

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, FEBRUARY 19, 2026, MEETING TIME: 5:30 P.M.**

**REGULAR MEETING: #02-26**

**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
Arts Center Task Force, Blake Smith	Present

**STAFF**

Rosanna Sharpe, Executive Director	Excused
Sherri Fluaite, 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 Richland PFD agenda for February 19, 2026, as presented.

Motion Carried 5-0

**APPROVAL OF CONSENT AGENDA**

Mr Rosenberg moved, and Mr McMakin seconded, a motion to approve the February 19, 2026, Richland PFD Consent Agenda as presented.

Motion Carried 5-0

**COMMITTEE/LIAISON COMMENTS**

- City Council – Jhoanna Jones

Ms Jones had nothing to report.

- Reach Foundation – Dan Boyd, Vice-President

Mr Boyd announced three new board members of the Reach Foundation: Robert Schuetz, CEO, Energy Northwest; Jennifer Lee, previously with PNNL, working in Business Development; and Wendy Shaw,

Associate Lab Director, PNNL. The board discussed the transition task force; Jennifer Lee has prior experience and is making good progress. Mr Boyd confirmed that Steve and Shirley Simmons are this year's Spuds n Suds honorees at the August 13 fundraiser. Planning for the May Spring Mixer recognizing REACH Patrons is moving forward.

- Arts Center Task Force – Blake Smith, Executive Director  
Mr Blake had nothing new to report.

## **PUBLIC COMMENTS**

None

## **REACH Museum Business**

- Executive Director's Report – Rosanna Sharpe

Ms Sharpe is excused because of personal travel. Copies of the Executive Director's February report were included in members' meeting packets. There were no comments or questions from board members.

- Ponderay Tech LLC, REACH Gallery I Technology Functional Assessment, Short-Term: Computer Replacements Invoice Approval – Jim McCabe

Copies of the Gallery I Technology Functional Assessment completed in January 2025 were provided in members' meeting packets. Ms Millsap pointed out Priority 1 of the assessment: replacing the exhibit computers currently running Windows 7.

Mr McCabe, Owner, Ponderary Tech, LLC, Museum Technology Services, presented the technology assessment for Gallery I, highlighting the need to replace outdated Windows 7 computers and the need to address issues with the control system built by Fred Phillips, now at risk due to his retirement. The short-term priority is computer replacement. Mid-term goals are to restore non-functional interpretive features, such as touchscreens and audiovisual elements, and to update the monument map, which has design flaws and lacks an engaging attract loop. Mr McCabe emphasized the urgency of replacing the computers to prevent failures and suggested updating the monument map to better reflect current activities.

The board members discussed upgrades to museum exhibits, focusing on a \$16,749.88 invoice for computer replacements in Gallery 1 and the computer control system. Mr McCabe suggested developing a master interpretive plan to evaluate exhibits, content, and the visitor experience, including a technology roadmap and a competitive positioning analysis. Board members agreed that a master interpretive plan should be developed before addressing specific technology upgrades, with Mr Wiley noting that this would be an important strategic framework for future improvements.

Board members agreed to proceed with computer upgrades for Gallery 1 exhibits and the computer control panel, including software testing and installation.

Mr Wiemers moved, and Mr Miller seconded the motion to approve payment of the \$16,749.88 invoice from Ponderay Tech LLC for the Gallery I exhibit computer upgrades and computer control system.

## Motion Carried 5-0

- Approve Richland Public Facilities District Employee Handbook

The revised 2026 Richland PFD Employee Handbook was provided to members for review before the meeting, including the revisions summary sheet. There were no questions or comments from board members.

Mr Miller moved, and Mr Rosenberg seconded the motion to approve the revised 2026 Richland Public Facilities District Employee Handbook.

Motion Carried 5-0

### **RPF D Reports**

- Richland PFD President's Report – Steven Wiley

Mr Wiley did not meet with Mr Schissel, the Deputy City Manager, but had a brief meeting with Mayor Theresa Richardson. Ms Richardson commented that she enjoyed the Richland PFD's newsletter.

