

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, DECEMBER 18, 2025 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #12-25

MINUTES

CALL TO ORDER

President Steven Wiley called the meeting to order at 5:31 p.m.

ROLL CALL

MEMBERS

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

LIAISONS

City Council Liaison Jhoanna Jones	Present
Reach Foundation Liaison, Dan Boyd,	Excused
Arts Center Task Force, Blake Smith	Present

STAFF

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

APPROVAL OF AGENDA

Mr. Rosenberg moved, and Mr. Miller seconded a motion to approve the December 18, 2025, Richland PFD Agenda as presented.

Motion Carried 3-0

APPROVAL OF CONSENT AGENDA

Mr. Miller moved, and Mr. Rosenberg seconded a motion to approve the December 18, 2025, Richland PFD Consent Agenda as amended with a correction on Page 2, Executive Director's Report, highlighting the month from July to November.

Motion Carried 3-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones
Ms. Jones had nothing to report.
- Reach Foundation – Dan Boyd, Vice-President
Mr. Boyd is excused.
- Arts Center Task Force – Blake Smith, Executive Director

Mr. Smith had nothing to report.

PUBLIC COMMENTS

None

REACH Museum Business

- Executive Director's Report – Rosanna Sharpe

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

- The team is busy closing out the year, recapping successes, and starting to look ahead to the first quarter of 2026. Following budget approval, a planning meeting will be scheduled early in the first quarter.
- During the leaner season, project completions include installing water bottle dispensers and updating the phone system. Moving forward with Windows 11 computer upgrades.
- Friends of the REACH Holiday Party, 60 folks attended; docents, volunteers, and major donors.
- Update on Year-End Campaign, twenty-two gifts \$13,950, 40% of the goal. The campaign is still tracking well and Ms. Mosely is preparing a final social media push.
- At the last foundation meeting board members set the date for the Spring Mixer, May 7. Save the Date sent to RPF board members.
- A \$10,000 sponsorship from Bechtel received, thanks to Ms. Schafer.
- Visit Tri-Cities Annual Meeting and Showcase attended by Ms. Sharpe, Ms. Schafer, and Ms. Mosley. Collaboration with Visit Tri-Cities and hotels as we move forward into the new year for shared resources and to spread the word.

- Approve Payment of the Devfuzion Invoices #5744 & 5745

The invoice from DevFuzion for Windows 11 computer upgrades is split into two parts: Operations and Administration & Education. Mr. Wiley pointed out that \$7,500 is a limit imposed by the Richland PFD; there is no legal limit set by the state; the PFDs have to set the limit, and he would like to revise the limit to what makes sense. The limit was set several years ago, and inflation has not been taken into account. It will require an official policy change to fix the issue.

Mr. Miller moved, and Mr. Rosenberg seconded a motion to approve payment of Devfuzion Invoice #5744, \$4,861.94, Administrative and Education Department; and Invoice # 5745, \$3,889.55, Operations Department.

Motion Carried 3-0

- Approval of 2026 Operating Budget

Mr. Wiley went over changes to the Richland PFD budget presented at last month's meeting. Extracted from the 2026 Operations Budget is 25% of Patt Mosely, Ms. Fluaite's and Ms. Millsap's wages, which were moved to the Richland PFD budget.

Ms. Sharpe provided her rationale for determining the 2026 Corporate Sponsorship line item in response to questions from board members at the November meeting. The strategy to approach prospective sponsors based on expectations, sponsor's history, and preliminary commitments, the 2026 goal is \$38,000, of which 80% probability secured resulted in \$31,000 sponsorship income budgeted. A breakdown of sponsorship details was provided to members prior to the board meeting.

