

**PORT OF BENTON
COMMISSION MEETING MINUTES
January 7, 2015**

A. CALL TO ORDER: The regular monthly meeting was called to order at 8:30 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington. Present were Commissioners Jane F. Hagarty, Roy D. Keck and Robert D. Larson. Staff members present included Executive Director, Scott D. Keller, PPM ®; Director of Finance, Stuart Dezember, Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson; Communications and Marketing, Wally Williams; Real Estate Specialist, Teresa Hancock and Port Counsel, Tom Cowan. Also in attendance were Marvin Kinney, Abbey Cameron, Bob Stevens and Stan Jones.

B. PLEDGE OF ALLEGIANCE: Teresa Hancock led those present in reciting the Pledge of Allegiance.

C. CURRENT BUSINESS:

1. CONSENT ITEMS: A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission approving the December 3, 2014, Commission Meeting Minutes; the December 18, 2014, Special Commission meeting Minutes and Delegation of Authority of the Executive Director and his Designees (Standing Resolution 10-03).

2. SELECTION OF COMMISSION OFFICERS FOR 2014: A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission approving the Commission Officers for 2015: President, Jane F. Hagarty; Vice President, Robert D. Larson; and Secretary, Roy D. Keck.

The regular Commission Meeting was recessed at 8:33 a.m. and the Economic Development Corporation Meeting was convened.

3. PORT OF BENTON ECONOMIC DEVELOPMENT CORPORATION (EDC) MEETING: See attached minutes. A motion was made by Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission approving the January 8, 2014, Economic Development Corporation (EDC) minutes. A motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission approving the Commission Officers for 2015: President, Jane F. Hagarty; Vice President, Robert D. Larson and Secretary, Roy D. Keck.

The Economic Development Corporation meeting was adjourned at 8:35 a.m. and the regular Commission Meeting was reconvened.

4. ASSESSMENT MEMBERSHIPS UPDATE: The assessment of memberships and

organizational assignments for 2015 was reviewed. A **motion was made by Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission approving the 2015 Assessment Membership and Organizational Assignments, including all travel associated with attendance of meetings.**

5. **WALTER CLORE WINE AND CULINARY CENTER:** Bob Stevens and Abbey Cameron provided the 2015 Budget for the Walter Clore Wine and Culinary Center. They also provided a valuation of the equipment that was previously given to the Port in a bill of sale. An updated business plan will be presented at the Port's March 11, 2015, Commission Meeting. Abbey Cameron thanked the Port for their support, specifically recognizing Roger Wright, Marvin Kinney, and the maintenance department.
6. **UNSCHEDULED BUSINESS/VISITORS:** Stan Jones, Arculus, was present and stated he attended the Washington Policy Center Summit Meeting with Commissioner Keck.

- D. **COMMISSIONER COMMENTS:** Commissioner Larson reported on the Tri Ports Booth at the Real Ag Show at TRAC, the purchase of the Sigma I building and the Federal Judge's decision to uphold the Corps of Engineers rights to continue to dredge the Snake River.

Commissioner Keck reported on the Washington Public Ports Association (WPPA) annual meeting held in December, 2014, the Washington Policy Center's Solution Summit meeting and the Federal Judge's decision to uphold the Corps of Engineers' right to continue to dredge the Snake River.

Commissioner Hagarty reported she will be attending both Prosser Economic Development Association (PEDA) and Prosser Chamber of Commerce Strategic Planning meetings for 2015 this month. She also commented on the Federal Judge's decision to uphold the Corps of Engineers' right to continue to dredge the Snake River.

- E. **COUNSEL COMMENTS:** Counsel advised the documents for purchase of Sigma I have been completed. He extended his appreciation to Real Estate Specialist, Teresa Hancock, for her assistance with the necessary documentation required.
- F. **EXECUTIVE DIRECTOR COMMENTS:** The Executive Director briefed the Commission on the International Council of Airshows Conference he attended with the Director of Airports, Administrative Assistant and Fixed Base Operator (FBO) of Richland Airport in December, to prepare for a possible Port of Benton Airshow in 2016.

