

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
TUESDAY, DECEMBER 17, 2024, MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #12-24

MINUTES

CALL TO ORDER

President Steven Wiley called the meeting to order at 5:30 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	Excused
Reach Foundation Liaison, Dan Boyd	Present

STAFF

Rosanna Sharpe, Executive Director	Present
Sherri Fluaite, Finance Manager	Present
Pauline Schafer, Education Manager	Present

APPROVAL OF AGENDA

Mr. Wiley requested an amendment to the agenda under the New Business, RPFD reorganization discussion.

Mr. Rosenberg moved, and Mr. Miller seconded a motion to approve the amended December 17, 2024, Richland PFD Agenda.

Motion Carried 5-0

APPROVAL OF CONSENT AGENDA

Mr. Rosenberg moved, and Mr. McMakin seconded a motion to approve the December 17, 2024, Consent Agenda as presented.

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones
Excused
- Reach Foundation – Dan Boyd, Vice-President

At the December 9 foundation meeting, members discussed the 2025 Operations Budget in detail. No issues were found, and no changes were suggested. The foundation voted to approve the Richland PFD 2025 Operations Budget.

Foundation members considered the review process of the Executive Director and formed a four-member review committee: Bill King, Bill Dunwoody, Alan Landers, and Dan Boyd. The committee will meet to review, evaluate, and prepare a recommendation to present to the Reach Foundation Board. The review will be done in January and report to the Richland PFD Board in January. Mr. King was heavily involved in the Executive Director's contract and will work with the committee on a new contract due in November.

Mike Wiemers presented the Hanford Reach National Monument 25th Anniversary celebration plans. Mr. Wiemers met with five foundation members the next day. After some clarification, it was agreed that the REACH will provide a venue for the 25th Anniversary event in July, and serve as the venue for the Manhattan Project 25th Anniversary Committee meetings at no cost. REACH Education staff will work with ESD to organize the children's art show. Issues in Gallery 1 in the Save the Reach location require some updating. These costs will be identified, and funds will be raised as well for the updates. The foundation will vote on the agreement for the 25th Anniversary plans.

PUBLIC COMMENTS

Lauren Loosveld, Opsis Architects, congratulated the Richland PFD on the excellent effort for the Performing Arts Center. She will pay attention and look forward to updates as they become available.

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe

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

- The year is winding down. The Friends of the Museum Holiday Event on December 3 was successful. Next year, the event will be branded as family-friendly.
- Ms. Sharpe is working on the Year-End Campaign, a large donation received from Dottie Stevens. Currently, we are at 62% of our goal, about \$16,000 from 27 gifts ranging between \$25 and \$5,000, trending comfortably to meet our goal. The campaign closes on January 7.
- The museum is closed Monday, Tuesday, and Wednesday for both holiday weeks with extra efforts into the weekends following the holidays.
- Next date for Spuds n Suds is August 21, 2025.
- Recruiting more patrons to the program, including new patron Nathan Caldwell.

- Ballot Update – Steven Wiley

All the paperwork has been submitted to the Benton County Auditor: the resolution, a cover sheet with an explanatory statement, and a list of people on the Pro and Con committees. Because we could not find anyone for the Con committee, the auditor's office will put out an official notice requesting anyone who would like to form a Con committee for the ballot measure; once selected, they will have ten days to submit their statement. For taxing authority, we need a simple majority, no set number. The city is optimistic about it, with no issues. ACTF launched a campaign site. Mr. Wiley reminded everyone that as Richland PFD members, we cannot promote the ballot measure; we cannot tell people to vote yes under any circumstances. The best thing for members to do is to be silent about it and not attend promotional events.

Mr. Wiley brought forward the issue of payment for the ballot measure and announced a preliminary estimate of \$350,000. The cost of the ballot measure will be paid from proceeds of the ballot measure using funds borrowed from the 631 Fund. Within the next month or two, a bank account will be set up for the Arts Center Task Force. The loan will be kept in the ACTF bank account. The Richland PFD must pay for the ballot measure from its fund by law.

BUDGET

- 2025 Operating Budget Approval – Rosanna Sharpe & Sherri Fluaitte

Ms. Sharpe stated that at the Richland PFD meeting, the draft 2025 Operating Budget was presented to the board, and we entertained questions; the Reach Foundation reviewed and approved the budget and its commitment at their December 9 meeting. The budget is presented to the Richland PFD unchanged from the last meeting.

Mr. Wiley noted that the Marketing Communication Manager role be expanded to promoting the Reach Foundation and volunteer recruitment. The Fund 631 increase of \$50,000 is a necessary investment. Mr. Boyd added that there was no pushback from the foundation regarding the foundations increase in funds to raise in 2025. Mr. Wiley stated that he has great confidence and he expects success. In 2025 there will be three budgets: the REACH Museum, the Performing Arts Center, and the Richland PFD budget.

Mr. Miller moved, and Mr. McMakin seconded a motion to approve the REACH Museum 2025 Operations Budget as presented.

Motion carried 5-0

NEW BUSINESS

- Updating Finance Accounts – Steven Wiley

Mr. Wiley stated the need to update finances so he has provided to the Finance Committee: Mr. Miller, Mr. Rosenberg, a list of tasks to begin setting up a mechanism to generate quarterly financial reports. The Finance Committee will recommend the level of detail the reports need to contain and updates to the financial system. The City of Richland holds our accounts and there is no reason. New accounts for the Richland PFD operations and the Performing Arts Center to be created, suggested evaluating Community First Bank bought by HAPO. The Finance Committee will communicate with Brandon Allen, Finance Director and Nicole Peters, City Accountant. Mr. Boyd added that the Richland PFD is included with 16 different account funds across the City, all sixteen accounts go to one bank.

- AWSPFD Reorganization – Steven Wiley

Mr. Wiley provided copies of the AWSPFD Articles of Incorporation and Bylaws. Mr. Wiley is part of the reorganization committee. AWSPFD is a state organization, the primary lobbying group to keep the tax rebate in place. A lobbyist and resources are needed to promote the tax rebate. All Washington State PFD Board of Directors need to approve the articles and the bylaws, AWSPFD will submit to the state and once finalized, AWSPFD will have an organization. Approval of these documents will be on the January Richland PFD agenda.

- RPFDD Reorganization Discussion – Steven Wiley

Transition committee members Doug McMakin, Michael Wiemers, Richland PFD and Bill King, and Dan Boyd, Reach Foundation. Each of the three organizations—REACH Museum, Performing Arts Center, and Richland PFD—will have its accounts, policies, and procedures.

Each organization oversees the Strategic Plan, Bylaws, growth plan, and staffing plan. All the objectives, procedures, and workflows will be planned by each organization. Transition milestones and the timeline for the REACH expansion will be included in reporting. Rewriting Richland PFD Bylaws requires City Council approval.

OTHER BUSINESS

Mr. Wiemers reported that the City has an opportunity for all kiosks in the park that provides a good opportunity for the REACH to use those kiosks to add additional panels. I suggest getting with the city and discussing how we can help them with refurbishing the kiosks. Panels cost \$500.00.

NEXT MEETING

The board members' consensus is to reschedule the Thursday, January 16, 2025, meeting to Wednesday, January 15, 2025.

ADJOURNMENT

Mr. Rosenberg moved, and Mr. Wiemers seconded a motion to adjourn the Richland PFD meeting on December 17, 2025.

Motion Carried 4-0

President Wiley adjourned the Regular Meeting at 6:47 p.m.

Prepared by: Dianna Millsap

Reviewed by