Mr. Rosenberg moved, and Mr. Miller seconded a motion to approve the 2026 Operations Budget.
Motion Carried 3-0

RPF D Reports

- Richland PFD President's Report – Steven Wiley
 - Mr. Wiley reported that he met with Joe Schissel, Deputy City Manager, on December 1. Mr. Schissel reviewed the Richland PFD Strategic plan and made some good suggestions for potential modifications. Mr. Schissel was supportive of Richland PFD leading the redevelopment of the Richland portion of Columbia Park West. Mr. Wiley will provide an update to the city council in the early spring.
 - Mr. Wiley provided copies of the Richland Draft Capital Facilities Goals and Policies to board members and asked that members review and provide feedback to ensure the interests of the REACH and Richland PFD are represented in the plan. Responses are due to the city on Friday.
 - Mr. Schissel was supportive of hiring an Executive Director for the RPF D. He will discuss temporarily locating the director at City Hall with the relevant staff.
 - Benton County PFD has decided to join the Association of Washington State PFDs.
 - Mr. Wiley wrote and provided to the Tri-City Legislative Council a proposal for planning activities for Columbia Park West.
 - Mr. Wiley is struggling to reach Marc Greenough and asked that Mr. Miller and Mr. Rosenberg contact the Hilltop Securities consultant to suggest representation with someone more responsive.

- RPF D Finance Committee Report – Mr. Miller

Mr. Miller reported that the Richland PFD bank account is set up. Ms. Fluaite can now transfer funds. Ms. Fluaite reported that she has not been able to obtain HAPO bank statements online due to an authorization message; she does not have access to the statements. She is not able to retrieve all the documents from HAPO that she requires. Mr. Wiley will follow up.

NEW BUSINESS

- RPF D Operating Budget – Steven Wiley

Mr. Wiley reviewed the Richland PFD 2026 Budget Projections:

- Removed RPF D expenses from the reach budget.
- Added Employee Wages, Taxes, and Benefits, 25% of Ms. Mosley, Ms. Millsap, and Ms. Fluaite, and a projection for the Executive Director's salary to begin in March.
- Submit a request for a REACH promotional park kiosk, with an estimated budget.
- Zoning services for performing arts amphitheater upgrades; planning activities, marketing, promotional activities

Mr. Miller moved and Mr. Rosenberg seconded a motion to approve the Richland Public Facilities District 2026 Budget.

Motion Carried 3-0

- RPF D Executive Director Search – Steven Wiley

Mr. Wiley provided copies of the Richland PFD Executive Director position overview. Mr. Rosenberg suggested fundraising involvement, liaison with Benton County PFD, interaction with other PFDs for intel, and collaboration. The director is primarily responsible for planning activities, interacting with the arts community, leading efforts with the city, the Corps, the Tribes, and all cities. Oversee the renovation of the entrance and signage at REACH, as well as the basement renovation.

The position will be posted, and a search committee of two board members will be formed. Mr. Wiley prefers a board vote to post and begin the search process. The final vote is deferred pending input from Mr. McMakin and Mr. Wiemers.

- Consulting Contracts for Amphitheater Upgrades – Steven Wiley

The scope of consulting services for planning performing arts facilities in Columbia Park West, intended for posting as a public notice in the Tri-Cities Herald, includes a request for proposals for consulting services to provide a feasibility analysis for the amphitheater, with a focus on pricing, audience size, composition, income streams, and costs. The proposals are to be evaluated to determine whether they are accepted. Copies of the public notice are provided in members' meeting packets.

Mr. Rosenberg moved, and Mr. Miller seconded a motion to approve the Scope of Consulting Services for public notice post in the Tri-City Herald.

Motion Carried 3-0

Ms. Sharpe pointed out the state audit costs of \$16,000, in the Operations Budget to be moved to the 2026 RPFDD Budget. The amended budget will be provided at the January meeting for approval.

OLD BUSINESS

- Approve RPFDD 2025 Strategic Plan – Steven Wiley

The final version of the Richland PFD Strategic Plan was provided to members and included in the meeting packets for review and comment.

Mr. Miller moved and Mr. Rosenberg seconded approval of the Richland PFD 2025 Strategic Plan

Motion Carried 3-0

NEXT MEETING

The next Richland PFD board meeting is rescheduled to Thursday, January 22, 2025.

ADJOURNMENT

Mr. Miller moved and Mr. Rosenberg seconded a motion to adjourn.

Motion Carried 3-0

President Wiley adjourned the Regular Meeting at 6:34 p.m.

Prepared by: Dianna Millsap