The Executive Director and Marvin Kinney briefed the Commission on the Navy schedule to off-load reactors for the next three years and possible other future users of the barge slip. Staff has proposed the rate remain at \$10.00 per ton for 2015-2016 and increase the rate to \$11.00 in 2017. The navy will still have priority in off-loading at the barge slip. Port of Benton Commissioners unanimously agreed to this proposed change.

The Executive Director discussed the 2014 Pavement Maintenance Contract with Stripe Rite, Inc. The Project is complete and requires approval in the form of a Resolution.

A motion was made by Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission approving Resolution 15-01, Accepting Work Completed by Stripe Rite, Inc. for the Airfield Marking Project and 2014 Port Wide Pavement Maintenance.

The Executive Director reported the Director of Airports has been entering into discussions with the Port's partner, City of Richland, to determine if there might be shared priorities in some pavement maintenance projects. Procurement bids, rules and regulations are being researched and an Interlocal Agreement may be negotiated when details are finalized.

The Executive Director discussed a commercial lease agreement for Expert Office Management, Greg Marmon, at 2345 Stevens Drive, Suite 100, 20,937 square feet (Interior Warehouse).

A motion was made by Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission authorizing the Executive Director to enter in to a lease agreement, with Expert Furniture with a security deposit amount for one month, instead of one year in the amount of \$11,812.66.

The Executive Director discussed a lease agreement for Subplot Cellars, LLC, for 2.5 acres at the Corner of Fermi and Curie Streets in the Richland Innovation Center (RIC). He advised this has been submitted to MARAD for their approval.

A motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission authorizing the Executive Director to enter into a lease agreement with Subplot Cellars, LLC, for 2.5 acres in the Richland Innovation Center, for twenty years with three ten year renewal options, subject to CPI after three years, to begin May 1, 2015.

G. STAFF INFORMATION REPORTS:

MARKETING REPORT: Wally Williams reviewed the 2015 Marketing Plan and Advertising Schedule. He reviewed specific goals set by staff, including the displays for the Sportsman Show scheduled for later this month, the article for the 2015 Progress Edition and the Entrepreneurial Awards scheduled for February.

GRANTS: The updated copy of the Grants Status report was reviewed and discussed.

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Governmental Affairs and Economic Development briefed the Commission on her projects including an update on the DOE land transfer. She advised the Port will partner with the City of Richland and TRIDEC to discuss hiring a consultant to develop a master plan for the property and actual costs of proposed infrastructure and improvements.

H. SITE PROJECTS UPDATE: The Commission was briefed on the Technology and Business Campus, Tri Cities Enterprise Center Building, Manufacturing Mall, Railroad, Richland Innovation Center, Richland Airport, Prosser Airport, Prosser Wine and Food Park, Vintners Village, Walter Clore Wine and Culinary Center, Benton City Downtown Property and Crow Butte Park.

- I. PORT FINANCIAL ISSUES:** Vouchers audited by the Auditor as required by RCW 42.24.080 and certified expense reimbursement claims as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Port Commission. As of this date, January 7, 2015, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02319 through 02361 totaling \$87,387.48 and General Expense Warrants numbered 060672 through 060828 totaling \$690,851.71 from the General Expense Fund.
- J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 11:20 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 (1) (c) real estate negotiations and RCW 42.30.110(1)(i)(iii) legal issues. The Commission announced the Executive Session would last no longer than ten (10) minutes. At 11:30 a.m., the Commission announced the Executive Session would last an additional ten, (10) minutes. The Executive Session was adjourned at 11:40 a.m. and the regular Commission Meeting was reconvened.
- A Motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission accepting the conveyance of personal property from the Walter Clore Wine and Culinary Center Board valued at \$100,557.00 as an in-kind payment to the Port.**
- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:42 a.m.

Roy D. Keck,
Commission Secretary