

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, AUGUST 20, 2026, MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #08-26

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	Excused
Evan Rosenberg, Board Member	Present
Carol Moser, Board Member	Present

LIAISONS

City Council Liaison, Jhoanna Jones	Present
Reach Foundation Liaison, Dan Boyd	Excused
Arts Center Task Force, Blake Smith	Present

STAFF

Rosanna Sharpe, Executive Director	Present
Davin Diaz, Executive Director	Present
Sherri Fluaitte, Finance Manager	Present
Patt Mosley, Communications & Marketing Manager	Present

APPROVAL OF AGENDA

Mr Rosenberg moved, and Mr McMakin seconded, a motion to approve the Richland PFD agenda for August 20, 2026, as presented.

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Ms Moser moved, and Mr Rosenberg seconded, a motion to approve the August 20, 2026, Richland PFD Consent Agenda as presented.

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones

Ms Jones had nothing to report.

- Reach Foundation – Dan Boyd, Vice-President

Mr Boyd is excused.

- Arts Center Task Force – Blake Smith, Executive Director

Mr Smith will be presenting later in the agenda under Old Business

PUBLIC COMMENTS

No comments

REACH Museum Business

- Executive Director's Report – Rosanna Sharpe

Ms Sharpe provided highlights of the July 2026 Executive Director's Report:

- REACH Museum reported successful summer programming with a community free day attracting about 1,000 visitors
- Ms Sharpe is in discussions regarding plans for a Powwow celebration in summer 2027
- Ms Sharpe reviewed grant applications, including a nearly \$10,000 grant from the National Park Service for curriculum development focused on middle school lessons and field trips
- Decommissioning of the Cold War exhibit area and moving the documentary to another location, in collaboration with Bechtel for a new exhibit sponsored by Bechtel replacing the Cold War exhibit area, is proposed
- Benton County PFD issued a voucher of \$39,147 compared to \$42,690 in 2025
- Reported net fundraising results of \$43,000 from the Suds n Spuds fundraiser
- The foundation received two grants totaling approximately \$10,000 from the National Park Service and World War II History Museum for developing middle school curriculum and launching adult programs. She mentioned a new pilot series of evening programs starting in March 2027 to reach younger demographics, particularly 30-somethings.

RPFD Reports

- Richland PFD President's Report – Steven Wiley
 - Mr Wiley and Mr Diaz are making rounds to stakeholders and receiving positive responses
 - Mr Wiley created a new Richland PFD business card for Mr Diaz and offered to board members who would like a business card to contact him
 - Presented a business case proposal for amphitheater programming, proposing underwriting 4-5 community events next summer to test market demand before building a permanent amphitheater
 - Mr Wiley, Mr Diaz and Ms Moser will attend the AWSPFDS conference in September.
- RPFD Executive Director's Report – Davin Diaz
 - Mr Diaz presented his work plan goals
 - Presented a new marketing framework developed that outlines communication strategies, target audiences, and possible metrics for success, including updates to the website redirection and public records request system
 - Draft job descriptions included in meeting packets for strategic plan teams focusing on museums, performing arts, and park infrastructure. Approximately 20 individuals will be invited to sit on each strategic planning team to achieve broad community representation. Outlined expectations for the unpaid advisory positions, including a time commitment of one to two hours per month, and described strategies for recruiting diverse participants across different demographics. Explained his approach to developing job descriptions and outlined next steps, which include working with the board and staff to define specific goals and information needs for each initiative, starting with the museum and performing arts center concepts.
- RPFD Finance Committee Report
 - Mr Miller excused; no report.

NEW BUSINESS

- 631 Transfer to RPFD Reserve Account

Mr Wiley presented the request for transfer from the 631 Debt Service account.

Mr McMakin moved, and Ms Moser seconded the motion to authorize a \$426,218 transfer from the 631 Debt Service account to the Richland PFD checking account.

Motion Carried 4-0

- Landscape Architectural Services Contract – Davin Diaz

Mr Diaz presented the Meier Architecture Engineering Agreement for Services project for the Columbia Park West Signage Replacement Feasibility Study to replace the Columbia Park West entrance sign, to remove the picnic sign, and to provide options related to the REACH Museum sign at the access road. One response to the RFQ was received from Meier Architecture and Engineering for a fixed fee of \$10,000.00 for developing conceptual signage. Mr Diaz recommended, and Mr Wiley and Mr McMakin concurred, proceeding with the agreement with Meier.

Mr Wiley moved, and Mr McMakin seconded, a motion to approve the \$10,000.00 fixed fee for developing a design for new signage for Columbia Park West.

Motion Carried 4-0

OLD BUSINESS

- Final Amphitheater Study – Blake Smith

Mr Smith reported that the project has reached 100% completion with final documentation completed, including updated financial information that increased the base project cost from \$3.4 million to a slightly higher amount due to a potential side entrance addition. He explained that a new overview and findings document was created to accompany the master final report, making it easier for community members to share key information without reviewing the full 100+ page document. Mr Smith clarified that while audience comfort enhancements were identified as important, these were not included in the current \$3.6 million scope due to uncertainty about specific design requirements and costs, which would represent only 2-4% of the total project costs.

- Lower Level Update – Doug McMakin

Bearing Architecture will present their findings and designs for the lower level (Reach Underground) at the next meeting. Members to consider holding a workshop or extended discussion at the next meeting to vet proposals and have more in-depth discussions.

NEXT MEETING

The next Richland PFD board meeting is on September 17, 2026.

ADJOURNMENT

President Wiley adjourned the Regular Meeting at 7:04 pm.

Prepared by: Dianna Millsap