

**PORT OF BENTON
COMMISSION MEETING MINUTES
November 5, 2014**

- A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:30 a.m. at the Port of Benton Conference 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, CPA, Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson; Marketing and Communications, Wally Williams; Deputy Auditor, Kitty Thomas and Port Counsel, Tom Cowan. Also in attendance were Marvin Kinney, Roger Wright, Stan Jones, and Terry Christensen.
- B. PLEDGE OF ALLEGIANCE:** Marvin Kinney 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 October 8, 2014, Commission Meeting Minutes; October 28, 2014, Commission Budget Workshop Minutes, and Resolution 14-18, to Surplus Real Property in the Technology and Business Campus.**
 - 2. PUBLIC HEARING ON 2015 PROPOSED BUDGET:** The regular Commission Meeting was recessed at 8:33 a.m. and a Public Hearing was convened for the purpose of receiving public comment regarding the 2015 Port of Benton budget. The Commission complimented the Director of Finance on the budget, citing professionalism and ease of comprehension. The Director of Finance provided an overview of the proposed budget for 2015, and explained that the entire staff met to provide input to prepare for the budget. Commissioner Hagarty asked for public comment. No public comment was received. The Public Hearing was closed at 8:40 a.m.

A motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission approving Resolution 14-19, adopting the 2015 Port of Benton Budget. A Motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission approving Resolution 14-20, Certifying the Port's 2014 Levy for 2015 collection.

Staff answered Commission questions regarding Payment in Lieu of Taxes (PILT) and both Economic Development Association (EDA) and Community Economic Revitalization Board (CERB) Grants. They are projected to be greatly reduced in the coming year.
 - 3. PURCHASE AND SALE OF .87 ACRES:** Sotirios S. Xantheos and Maria A. Hadjos will purchase land at the Technology and Business Campus.

A Motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission authorizing the Executive Director to execute the necessary documents to sell .87 acres of land in the Technology and Business Campus in the amount of \$85,000 to Sotirious S. Xantheos and Maria A. Hadjos, dba Venezia Ristorante.

4. **UNSCHEDULED BUSINESS/VISITORS:** Stan Jones, Arculus, and Terry Christensen, Richland City Councilmember were present. Councilmember Christensen stated the City is working on their 2015 budget and will not take a 1% property tax increase this year; however they will bank the 1%. Commissioner Keck complimented the City on their efforts with their Cost of Service Analysis (COSA) and their budget.

D. COMMISSIONER COMMENTS:

Commissioner Larson commented on the letter recently sent by the Port to WSU Chancellor H. Keith Moo-Young, Ph.D., PE. The letter was sent to support commercialization and development in the Research District and highlights the importance of the Port's partnership. He also provided an update on the Hanford Communities.

Commissioner Keck commented on his attendance at the Washington Public Ports Association Small Ports Conference and the Pacific Northwest Waterways Association Annual Meeting. He also provided an update on his meeting with the Department of Energy Undersecretary. He advised the Undersecretary of the importance of the request for public land transfer for the community. He will be meeting with the Governor, as a representative of the Washington Public Ports Association Executive Board, later this week.

Commissioner Hagarty commented on her attendance at the Walter Clore Wine and Culinary Center. She also extended congratulations to Kyle and Kaye Roberson, Wingwalker Café and thanked the Port staff for their efforts in the success of the Grand Opening.

- E. COUNSEL COMMENTS:** Counsel advised that the TestAmerica Laboratories lease has been signed.

- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director stated the MARAD has granted the Port permission to sell the old shops building and to tear down the old radio building.

The Executive Director discussed the proposed amendment to the contract with David Evans and Associates for the Columbia Park Trail Overpass. The design had to be revised from weekday closures to all weekend work requiring the sequence of work to be completely revised including all bid documents.

A Motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission authorizing the Executive Director to execute the amendment in the amount of \$13,328 to the David Evans and Associates contract, bringing their total contract amount to \$189,794.

G. STAFF INFORMATION REPORTS:

GRANTS: An updated grants status report was discussed. The Executive Director thanked Roger Wright for his assistance with all the Port's grants and related materials needed, including all his help with the Walter Clore Wine and Culinary Center building.

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Governmental Affairs and Economic Development discussed the letter received from MARAD. She also stated she met with the Tri Cities Legislative Council and they have established their priorities for 2015. Energy, Education will be the main focus, with carbon tax issue also being addressed. The new VISIT TRI CITIES Brand shirts are in and were distributed to Commission and staff. The new Tri Cities Ports' banner display was also set up for Commission and staff to view.

MARKETING: Communications and Marketing Director Wally Williams stated he is working on Commissioner Hagarty's presentation for the Tri-City Area Chamber of Commerce "State of the Ports" scheduled for November 19, 2014. He is also designing the Port's Christmas card and completing the 2015 Port Calendar.

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, Prosser Vintners Village, Walter Clore Wine and Culinary Center, Benton City Properties and Crow Butte Park.

Roger Wright, RGW Enterprises, explained a proposed new City of Richland electrical easement. The new easement will allow an additional overhead electrical line through the Manufacturing Mall at the north end of the American Rock lease area. However, it will allow for removal of an existing distribution line and will help the situation when the existing east-west Transmission line has to be relocated when American Rock mines to that point of the property.

A Motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission approving the City of Richland Electrical Easement through the Manufacturing Mall.

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, November 5, 2014, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02256 through 002275, totaling \$85,934.79 and General Expense Warrants numbered 060366 through 060563, totaling \$651,647.07 from the General Expense Fund.

J. EXECUTIVE SESSION: The regular Commission meeting was recessed at 10:46 a.m. for an Executive Session to discuss litigation matters in accordance with RCW 42.30.110 (i) (iii) and legal and personnel matters in accordance with RCW 42.30.110 (g). The Commission announced the Executive Session would last no longer than thirty (30) minutes.

At 11:16 a.m. the Commission announced the Executive Session would last an additional fifteen (15) minutes. At 11:31 a.m. the Commission announced the Executive Session would last an additional ten (10) minutes. The Executive Session was adjourned at 11:41 a.m. and the regular Commission Meeting was reconvened.

K. ADJOURNMENT: With no further business, the meeting was adjourned at 11:41 a.m.

Roy D. Keck
Commission Secretary