

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, MARCH 19, 2026, MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #03-26

MINUTES

CALL TO ORDER

President Steven Wiley called the meeting to order at 5:33 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
Arts Center Task Force, Blake Smith	Present

STAFF

Rosanna Sharpe, Executive Director	Excused
Sherri Fluaitte, Finance Manager	Present
Pauline Schafer, Education Manager	Present
Patt Mosely, Communications & Marketing Manager,	Present

APPROVAL OF AGENDA

Mr Rosenberg moved, and Mr McMakin seconded, a motion to approve the Richland PFD agenda for March 19, 2026, as presented.

Motion Carried 4-0 (Mr. Wiemers not available for the vote)

APPROVAL OF CONSENT AGENDA

Mr Miller moved, and Mr. McMakin seconded, a motion to approve the March 19, 2026, Richland PFD Consent Agenda as presented.

Motion Carried 4-0 (Mr. Wiemers not available for the vote)

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones

Ms Jones shared that the Richland PFD is scheduled to update the city council at the workshop next week.

- Reach Foundation – Dan Boyd, Vice-President

The Reach Foundation board met on Monday, March 16. Mr. Boyd invited all members to attend the Earth Day event on April 18 at the REACH. This is a big event for the REACH, well supported by the community. The first American Cruise Line visit is on April 2.

- Arts Center Task Force – Blake Smith, Executive Director

The installation of the new sound system is complete, allowing the entry hall and multipurpose room to function as planned. Testing showed that one older piece of equipment was not functioning properly; staff will continue to monitor.

Mr. Smith has completed the first week of the feasibility study, the information-gathering phase, documenting the amphitheater's content and history. Mr. Smith met with REACH staff to discuss program input, events, the financial picture, and potential enhancements and improvements to meet their needs.

PUBLIC COMMENTS

None

REACH Museum Business

- Executive Director's Report – Rosanna Sharpe

Ms Sharpe is excused because of personal travel. Copies of the Executive Director's March report were included in members' meeting packets.

- Museum Operations, Ms Millsap – the operations staff are busy preparing for the tourist season, with inside and outside exhibit repairs and touch-ups underway, and equipping and organizing visitor services.
- Education Programs, Ms Schafer – the tourist season coincides with the education teams' busy field trip schedule. April 18, Earth Day, is expected to be the biggest one yet, featuring an engaging keynote speaker and a variety of performances unlike those in previous years. The Earth Day Resource Guide is ready for distribution beginning in April. The "Inhabitants" documentary screening on March 5 was well attended, with 85 people watching the film and then engaging with tribal partners.
- Marketing and Communications, Ms Mosley – A new membership campaign, Ballad of the Basin, was launched at the end of March. Ms Mosley has received good interaction and engagement on social media. The Membership Road Trip will launch in April and continue until the end of August. The campaign will include honouring America's 250th Anniversary.

- 631 Fund Budgeted \$76,218 Debt Service Transfer Approval

Ms Fluaite pointed out that the requested transfer is scheduled and approved in the April budget. Ms Fluaite is requesting approval of the transfer from board members; she will request the transfer from the city on April 1.

Mr Rosenberg moved, and Mr Miller seconded a motion to authorize \$76,218 transfer from the 631 Debt Service Fund.

Motion Carried 4-0 (Mr Wiemers not available for the vote)

RPFDD Reports

- Richland PFD President's Report – Steven Wiley

Board members will receive a link to the comprehensive plan with natural environment updates and pertinent sections on protecting shoreline areas. Mr Wiley asks that members review the plan. Feedback is due March 27.

The Association of Washington State PFDs' annual meeting location has been changed to the Kitsap Conference Center in Bremerton.

Mr Wiley reported on the efforts made with the current Request for Qualifications and Request for Proposals process to solicit contracts and protocols. The board is in the strategic planning, feasibility studies, funding, and cost-estimation phase. Some of these require seeking public bids that take a considerable amount of time if advertised locally.

The solution is to use a roster mechanism. The challenge with using the MRSC roster is that there are very few local companies on it. Mr Wiley suggested the Richland PFD can streamline the process by creating its own roster. Local companies can submit a Request for Qualification and create the roster from those who respond. Members discussed the necessity and agreed on a roster mechanism to find qualified firms.

- RPFDP Finance Committee Report – Ted Miller

Mr Miller presented the Hilltop Financial Advisory Agreement, a 3-year contract for municipal advisory services—a financial advisory agreement with Hilltop Securities for \$20,000, which represents a significant discount.

Resolution 1-2026 regarding bond refinancing would extend the maturity date from two years to ten years and preserve cash reserves by reducing bond payments. The resolution includes fees for both Marc Greenough and Hilltop Securities, which will be part of the finance package.

Mr Wiley added that the bond payment was originally due on April 1, but through refinancing, the principal payment would be delayed until 2027, reducing the annual payment from \$600,000 to around \$100,000. This would free up approximately \$2 million for planning and remodeling and potentially allow for new debt in the future.

- Transition Committee Report – Doug McMakin

Mr McMakin will follow up with Jennifer Lee at the Reach Foundation on the progress of the transition and with a timeline toward June completion.

NEW BUSINESS

- Approve Hilltop Financial Advisory Agreement

Mr Rosenberg reported on the meeting held with Mr Miller and Michael Newman, the Senior Managing Director of Hilltop Securities. The agreement was presented for approval.

Mr Miller moved, and Mr McMakin seconded a motion to approve the Hilltop Financial Advisory Agreement.

Motion Carried 5-0

- Resolution 01-2026 relating to contracting indebtedness and providing for the issuance of its limited sales tax refunding bond

Resolution 01-2026 was provided in the members' meeting packets for review. The bond refinancing resolution to extend debt maturity was presented to board members for approval.

Mr Miller moved, and Mr McMakin seconded the motion to approve Resolution 01-2026

Motion Carried 5-0

- Updating Financial Policies

Copies of the current Richland PFD Policy were provided to members. Mr Wiley stated that the policy needs to be updated. The committee to review and revise the current policy; Mr Miller, Mr Rosenberg and Ms Fluaite agreed to serve on the committee.

- Richland City Council Workshop

Mr Wiley will represent the Richland PFD at the upcoming Richland City Council Workshop. He will provide an update on RPFD activities and plans.

OLD BUSINESS

- Executive Director Search

Mr Wiley reported that the first round of interviews with the shortlisted Executive Director candidates will be conducted in the next two weeks.

- RFQ for REACH Museum upgrades planning study

After reviewing the five requests for qualifications, the committee will select an architectural firm and begin negotiations regarding the terms and conditions for the REACH Museum upgrades. Once a tentative agreement is reached, the committee will bring the proposed contract and scope of work to the Richland PFD board for approval before execution.

The timing and content of the press release regarding the selection of the Arts Center Task Force for the amphitheater feasibility study were discussed. Ms Mosley will email the proposed press release for board members to review. Before public release, the press release will be approved by the RPFD board.

NEXT MEETING

The next Richland PFD board meeting is April 16, 2026. Mr Wiley is traveling and will attend via Zoom.

ADJOURNMENT

President Wiley adjourned the Regular Meeting at 6:48 p.m.

Prepared by: Dianna Millsap