

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, JANUARY 22, 2026 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #01-26

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,	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 Richland PFD agenda for January 22, 2026, as presented.

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr Miller moved, and Mr McMakin seconded, a motion to approve the January 22, 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 is excused.

- Arts Center Task Force – Blake Smith, Executive Director

Mr Smith shared plans for ASTC fundraising and, in collaboration with REACH, offered a performer who provides arts, education, and science concepts. Andrea Brooke, Sonic Butterfly, a musical performance using monarch butterflies and pollinators. The idea is to find the right time to incorporate the show as a partnership with the REACH. Mr Smith will reach out to Ms Sharpe regarding this collaboration. The ASTC fundraiser will be discussed at the next ACTF board meeting and will be shared with Ms Sharpe.

PUBLIC COMMENTS

Justin Raffa, Board Chair of the Arts Centre Task Force, addressed RPF members, reiterating the ACTF's commitment to partnering in the expansion of the campus and a performing arts venue.

REACH Museum Business

- Executive Director's Report – Rosanna Sharpe

Ms Sharpe shared highlights of the January 22 REACH Museum Executive Director's Report.

- We have an exciting start to the first quarter. Interests coming our way with the museum: scheduling, reception for the next exhibit, Patrons Spring Mixer, Proms, and weddings.
- A new exhibit opened in the Hoch Gallery, "Keep, Change, Flip", created by a 6th-grade teacher, a recent graduate from WSU, using art to teach math. The exhibit includes an interactive attraction. A nice collaboration with Richland schools and WSU.
- Staff participated in the HAPO Family Expo over the weekend to drive new memberships, newsletter distribution lists, and an opportunity to get more people involved.
- Projects that staff worked on at the end of the year are taking a little longer; the phone system is ready, but requires the installation of the new computers. The water filling station is expected to be installed in the next couple of weeks.
- Nomination of Wendy Shaw, Associate Lab Director, PNNL, will go to the foundation board at their next meeting. Ms Mosley is preparing an announcement for the Journal of Business about Robert Schuetz, Jennifer Lee, and Wendy Shaw joining the Reach Foundation Board of Directors.
- Year-End Campaign continued to perform in January. Three additional gifts received brought the total to \$30,653, 88% of the goal. The campaign performed better than last year.
- Ms Millsap is working on the contract with American Cruise Lines. Confirmation of the service schedule includes an additional ship, bringing the total to six ships. Increasing the per-person rate to \$13.

- REACH Audio System Repair & Upgrade

Ms Sharpe and Mr Smith presented the REACH Audio System Repair & Upgrade, Main Interior System and Portable Outdoor System expenses for approval. Following the board's request, Mr Smith met with Ms Collieran and Mr Flores to discuss current challenges and needs with the REACH sound system. The system is not functioning reliably and it is not designed to do what is needed. Looking at the presented proposal, his perspective supports more reasonable pricing. The new system does use some of the existing components. Ms Sharpe stated that Mr Smith has offered to help with the installation, so labor is not part of the cost. Ms Sharpe thanked Mr Smith for providing these services. Future components to address room noise will be researched at a later date.

Mr Miller moved, and Mr McMakin seconded, a motion to approve payment of \$3,489 for the Audio System and Repair and Upgrade and the Portable Outdoor System expenses as presented.

Motion Carried 5-0

- REACH Employee Handbook

Approval of the revised REACH Employee Handbook was deferred to the February meeting. The attachment included in members' packets is the cover sheet of revisions.

- Approve \$76,218 631 Debt Service Transfer

Ms Fluaite requested approval of a \$76,218 transfer from the 631 Debt Service Fund. The January transfer is included in the approved 2026 operations budget.

Mr Miller moved, and Mr Rosenberg seconded a motion to approve a transfer of \$76,218 from the 631 Debt Service Fund

Motion Carried 5-0

RPFDD Reports

- Richland PFD President's Report – Steven Wiley
 - Mr Wiley received good feedback from board members and has completed the Richland PFD Executive Director job description.
 - The request for consulting and project development services for performing arts in Columbia Park West was issued. Mr Wiley and Mr Miller will evaluate the proposals. If no qualified submittals are received, we will issue another solicitation.
 - Mr Wiley met with Ms Mosley and has designed a new logo for the Richland PFD website. The website will go live within the next month. Individual emails for Richland PFD board members will be set up, and business cards for all board members will be ordered.
 - Mr Wiley and Mr McMakin have completed the RFQ for Architectural and Engineering Professional Services for the REACH Museum Feasibility Study, a start to the process for the REACH basement upgrades.
 - Mr Wiley's monthly meeting with Joe Schissel, Deputy City Manager, went well; no issues came up.
 - Mr Wiley submitted a proposal to the Tri-Cities Legislative Council for \$800,000 for Columbia Park West planning funds.
 - Mr Watkin, Pasco PFD Executive Director, gave a tour of the Pasco aquatic center with Mr Wiley. Mr Watkins, Mr Dudney, Kennewick PFD Board President, and Mr Wiley gave a presentation to Leadership Tri-Cities on PFDs and how they work. Mr Wiley will deliver the same presentation at the Reach Foundation meeting to orient new members.
 - In three weeks, Mr Wiley will travel to Edmonds for the Association of Washington Public Facilities District board meeting.

- RPFDD Finance Committee Report – Mr Miller

Mr Miller and Mr Rosenberg have prepared an RFP for Hilltop Securities to provide the necessary support as the board moves forward with bond refinancing and new-money bonds for future expansion. The RFP will be emailed to Hilltop tomorrow. Hilltop has experience working with PFDs. and bonds.

NEW BUSINESS

- Approve Request for Proposal Architectural Feasibility Study for the REACH Museum Upgrades

Copies of the RFQ Architectural and Engineering Professional Services REACH Museum Feasibility Study were included in board members' meeting packets. Mr Wiley pointed out that, due to municipal law requirements, the scope is a required service; therefore, requests must use approved suppliers. The

RFQ template is boilerplate provided by MRSC and will be published in the Tri-City Herald public notice section. The scope of the proposal is asking for options for the REACH basement remodel, providing scenarios to choose from to begin long-term plans, and providing information to make an informed decision.

Mr McMakin moved, and Mr Rosenberg seconded a motion to approve the Request for Proposal Architectural Feasibility Study for REACH Museum Upgrades.

Motion Carried 5-0

OLD BUSINESS

- Approve the Amended RPF D Budget to include audit cost

The only change made to the Richland PFD budget presented at the previous meeting is to include the cost of the state audit. The adjustment has been made.

Mr Miller moved, and Mr McMakin seconded, a motion to approve the amended Richland PFD budget.

Motion Carried 5-0

- Richland PFD Executive Director Position Description

The job description was sent to members for review and comments. A search committee will review the application and submit a recommendation to the board for approval. Mr Wiley, Mr McMakin, Ms Lerch, Reach Foundation, and Mr Smith, ACTF Executive Director, will sit on the committee to include partners. Mr Wiemers suggested including a residency condition.

NEXT MEETING

The next Richland PFD board meeting is rescheduled to Thursday, February 19, 2026. Ms Sharpe is excused.

ADJOURNMENT

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

Motion Carried 5-0

President Wiley adjourned the Regular Meeting at 6:43 p.m.

Prepared by: Dianna Millsap