

**PORT OF BENTON
COMMISSION MEETING MINUTES
March 11, 2015**

- A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:30 a.m. at the Walter Clore Wine and Culinary Center, 2140 Wine Country Road, Prosser, 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 Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson, Real Estate Specialist, Teresa Hancock, Communications and Marketing, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Marvin Kinney, Abbey Cameron, Bob Stevens, Deb Heintz, Don Williams, Pete Rogalsky and Rob Siemens.
- B. PLEDGE OF ALLEGIANCE:** Abbey Cameron led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS:** A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission approving the February 18, 2015, Commission Meeting Minutes and approving Resolution 15-03, accepting work completed by Stone Creek Land Design and Development LLC for the Richland Airport Obstruction Mitigation and Fencing Project.
 - 2. WALTER CLORE WINE AND CULINARY CENTER:** Abbey Cameron provided the Commission with an update on the Walter Clore Wine and Culinary Center and stated they are considering expanding the culinary side of the center. The wine sales are exceeding projections each month. She and Bob Stevens will attend the April 1, 2015 Commission Meeting and present their updated business plan. They expressed appreciation to the Commission for the support received from the Port, in particular the signage, rock and landscaping.
 - 3. PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA):** Deb Heintz reviewed year end statistics stating there was approximately \$3.4M in new construction and 27 building permits issued. Shopko is constructing a new building in Prosser, scheduled to open in August, 2015. The PEDA Annual Meeting will be held on April 16, 2015. She extended her appreciation to the Port Commission for their continued support and partnership.
 - 4. RICHLAND STORM WATER UPDATE:** Pete Rogalsky, City of Richland Public Works Director, provided an update to the Commission on the state permit for storm water. The City is responsible for the quality of water that runs off into streets, storm drains and they must regulate construction activity and analyze City and Port sites that have untreated run-off. The City has applied for a grant to construct a swale for storm water run-off at the

Technology and business campus. If successful, the grant will be for a total amount of \$120,000, the Port will be responsible for \$30,000.

5. UNSCHEDULED BUSINESS/VISITORS: There were none.

D. COMMISSIONER COMMENTS:

Commissioner Hagarty reported on her attendance at Walter Clore Wine and Culinary Center Board Meeting, PEDAs Board Meeting. She complimented Port Staff on the Signage at Walter Clore Wine and Culinary Center. She also stated she would work with the Signage Committee to place another sign for Prosser Wine and Food Park at the stop sign at the Exit off I82 and Wine Country Road.

Commissioner Larson reported on his attendance at the Battelle's Pacific Northwest National Laboratory's 50th Anniversary, PNWA Mission to Washington D.C. and the Rotary Entrepreneurial Awards Banquet. He recognized the Director of Economic Development and Governmental Affairs for her efforts with the Maritime Administration to attempt to lift the restrictions imposed on the Richland Innovation Center property, and with the Washington Economic Development Association (WEDA) who recently recognized the Port of Benton and City of Richland with an award.

Commissioner Keck commented on his attendance at PNWA Mission to Washington D.C., and praised Port staff for the Annual Richland Rotary Entrepreneurial Awards Banquet, thanking Scott D. Keller, Veronica Montez, Diahann Howard and Wally Williams for their dedication to this event.

E. COUNSEL COMMENTS: Counsel stated his comments were reserved for Executive Session.

F. EXECUTIVE DIRECTOR COMMENTS: The Executive Director reviewed a list of excess property the Port is ready to surplus. He provided the Commission with a detailed list of all items and their estimated value, which exceeds his Delegation of Authority.

A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission, authorizing the Executive Director to surplus the Port of Benton's excess property items as described in detailed list.

The Executive Director reviewed J-U-B Engineers' Consulting Agreement and stated they left out two specific orders approved at last month's Commission Meeting. These orders were included in the original Engineering Agreements listed total amount, but specifically are for 2015 Port Wide Maintenance Contract in the amount of \$26,100 for Task Order 922 and the Off Airport Miscellaneous Engineering Contract in the amount of \$7,500 for Task Order 932.

A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission, authorizing the Executive Director to approve the Unlisted Contracts to J-U-B Engineers for 2015 Port Wide Maintenance Contract in the amount of \$26,100 for Task Order 922 and the Off Airport Miscellaneous Engineering Contract in the amount of \$7,500 for Task Order 932.

The Executive Director provided information to the Commission on a meeting he, the Director of Airports and Roger Wright, RGW Enterprises, attended with TCRY representatives last week. The TCRY has recently hired a former employee of the Union Pacific Railroad, John Miller. He will

serve as TCRY's Vice President.

The Executive Director also stated he and Prosser City Manager Paul Warden met to discuss use of the Port of Benton's Wine and Food Park Property. The Commission stated the policy for the Port property will remain unchanged. Its primary designation is for use by Port Tenants and the annually scheduled Community Events.

G. STAFF INFORMATION REPORTS:

MARKETING: The 2015 spring newsletter will be complete in April. There will also be two public tours held this year; one in the spring and one in the fall.

GRANTS: The updated copy of the Grants Status report was reviewed and discussed. The Director of Maintenance discussed a grant the Port is applying for to receive playground equipment at Crow Butte Park. Conceptual designs will be sent to local tribes and the Corps of Engineers. There will be public meetings held, to receive public comments on the project. The Director of Governmental Affairs and Economic Development advised of the EDA application for master planning of the 1,641 acres in partnership with Benton County and the City of Richland. The total project is \$120,000, EDA requires a 50% match, and the Port's portion will be \$20,000.

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Governmental Affairs and Economic Development briefed the Commission on her projects, including their meeting with congressional delegates at the Pacific Northwest Waterways Association Annual Mission to Washington D.C. She also stated she and the Real Estate Specialist were pursuing other ideas for marketing the Vintners Village Phase 2. They are also meeting with tenants and discussing their needs for possible growth and expansion in Prosser. She is completing the package for MARAD's endorsement to lift the restrictions currently placed on the Port's land within the Richland Innovation Center.

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 Industrial Park, 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, March 11, 2015, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02407 through 02448 totaling \$80,851.37 and General Expense Warrants numbered 061039 through 061118 totaling \$139,856.25 from the General Expense Fund.

J. EXECUTIVE SESSION: The regular Commission meeting was recessed at 10:50 a.m. for an Executive Session to discuss real estate negotiations in accordance with RCW 42.30.110 (g). The

Commission announced the Executive Session would last no longer than twenty (20) minutes. The Executive Session was adjourned at 11:10 a.m. and the regular Commission meeting was reconvened.

K. ADJOURNMENT: With no further business, the meeting was adjourned at 11:10 a.m.

Roy D. Keck
Commission Secretary