

**PORT OF BENTON
COMMISSION MEETING MINUTES
January 18, 2017**

- 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 (via telephone conference call), 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; Director of Marketing, Wally Williams; Director of Real Estate, Teresa Hancock and Port Counsel, Tom Cowan. Also in attendance were Jason Archibald, Troy Stokes, and Stan Jones.
- B. PLEDGE OF ALLEGIANCE:** Commissioner Robert D. Larson 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 Hagarty, and unanimously passed by the Commission approving the December 14, 2016, Commission Meeting Minutes and the December 21, 2016, Special Commission Meeting Minutes.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** Stan Jones had no comment.
 - 3. RESOLUTION 17-01, DELEGATION OF AUTHORITY OF THE EXECUTIVE DIRECTOR AND HIS DESIGNEES:** The Director of Finance reviewed Resolution 17-01, the Delegation of Authority of the Executive Director and his designees.

A Motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission approving proposed changes to the Resolution 17-01, Delegation of Authority of the Executive Director and his Designees.
 - 4. SELECTION OF COMMISSION OFFICERS FOR 2017:** A motion was made by Commissioner Keck, seconded by Commissioner Hagarty, and unanimously passed by the Commission approving the Commission Officers for 2017: President, Robert D. Larson; Vice President, Jane F. Hagarty; and Secretary, Roy D. Keck.

The regular Commission Meeting was recessed at 8:39 a.m. and the Economic Development Corporation Meeting was convened.
 - 5. PORT OF BENTON ECONOMIC DEVELOPMENT CORPORATION (EDC) MEETING:** See attached minutes.

The Economic Development Corporation meeting was adjourned at 8:41 a.m. and the regular Commission Meeting was reconvened.

6. **ARCHITECT, ENGINEER & CONSULTANT CONTRACT RENEWAL UPDATE:** The Director of Finance reviewed the solicitation process for selecting Architects and Engineers. He explained that he, the Executive Director, the Director of Airports, the Director of Economic Development and Governmental Affairs and the Director of Maintenance reviewed the Statement of Qualifications submitted and scored each one. Based on the scores, firms were selected to perform services for the Port of Benton in 2017. The Commissioners were provided with a detailed list of these proposed consultant contracts whose proposed fees are greater than \$50,000, which exceeds the Executive Director's Delegation of Authority.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission authorizing the Executive Director to sign a previously budgeted contract for one year with J-U-B Engineers for ten task orders (non-FAA projects), not to exceed \$253,157; and to sign a contract for one year with RGW Enterprises, PC, not to exceed \$120,000, plus expenses; and to execute a contract for one year with Stan Stinson, not to exceed \$50,000.
7. **ASSESSMENT MEMBERSHIPS UPDATE:** The Director of Finance reviewed the updated assessment of memberships and organizational assignments for 2017. **A motion was made by Commissioner Hagarty, seconded by Commissioner Larson, and unanimously passed by the Commission approving the 2017 Assessment Membership and Organizational Assignments, including approving all travel expenses associated with attendance of meetings and events.**
8. **HI-LINE ENGINEERING:** Jason Archibald, ALD Architects, P.S., reviewed the Port's existing available land and his firm's development plan for Hi-Line Engineering expansion, located in the Richland Business Park. Maps, building structures and locations were discussed. Troy Stokes, CEO, Hi Line Engineering, submitted his formal Conceptual Site Plan for review by the Port Commission. He discussed the current need for more property for his growing business and his desire to keep his company local.
9. **PUBLIC HEARING:** A Public Hearing was convened at 9:29 a.m., to receive public comment regarding the advisability of declaring property excess to the future needs of the Port and the advisability of selling real property to Sage Bay Co., LLC. No public comment was received. The public hearing was closed at 9:30 a.m.
10. **RESOLUTION 17-02:** **A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission approving Resolution 17-02, for the sale of property in an Industrial Development District (IDD), and authorizing purchase and sale agreement with**

Sage Bay Company, LLC., for 2.49 acres, in the amount of \$108,465.

11. **RESOLUTION 17-03:** The Director of Real Estate explained that the property located in Benton City is adjacent to several other Port-owned properties. The Port will proceed with a 90 day due diligence for purchase consisting of land and improvements for \$67,000.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission approving Resolution 17-03, for the purchase of real property and improvements with Scott D. & Cherylden A. Brundridge, in the amount of \$67,000.

