

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, APRIL 16, 2026, MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #04-26

MINUTES

CALL TO ORDER

Vice President Doug McMakin called the meeting to order at 5:31 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	Absent
Reach Foundation Liaison, Dan Boyd,	Present
Arts Center Task Force, Blake Smith	Present

STAFF

Rosanna Sharpe, Executive Director	Present
Sherry Fluitte, Finance Manager,	Excused
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 April 16, 2026, as presented.

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr Miller made one correction; the minutes presented include the correction.

Mr Miller moved, and Mr Wiemers seconded, a motion to approve the April 16, 2026, Richland PFD Consent Agenda as corrected.

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones

Ms Jones absent

- Reach Foundation – Dan Boyd, Vice-President

The Reach Foundation's next meeting is Monday, April 20. Ms Sharpe and Ms Lee will report on the status of the transition process. Ms Sharpe added that Jennifer Lee is heading up the transition task force and looking at a possible expansion project. Ms Lee will brief the foundation board in preparation for a presentation to the Richland PFD Board. Ms Lee is also taking on the task of Ms Sharpe's job description and contract. She will lead the transition discussions, including refreshing the Reach Foundation Bylaws and the foundational documents, in preparation for reaching an agreement between the Reach Foundation and the Richland PFD.

Mr Boyd reminded members of the upcoming April 18, Tri-Cities Earth Day at the REACH and the Patron's Spring Mixer on May 7.

- Arts Center Task Force – Blake Smith, Executive Director

Mr Blake continues to work on the feasibility study, currently moving forward with the survey and focus groups. Sonar Insights has started the last phase of planning, implementing a broad-based survey to identify 4-5 focus groups. Survey respondents will be chosen and invited to participate in the focus groups. This process will start in early May to gather questions, concerns, and suggestions for improving the amphitheater.

Mr Blake reported that the REACH sound system is challenged. Existing equipment reused may not be reliable. Further testing is needed on the speakers in the entry hall.

PUBLIC COMMENTS

No comments

REACH Museum Business

- Executive Director's Report – Rosanna Sharpe

Ms Sharpe is provided with highlights of the April Executive Director's Report:

- Ms Sharpe pointed out on the March Profit and Loss Statement that restricted donations for \$28,000, set-aside funds from Benton County PFD, are allocated to maintenance projects and expensed as the projects are completed.
- Reach Foundation contributions have been increased to offset the endowment performance decline. The additional funds received from the Reach Foundation offset the deficit in the contribution line item.
- Corporate sponsorship budget indicated a \$10,000 contribution was not received. There was a timing issue: the Bechtel \$10,000 contribution for school program support has been received but is not reflected on the statement.
- Admission and store numbers are down, but as we ramp up, the numbers should balance out.
- The cruise visits have started with the first group, National Geographic Seabird, which arrived on April 1.
- The team discussed recent facility improvements, including upgrades to the back-of-house in Gallery 1, which are expected to be completed next week. Jim McCabe has reported that the project is 85% complete. New computers have been installed, and the new control panel has synced up, with adjustments made as he moves along.
- The opening of a new student art exhibit in the Hope Gallery titled "Art Roots/Nuestras," which will run through the end of May.
- April 1, a mixer for the museum cohort was hosted in the REACH multipurpose room in collaboration with LIGO and the Manhattan Project Historical Park to gather, exchange ideas, collaborate and support. White Bluffs Museum will host the next cohort meeting after the busy season.

- Facility staff are prepping for the growing season, sprucing up exhibits, refurbishing furniture and equipment, and erecting the stage cover.
- New exhibit in Hoch Gallery, student art exhibit until the end of May, “Our Roots” cultural roots, nature, kids' interpretation of that theme.

The group also addressed challenges in reporting rental revenue due to fluctuating deposits and the timing of event payments, suggesting a quarterly reporting approach to better track commitments and actual bookings.

Ms Sharpe made the board aware that an aggressive phishing attack had targeted the museum. Last Monday, one of our employees fell victim to it, resulting in a \$500 loss. We have initiated new procedures for access to the Richland PFD credit card. Ms Sharpe is conducting interviews and will file a complete incident report. All employees must complete an online cybersecurity training program.

RPF D Reports

- Richland PFD President’s Report – Steven Wiley

Mr Wiley presented the Richland Public Facilities District update at the City Council Workshop Meeting on March 24, 2026. The purpose was to bring council members up to date on the state of the Richland PFD and finances.

