

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
WEDNESDAY, JULY 17, 2025 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #07-25

MINUTES

CALL TO ORDER

President Steven Wiley called the meeting to order at 5:34 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	Absent
Reach Foundation Liaison, Dan Boyd,	Present

STAFF

Rosanna Sharpe, Executive Director	Present
Sherri Fluaitte, Finance Manager	Present
Pauline Schafer, Education Manager	Present
Patt Mosley, Communications & Marketing Manager	Present

APPROVAL OF AGENDA

Mr. Wiley requested an amendment to the July 17, 2025, Richland PFD Agenda, under New Business, to add Election of Officers.

Mr. Miller moved, and Mr. McMakin seconded a motion to approve the July 17, 2025, Richland PFD Agenda as amended.

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr. Wiley moved, and Mr. Rosenberg seconded a motion to approve the July 17, 2025, Consent Agenda as presented.

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones
- Absent

- Reach Foundation – Dan Boyd, Vice-President

Mr. Boyd updated the Richland PFD of Reach Foundation activities. The next foundation meeting is July 21. The foundation board members are working on the application for board member liability insurance, to be addressed at the next meeting. Fred Raab, the previous Head of LIGO and Past President of the Richland PFD Board, is the honoree at the August 21 Spuds n Suds fundraiser. Dr. Raab was instrumental in building the REACH Museum and presided during construction; he led us through it all. If not for Fred, the museum may not be here. Dr. Raab is a Reach Foundation Patron and long-time donor for the last sixteen consecutive years. He is also a Legacy Member of the REACH Museum. Mr. Boyd continues to build on the Patrons Program. The foundation will be updated on the investment accounts at the next foundation meeting and will report back to the Richland PFD Board.

PUBLIC COMMENTS

In attendance: Blake Smith, Executive Director, ACTF; Karen Wiemers, Hanford Reach Citizens Committee; and Kathleen Kindall, Reach Foundation Patron and long-time donor.

REPORTS AND CORRESPONDENCE

- Richland PFD President's Report – Steven Wiley

Mr. Wiley reported to members his meeting with Mark Greenough, Richland PFD legal counsel, regarding Richland PFD setting up independent accounts, matching funds for the bond refinance, and MOUs with community partners.

Issues discussed regarding RPFDB bank accounts as long as the bank is a public depository, which all local banks qualify. As suggested by legal counsel, the simplest method is to set up sub-accounts for the RPFDB that are restricted accounts for RPFDB-authorized expenditures. Mr. Wiley will request a motion to approve this action later under the New Business item.

The original authorization of the bond for the REACH stipulated that, in addition to the RPFDB tax, a 33% cost-sharing is required. As stated in the Interlocal Agreement with the city, \$125,000 in Hotel/Motel tax is contributed. Refinancing the current bonds with outstanding debt of 1.6 million, we are not required to do the match. The interlocal agreement that we signed with the city to keep the hotel-motel tax had to specify that it was essential to tourism and the funds to continue until the bond is paid off. We do not need to have matching funds to pay off bonds. Passed into law this year is the requirement that there is a 33% match for new debt. Once the interlocal agreement is fulfilled, all money in reserve can be transferred to RPFDB accounts. Taking on new debt is more than expected, a lot more work. Refinancing the bonds will provide a significant cash flow.

Mr. Wiley met with Joe Schissel and Mike Rizzitiello, the new City Development Services Director. Mr. Wiley shared the Richland PFD strategic planning and discussed the redevelopment of all the Columbia Park West and the communications plan to share the RPFDB vision. They had no objections, and they were very enthusiastic and pleased with the plan. The city approved the original Columbia Park West Masterplan.

- Executive Director's Report – Rosanna Sharpe

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

- REACH Museum staff held a retreat on June 23 to review the Quarter 3 and Quarter 4 operations plan. The Strategic Leadership Team is finalizing the 2025-2026 Strategic Plan for review and approval by the Richland PFD and Reach Foundation.

- The REACH community free day sponsored by Tri-Cities Sunrise Rotary is on July 24. The REACH will celebrate our 11th anniversary on this day by extending museum hours, family activities, and a custom cookie giveaway. Members will receive a REACH Museum lapel pin as a token of appreciation.
- Sponsors secured to date for the Spuds n Suds fundraiser are Pasco Chamber of Commerce, RBC Wealth Management, High Street Insurance, In Balance CPA Group, and Reser's Fine Foods. Swampy's BBQ and CG Catering will cater the event.
- PNNL celebrated its 60th Anniversary on July 9, and community leaders attended the event. REACH staff are working with PNNL's design team to organize a 60th Anniversary exhibit in the Hoch Gallery from October 4 to January 3.
- Patt Mosely presented the July REACH Museum Website and Social Media Performance Summary.

- RPFDP Finance Committee Report – Ted Miller

Mr. Miller had nothing new to report from the Finance Committee this month.

- RPFDP Transition Committee Report – Doug McMakin

Mr. McMakin shared the transition white paper with RPFDP and Foundation board members, but has not received feedback.

BUDGET

None

NEW BUSINESS

- Set Up a Sub-Account for the RPFDP, Specific Expenditures – Steven Wiley

To prevent the REACH and Richland PFD from getting into audit issues, set up sub-accounts. Within the master bank account, there will be sub-accounts with restrictions. The city can deposit into a sub-account, which will require a vote by the PFD board to transfer the 631 funds from the city to provide better transparency.

Mr. Wiley moved, and Mr. Wiemers seconded a motion to set up a sub-account to the current Richland Public Facilities District account at Community First Bank that is restricted to funding Richland Public Facilities District expenditures only.

Motion Carried 5-0

- City Officials Communication Plan – Steven Wiley

Mr. Wiley informed members to help in communications with the city officials, city council, and community advocates, a monthly Richland PFD newsletter, using AI to summarize. Mr. Wiley will personally review for accuracy. Finances, metrics to reflect museum performance. The Richlandpfd.org domain is secured, and an RPFDP icon has been created. The RPFDP will have a separate identity, sharing the vision, minutes, performance, and information.

- Bond Refinance – Steven Wiley

Mr. Wiley Hilltop Security, working with the state PFD meeting, is a good place to start. Michael Neuman is the correct contact at Hilltop; he is replacing Lindsey Sovde. Mr. Wiley asked that the Finance Committee contact Hilltop and work out the details of the bond refinance.

- Election of Officers - Steven Wiley

Mr. Wiley opened for nominations for President, Vice President, and Treasurer of the Richland Public Facilities District.

Mr. Rosenberg nominated, and Mr. McMakin seconded the nomination of Steven Wiley as President.

Mr. Miller nominated and Mr. Rosenberg seconded the nomination of Doug McMakin as Vice President

Mr. Wiley nominated and Mr. McMakin seconded the nomination of Ted Miller as Treasurer

Slate of Officers - Carried 5-0

OTHER BUSINESS

- Hanford Reach 25th Anniversary Celebration – Michael Wiemers

Mr. Wiemers provided an update on the Hanford Reach National Monument 25th Anniversary kiosks and celebration.

- Seattle Times Reporter tour on the Hanford Reach National Monument
- Working hard to get the panels on the kiosks

NEXT MEETING

- Spuds n Suds Fundraiser August 21 – Reschedule August RPFM Meeting

The next Richland PFD board meeting has been rescheduled to Wednesday, August 20, 2025.

ADJOURNMENT

Mr. Wiley moved, and Mr. Wiemers seconded a motion to adjourn

Motion Carried 5-0

President Wiley adjourned the Regular Meeting at 7:02 p.m.

Prepared by: Dianna Millsap

Reviewed by:

