

**PORT OF BENTON
SPECIAL COMMISSION MEETING MINUTES
July 23, 2015**

- A. **CALL TO ORDER:** The special Commission 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 B. Dezember, CPA, Director of Airports and Operations, John D. Haakenson, Director of Maintenance, Kevin Howard, Administrative Assistant, Kelly Thompson and Real Estate Specialist, Teresa Hancock. Roger Wright, RGW Enterprises was also present.
- B. **PLEDGE OF ALLEGIANCE:** Scott D. Keller led those present in reciting the Pledge of Allegiance.
- C. **CURRENT BUSINESS:** Roger Wright, RGW Enterprises, reviewed the construction contract for Columbia Park Trail Railroad Bridge Replacement Project, including two change orders, explaining the work planned and the necessary upgrades for steel bearings, additional ties and anchor bridge bolt bringing the total construction cost to \$1,318,426.37, including sales tax. It was also noted this amount is eligible for reimbursement under the State's grant the Port received.

A Motion was made by Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission; granting the Executive Director the authority to authorize two change orders for the Columbia Park Trail Railroad Bridge Replacement Project bringing the total project to the amount of \$1,318,426.37. This amount includes change order #1 for \$13,776.00, plus sales tax, for insurance information received by the Port after the project was bid and awarded; and Change Order #2 in the amount of \$56,299.60, plus sales tax, for bearing block, weld inspections, bridge bolts, anchoring, additional ties and replacement ties. In addition, Commissioners approved up to \$75,000 for flagging services for TCRY to close the tracks and have flaggers on site during the project. All amounts are eligible for reimbursement under the State's grant the Port received.

The Executive Director advised that Port staff is in negotiations with Kurion regarding a lease at 2345 Stevens Drive, #100, Richland, and they have requested the surety deposit to be equal to one month's rent or for it to be waived in lieu of substantial capital investment at onset of lease in the amount of \$4-6M.

A Motion was made by Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission authorizing the Executive Director to adjust the security deposit requirement for Kurion regarding the lease at 2345 Stevens Drive, #100, Richland, Washington in the amount of \$11,812.66, equivalent to one month's rent.

The Real Estate Specialist discussed the Mission Support Alliance (MSA) request for waiver of surety for a month to month rental agreement at 2345 Stevens Drive, Suite 110, Richland, Washington, for 10,000 square feet of storage use.

A Motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission authorizing the Executive Director to waive the surety deposit for MSA regarding the rental agreement at 2345 Stevens Drive, Suite 110, Richland, Washington in the amount of \$4,701.67.

D. ADJOURNMENT: The Commission meeting was adjourned at 9:14 a.m.

Roy D. Keck,
Commission Secretary