Following the council workshop, Mr Wiley met with Mr Schissel and the city treasurer to discuss finances associated with the bond refinance and to clarify several points. There were no significant areas of concern. The way the city has been handling the 631 Debt Service Fund is currently acceptable.

Mr Schissell asked that the board take this opportunity to revise the interlocal agreements in preparation for the next phase of bonding. The allocation of the hotel/motel tax to the Richland PFD needs to be worked out. Keeping that tax income will support larger bonds and, consequently, larger projects. The Richland PFD needs to gather the information necessary to present a strong case to the city council.

The Army Corps of Engineers lease with the City of Richland established that if the reach was closed at any point, the city would be required to tear it down. The City then required the RPF D to create a “facility contingency fund” for this purpose. Currently, the facility's contingency fund is \$400,000. If Columbia Park West is conveyed to the city, it could free up the facility contingency fund.

- RPF D Finance Committee Report – Ted Miller

Mr Miller reported that, with the help of the consultants, the city, and the banks, the bond refinancing went very well. The refinance is not contingent on receiving the hotel/motel tax.

Mr Miller, Mr Rosenberg and Ms Fluaite will be updating the current financial policy to include state requirements and a Whistleblower policy. Ms Fluaite has been asked to work with the insurance company to prepare a quote regarding the bond requirement.

- Transition Committee Report – Doug McMakin

Mr McMakin will meet with Jennifer Lee, Reach Foundation board member, for further discussion regarding the expansion project. The foundation is interested in a contract which may require legal advice.

NEW BUSINESS

- REACH Museum Upgrade Study Contract – Doug McMakin

Mr McMakin presented the contract awarded to Bearing Architecture through the RFQ process and submitted the statement of work and fee proposal. Copies were provided to members for review at the

meeting. The architecture and engineering firm will conduct a \$98,000 feasibility study over 14 weeks, including client interviews to develop requirements. The purpose is to determine the project's feasibility, practicality, and sense, to produce knowledge products for a business plan, and to expand REACH capabilities.

Mr McMakin requested that action be taken to ensure the Bearing Architecture report is ready by mid-July, based on the current timeline.

Mr Wiley moved, and Mr McMakin seconded a motion to approve the Bearing Architecture contract for the REACH Museum upgrade study.

To allow board members additional time to review the Bearing Architectural contract, Mr Wiley withdrew his motion.

Board members discussed the need for clear requirements and a business plan, recognizing the challenge in determining the best use of available space.

- Amphitheatre Design Studies Contract – Steven Wiley

The ACTF amphitheater design study excludes any architectural services, specifically a conceptual design, allowing the Richland PFD board to use the MRSC Roster to provide those services, not to exceed \$25,000. Before going to the roster, the board must provide approval to move forward, 25,000.

Mr Wiley shared the study's scope options for further discussion by board members.

Mr Wiley moved, and Mr Rosenberg seconded a motion authorizing the use of the MRSC Roster for architectural services not to exceed \$25,000.

Motion Carried 4-1

OLD BUSINESS

- Executive Director Search – Steven Wiley

Mr Wiley reported that 50 applications were received and that the search committee met and found two exceptional candidates—further discussion in Executive Session with final action in public.

- Updating Financial Policies – Steven Wiley

The financial policy update is not completed. Mr Miller, Mr Rosenberg and Ms Fluitte will provide the updated policy to the board when ready.

- Updating Interlocal Agreements with the City – Steven Wiley

The Interlocal agreement with the city primarily finances and land leases. Part of the discussion is how they handle the funds. Mr Schissel asked that the Richland PFD review all lease-related agreements. Expanding what we do will require negotiating the lease once the reconveyance is complete.

EXECUTIVE SESSION

- RCW 42.30.110 (1) (g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

Vice-President Mr McMakin adjourned to Executive Session at 7:25 pm, per RCW 42.30.110(1)(g). Executive Session to last approximately 15 minutes with action.

Vice-President Mr McMakin announced at 7:40 that the Executive Session will be extended an additional 10 minutes.

Vice-President Mr McMakin reconvened from Executive Session at 7:50 pm.

Mr Miller moved, and Mr McMakin seconded a motion authorizing Mr Wiley to make an offer and negotiate a contract with Davin Diaz as the Richland Public Facilities District Executive Director.

Motion Carried 4-0

NEXT MEETING

The next Richland PFD board meeting is May 21, 2026. Board members rescheduled the meeting to May 14, 2026.

ADJOURNMENT

Vice President McMakin adjourned the Regular Meeting at 7:53 p.m.

Prepared by: Dianna Millsap



