

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, MARCH 20, 2025, MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #03-25

MINUTES

CALL TO ORDER

President Steven Wiley called the meeting to order at 5:32 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	Present
Reach Foundation Liaison, Dan Boyd	Present

STAFF

Rosanna Sharpe, Executive Director	Present
Sherri Fluaite, 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 March 20, 2025, Richland PFD Agenda as presented.

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr. Wiemers moved, and Mr. Rosenberg seconded a motion to approve the March 20, 2025, Consent Agenda as presented.

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones

Ms. Jones provided an update from the Richland City Council retreat. The council has requested a workshop to review the Richland PFD's path forward following the initiative's failure. The date of the workshop is to be determined.

- Reach Foundation – Dan Boyd, Vice-President

Mr. Boyd reported foundation updates from the March 17, 2025 meeting:

- Foundation members received an update from Mr. Dunwoody on the status of the investments in the Vanguard accounts. They are not performing well right now, resulting in a reduction.
- Foundation members approved the restructured Terms and Classification of the Reach Foundation Board of Directors.
- Review of the 2024 Annual Report provided by Ms. Sharpe.
- The vice president position remains vacant, and no new foundation members have been presented.
- Mr. Wiemers provided an update on the HRNM 25th Anniversary.

PUBLIC COMMENTS

Ms. Jones stated that the 2024 Annual Report was well put together and provided a quick overview of the organization's activities.

REPORTS AND CORRESPONDENCE

- Richland PFD President's Report – Steven Wiley

Mr. Wiley provided a report on a presentation made to the Columbia Center Rotary Club, including the bullet points he addressed in his presentation. An informational presentation to explain what a Public Facilities District is and how the PFDs enrich the public. Mr. Wiley received positive feedback and feels providing this presentation to service clubs is a good way to build understanding.

- Tax measure authority: the PFD is solely responsible for going out for a tax measure.
- Richland PFD's four funding sources are a 0.33 rebate, operational fees, interlocal agreements with the City of Richland, and the .2% sales tax. The Richland PFD has two interlocal agreements with the city: the land lease and the \$125,000 per year Hotel/Motel Lodging Tax. The Richland PFD currently makes payments on a \$7 million bond, expiring in 2025.
- Mr. Wiley pointed out to board members that a decision about future projects and whether to go out for a tax measure is needed.
- Mr. Wiley's priority is improving relations with the City of Richland. To acquire their support, the PFD must be open and transparent and educate the city, the public, and the citizens of Richland to gain better support for our mission.
- The next step for the Richland PFD board is to set goals. Mr. Wiley offered five dates for consideration for the PFD strategic planning retreat and asked that board members get back to him on availability.

- Executive Director's Report – Rosanna Sharpe

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

- Ms. Sharpe provided a report on the March 27 staff planning retreat. Plans for programming and seasonal events in the first and second quarters of the year were the focus. Patt Mosely, Marketing and Communications Manager provided an additional layer that has been transformational. Ms. Mosely is working with Ms. Schafer on the upcoming Earth Day at the REACH on Saturday, April 19. Thirty program partners and a sponsorship allow us to offer Earth Day as a free day. Over 600 attended last year. Ms. Sharpe thanked the Richland PFD and the Foundation for providing the additional resources to hire Ms. Mosely.

- Ms. Sharpe is working with Ms. Mosely on the REACH 2024 Annual Report, provided in board members meeting packets that allow members to review, make suggestions for corrections, and make comments before finalizing it. Once finalized, the annual report will be available on the website. The REACH Newsletter will announce that a digital copy is available on the website. Printed copies will be used as presentation materials.
- Visitor services staff are adding new product lines and ramping up the cruise lines.
- The Migration to Community exhibit will end on March 22. Next, an exhibit by ESD123 preschool art students themed on the 25th Anniversary of the Hanford Reach National Monument will be followed by the Mt. Rainier Remembered summer exhibit.
- Ms. Sharpe presented to the Horse Heaven Hills Kiwanis Club. Tri-Cities Sunrise Rotary donated \$2000 to sponsor the REACH 11th Anniversary free day on Thursday, July 24.
- The year's first quarter is challenging for the museum due to decreased revenues during the off-season. Even though revenues are off, we have balanced that by watching our expenses, so the bottom line is healthy.
- Ms. Sharpe provided a maintenance list to be presented to the City of Richland. Mr. Wiley will speak with Mr. Schiessl, Deputy City Manager, regarding the list at an April 2 meeting.

