

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
WEDNESDAY, JUNE 18, 2025 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #06-25

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	Excused

LIAISONS

City Council Liaison Jhoanna Jones	Absent
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. Miller moved, and Mr. McMakin seconded a motion to approve the June 18, 2025, Richland PFD Agenda as presented.

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Mr. Miller moved, and Mr. McMakin seconded a motion to approve the June 18, 2025, Consent Agenda as presented.

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones
Absent

- Reach Foundation – Dan Boyd, Vice-President
Mr. Boyd reported foundation updates from the June 16, 2025:

- Ms. Sharpe provided update on the preparations for the upcoming August 21, Spuds n Suds fundraiser; three sponsorships received.
- Foundation members heard a report from Mr. Dunwoody on the Vanguard investments, the foundation is back in the market; 56% back in equity, 37% bonds, and 7% cash. At the end of May, the total value in the account was \$ 1,408,000.00 as of June 16, \$1,415.000.00.
- Recruiting for new foundation board members continues.
- Mr. Boyd is spending time working on the Patrons Program, with the possibility of two interested in becoming Patrons.
- Mr. Boyd will reach out to Fred Raab, Richland PFD Past President regarding becoming this year's honoree at the Spuds n Suds fundraiser.

PUBLIC COMMENTS

Blake Smith, Executive Director, ACTF stated that he appreciated the invitation to the Strategic Planning Session, very valuable information and contributions from the attendees.

REPORTS AND CORRESPONDENCE

- Richland PFD President's Report – Steven Wiley
 - Strategic Planning Retreat

The retreat was quite productive. The key takeaway is that the overall vision of the original Columbia Park West Plan remains valid. The Museum, Performing Arts Center, and Children's Museum continue to be integral to this plan. Achieving success will require building strong partnerships, with the main challenge being effective community engagement. To foster this engagement and gather feedback, public meetings will be organized. The next step in strategic planning is a workshop aimed at outlining preliminary goals for the strategic plan and developing a corresponding action plan.
 - Payment to the Benton County Auditor:

At the May 22, 2025, Richland PFD Board meeting, members approved a motion authorizing the City of Richland to pay the Benton County Auditor \$109,950.14, reimbursement for the Richland Public Facilities District (RPFDD) ballot measure, from the 631 Debt Service Fund. The invoice from the auditor was sent directly to the City of Richland. According to the City of Richland Treasurer, the city is not allowed to pay the invoice; the actual check has to come from the Richland PFD. The city will expedite the transfer of \$109,950.14 from the 631 Debt Service Fund to the Richland PFD account. An amendment to the May 22, 2025, motion is required.

Mr. Wiley moved and Mr. Miller seconded a motion to amend the May 22, 2025, previously adopted motion authorizing the City of Richland to make direct payment to the Benton County Auditor of \$109,950.14 for the reimbursement of the February 11, 2025, special election ballot measure; amending the motion to authorize the City of Richland to transfer \$109,950.14 directly to the Richland Public Facilities District account for payment, by check, directly to the Benton County Auditor for the reimbursement of the February 11, 2025, special election ballot measure initiated by the Richland Public Facilities District by Resolution No. 03-2024

Motion Carried 3-0 (Mr. Wiemers abstained)

- Executive Director's Report – Rosanna Sharpe

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

- It was a busy close to the spring of 2025 with the education team leading 29 school field trips, the last field trip on June 10.
- Ms. Sharpe reported that we are currently under budget in income but by managing expenses the deficiency is covered and the bottom line is sound. Admission and the rental programs are tracking healthier, lagging in memberships but the current membership drive will drive traction on memberships, there is a shift on membership renewals gaining.
- The Mt. Rainier exhibit opened since the end of May is well received by visitors that are spending a lot of time in the Hoch Gallery; we are receiving good positive feedback.
- Ms. Sharpe thanked Mr. Wiley for arranging the REACH table at PNNL "We Taste" employee event. Ms. Sharpe and Ms. Mosely tabled at the event, the table was busy and information promoting the membership benefits employees receive with the Battelle Corporate membership was shared with PNNL employees. PNNL will hold an event at the REACH for the PNNL 60th Anniversary and will exhibit in the Rotating Gallery opening the first of October.
- Spuds n Suds is off to a good start with ticket sales. There are 25 "Asks" out in the community for sponsorships.
- The REACH website is now ADA compliant. Ms. Mosely provided a summary of data points of the different marketing channels. All are doing well, gaining traction with campaigns, helping to get in front of past members. Not only a matter of getting in front of people, but talking to them when they come to the museum about memberships and taking advantage of opportunities to maximize our gain without spending a lot of money.

- RPFDC Finance Committee Report – Ted Miller

Mr. Miller and Mr. Rosenberg met with Brandon Allen, Finance Director, City of Richland, and Joe Schiessel, Deputy City Manager, on June 6, to get an understanding of the processes, to get to know each other to establish an important relationship. Mr. Miller requested at this meeting that the Richland PFD get regular monthly 631 Debt Service reports. This was a good first meeting.

- RPFDC Transition Committee Report – Doug McMakin

Mr. McMakin sent the white paper to the Reach Foundation members for review, comments, and suggestions. Mr. McMakin will capture the responses to consider for consensus of the RPFDC Board and foundation board for a final transition agreement.

BUDGET

None

NEW BUSINESS

- Richland PFD Strategic Plan Update – Steven Wiley

Mr. Wiley brought forward the next steps in the strategic planning process; to create a report on the June 7, Richland PFD Strategic Planning Retreat, and to draft contracts to engage partners including the Reach Foundation, the Children's Museum, and ACFT; outlining the scope of activities.

- Preliminary Partner Agreement – Steven Wiley

One important point that emerged from the retreat is that there are two types of partners: community partners and organizations that have a vested interest in developing Columbia Park West. The Richland PFD can help manage, but we are currently too small to handle planning alone; we need partners. As an example, planning partners can assist in creating services in the park, while the Reach Foundation will serve as an operating partner. The agreements we make with partners to operate a facility will differ based on their roles. The Reach Foundation will be both a planning and operating partner, specifically focusing on the upgrades to the REACH Museum.

We need to ensure that we clearly outline the rules and procedures for operation. It is essential that we present the Reach Foundation with these specific contracts and ensure that all legal systems are in place.

Other potential partners could assist in the planning process, keeping in mind the long-range vision for Columbia Park West. Additionally, we should create a communications plan and establish a timeline to drive this process forward.

OTHER BUSINESS

- Hanford Reach 25th Anniversary Celebration – Michael Wiemers

Kiosks located at the Port of Benton are being developed in collaboration with the HRCC, the REACH Museum, the National Parks, and the U.S. Fish & Wildlife Service. Efforts are being made to work with local businesses to raise awareness of the project to help people become more informed. Fundraising is being conducted through local service organizations to garner more support. A reporter from the Seattle Times is scheduled to do a cover piece on the anniversary and visit the museum.

The anniversary event will take place on August 6 from 4:00 PM to 6:00 PM at the REACH Museum. The program is being drafted and will be printed by the end of July, with invitations going out in early July to approximately 150 recipients. Speakers have been confirmed, and the event will feature landscape artist exhibitions, children's artwork, and refreshments provided by Castle Catering.

NEXT MEETING

The next Richland PFD board meeting is Thursday, July 17, 2025.

ADJOURNMENT

President Wiley adjourned the Regular Meeting at 6:45 p.m.

Prepared by: Dianna Millsap

Reviewed by: