

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, MAY 18, 2017 MEETING TIME: 5:30 P.M.**

**REGULAR MEETING: #05-17**

**MINUTES**

**CALL TO ORDER**

President Dan Boyd called the meeting to order at 5:30 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	Present
The Reach Foundation: Ron Lerch	Excused/Steve Simmons Present
City Liaison: Kerwin Jensen	Present
Alternate Council Liaison: Sandra Kent	Absent

**STAFF**

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

**APPROVAL OF AGENDA**

Mr. Boyd requested an amendment to the May 18, 2017, Richland PFD agenda, to add under Budget Committee, Budge Review Plan Discussion.

Ms. Kenney moved and Ms. Long seconded a motion to approve the May 18, 2017, regular meeting agenda as amended

Motion Carried 5-0

**APPROVAL OF CONSENT AGENDA**

Mr. Jones moved and Ms. Kenney seconded a motion to approve the May 18, 2017, consent agenda as presented

Motion Carried 5-0

**COMMITTEE/LIAISON COMMENTS**

- City Council – Phillip Lemley

None

- Reach Foundation – Steve Simmons

Mr. Simmons, President, Reach Foundation, provided the foundation report in absence of Mr. Lerch. Mr. Simmons provided a status report on the spring fundraiser June 22, 2017, from 5:30 p.m. to 8:00 p.m. at the REACH. Individual ticket price is \$25.00 or a table of eight can be purchased for \$200.00. Heavy hors d'oeuvres and wine will be provided by CG Catering and Pete Hedges. Fundraising activities for the event include a Mystery Wine Raffle, and Raise the Paddle for donations to the REACH. Battelle has agreed to be the main sponsor of the event for \$5,000.00. All upfront costs will be covered. There are currently 16 commitments for table sponsors. Mr. Simmons invited all RPF board members to attend.

Mr. Simmons reported that the endowment fund continues to do well. At this point the foundation feels that they will have a distribution available at the end of June, as long as the endowment stays above the commitment threshold.

- City Liaison – Kerwin Jensen

Mr. Jensen reported that the property located at 650 George Washington Way, the old CREHST lot, is under contract. A piece of artwork on the property previously belonging to the CREHST needs to be relocated to the REACH prior to the closing on the property which will be sometime between now and middle of October. Mr. Jones and Mr. Lemley will ask Dick Richter, DGR, to donate the move. Ms. Long and Mr. Lerch have been involved in choosing the location at the REACH for placement of the sculpture.

## **PUBLIC COMMENTS**

None

## **REPORTS AND CORRESPONDENCE**

- Executive Director Report

Ms. Sharpe reported on her meetings with supporters and most notably the MSA Press conference and Welcome Reception on May 4<sup>th</sup>. Mr. King was kind enough to give Ms. Sharpe a three-hour tour of the Tri-Cities. Ms. Sharpe noted that until you slow down you don't get the sense of the growth, you see the amount of development and potential and get an understanding that something is happening.

The welcome reception was wonderful, the museum was full of people and faces are starting to look familiar. Ms. Sharpe attended the Pasco Kennewick Rotary Fireside event at the REACH which featured scholarship recipients and families. It is very exciting that new neighbors are coming and utilizing the facility. Ms. Sharpe thanked the rotary for bringing those folks to the REACH as a beginning of how the REACH can be used as a community asset. Ms. Sharpe stated that she will continue to attend these types of events on an ongoing basis which will allow her to meet as many people as possible in the community.

Highlight of the Executive Directors report were provided:

- The cruise lines are coming in as scheduled with some deviations due to the high Snake River waters

- Due to some publicity problems, two of the B Reactor tours were cancelled. The next is tour is scheduled for May 23<sup>rd</sup>
- Education department is picking up steam with many field trips scheduled towards the end of the school year
- Facilities department has been working hard on outdoor maintenance. Landscaping around the building and around the pond is looking really good
- The first Cold War Bus / Alphabet Home tour is coming up in June
- All tours have been a go so far with no cancellations
- The new copy machine has been installed and staff have received training. There will be a really nice cost savings with this change.

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

Mr. Jones reported on the Tri-Cities National Park Committee meeting that he and Ms. Sharpe attended. Mr. Jones introduced Ms. Sharpe to members of the committee. Members discussed what has been happening as far as getting administratively set up and operating. There have been some delays in hiring. The committee is planning for an event next month to feature the new office on Logston Blvd. in Richland. An energy conference meeting will be held in August which will replace the regular August committee meeting. This meeting is local and open to the public so all members will have an opportunity to attend.

Ms. Sharpe reported that Ms. French had mentioned the Purex tunnel incident and stated that better emergency protocol will be followed moving forward as far as having tourist on the site and what the protocol is for notifying transportation. Mr. Lemley asked if there had been discussion regarding the Vernita Bridge gate, making sure that it is an exit gate and not an entry gate. Mr. Jones will make a note not to lose sight of this issue.

## **BUDGET COMMITTEE**

- **Budget Review Plan Discussion – Dan Boyd**

Mr. Boyd reported that he, Ms. Long, Ms. Sharpe and Ms. Fluitte have met for budget discussions and that Ms. Fluitte will start working on revisions to the budget for the last 6 months' income and expenses. The finance committee will review the revised budget and prepare to present it to the full board for review and approval at the June Richland PFD meeting.

Ms. Long reported that she has been in contact with Johnson Controls regarding the HVAC. She was provided two proposals, a premium plan and a basic service plan. A decision whether or not to choose one of these plans or use Johnson Controls only on an "as needed" basis should be considered. Ms. Sharpe has reviewed the plans and reported that the basic plan is a maintenance schedule for the infrastructure, it doesn't cover any malfunctions or repairs. The premium package is a basic plus repairs, labor, part, etc. More research is need including the existing maintenance and equipment that has existing warranties. Ms. Sharpe requested a bit more time to sort it out, to get a handle on the actual costs. She would like to get an understanding of the warranty situation and the history of the equipment before making a recommendation. Mr. King also suggested getting bids from other vendors in the area. Mr. Boyd stated that this decision will be incorporated when the finance committee is revisiting the budget.

## **PENDING TRANSACTIONS**

None

**NEW BUSINESS**

None

**UNSCHEDULED ITEMS**

None

**NEXT MEETING SCHEDULE**

Mr. Jones moved and Ms. Long seconded a motion to change the June Richland PFD meeting from June 15, 2017 to June 21, 2017

Motion Carried 5-0

- Next Richland PFD meeting schedule:  
Regular Meeting June 21, 2017

Mr. King is unavailable to attend but will be able to call in for the meeting.

**EXECUTIVE SESSION**

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

President Boyd adjourned to Executive Session at 6:21 p.m. per RCW 42.30.110 Sub-paragraph (1) (i). Executive Session to last approximately 30 minutes with no action.

President Boyd reconvened from Executive Session at 6:49 p.m.

**ADJOURNMENT**

President Boyd adjourned the regular meeting at 6:50 p.m.

Prepared by: Dianna Millsap

Reviewed by: 