

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, APRIL 27, 2017 MEETING TIME: 5:30 P.M.**

**REGULAR MEETING: #04-17**

**MINUTES**

**CALL TO ORDER**

President Dan Boyd called the meeting to order at 5:27 p.m.

**ROLL CALL**

**MEMBERS**

Dan Boyd, President	Present
Stan Jones, Vice President	Present
Shirley Long, Secretary/Treasurer	Present
Bill King	Present
Veronica Kenney	Present

**LIAISONS**

City Council Liaison: Phillip Lemley	Excused
The Reach Foundation: Ron Lerch	Present
City Liaison: Kerwin Jensen	Excused/Zach Ratkai Present
Alternate Council Liaison: Sandra Kent	Absent

**STAFF**

Rosanna Sharpe, Executive Director  
Dianna Millsap, Executive Assistant  
Sherri Fluaite, Finance Manager

**APPROVAL OF AGENDA**

Mr. Boyd requested an amendment to the April 27, 2017, regular meeting agenda to add two items under Budget Committee; authorize Rosanna Sharpe as signer on the Community First checking and savings accounts, and approve a transfer from the debt service account in the amount of \$50,000.00.

Mr. Jones moved and Mr. King seconded a motion to approve the April 27, 2017, regular meeting agenda as amended

Motion Carried 5-0

**APPROVAL OF CONSENT AGENDA**

Ms. Kenney moved and Mr. Jones seconded a motion to approve the April 27, 2017, consent agenda as presented

Motion Carried 5-0

**COMMITTEE/LIAISON COMMENTS**

- City Council – Phillip Lemley
- None

- Reach Foundation – Ron Lerch - Excused

Mr. Lerch reported that Mr. Brecke has stepped down as president of the Reach Foundation and that Mr. Simmons has taken over as president.

The foundation has started work on the next Reach for All Campaign, a letter campaign asking for donations for REACH operations. The foundation received almost \$50,000.00 in last year's campaign. The foundation is renewing the campaign for the second year with 500 letters to be mailed and 300 letters to be emailed. The campaign letter has been signed by Dan Boyd, RPF Board President, Rosanna Sharpe, Executive Director, and Steve Simmons, Reach Foundation President.

The foundation is planning a themed fundraiser on Thursday, June 22, 2017, at the REACH. Weather permitting, the fundraiser will be an outdoor event. Tables of eight are available for \$200.00, individual ticket price is \$25.00. The foundation will be seeking sponsors for the event. Mike Talbot will be the MC, and there will be an opportunity to raise donations by having a Raise-the-Paddle at the event. The foundation is also discussing the fall fundraiser which will be a Mess Hall Dinner theme.

Mr. Lerch reported that through the foundation endowment earnings they will be making a contribution to REACH operations of roughly \$20,000.00 at the end of June.

- City Liaison – Kerwin Jensen - Excused

None

## **PUBLIC COMMENTS**

None

## **REPORTS AND CORRESPONDENCE**

- Executive Director Report

Ms. Sharpe invited board members to assist her in getting orientated by providing introductions to the network of people who are interested in the REACH and those that have been supporters of the REACH. If members have people, places, or organizations that could be of benefit to Ms. Sharpe she would appreciate an introduction. In absence of a director, board members have been attending meetings that would normally be attended by the director. Ms. Sharpe asked if board members would send her an Outlook invitation and she will start attending those meetings and will get them on her calendar as regular standing meetings. Ms. Sharpe reported that she has met with Cindy Reents, City Manager, and that she will be on the agenda for one of the June City Council meeting to provide the quarterly report. She is speaking at the PK Rotary and is set for making a presentation to the Columbia Center Rotary in November.

Highlights of April report:

- Numbers for the past month on admissions, facility rentals, store sales, and education activities
- Staff accomplishments over the past month
- Facilities staff activities
- Facility rentals

Ms. Kenney provided a report on the April 18, 2017, Benton County PFD meeting. The Richland PFD received for the 1st quarter \$33,000.00. The check has been sent to the City of Richland to be deposited into the debt service account.

- **Tri-Cities National Park Committee Meeting – Stan Jones**

Mr. Jones stated that the Tri-Cities National Park Committee meeting was very informative. He will pass information on to Ms. Sharpe about the impact of parks on the local economy.

