

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, SEPTEMBER 17, 2026, MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #09-2026

MINUTES

CALL TO ORDER

Secretary/Treasurer Ted Miller called the meeting to order at 5:32 p.m.

ROLL CALL

MEMBERS

Steven Wiley, President	Excused
Doug McMakin, Vice-President	Present
Ted Miller, Secretary/Treasurer	Present
Evan Rosenberg, Board Member	Excused
Carol Moser, Board Member	Present

LIAISONS

City Council Liaison, Jhoanna Jones	Present
Reach Foundation Liaison, Dan Boyd	Excused
ACTF Executive Director, Blake Smith	Present

STAFF

Rosanna Sharpe, Executive Director	Present
Davin Diaz, Executive Director	Present
Sherri Fluaitte, Finance Manager	Present
Patt Mosley, Communications & Marketing Manager	Present

APPROVAL OF AGENDA

Ms. Moser moved, and Mr. McMakin seconded, a motion to approve the Richland PFD agenda for September 17, 2026, as presented.

Motion Carried 3-0

APPROVAL OF CONSENT AGENDA

Ms. Moser moved, and Mr. McMakin seconded, a motion to approve the Richland PFD Consent Agenda for September 17, 2026 as presented.

Motion Carried 3-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones

Ms. Jones had nothing to report.

- Reach Foundation – Dan Boyd, Vice-President

Mr. Boyd is excused. Ms. Sharpe reported on the transition task force sub-committee meeting. The best way to expedite the Richland PFD and Reach Foundation transition is to provide a framework for

moving forward. Mr. Diaz and Ms. Sharpe will help draft a proposed operating agreement and budget for the Richland PFD and Reach Foundation to consider.

- Arts Center Task Force – Blake Smith, Executive Director

Mr. Smith had nothing to report.

PUBLIC COMMENTS

No comments

REACH Museum Business

- Executive Director's Report – Rosanna Sharpe

Ms. Sharpe provided highlights of the July 2026 Executive Director's Report:

- The team has been transitioning seasonally from Summer. We are preparing for the last quarter of the year and holding staff meetings to review the 2027 budget.
- The homeschool series is doing very well. The quarterly paid class is open to any students in the community. The class is tailored to the homeschool audience with specific needs in science and social studies.
- Planning for the next annual signature event, Spooky Science and Screech at the REACH. Spooky Science focuses on STEM, and the following weekend evening event, Screech at the REACH, focuses on wildlife.
- John Clements show has been extended, closing November 28. An artist reception is set for November 4, an informal gathering with John speaking and book signing. Invitations will be sent to all board members.
- Ms. Sharpe is working with White Bluffs Quilt Museum for an exhibit running December 8 through March 2027. The artist reception will be held jointly with the Friends of the REACH Holiday Party.
- The REACH received two impactful grants: a Department of the Interior \$10,000 grant to develop teacher curriculum for the Manhattan Project Historical National Park, and additional funding from National Parks to include the Hanford Reach National Monument. The other is a \$10,000 grant from WWII Heritage to develop a series of evening events targeting young adults.
- The REACH partnered with the National Park Service to table at the Ironman celebratory Party at the Point by Visit Tri-Cities.
- Ms. Shafer reported a successful teacher open house at the REACH. Education programs were offered, and community partners provided educational resources.
- Training on the MUSE CRM platform, which will unify all REACH data, will start soon.
- National Geographic Tours has arranged twelve tours at the REACH.

Mr. McMakin asked, for next year's budgeting process, to see operating costs, including labor for education programs and hard costs to deliver programs, to ensure sufficient funds to cover them.

- Richland PFD Executive Director Report

Dr. Wiley, Mr. Diaz, and Ms. Moser attended the Association of Washington State PFDs' annual meeting. They discussed the Clean Building Performance standard requirement with the Department of Commerce. To ensure compliance, an audit of the facility may need to be done; if it is cost-related, Mr. Diaz will build it into the budget.

Mr. Diaz reported errors in the Journal of Business and News Talk Radio's reporting on the ASTC Feasibility Study for the REACH amphitheater. Ms. Mosley contacted both organizations and requested the corrections.

- Presentation on Development of the Columbia Park West (CPW) Master Plan

The charrette process will support development of an updated Columbia Park West (CPW) Master Plan.

- Goal: gather community input and support for the updated CPW Master Plan; prioritize projects to guide decisions; communicate with partners to raise awareness; and strengthen existing relationships.
- The primary outcome of the process will be an updated CPW Master Plan.
The updated CPW Master Plan will include a facility plan to guide next steps.
- Expand the plan to identify priorities, establish project phases, and determine how the projects will be funded.
- From now through November, coordinate a Richland PFD workshop.
- Start the new year with a draft concept plan.
- Hold a charrette in February in preparation for adopting the plan in March 2027.
- Align the work with the strategic plan's priorities for the museum, performing arts, and park infrastructure.
- Develop an appropriate team structure for transitioning facility operations, including design, improvements, and expansion, and assess the effects on museum staffing and operations.
- The process will produce a master facilities plan addressing museum expansion, amphitheater improvements and scheduling, staffing, facility rentals, and the priorities to be included in future discussions.

- RPFDC Finance Committee Report

The finance committee meets monthly: Mr. Miller, Mr. Rosenberg, Ms. Fluitte and Mr. Diaz to discuss RPFDC financial business and any additional issues that need to be brought to the board.

NEW BUSINESS

- Financial Control Policy Revision – Davin Diaz

In the monthly meeting, the Finance Committee reviewed the new Financial Control Policy and recommended a minor edit to Section 9. The sentence was updated to improve the process for a committee member to review the reconciliation report. Mr. Diaz added the Richland PFD logo and header to the policy.

Mr. McMakin moved and Ms Moser seconded the motion to accept the revision to the Richland PFD Financial Control Policy.

Motion carried 3-0

- Governance Committee Formation – Davin Diaz

Mr Diaz recommended creating a Governance Committee to review policies and submit them to the board for adoption. The committee would address items like the Conflict of Interest Policy's compliance with RCW and federal requirements, as well as policies governing artificial intelligence and related compliance matters. The board will consider establishing the committee and appointing its members at the October meeting.

OLD BUSINESS

- Lower Level Update – Doug McMakin

Mr. McMakin and Mr. Diaz met with Bearing Architecture. The Bearing presentation to the Richland PFD was postponed from the regular monthly meeting to a separate workshop due to time constraints. Once Bearing finishes its work, Mr. Diaz will schedule the workshop. Board members agreed to hold the workshop separate from the regular meeting.

NEXT MEETING

The next Richland PFD board meeting is on October 15, 2026.

ADJOURNMENT

Secretary/Treasurer Ted Miller adjourned the Regular Meeting at 6:34 pm.

Prepared by: Dianna Millsap