- Mr Wiley previously discussed with Mr Schissel the possibility of a temporary workspace at City Hall for the new RPF D Executive Director. Some at City Hall are uncomfortable with the optics of occupying space there and suggested considering temporary office space at Fuse. Mr Wiley toured the Fuse facilities and found the office spaces to be nice, with a provided kitchen, printers, conference rooms, and the needed AV infrastructure for ~\$750 per month for a six- or twelve-month contract.
- Mr Wiley reported that the Port of Kennewick is agreeable to upgrading the Columbia Park entrance sign, now the responsibility of the RPF D, and would like to help move the project forward.
- The prototype website is implemented. The document section needs to be completed before RPF D documents are added to the website. All RPF D board members' new emails have been provided, and members must sign in to their new accounts to activate them. The next step is business cards and name tags.
- The Association of Washington State PFDs dues of \$750 was finalized at the board meeting, and the Annual Meeting is set for September in Longview.

- RPF D Finance Committee Report – Ted Miller

Mr Miller met with Hilltop Securities on February 10. Mike Newman, Managing Director at Hilltop Securities, was asked to serve as the municipal advisor. Marc Greenough at Foster Garvey will draft a five-year contract. A draft timeline should be available by April. Mr Greenough has recommended Cashmere Valley Bank for bond refinancing options. Mr Greenough will contact Mr Schissel at the city for additional financial information on the city management of the bonds and the interlocal agreements. The Foster Garvey Letter of Engagement for Mr Greenough to serve as bond counsel for the Richland PFD is offered for board approval. The Foster Garvey fee for service as bond counsel is \$20,000.

### **NEW BUSINESS**

- Approve Consulting Contract for Amphitheatre Feasibility Study

Mr Wiley and Mr Miller reviewed three submissions for the Amphitheatre Feasibility Study, a solicitation for personal services. Although not required, Mr Greenough recommended drafting a formal contract based on the selected ACTF proposal, which is available for review. The ACTF proposal is both less expensive and offers a better timeline. The Richland PFD Board is requested to approve ACTF to conduct the study at a cost not to exceed \$50,000. This expense is included in the 2026 Richland PFD budget. Mr Miller noted that after evaluating each option, the ACTF proposal was clearly the best value for current needs.

Mr Miller moved, and Mr McMakin seconded the motion to approve the ACTF proposal and accept it for the feasibility study.

A Statement of Work will be issued pending the feasibility study results.

Motion Carried 5-0

- Approve Foster Garvey Letter of Engagement for Bond Refinancing

Mr Miller moved, and Mr Rosenberg seconded a motion to approve the Foster Garvey letter of engagement as presented.

Motion Carried 5-0

### **OLD BUSINESS**

- Executive Director Search

Mr Wiley has received several applications for the Executive Director position. The next step is to attract additional applicants by boosting the job posting on Indeed. Mr Wiley will schedule a meeting of the search committee. The committee will develop a very clear idea of the candidate needed for the Executive Director with specific characteristics to target.

- RFQ for REACH Museum Upgrades Planning Study  
Mr McMakin reported that Phase 1 of REACH upgrades required submitting an RFQ for the basement, stairway, and outdoor <sup>Foster</sup> ~~for~~ enhancements; 20 responses were received. As part of Phase 1, we coordinated a site visit with eight engineering and architectural firms in attendance, who toured the facility for over an hour. The next step is to review submissions once the RFQ closes later in March, which will lead us into Phase 2. Mr Wiley added that expanding, enhancing and improving the museum's grounds and signage is the initial phase, which will be public-facing. The next phase will likely include the amphitheater upgrade.

Ms Jones suggested that, as things are happening and getting close, it is important to invite the city council to a presentation and walk-through to get buy-in and potential funding for the projects.

### **NEXT MEETING**

The next Richland PFD board meeting is rescheduled to Thursday, March 19, 2026. Ms Sharpe is excused from that meeting as she is still on travel.

### **ADJOURNMENT**

Mr Rosenberg moved, and Mr McMakin seconded a motion to adjourn.

Motion Carried 5-0

President Wiley adjourned the Regular Meeting at 6:50 p.m.

Prepared by: Dianna Millsap

Handwritten signatures and date: 3/19/26