Committee members continue to work on arranging a visit from Secretary of Interior, Ryan Zinke. Committee members are looking at expanding the National Parks Office which is being supported by the Port of Benton.

Ms. Sharpe has been added to the distribution list for the Tri-Cities National Park Committee meetings.

## **BUDGET COMMITTEE**

- **Authorize Rosanna Sharpe as Signer on the Community First Bank Accounts**

Mr. Boyd informed members that to get Ms. Sharpe on the bank accounts as a signer a vote by the Richland PFD board is required. Copies of the minutes authorizing this action will be sent to the Community First.

Mr. Jones moved and Ms. Long seconded a motion to add Rosanna Sharpe, Executive Director, as signer on the Community First checking and savings accounts

Motion Carried 5-0

- **Approve transfer from debt service account**

Mr. Boyd requested that the board approve a debt service transfer in the amount of \$50,000.00. Mr. King added that this amount is close to what was projected by board members.

Mr. Jones moved and Ms. Long seconded a motion to transfer \$50,000.00 from the debt service account

Motion Carried 5-0

Mr. Boyd added that he had authorized a \$15,000.00 transfer from the savings to the checking account. When the debt service transfer is complete Ms. Fluaite will move \$15,000.00 back into the savings account.

## **PENDING TRANSACTIONS**

None

## **NEW BUSINESS**

- **Part-time Educator – Veronica Kenney**

Copies of the new hire justification and job description prepared by Ms. Shafer for an additional education staff person were provided to members. Ms. Kenney pointed out that the position is for 20 to 28 hours per week at \$13.00 per hour. Ms. Kenney reminded members that she had brought this up at the last PFD meeting. The justification and clarification was requested by board members. Ms. Kenney suggested that some metrics need to be provided. To be able to determine we are going to hire someone the position will need to be paid for on its own. While we are stressing the staff we currently have, our budget can't afford an additional part-time staff person

but needs to be considered so we don't lose our current educators. Ms. Kenney added that an educational business plan is needed. Hopefully with Ms. Sharpe's help we can get that hammered out, perhaps some brainstorming on how we can make staff happy but also keep within program budgets and make it sustainable.

Ms. Long questioned whether there was an urgent need. Ms. Kenney doesn't feel it's urgent but this is being brought to the board's attention right now. Ms. Shafer's concern is that she doesn't have time to do any planning for summer education programs because she is spending all of her time in facilitating all of the current field trips and programs. She needs more hours or the additional support. This is something the board needs to decide and the Executive Director has to do the hiring.

Ms. Sharpe asked for a little bit of time to meet and assess what the program looks like now and what is necessary to do and what has been added since the last budget. She would like to make sure that the programs that are on the calendar have been budgeted for and that the resources are there. She will look at metrics, past data and have conversations about how we have done in the last year and what projections look like. She would like to get a handle on all operations and will come up with a recommendation for the June 15, 2017, PFD meeting.

Mr. Jones mentioned that there is no business plan and would like as a long-term goal that a draft business plan be done by the end of the year. Mr. Jones added that if there is a business plan even in draft form it would be beneficial to next year's budget process.

#### **UNSCHEDULED ITEMS**

Ms. Long reported that Johnson Control's Regional Manager has been in contact with her and he will be providing two maintenance plans for consideration. She will bring the plans to the board for review once she gets them. Mr. Boyd mentioned the cost savings ideas that Ms. Fluitte put forward are showing some success. Some of those expenses are lower than they have been.

#### **NEXT MEETING SCHEDULE**

- Next Richland PFD meeting schedule:  
Regular Meeting May 18, 2017

#### **EXECUTIVE SESSION**

- **RCW 42.30.110 (1) (i)**  
Discuss current or potential litigation with legal counsel

President Boyd adjourned to Executive Session at 6:43 p.m. per RCW 42.30.110 Sub-paragraph (1) (i). Executive Session to last approximately 45 minutes with no action.

President Boyd reconvened from Executive Session at 7:26 p.m.

#### **ADJOURNMENT**

President Boyd adjourned the regular meeting at 7:28 p.m.

Prepared by: Dianna Millsap

Reviewed by: 