion Carried 3-0

APPROVAL OF CONSENT AGENDA

Mr. Miller moved and Mr. Wiley seconded a motion to approve the October 19, 2023, consent agenda as presented

Motion Carried 3-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones - Absent

Reach Foundation – Dan Boyd

Mr. Boyd reported that the Reach Foundation board approved a transfer of \$60,000 to the Richland PFD, \$30,000 from their cash reserves, and \$30,000 from the endowment. That completes the Foundation's 2023 commitment.

Foundation board members with expired terms voted on and their terms extended for three more years. The two new foundation members were added for three-year terms.

Mr. Boyd was voted in as Vice-President of the Reach Foundation Board.

A meeting is set for two foundation members and staff to revisit the Foundation's Patron's Program. Currently, the foundation has 12 patrons who have made five-year commitments. There are five levels, \$1,000, \$2,000, \$5,000, \$10,000, and \$15,000 per year. Resurrecting the program, recommitting past patrons, and where the program currently stands will be addressed at this meeting.

Currently, there are nine foundation members. Rebuilding the foundation to increase the number of members to twenty is a priority. Members will reach out to persons interested in joining the foundation board to provide a broader spectrum of the community.

Ms. Sharpe mentioned that in going into the budget cycle for next year, a conversation with the foundation regarding their 2024 commitment is needed. Mr. Dunwoody asked that the commitment be shown as a liability on foundation financials so members can keep an eye on how they are doing, to keep the board apprised of the annual commitment status.

Another Patron event in the spring of next year is planned. Kristin Lerch has taken the lead in planning for next year's fundraiser. Ms. Sharpe is working on the Year End Campaign launching in November.

PUBLIC COMMENTS

None

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe
- The Washington Association of PFDs, met in September at the Three Rivers Convention Center. Thirteen PFDs were in attendance. Jim Hendrick, Washington PFD lobbyist reported that the Washington State Senate passed Bill 5001. This bill allows two or more counties, or cities to form a unique PFD, to join together to create a new PFD. Stacy Lewis, Pacifica Law Group, offered to speak at a RPFD meeting regarding our bonds, which mature in April 2028; on or after October 1, 2025, the RPFD is eligible to refinance. Ms. Sharpe has signed up to attend a seminar in October on bonds.
- On October 16, Ms. Sharpe attended the legislative council meeting that provided an opportunity for schools, cities, counties, and PFDs to get together and talk to support staff of legislators to communicate their needs.
- Ms. Sharpe and Ms. Schafer met with the Mid-Columbia Children's Museum. They are looking for a partner, private/public partnership, to start their museum. They are early in the process, getting a feasibility study done, and fundraising. Ms. Sharpe invited them to present at the November meeting.
- Strategic Plan - Alan Landers has finished interviewing staff and prepared a report. Mr. Landers will meet with staff to go over the evaluation and start prioritizing. Mr. Lander's next step will be contacting the Foundation and RPFD board members.
- We are looking forward to Screech at the REACH, Drummers & Dancers, and launching the Year End Campaign launch.

BUDGET COMMITTEE

- Budget Review

Mr. King stated that at the last meeting, we planned to look at any adjustment needed to the 2023 budget. Ms. Fluitte presented the four adjustments.

- Grant Revenue \$80,000 reduction

To cover this adjustment:

- Payroll expense reduction of \$45,000, we came in less than expected in the payroll and it is under budget.
- Revenues – Admissions are being increased by \$30,000, we have almost made the goal for the entire year. Looking into October plus the numbers from the cruise lines that are due to come in, we are there now.
- Education increase of \$5,000, education has already met its goal for the year so we increased \$5,000

Ms. Fluitte explained that most grants received in the past were Covid relief grants; these are no longer offered. Ms. Sharpe added that the relief grants anticipated fell out due to a drastic shift in statewide priorities.

Mr. Wiley moved, and Mr. Miller seconded a motion to amend the 2023 budget with the adjustments presented by Ms. Fluitte

Motion Carried 5-0

The draft 2024 Operations Budget will be presented at the November meeting with final action at the December meeting. Mr. King added that board members would discuss what to anticipate for the 631 Debt Service account in 2024.

Mr. King informed members that Ms. Sharpe's performance review is due, to be addressed at the December meeting. He and Mr. Wiley will meet with Joe Schissel.

NEW BUSINESS

None

OLD BUSINESS

None

NEXT MEETING

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

ADJOURNMENT

President King adjourned the Regular Meeting at 6:36 pm

Prepared by: Dianna Millsap

Reviewed by