

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, OCTOBER 16, 2025 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #10-25

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	Excused

LIAISONS

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

STAFF

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

APPROVAL OF AGENDA

Mr. Miller moved, and Mr. McMakin seconded a motion to approve the October 16, 2025, Richland PFD Agenda as presented.

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Mr. Wiemers moved, and Mr. McMakin seconded a motion to approve the October 16, 2025 Richland PFD Consent Agenda as presented.

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones

No comments.

- Reach Foundation – Dan Boyd, Vice-President

At the last foundation meeting, we set a goal of \$50,000 for the Year-End Campaign for 2026.

The decision for the Directors' and Officers' liability insurance was postponed. Members will address the Directors' and Officers' Liability Insurance quote at the upcoming Reach Foundation meeting, with the agent attending to provide further clarification.

In an effort to encourage more involvement from board members, we are re-establishing standing committees. Kristin Lerch has agreed to fill the foundation's Vice President vacancy and also to chair the Membership and Nomination Committee. Roger Reynolds has agreed to chair the Patrons' Committee.

We are actively pursuing three potential new foundation members: Bob Schuelz, from Energy Northwest, Jennifer Lee, specializing in Research and Science in Cancer Treatments, and Bill Barlow, formerly of Ben Franklin Transit.

PUBLIC COMMENTS

None

REPORTS AND CORRESPONDENCE

- Richland PFD President's Report – Steven Wiley

Mr. Wiley and Mr. McMakin attended the annual Association of Washington Public Facilities District (AWPFD) conference held in Wenatchee. Representatives from the State Auditor's office and the Department of Commerce, which oversees the Public Facilities Districts, also participated in the conference.

During the conference, the topic of contracting services was discussed, with a focus on the fact that complex planning often necessitates hiring a contractor. Richland PFD Resolution 01-2019 establishes a Small Works Roster Process for services related to architectural, engineering, and other professional services, as well as a vendor roster for goods and services. The Municipal Research and Services Center (MRSC) maintains a roster for small works and personal services contracts, which, unfortunately, lumps everything together. The particular rules for the RPFD are complex. Revisions to Resolution 01-2019 will be addressed at the November RPFD meeting.

In determining the RPFD scope of services, updating the Columbia Park West Masterplan, REACH Museum landscape and entry update, amphitheater upgrade, and expansion of the REACH Museum, transitioning the RPFD from operating an existing facility to a PFD that is planning to build. For that, we need a different type of executive director, one who plans activities to engage with stakeholders. Mr. Wiley is proposing to split the executive director job into two roles: one to work explicitly for the RPFD, with responsibility for all planning activities to initiate projects, and another for museum operations.

- Executive Director's Report – Rosanna Sharpe

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

- September performance, except for a few items, over performed all earned income.
- Program staff met to review and finalize the 4th quarter of 2025 programming and marketing plan to the end of the year and preview the 1st quarter of 2026.
- Strategic Planning staff met to work on the draft 2026 Operating Budget.
- October 24 Screech at the REACH – enhanced programming throughout the month: STEAM Spooky Science, member engagement activities, and Homeschool classes. Due to the government shutdown, some Screech at the REACH programming may be impacted, US Fish & Wildlife and the National Park Service activities. A new partner this year is WSU, bringing raptors from Pullman.
- Invitations are sent for the Visit Tri-Cities and the Manhattan Project National Park 10th Anniversary Celebration scheduled for November 14, at the REACH. Dependent on the government shutdown

- A collaborative effort between the REACH, National Park Service, and US Fish and Wildlife has finalized a partnership Memorandum of Interest. Forming a program partnership.
- The Strategic Leadership Team is working on a draft 2026 operating budget to be presented to the board at the November meeting.
- The museum is doing a better job of taking care of itself, earning 40% of its budget in earned income.
- Tri-City Regional Chamber of Commerce hosted the Elected Leaders annual reception at the REACH on October 2, with 35-40 officials in attendance
- Ms. Moseley, Marketing and Communications Manager, reviewed her marketing and communications report with members.

- RPFD Finance Committee Report – Mr. Miller

Mr. Miller had nothing new to report from the finance committee. Mr. Wiley spoke to Marc Greenough regarding the bond refinance.

- RPFD Transition Committee Report – Doug McMakin

Mr. McMakin had nothing to report from the transition committee.

BUDGET

- 631 Debt Service Transfer – Sherri Fluaitte

Ms. Fluaitte requested approval of \$87,500.00, 631 Fund Debt Service transfer, authorized in the 2025 Operations Budget for October 2025.

Mr. Miller moved, and Mr. McMakin seconded approval of a 631 Debt Service transfer for \$87,500, as approved in the 2025 Operating Budget.

Motion Carried 4-0

- Operating Funds Transfer – Steven Wiley
 - Approval of Resolution 01-2025

To be able to split expenses between the RPFD and the REACH Museum, a new account is set up. This action was approved at last month's meeting, creating a separate account restricted to RPFD activities. The next step is to transfer funds from the 631 Debt Service account held by the city, estimated at 1.5 million in funds, which includes some restricted funds that will be released when the refinance is done. Mr. Schissel will reach out to the city treasurer to draft a new interlocal agreement, superseding the current agreement, that will determine whether the city will continue to collect the tax money and outline the process for transferring funds. A resolution stating the purpose of the sub-account is required. The \$250,000 transfer requested at this time is to avoid the frequency of transfers, providing enough money to pay current expenses and for next year. The Richland PFD will prepare a budget that will establish the amount needed in the accounts. A resolution stating the purpose of the sub-account and authorizing the City of Richland to transfer \$250,000 from the 631 Debt Service to the Richland Public Facilities District's operations fund is required.

Mr. Boyd expressed concern and caution, providing an explanation for his caution to the board regarding this action. Mr. Wily stated that as long as the RPFD is responsible and cautious, he is less concerned. All spending will be approved by the RPFD board.

Mr. Miller moved, and Mr. McMakin seconded a motion to approve Resolution 01-2025 authorizing a transfer of \$250,000 from the 631 Debt Service fund to the Richland Public Facilities District's Operations Fund.

Motion Carried 4-0

NEW BUSINESS

- Enhanced Use of Current REACH Space – Doug McMakin

Mr. McMakin presented the REACH Museum Basement Assessment:

- Proposal
- Mitigating Expansion Risk through Basement Utilization
- Indoor expansion plans, outdoor upgrades, and estimated costs
- Risk mitigation of expansion and assessment of the Reach
- Basement potential strategy, estimated costs, and duration
- New design for the REACH front entrance upgrades

- PFD Executive Director Search – Steven Wiley

Mr. Wiley is proposing that the board create two separate job descriptions outlining the responsibilities of the RPFD Executive Director and the REACH Museum Director, then circulate the job descriptions for feedback and possibly approve them for posting next month. The Executive Director's job description is split between the RPFD Executive Director and the REACH Museum Executive Director.

OLD BUSINESS

- Strategic Planning Efforts – Steven Wiley

Mr. Wiley and Mr. McMakin have discussed a comprehensive strategic plan aimed at expanding the REACH and strategic planning process to identify key features for expansion, determine target users, and enhance the strategic plan for the RPFD. Previous discussions have included various elements of the plan. The board will aim to finalize the preliminary steps. Essential to the process is scheduling a joint RPFD/REACH workshop to outline the strategic plan collaboratively, ensuring that both REACH and RPFD are aligned in their goals.

NEXT MEETING

The next Richland PFD board meeting is Thursday, November 20, 2025.

ADJOURNMENT

President Wiley adjourned the Regular Meeting at 7:03 p.m.

Prepared by: Dianna Millsap

