



[From Meeting] Richland Public Facilities District - Mar 19, 2026

Meeting Information

Event name	Richland Public Facilities District
Time	Mar 19, 2026, 05:25 PM - 06:47 PM (PDT)
Participants	 Dianna Millsap  Marc Greenough

Quick recap

The Richland Public Facilities District (PFD) board meeting focused on several key updates and decisions. The board approved a \$76,218 fund transfer and authorized a bond refinancing resolution to extend debt maturity and improve cash flow. They discussed updates on the REACH Foundation liaison report, including Earth Day preparations for April 18th, and reviewed the feasibility study progress for the amphitheater project. The board approved negotiations with Maryland Architecture for the REACH Museum upgrade project after reviewing five responses to the request for qualifications. They also discussed updating financial policies and procedures, with Sherri agreeing to serve on a committee to review and revise the current policies. The conversation ended with a discussion about a proposed press release regarding the Arts Center Task Force's selection for the feasibility study, with the board agreeing that any public communications should first be approved by the PFD before being released to the public.

Next steps

- Sherri: Request the 631 fund transfer of \$76,218 on April 1st.
- Dianna: Send the link to the Bristol comprehensive plan update to all board members for review and feedback by March 27.
- Sherri and interested board members: Form a committee to update and review the financial

control policy, draft updated policy, and circulate to the board.

- Steve Wiley: Approve any press releases related to PFD activities (per board authorization) prior to hiring an executive director; circulate proposed press release to board for review before public release.
- Doug (and team): Begin negotiations with selected architectural firm(s) for the REACH Museum upgrade, and bring proposed contract and scope to the board for approval before execution.
- Dianna: Represent PFD at the upcoming Richland City Council Workshop and provide an update on PFD activities and plans.
- Executive search committee: Conduct first round of interviews with shortlisted executive director candidates next week or the week after.
- Dianna: Schedule next board meeting for April 23 (or confirm new date if changed).
- Doug (or relevant staff): Follow up with Jennifer Lee on the Reach Foundation transition progress and timeline toward June completion.
- Blake (and team): Coordinate with PFD on timing and content of press release regarding selection of Arts Center Task Force for feasibility study, ensuring PFD approval before public release.
- Dianna: Email proposed press release approval process to all board members for review.
- Dianna: Follow up with City of Richland regarding maintenance/cleanup of public property at the end of the driveway near the museum.

Summaries

Shop Operations and Financial Updates

The meeting began with a discussion about technical issues with audio and video quality, which seemed to have improved. Dianna inquired about the responsibility for the shop, and it was mentioned that Bree is taking over operations and working on filling the space with items for the screen. The group then conducted a roll call and approved the agenda and consent agenda, which included the regular minutes, February financial report, and other financial statements. They also decided to defer Joanna's liaison comments due to her being late.

Reach Museum Events and Updates

The meeting covered updates on the Reach Museum's upcoming events and operations. Dan mentioned Earth Day on April 18th and the first boat count on April 2nd. Blake reported on the new sound equipment installation and the feasibility study progress, including meetings with REACH staff and program reviews with arch groups. Dianna and Pauline discussed preparations for the tour season, the upcoming Earth Day event, and a new resource guide. Pauline also shared updates on marketing initiatives, including a membership campaign and plans for a road trip campaign in honor of America's 250th anniversary. The conversation ended with a brief mention of a press release about the Arts Center Task Force's selection for a feasibility study.

Fund Transfer and Planning Updates

Dianna approved a \$76,218,000 fund transfer scheduled for April. Sherri reported that the reconveyance process was moving faster than expected, with tribes on board and the proposal ready for submission in a few months. The group discussed updates to Bristol's comprehensive plan, with Jennifer Bowler requesting input on the natural environment aspect by March 27. The Association of Washington State PFD meetings were rescheduled to Kipsack Conference Center on September 9-11. The team is struggling with the current RFQ process due to restrictive requirements for architectural and planning services, while personal services have fewer restrictions.

Project Roster and Contract Updates

Dianna discussed the challenges of using the MRSC roster for local projects due to high costs and suggested creating a Richland PFP roster to streamline the process. She emphasized the need for a protocol to specify project thresholds for informal competitions and highlighted the importance of having a handbook for future projects. The group also discussed the necessity of an RFQ for architectural work and agreed to use a roster mechanism to find qualified firms. Kevin presented the Hilltop Financial Advisory Agreement, a 3-year contract for municipal advisory services, which the board approved.

Financial Advisory and Bond Refinancing

The board approved a financial advisory agreement with Hilltop Securities for \$38,000, which represents a significant discount from the average rate of \$1.30. They also discussed Resolution 1-2026 regarding bond refinancing, which would extend the maturity date from 2

years to 10 years and preserve cash flow through a sales tax arrangement with the state. The resolution includes fees for both North Greenock and Hilltop Securities, which will be part of the finance package.

Bond Refinancing Strategy Meeting

The meeting focused on refinancing the bond to extend the payment timeline and improve cash flow. Dianna explained that the bond payment was due on April 1, but through refinancing, the principal payment would be delayed until 2027, reducing the annual payment from \$600,000 to around \$100,000. This would free up approximately \$2 million for planning and remodeling, and potentially allow for new debt in the future. Marc suggested looking at other public facilities districts for similar debt restructuring strategies, and Mike emphasized the importance of having cash for future projects and enhancing public support through visible improvements.

PFD Finance and Policy Updates

The board approved Resolution 012026 to finance bonds, with Marc expressing gratitude despite a conflicting meeting. Dianna noted the simplified relationship between the PFD and the city, and the need to update financial policies, which led to the formation of a committee with Sherri willing to participate. The group discussed the upcoming City Council Workshop, where Dianna will provide an update on the PFD's activities and answer questions, and Joe will offer an overview of the PFD-city relationship for newer council members.

REACH Museum Upgrade Negotiations

The board approved negotiations with Maryland Architecture for the REACH Museum upgrade, selecting them from five responding firms due to their strong museum experience and integrated project team approach. The board also discussed a press release about the Arsenal Task Force feasibility study, with Dianna and Pat agreeing that it should be issued by RPF first, though ACTF would be allowed to share the release afterward. The group confirmed a meeting for April 16th, with Dianna noting she would be out of state but could attend via Zoom.