

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, MARCH 21, 2024 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #02-24

MINUTES

CALL TO ORDER

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

ROLL CALL

MEMBERS

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

LIAISONS

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

STAFF

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

APPROVAL OF AGENDA

Mr. Wiley moved, and Ms. Kenney seconded a motion to approve the March 21, 2024, Richland PFD Agenda as presented.

Motion Carried 3-0

APPROVAL OF CONSENT AGENDA

Ms. Kenney moved, and Mr. Miller seconded a motion to approve the March 21, 2024, consent agenda as presented.

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones – Absent
- Reach Foundation – Excused

Ms. Sharpe provided a report on the March 11 Reach Foundation meeting:

- The first distribution from the endowment to the Richland PFD was in January; the next quarterly distribution, approximately \$51,000, will be in April.
- Mr. Dunwoody recommended decreasing the endowment threshold, which the foundation approved. This will allow an increase in funds to the Richland PFD.
- Foundation board members were updated on the May 22 Patrons Spring Mixer.

- There has been no development on a 2024 fundraiser. Mr. Simmons will reach out to Ms. Lerch regarding the fundraiser.
- Dana Ward, President of the Lower Columbia Basin Audubon Society, has joined the Reach Foundation Board of Directors.

PUBLIC COMMENTS

None

INTRODUCTION

- Blake Smith, Executive Director, Arts Center Task Force

Mr. Wiley introduced Blake Smith, the new Arts Center Task Force Executive Director. Mr. Smith was hired in early February to help with the proposal to build an Arts Center in Columbia Park West. Mr. Smith provided his background. He has more than 30 years of supporting arts and entertainment. He is looking forward to helping with ACTF's proposal and project.

PRESENTATION

- Diahann Howard, Executive Director, Port of Benton
- White Bluffs STEM Center

The Manhattan National Park Committee partners have been working to achieve a permanent location for the Hanford History achieves. The Port of Benton has completed Phase 1 of the White Bluffs Center, building a facility across from the Port of Benton building. It is open and full of Hanford History archives. Ms. Howard presented the plans for Phase 2 of the White Bluffs STEM Center, not the final plan. The National Park Committee has been asked to form a subcommittee to support a congressionally directed spending request and will leverage port funds for the project. TRIDEC will submit the request.

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe

Ms. Sharpe shared highlights of the March REACH Museum Executive Director's Report.

- Ms. Sharpe introduced Erin O'Brien, who is joining the education team. Erin provided a brief background and plans to pilot sensory courses at the museum.
- City Council meeting on April 19. Good feedback is where our opportunities are to inform and cultivate the council and develop this critical relationship. The council has agreed to a workshop with the RPFDD.
- Colleen French will provide an update on DOE efforts to open the B Reactor and some restoration projects.
- Exit interview with the State Auditor's Office. We had a clean audit and will not have another audit for three years. The audit is published.
- Spring cleaning in the basement on April 1.
- Earth Day is April 20. Ms. Schafer provided the schedule, partners, and exhibitors for the day.
- Hired part-time office assistant.
- The Benton County PFD met in January, and our proposal for our set-aside funds was provided before the meeting. At this meeting, the BPFDD board authorized additional funding from their reserves, which were not earmarked for the set-aside. Because of confusion, whether or not the board could take this action to release these funds. Put a hold on that until they can review it with their legal. We earmarked additional funding to replace the server. We will get feedback at the next BPFDD meeting in April.

- We have taken on Artmil and met with the team to figure out how to bring our website and social media current. Communication between staff and Artmil developed. I will look at them to take on our brand, cohesiveness, messaging, and tactical projects, as we move forward.

NEW BUSINESS

- Approve Resolution 01-2024 Adopting an ACH / EFT Policy and Procedure

Ms. Fluaite reported that the state auditors concentrated on EFT policy. Most EFT transactions are payroll. Ms. Fluaite and Ms. Millsap developed an EFT policy. The auditors have reviewed them, and they have no changes.

Ms. Kenney moved, and Mr. Miller seconded approval of Resolution 01-2024, which adopted an ACH/EFT Policy and procedure.

Motion Carried 4-0

- Approve Resolution 02-2024 Amending Resolution 014-2016 Credit Card Use Policy

Ms. Fluaite explained the change to the Credit Card Policy. Food and refreshments are allowable expenses, but our credit card policy did not address these expenses. To address this type of expense, more detail was added to the policy.

Mr. Wiley moved, and Ms. Kenney seconded the approval of Resolution 02-2024 Credit Card Use Policy.

Motion Carried 4-0

OLD BUSINESS

- Executive Director's Final Work Plan

Ms. Sharpe presented her final 2024 Work Plan. After receiving feedback from board members, she explained her approach to quantifying items related to her plan, ensuring things get done. The work plan is a tool to guide my work and provide board members with an evaluation tool.

Mr. Wiley stated that the scope of work is reasonable, but his concern is determining whether it will succeed. He wants to know how to evaluate whether or not it succeeded, looking for a specific quantification method and a set of clearly defined goals to help.

Mr. King stated that Ms. Sharpe has a contract and job description outlining duties. Mr. Wiley and Ms. Kenney have provided ideas to coordinate with Ms. Sharpe's work plan. Ms. Sharpe's work plan will be reviewed later in the year, and the data will be presented and evaluated at the end of the year. Mr. Wiley acknowledged that if Ms. Sharpe is comfortable with the work plan, that is fine, and I indicated my concern.

The work plan was accepted as presented.

OTHER BUSINESS

- Workshop for STEAM Park, Strategic Planning Retreat, Proposal to Build Performing Arts Center in Columbia Park West

Mr. Wiley reported that various stakeholders have been discussing the future of Columbia Park West (CPW). After several meetings, stakeholders would like an updated document on what people who use this area want to see in the long term.

First Workshop: A visioning workshop on the future of CPW

Developing a STEAM Park

Performing Arts Center.

A Comprehensive Plan for CPW.

Gather with all different stakeholders and discuss

Prioritize short-term and long-term plans

Engage the public

Come up with a concept

The stakeholders will include Battelle, the arts community, the children's museum, the REACH Museum, local businesses, tribes, educators, and Visit Tri-Cities, about 35-40 people. The first workshop will be held at the end of April or early May. Mr. Wiley addressed questions and concerns of RPFD members in moving forward without the City of Richland endorsement. Mr. Wiley responded that the group respects the city's role and will ensure their actions align with their vision for the park. We look forward to presenting our ideas to the city council and seeking their endorsement.

Second Workshop:

Follow up on where people want to take Columbia Park West

Create a Strategic Plan

NEXT MEETING

The next Richland PFD meeting is on April 18, 2024. Mr. Wiley is excused.

ADJOURNMENT

President King adjourned the Regular Meeting at 7:14 pm

Prepared by: Dianna Millsap

Reviewed by