12. **RESOLUTION 17-04:** The Director of Airports briefed the Commission on the Port Wide Maintenance Project and explained the detailed costs listed.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission approving Resolution 17-04, accepting the work completed by Apex Contracting and Paving for the 2016 Port Wide Pavement Maintenance Project.

13. **RESOLUTION 17-05:** The Executive Director praised the Director of Maintenance for his commitment to securing funds for the continued improvements for Crow Butte Park. The Park Managers, Dave and Christy Bender sent a letter praising the Director of Maintenance for his loyalty and ease to work with. He secured a Recreation and Conservation Office (RCO) Grant for Crow Butte Park 2016 Marina Improvement Project, in the amount of \$641,555.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission awarding a contract to POW Contracting, for the Crow Butte Park 2016 Marina Improvement Project in the amount of \$248,886.

14. **RESOLUTION 17-06:** The Director of Maintenance explained that a separate contract for the fabrication of the floating dock system, adding 12 additional boat slips was for HD & B Marine. Both contracts are part of the same grant.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission awarding a contract to HDB Marine, for the Crow Butte Park 2016 Marina Improvements Projects-Fabrication of Floating Dock System in the amount of \$252,192.20.

- D. **COMMISSIONER COMMENTS:** Commissioner Larson reported on his attendance at the Association of Pacific Ports (APP) Annual Meeting and in particular the speech given by Port of Skagit, on value added agricultural products.

Commissioner Hagarty stated the Prosser Chamber Awards Banquet was scheduled for January 30, 2017. She and the Director of Marketing will work together to decorate the Port's table.

Commissioner Keck advised he attended the APP Annual Meeting, and also found the

speech given by the Port of Skagit very informative. He commented on the presentation regarding the shipping proposals being promoted by Canada, focusing on smaller barges to create a more efficient transition for off-loading by large ships.

E. COUNSEL COMMENTS: Counsel reserved comment for Executive Session.

F. EXECUTIVE DIRECTOR COMMENTS: The Executive Director discussed his trip to the APP Annual Meeting and found it very informative. He met representatives with McAllister and Quinn, who specialize in securing funds, including TIGER Grants. He advised that he requested a proposal and passed the information on to the Director of Economic Development and Governmental Affairs, so that she may work with her on future projects.

The Director of Finance has confirmed through the Port's Errors and Omissions Insurance provider, Enduris, that Port of Benton Commissioners, employees and volunteers acting within their scope of work for the Port of Benton are covered up to \$20M.

The Executive Director explained the request for a surety waiver for three tenants at the Port's 2952 George Washington Way building. He recommended the Commission waive the surety for SIGN Fracture Care International, Inc., Digital Image Tri Cities and AM Express Coffee.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission approving waiver of surety for SIGN, Fracture Care International, Inc., Digital Image Tri Cities and AM Express Coffee, tenants located at 2952 George Washington Way.

The Executive Director informed the Commission he received a phone call request from Eric Johnson, Director of Washington Public Ports Association (WPPA). Mr. Johnson asked for the Port's Director of Airports to serve as chair of the WPPA Aviation Committee.

G. STAFF INFORMATION REPORTS:

MARKETING REPORT: The Director of Marketing discussed the Tri City Herald Progress Edition and the two ads that will be placed for Vintners Village new development building and potentially Tri Ports. He is updating the Port's website and site sheets for all properties. He also reminded everyone the Annual Sportsman Show is January 20-22, 2017, at the TRAC. The Port will have a booth for Crow Butte Park at this event.

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

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Economic Development and Governmental Affairs briefed the Commission on her projects including a letter for signature by Commission thanking Congressman Dan Newhouse. She also advised of CORP EIS comments have been developed with PNWA and will be sent via e mail to the Commission.

H. SITE PROJECTS UPDATE: The Commission was briefed on the Technology and Business Campus, Tri Cities Enterprise Center, Richland Business Park, Railroad, Richland

Innovation Center, Richland Airport, Prosser Airport, Prosser Wine and Food Park, Vintners Village, Walter Clore Wine and Culinary Center, Benton City Downtown Properties 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 18, 2017, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 03462 through 03510 totaling \$105,491.91 and General Expense Warrants numbered 065148 through 065365 totaling \$492,342.84 from the General Expense Fund.
- J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 11:09 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 to discuss real estate negotiations and litigation. The Commission announced the Executive Session would last no longer than thirty (30) minutes. The Executive Session was adjourned at 11:40 a.m. and the regular Commission Meeting was reconvened.
- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:40 a.m.

Roy D. Keck,
Commission Secretary