- RPFDP Finance Committee Report

Mr. Rosenberg reported that he and Mr. Miller would schedule appointments with Ms. Fluaite to get history on the accounting background; a meeting with Dan Boyd and the City will be scheduled later. It was agreed upon that Mr. Rosenberg will serve as the Finance Committee Chairman.

- RPFDP Transition Committee Report

Mr. Wiley presented an organizational framework for structuring the core Richland PFD functions, providing centralized administrative, marketing, and financial purposes, and developing a Richland PFD website as a central repository for keeping the public informed.

Mr. McMakin will revisit his white paper, which was previously presented to the Richland PFD, to include additional financial information.

BUDGET

- Approve Transfer from 631 Debt Service \$87,500 – Sherri Fluaite

Ms. Fluaite informed members that an \$87,500 transfer is on the approved 2025 Operations Budget for April; authorization for the transfer by the Richland PFD is required. The next Richland PFD meeting is on April 17, so she is requesting approval of the transfer prior.

Mr. Rosenberg moved, and Mr. Miller seconded a motion to approve an \$87,500 transfer from the 631 Debt Service Fund account to the Richland PFD.

Discussion: Mr. Wiley responded to Mr. McMakin's question regarding the 631 Fund. The tax collection accumulates in the 631 Debt Service fund for museum operations. Transfers from the 631 Debt Service fund are included in the yearly Operations Budget. Ms. Fluaite added that the last statement on the account indicated the balance was close to \$1 million available.

Motion carried 5-0

NEW BUSINESS

- Review 2024 Annual Report – Rosanna Sharpe

Ms. Sharpe presented the first annual report for the REACH Museum, which was included in members' meeting packets.

- A letter to the community, the REACH mission vision, and values
- Concentrating on supporter impact, providing an educational tool to understand how the REACH is supported, including the city contribution of the Hotel/Motel Lodging Tax, Benton County PFD, and the Reach Foundation.
- In-kind contributions, gifts from \$1.00 to \$100,000, plus acknowledging our donors. Acknowledging Battelle's gift for establishing the Reach Foundation endowment.
- The Reach Foundations Patrons Program.
- Information regarding the programs that remove financial barriers to visiting the museum.
- The cruise lines, financial information highlighting the events, the exhibits, and our program partners.
- An opportunity to thank our volunteers.
- Data about the education programs at the REACH, classroom programs, and outreach.

The annual report captures our good work in a document. We will add a section on membership and our reciprocal agreements associated with ASTC, NARM, and ROAM.

OTHER BUSINESS

- Hanford Reach 25th Anniversary Celebration – Michael Wiemers

Mr. Wiemers provided the update on the HRNM 25th Anniversary. Several meetings with Tridec, Visit Tri-Cities, DOE, Park Service, the City of Richland, and the Port of Benton. These provide an opportunity to get together on what events other organizations are planning around the anniversary. Mr. Wiemers has tendered an application for a partnership grant with the City of Richland.

Senator Murray is penciled in, and Senator Cantwell has been invited to attend the August 6 gathering at the REACH Museum—an estimate of fifty-plus people on the invitation list. Fundraising is making headway; \$9,000 is committed.

NEXT MEETING

The next Richland PFD board meeting is on April 17, 2025.

ADJOURNMENT

Mr. Rosenberg moved, and Mr. Wiemers seconded a motion to adjourn the Richland PFD meeting on March 20, 2025.

Motion Carried 5-0

President Wiley adjourned the Regular Meeting at 6:44 p.m.

Prepared by: Dianna Millsap

Reviewed by