RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, AUGUST 28, 2025 MEETING TIME: 5:30 P.M.

REGULAR MEETING: #08-25

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	Excused
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	Present
Pauline Schafer, Education Manager	Present
Patt Mosley, Communications & Marketing Manager	Present

APPROVAL OF AGENDA

Mr. Rosenberg moved, and Mr. McMakin seconded a motion to approve the August 28, 2025, Richland PFD Agenda as presented.

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Mr. Rosenberg moved, and Mr. McMakin seconded a motion to approve the August 28, 2025, Consent Agenda as presented.

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones

Nothing to report.

- Reach Foundation – Dan Boyd, Vice-President

Mr. Boyd provided an update on the Reach Foundation fundraiser, reporting that it generated approximately $35,000 in profit, down from $40,000 the previous year. He expressed disappointment with the results, noting that while sponsorships and reserved tables were similar to the last year, there was a significant decrease in higher-value paddle raises ($1,000-$2,000 range). Mr. Boyd mentioned he would be meeting with Ms. Sharpe to discuss future strategies. Mr. Boyd thanked all the RPFD board members for attending the fundraiser.

PUBLIC COMMENTS
None

REPORTS AND CORRESPONDENCE

- Richland PFD President's Report – Steven Wiley

Mr.Wiley delivered a report highlighting several priorities:

- Getting accounts in order to understand cash flow
- Refinancing bonds to continue collecting tax revenue to support the REACH and the Richland PFP
- Developing a communications plan
- Upgrading grounds and signage
- Establishing official relationships with partners (including the Reach Foundation, ACTF, and National Park Service)
- Initiating conversations with the city about future upgrades to justify matching funds for bonds.

Mr. Wiley reported the successful establishment of the Association of Washington State PFDs as a formal organization.

- Executive Director's Report – Rosanna Sharpe

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

- Ms. Sharpe reported on robust museum engagement in July and August, including a successful Hanford Reach National Monument 25th Anniversary celebration and the 11th Anniversary of the REACH Museum. The REACH Museum's Community Free Day, sponsored by Tri-Cities Sunrise Rotary, welcomed nearly 950 visitors. The event resulted in 12 new memberships and two renewals. Ms. Sharpe met with Toni Ball, Central Washington Director for Patty Murray's office, on July 22, touring the museum after visiting the Manhattan Project National Park's visitor center with Becky Burghart.
- Developing partnerships with federal agencies, including the National Forest Service (which includes the Manhattan Project, Ice Age Floods, and Louisa Clark Trail), through a non-binding memorandum of understanding.
- Infrastructure updates were discussed, including the need to replace Windows 10 with Windows 11 for improved cybersecurity, which will require hardware upgrades and replacement of the water heater due to failure. Ms. Millsap is working with Spectrum on upgrading the current phone system.
- Staffing challenges in the facilities department were noted, with only 1.5 FTEs currently available in the facilities department. We are currently working on hiring a part-time Facilities Assistant.
- Ms. Sharpe clarified that while the average Spuds n Suds Raise-the-Paddle was similar to last year's fundraiser ($613 this year versus $633 last year), attendance was significantly lower (112 people versus 140 last year), which impacted overall revenue.
- Benton County PFD held its Q3 2025 meeting on July 29th and issued a voucher for $42,690; compared to $32,695 in 2024.

- Ms. Schafer reported that the education team has served 5,480 students through programs since the previous September, representing an increase from the last year despite a price increase for the programs.
- Ms. Mosley reported that a 31% increase in memberships (new and renewals) compared to the previous year, though still about 66 short of the target goal. Media coverage of events was discussed, including interviews on local television stations. Ms. Mosley mentioned efforts to build relationships with local media, particularly KNDU NBC, and plans to develop strategies for attracting "backyard tourists" from the local community.

- RPFD Finance Committee Report – Evan Rosenberg

The finance committee report focused on the bond refinancing process. Mr. Rosenberg will work on the bond refinance. Mr. Wiley explained that refinancing the current $1.5 million debt would increase cash flow by extending it for 15 years and lowering monthly payments. A detailed discussion followed about the requirements for obtaining new money through bonds, including the need for a one-third match from sources other than the sales tax revenue and an independent audit by the Department of Commerce on the feasibility of the project.

- RPFD Transition Committee Report – Doug McMakin

Mr. McMakin had nothing new regarding the transition.

BUDGET

None

NEW BUSINESS

- Draft REACH Museum Strategic Plan

Board members received the draft 2025-2026 Strategic Plan before the meeting to review. Ms. Sharpe presented the draft short-term strategic plan that combines the pre-existing plan to create a more public-facing document that can be on our website for viewing by potential donors and sponsors; a more comprehensive plan once the transition of museum operations to the Reach Foundation is resolved, and then develop a more thorough and detailed strategic plan. We need a document to guide us over the next 12 to 14 months. The draft Strategic Plan has guided our work over the past year, even though it has not been adopted, and will continue to carry us through 2026. The version presented is a hybrid between the original and the short-term plan that Alan Landers created. Mr. Landers' plan was presented to the Richland PFD board in June or July of 2024. At that time, members were rotating off the board, and it was never formally adopted. The dynamics are changing, and conversations are taking place. We require a tool to communicate the nature of the team's work to the public and an external document that can be viewed by the public, thereby enhancing their understanding of the REACH plans.

The draft Strategic Plan was discussed and tabled until the next meeting after board members expressed concerns about its generic nature and lack of specific metrics.

- Draft Letter of Engagement for ACTF

The draft letter of engagement for ACTF was tabled until after a scheduled meeting with Mark Greenough, Attorney.

- AWSPFD Annual Meeting

The Association of Washington State PFD annual meeting was announced for September 24-25. Mr. Wiley extended an invitation for board members to attend in Wenatchee, with a registration fee of $200, which the Richland PFD would reimburse. Mr. Wiley will send information to members about the annual meeting.

- Bond Refinance

Mr. Miller and Mr. Rosenberg met with Stacey Lewis, Pacifica Law Group, to discuss bond refinance options. The next step requires a Richland PFD resolution to extend the tax and to inquire if the Benton Co. PFD is proceeding with the extension.

- Bidding to a large number of underwriters is not an option
- Hire a municipal advisor to represent the Richland PFD as a fiduciary, to find an underwriter
- Contact an underwriter, likely Hilltop Securities, whom we have dealt with and who has expertise in PFDs
- Some banks buy the bond completely and then secure a loan from the county treasurer
- The timeline to complete in 2025 is not feasible
- Rewrite the interlocal agreement with the city

Next steps: Hire an attorney. Mr. Rosenberg recommended going with Hilltop Securities.

Mr. Wiley mentioned that he would discuss legal documents for the bond refinancing resolution and the necessary interaction with Benton Co. PFD to move forward with Marc Greenough.

EXECUTIVE SESSION

- Executive Director’s Contract Renewal
  RCW 42.30.110 (1) (g): Review Performance of a Public Employee

President Wiley adjourned to Executive Session at 6:36 p.m. per RCW 42.30.110 Sub-Paragraph (1) (g). Executive Session to last approximately 10 minutes with no action. President Wiley announced at 6:46 p.m. that the Executive Session will be extended an additional 10 minutes. President Wiley reconvened from Executive Session at 6:51 p.m.

NEXT MEETING

The next Richland PFD board meeting is Thursday, September 18, 2025.

ADJOURNMENT

President Wiley adjourned the Regular Meeting at 6:52 p.m.

Prepared by: Dianna Millsap

Reviewed by: