

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, MAY 14, 2026, MEETING TIME: 5:30 P.M.**

**REGULAR MEETING: #05-26**

**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    | Present |
| 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, | Present |
| Arts Center Task Force, Blake Smith | Present |

**STAFF**

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

**APPROVAL OF AGENDA**

Mr Rosenberg moved, and Mr Miller seconded, a motion to approve the Richland PFD agenda for May 14, 2026, as presented.

Motion Carried 4-0

**APPROVAL OF CONSENT AGENDA**

Mr McMakin moved, and Mr Miller seconded, a motion to approve the May 14, 2026, Richland PFD Consent Agenda as presented.

Motion Carried 4-0

**COMMITTEE/LIAISON COMMENTS**

- City Council – Jhoanna Jones  
Ms Jones, nothing to report.

- Reach Foundation – Dan Boyd, Vice-President  
Mr Boyd reported that at the April 20 Reach Foundation board meeting, four standing committees were established: Transition, Finance, Patron Development, and Nomination & Membership. The plan is to

stagger standing committee meetings every three months, with the Executive Committee meeting as needed.

The May 7 Spring Mixer was well attended. Two new patrons signed up, and Mr Boyd received one agreement to renew a five-year commitment this summer.

Alan Landers has resigned from the Reach Foundation board. A potential new member is considering joining the board.

- Arts Center Task Force – Blake Smith, Executive Director

Mr Smith reported that work on the amphitheater feasibility study continues. He said the user group interviews are mostly complete and that he is very optimistic, viewing them as a favorable component in the development of arts and culture facilities. Mr Smith also visited Ft Walla Walla Park, where an amphitheater is being renovated, and heard useful details and ideas that will help with their study. The community survey on patron usage, from Sonar Insights, went out to about 500 people, and results are expected in about two weeks.

## **PUBLIC COMMENTS**

No comments

## **REACH Museum Business**

- Executive Director's Report – Rosanna Sharpe

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

- Since the last Richland PFD meeting, we evaluated the April 18 Earth Day event: 1,000 visitors, 50 program partners, and sponsorships generated \$20,600, an increase from 2025. After expenses, the museum has about \$5,000 in revenue.
- Received \$47,481 for the Benton Co. PFD quarterly distribution.
- The May 7 Patron's Spring Mixer was a huge success.
- The "Our Roots/Nuestras Raices" art exhibit reception/awards ceremony was held on May 5 for the student artists and their families. The Family Night recognized student artwork on display in the Hoch Gallery. The exhibit was a partnership with the ESD123 21st Century Program and LULAC, which curated and sponsored the exhibit and reception.
- The next Hoch Gallery exhibit, John Clements photography, opens on June 6. The date for an informal reception at which John Clements will be the speaker is to be determined. PK Rotary sponsored this exhibit.
- Battelle renewed its \$10,000 Corporate Membership.
- Ms Mosley reported that a press release was issued regarding the Blue Star initiative, where all active-duty service members and family members are offered free admission until September. Following the press release, KEPR and Apple Valley News requested interviews.
- A contract was signed with Mascot Media, which features the REACH associated with four local high schools, reaching families in the community.
- Ms Mosley launched the Membership Road Trip campaign on May 1, with the 250th Anniversary acknowledgement tied to American history.

- Approve Expenditure for amplifier for REACH Sound System

Mr Smith followed up on the REACH sound system work done: the existing system for the entry hall has mismatched equipment. After testing it, unfortunately, one piece of the system is running at its very limit. Its longevity declines if we continue to run it; a swappable component would ensure maximum volume, be a good investment, and complete the project 100%. Mr Smith researched and found a suitable device priced between \$300 and \$400.

- Approve Expenditures for Roof Repair

A leak was discovered in Gallery II after a storm at the end of April, and an emergency roof repair was performed. After further inspection, the roof over the entry to the museum, the front section by the stucco, needed repair to the flashing, which was not properly attached. Ms Sharpe is requesting approval of expenditures for All Star City Roofing Invoice #1074, \$761.60 and estimate #075, \$2,611.20.

Mr Rosenberg moved, and Mr McMakin seconded the motion to approve expenditures for new REACH Sound System component costing between \$300-\$400, and expenditures for roof repairs totaling \$3,372.80.

