

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
WEDNESDAY, JANUARY 15, 2025, MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #01-25

MINUTES

CALL TO ORDER

President Steven Wiley called the meeting to order at 5:30 p.m.

ROLL CALL

MEMBERS

Steven Wiley, President	Present
Doug McMakin, Vice-President	Present
Ted Miller, Secretary/Treasurer	Present
Michael Wiemers, Board Member	Present
Evan Rosenberg, Board Member	Present

LIAISONS

City Council Liaison Jhoanna Jones	Present
Reach Foundation Liaison, Dan Boyd	Present

STAFF

Rosanna Sharpe, Executive Director	Present
Sherri Fluaitte, Finance Manager	Excused
Pauline Schafer, Education Manager	Present

APPROVAL OF AGENDA

Mr. Miller moved, and Mr. Rosenberg seconded a motion to approve the January 15, 2025, Richland PFD Agenda as presented.

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr. Miller moved, and Mr. Rosenberg seconded a motion to approve the January 15, 2025, Consent Agenda as presented.

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones

No comments.

- Reach Foundation – Dan Boyd, Vice-President

Mr. Boyd reported that the focus of the January Reach Foundation board meeting was the Evaluation and Salary Discussion for Rosanna Sharpe, Executive Director. Three evaluation committee members met in a closed session, with the members present for further discussion.

The Year-End Campaign donations received were above the budgeted amount. Thanks to Ms. Sharpe, who spearheaded this campaign. Elisabeth Holt, Manager of Baker Boyer Bank, has agreed to join the foundation board. Ms. Holt's nomination and election will be on the February foundation meeting agenda. The Reach Foundation paid \$60,000 from the endowment to the Richland PFD as a portion of their 2025 commitment. Foundation members approved the agreement for the 25th Anniversary Monument celebration. Vanguard investments did not perform well in the last quarter of 2024.

PUBLIC COMMENTS

None

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe

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

- The Reach Foundation's Year-End Campaign is wrapped up. It raised \$29,564, or 118% of the goal. All donors were recognized.
- Ms. Sharpe has received 18 Marketing and Communications Manager applications. Brief phone interviews will be conducted, and three final candidates will be chosen and scheduled for in-person interviews.
- A closing reception for Crow's Shadow Institute of the Arts exhibit was held on Friday, January 17. Phinney Brown, Executive Director, and Phillip Cash Cash, Artist in Residence and Co-Founder, spoke at the reception.
- A new exhibit opening reception, Migration to Community, Latinos/as at Hanford and the Tri-Cities, will be held on February 7. The National Park Service, WSU, and Drew Gamboa, a WSU Intern and exhibit curator, will lead it.
- The American Cruise Line contract for 2025 is finalized. The first boat arrives on April 6.
- Ms. Schafer's planning meetings have begun for Earth Day at the REACH on April 19, including sponsorships for free admission.
- Ms. Sharpe is compiling data and designing the REACH Museum's first annual report for publication by March 1.
- The 2025 planning meeting with staff will kick off after the Communications Manager is on board.

BUDGET

- Shore Excursions of America \$11,376.22 Bad Debt Write Off – Sherri Fluaitte

Mr. Wiley explained that in the summer of 2024, a cruise line tour company that brought visitors to the REACH Museum filed bankruptcy, owing the REACH \$11,372.22. This debt will require a vote of the board to write off. The current balance, anticipated income not realized, does not show up on the balance sheet; it has been removed and does not reflect invoices that were not paid. This will not affect this year's budget or balance sheet.

Mr. Miller moved, and Mr. Wiley seconded a motion to write off the Shore Excursions of America \$11,376.22, bad debt.

Ms. Jones asked if all of the organization's assets were liquidated. And if the Richland PFD has heard from them. Can any of these funds be recouped?

Mr. Boyd added that he assumes that that process has already happened. The PFD is getting paperwork on the bankruptcy as a creditor. Ms. Fluaitte believes that no assets are left to make the creditors whole.

In light of the advice, Mr. Miller withdrew his motion. The vote does not have to happen today but can wait for the finance manager's return. Mr. Wiley tabled further discussion until the next meeting.

NEW BUSINESS

- AWSPFD Reorganization – Steven Wiley

Mr. Wiley stated that one person from each PFD can serve as an officer in the AWSPFD organization. AWSPFD is introducing law into the new legislative session to extend the authorization tax measure for 25 years.

- Draft Articles of Incorporation and Draft Bylaws of the Association of Washington State Public Facilities District (AWSPFD)

Approval from all PFDs of the Draft Articles of Incorporation and Draft Bylaws must be met by formal resolution. The articles and bylaws were provided to board members for review. It was pointed out that there is a conflict: the number of board members, nine or five, is inconsistent on the documents. Mr. Wiley will get clarification. No action taken; tabled to the next meeting.

- Ballot Measure – Steven Wiley

The Benton County Auditor sent a sample ballot, which the lawyer checked. There are no issues with the ballot. On the same ballot are an educational program, a replacement levy for Kiona and West Richland, and two proposals for the Finley school district. This will help defray the cost. The only one on the Richland ballot is the Performing Arts Center. A group has written a con statement for the voter pamphlet.

OTHER BUSINESS

- Expectations for RPFDD Committees Discussion – Steven Wiley

Mr. Wiley stated that from now on, a brief update from the three committees, reorganization, transition, and finance, will be included on the monthly meeting agendas. A committee report at every RPFDD meeting to keep everyone informed of what is going on.

EXECUTIVE SESSION

- RCW 42.30.110 (1) (g): To evaluate an applicant's qualifications for public employment or to review the performance of a public employee.

President Wiley adjourned to Executive Session at 6:09 p.m. per RCW 42.30.110

Sub-paragraph (1) (g). The executive session will last approximately 30 minutes and will include action.

President Wiley announced at 6:39 p.m. that the Executive Session will be extended an additional 10 minutes.

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

Mr. Miller moved, and Mr. Rosenberg seconded the motion to approve Ms. Rosanna Sharpe's salary action for 2025.

Motion carried 5-0

NEXT MEETING

The next Richland PFD board meeting is on February 20, 2025. Mr. Miller is excused.

ADJOURNMENT

Mr. Rosenberg moved, and Mr. Miller seconded a motion to adjourn the Richland PFD meeting on January 15, 2025.

Motion Carried 5-0

President Wiley adjourned the Regular Meeting at 6:51 p.m.

Prepared by: Dianna Millsap

Reviewed by 