

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, APRIL 18, 2024 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #04-24

MINUTES

CALL TO ORDER

President William King called the meeting to order at 5:32 p.m.

ROLL CALL

MEMBERS

William King, President	Present
Veronica Kenney, Vice President	Present
Miriam Kerzner, Secretary/Treasurer	Excused
Steven Wiley	Excused
Ted Miller	Present

LIAISONS

City Council Liaison: Jhoanna Jones	Present
Reach Foundation: Dan Boyd	Present

STAFF

Rosanna Sharpe, Executive Director	Present
Sherri Fluaite, Finance Manager	Present

APPROVAL OF AGENDA

Ms. Kenney moved, and Mr. Miller seconded a motion to approve the April 18, 2024, Richland PFD Agenda as presented.

Motion Carried 3-0

APPROVAL OF CONSENT AGENDA

Ms. Kenney moved, and Mr. Miller seconded a motion to approve the April 18, 2024, consent agenda as presented.

Motion Carried 3-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones
Nothing to report at this time.

- Reach Foundation – Dan Boyd
Mr. Boyd reported that the April Reach Foundation meeting was canceled. Vanguard's investment performance has not been excellent in the past few weeks. The May 22, Patron's Spring Mixer plans are moving forward for invitations and attendance. Ms. Sharpe reported that Mr. Dunwoody, Reach Foundation Treasurer, authorized a \$75,000 transfer from Vanguard to the Richland PFD. Ms. Sharpe provided to Mr. Simmons and Ms. Lerch, Foundation Board Members, the idea of phasing out the Day's Pay yearly fundraiser and instead Spuds n Suds, a

pilot small fundraiser in October featuring the Agriculture community. Cathleen Williams provided a list of potential sponsors for the community event—a Western-themed event featuring potatoes, hops growers, distilleries, and breweries.

PUBLIC COMMENTS

None

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe

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

- Britania (Bri) Moreno, Office Assistant new hire, started training with Ms. Millsap on April 8. Bri is bright, intelligent, and super skilled on computers. Bri will be shifting her schedule this week to work on Earth Day. Goodwill intern Isela Ramos is helping with janitorial and maintenance for about six months.
- On April 1, staff did basement cleanup, a major project. The basement is now clean and more organized by department, which is helpful with locating, stocking, inventory and storage.
- Ms. Sharpe sent a memo to John Amundson, the City Manager, to follow up on the RPFDP presentation to City Council on March 19. Several questions required a more detailed report. A copy is included in the meeting packets.
- A joint workshop with city council is scheduled for Tuesday, August 27. Mr. King, Mr. Schissel, and Ms. Sharpe will work on the agenda. The topics will include the future of REACH, and the larger vision of the STEM Park.
- Ms. Sharpe met with Gary Kleinknecht, Managing Director, Mid-Columbia Basin Old Natural Education Sciences (MCBONES), to begin the conversation; the ultimate goal is to establish an MOU and codify what the partnership will look like regarding expansion, design work, and presence in the new wing—flushing out the programming details. This will create an added benefit for visitors to come to the REACH. Most do not have access to the dig site, which is very popular especially for school-aged children and those with archaeological interests.
- Ms. Millsap and Ms. Sharpe have been working on the 10th Anniversary, and seeking a \$1,000 sponsorship to underwrite admission to a free community day. The City of Kennewick, the City of Pasco, and the City of Richland have sponsored. A month-long schedule of planning will include an exhibit in a rotating gallery. Education Tuesdays, with the help of our dedicated partners to provide activities designed around major themes. Ms. O'Brien is working on a special evening sensory-friendly night aimed at autistic special needs families.
- The July 10th Anniversary celebration will end with a special invitation only 2-hour reception. Board members will receive a Save the Date.
- A new exhibit in the Rotating Gallery of native plants and pollinators will be on display until the installation of the 10th Anniversary exhibit begins.
- Earth Day is Saturday. We have received good media coverage promoting the event.

NEW BUSINESS

- Terence L. Thornhill, Architect Inc. P.S. Part One, Fee Proposal and Letter of Agreement for the REACH Expansion

Mr. King brought forward the design for possible expansion of the REACH and update to the cost estimates associated. Mr. King and Ms. Sharpe met with Tere Thornhill, the architect for the REACH museum. A request for proposals is required to move forward with design

services. The foundation may have additional funding flexibility when contracting these services. Required action by the RPF Board tonight would be to authorize a request for proposals for design purposes. There is no cost except possibly minor costs to advertise the RFP.

Mr. Miller moved and Ms. Kenney seconded a motion to authorize issuance of the Request for Proposals for the REACH Museum expansion for design services

Motion Carried 3-0

- Draft RPRD 2024 Work Schedule

King presented a draft RPF 2024 Work Schedule, a working guide, for the next several months. Work related to completing the REACH Strategic Plan and design work, and what the board needs to do to consider additional projects, providing a path to what the city needs, which will lead to our joint workshop on August 27. Public outreach efforts need to begin to educate the public on possibilities. Begin work on financial options by meeting with our underwriters. Ms. Sharpe will work with Mr. Landers to wrap up the Strategic Plan. Mr. King asked members to review the work schedule for missing items or items out of order, and use it as a working guide as the board sees fit.

Ms. Sharpe, the Spring Mixer on May 22 will bring together a cohort of REACH friends, foundation leadership, the RPF board, major donors, and other VIPs. A portion of the mixer will be used to survey the room for feedback. The goal is to get opinions on the museum's future.

- Process of Additional RPF Projects

Mr. King provided the draft Process of Additional RPF Projects, another living document, to consider additional projects the RPF might take on. Board members must consider the conditions and capacity for supporting an additional project. Part of that is making sure that the project that we currently have is on a path to stabilize on a long-term basis. It will take voter approval to take on an additional project. From an analytical standpoint, other projects qualify. There are certain legal requirements for it to be an RPF project. Our charter is set up; we must have the city council's go-ahead. There will be a discussion at the joint workshop regarding an additional project. As a body, we will make a decision. Is it financially sound? Is it something we can support? The board will need to go through these steps before we can start selling bonds and try to implement them. To expand the list, get thoughts on it. It is on the agenda for next month. If we were taking on another project, voting to the public would also have to meet the re-up for the bond. We want to discuss that question with our underwriters next month for options.

OLD BUSINESS

- Strategic Plan Update

Ms. Sharpe reported that Mr. Landers has been traveling. Going forward, his strategic plan is to provide financial stability for the REACH Museum by stabilizing its funding. This will involve organizing fundraising events, expanding Native American Heritage Month, creating programming for a documentary film, promoting the underutilized amphitheater, and monetizing an educational product curriculum packet online with themes related to the REACH Museum. Mr. Landers is currently working on the financial aspect of the original strategic plan in order to establish short-term stability within the next twelve to eighteen months, to get the financial piece and marketability of the museum to increase interest and bring people back to the museum, and then follow up with a larger strategic plan.

Ms. Sharpe shared information from Colleen French, Program Manager, Manhattan Project National Historical Park. B Reactor Hanford site tours were canceled 2024 with reopening in 2025. The construction scheduled allowed time for some tours. Ms. French opened up the season during these opportunities and tours have filled up quickly. Appropriations received to replace the B Reactor roof and other restorative work on sites that are public facing.

Mr. King requested that members provide vacation planning to Ms. Millsap.

NEXT MEETING

The next Richland PFD meeting is May 15, 2024.

ADJOURNMENT

President King adjourned the Regular Meeting at 6:24 pm

Prepared by: Dianna Millsap

Reviewed by