Motion Carried 4-0

### **RPFDP Reports**

- Richland PFD President's Report – Steven Wiley
  - Mr Wiley continues to work on hiring the Richland PFD Executive Director.
  - Mr Wiley toured the Three Rivers Convention Center expansion project with Michelle Holt, Benton County PFD Executive Director, and the Pasco Aquatic Center.
  - Mr Wiley provided the Richland PFD bond refinance documentation to Michelle Holt to assist the Benton County PFD in filing the proper paperwork to continue their tax rebate.
  - Mr Wiley had an informational exchange meeting with Joe Schissel, who provided an update on the reconveyance process and said he hopes it will be completed by the end of the year. Mr Wiley invited Mr Schissel to the Association of Washington State PFDs' annual meeting in September, and Mr Schissel is open to attending.
  - Mr Wiley drafted a test Richland City Council lease agreement for Columbia Park West, revising the current interlocal agreements with the city.

- RPFDP Finance Committee Report – Ted Miller

Mr Miller and Mr Rosenberg are preparing the draft Richland PFD Financial Controls Policy and will provide the draft in advance of the next meeting.

### **NEW BUSINESS**

- Reach Foundation Transition

Jennifer Lee, Reach Foundation, Transition Task Force Chair, presented a comprehensive update on the Reach Foundation's transition considerations. Ms Lee outlined several transition requirements and intended to complete the transition by November 30.

- Transition of operation oversight from the Richland PFD to the Reach Foundation.
- REACH Executive Director contract extension and expansion proposal for Richland PFD to review.
- Draft operating agreement between Richland PFD and Reach Foundation.
- Developing a new Strategic Plan for revenue for the next 3-5 years and a financial independence plan.
- Partnership discussions with local entities.
- Reach Foundation By-Laws revision.
- Portable building proposal to accommodate educational programs and generate potential revenue. The proposed trailer would accommodate 30 students, 10 adults, and two instructors, meeting ADA requirements while also serving as potential rental space. Tighten the schedule and expand the annual calendar.
- Conduct a competency survey of board members.

- Revising Ms Sharpe's job description.

- Highstreet Insurance proposal discussion

Mr Rosenberg requested board approval of the Highstreet Insurance, Travelers quote for Risk Management PLUS, a comprehensive program to mitigate management liability exposures, for a one-year premium of \$3,110.00. One area not currently covered and required concerns bonds and financial loss. It has recently been recognized that current insurance coverage is inadequate. The rate is not guaranteed but is consistent with expectations.

Mr Rosenberg moved, and Mr Miller seconded, a motion to approve the purchase of \$500,000 in Travelers Insurance coverage for \$3,110.00 per year, with the expiration date to align with existing insurance policies.

Motion Carried 4-0

- AWSPFD Annual Meeting

Last year, Mr Wiley and Mr McMakin attended the AWSPFD Annual Meeting. There is room for two board members to attend this year's meeting on September 9 - 11. Mr Wiley asked that current board members reach out to him if interested in attending.

## **OLD BUSINESS**

- REACH Museum Upgrade Study Contract Approval

The Statement of Work and Fee Proposal for the REACH Museum Feasibility Study from Bearing Architectural was provided at last month's meeting for members' review and comments. Mr Wiley mentioned that members will gain valuable insights from the study that will help us better understand the basement's future. The idea is that is we are expanding the REACH, we need to first know what we can do with existing space.

Mr Miller moved, and Mr Rosenberg seconded a motion to approve the Bearing Architectural firm contract for the REACH Museum Feasibility Study.

Motion Carried 4-0

## **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

President Wiley adjourned to Executive Session at 6:55 pm, per RCW 42.30.110(1)(g). Executive Session to last approximately 20 minutes with action.

President Wiley reconvened from Executive Session at 7:10 pm.

Mr Rosenberg moved, and Mr Miller seconded a motion to approve the contract for Davin Diaz, Richland PFD Executive Director.

Motion Carried 4-0

Mr Miller moved, and Mr McMakin seconded a motion to approve the extension of Ms Sharpe's Executive Director contract.

Motion Carried 4-0

**NEXT MEETING**

The next Richland PFD board meeting is rescheduled to June 24, 2026.

**ADJOURNMENT**

President Wiley adjourned the Regular Meeting at 7:14 p.m.

Prepared by:           Dianna Millsap