

**PORT OF BENTON
COMMISSION MEETING MINUTES
October 5, 2016**

- 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 B. Dezember, CPA, Director of Airports, John Haakenson; Director of Economic Development and Governmental Affairs, Diahann C. Howard, Director of Maintenance, Kevin Howard, Administrative Assistant, Kelly Thompson and Port Counsel, Tom Cowan. Also in attendance were Darral Moore, Terry Christensen, Stan Jones and N. Zach Ratkai.
- B. PLEDGE OF ALLEGIANCE:** Stuart B. Dezember, CPA, led those present in 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 September 14, 2016, Commission Meeting Minutes.**
 - 2. UNSCHEDULED BUSINESS/VISITORS:** Stan Jones, Arculus, advised his company continues to develop plans for a visitor center at the USS Triton Submarine Sail Park. Terry Christensen, City of Richland Liaison, stated the City of Richland is developing their Comprehensive Plan of Improvements, their 2017 budget and have hired a Design Build Team to plan the new Richland City Hall. He also provided an update on the Public Facilities District (PFD Reach Project. N. Zach Ratkai, City of Richland Economic Development Manager, introduced himself to the Commission. He thanked the Port for their partnership in economic development.
 - 3. 1,341 ACRE MASTER PLAN UPDATE:** The Director of Economic Development and Darral Moore, JUB Engineers, provided an update on the Capital Facilities Plan, and the draft of the master plan being developed for the 1,341 acres transferred. This property is to be designated for industrial use. The land will be divided into large lots (200 to 400 acres each). This will attract large companies to locate to the Port District and the City of Richland. Funding will be explored through both Economic Development Association (EDA), Transportation Investment Generating Economic Recovery (TIGER) Grants and Local Revitalization Funding. Request for Urban Growth Expansion is due to Benton County by the end of this year.

- D. COMMISSIONER COMMENTS:** Commissioner Larson advised the Benton Franklin Council of Governments (BFCOG) has awarded a Transportation Alternatives Program (TAP) grant to the City of Prosser for 7th Street Improvements for a total grant fund amount of \$14,041, allocated to reconstruct 7th Street, ADA sidewalk ramp improvements, install ADA sidewalk ramps, including curb and gutter and asphalt patching at three intersections.

Commissioner Hagarty advised a Prosser Economic Development Association (PEDA) legislative tour was scheduled immediately following the adjournment of the Port Commission Meeting. She commented on the successful Prosser Balloon Rally held the last weekend in September. Commissioner Hagarty attended the September TRIDEC Board meeting for Commission Keck

Commissioner Keck advised he would also be attending the PEDA legislative tour. He had no further comments.

- E. COUNSEL COMMENTS:** Counsel advised the Commission his comments were reserved for the Executive Session.

- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director briefed the Commission on information regarding the Port's energy rebates from the Richland. Some agencies require a contractor to secure their rebates. The Director of Maintenance advised the Port is not required to use a contractor as they work directly with Greg Sullivan, Efficiency Solutions, City of Richland.

The Executive Director was approached by NOAANET to install fiber optic broadband cable at the Richland Airport. Commission and staff discussed working with the City of Richland and utilizing the partnership and planning this fiber.

The Port has closed on both Total Energy Management Company and Ingredion in recent land sales.

With the closing of the Ingredion Property for \$1.2M, the Executive Director proposed to use a portion of the proceeds, \$700,000, to pay off the Sigma Management note. Sigma Management previously reduced the note balance by \$100,000. Paying this debt off early saves the taxpayers of the Port of Benton District approximately \$100,000.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission authorizing the Executive Director to execute the necessary documents to pay off the Sigma Management note in the amount of \$700,000.

The Executive Director briefed the Commission on the Recreation and Conservation Office (RCO) Planning Grant for Crow Butte Park Campground Expansion. The Director of Maintenance explained that more boater specific RV camp sites are needed near the boat launch docks.

A motion was made by Commissioner Hagarty, seconded by Commissioner Larson, and unanimously passed by the Commission authorizing the Executive Director to execute Resolution 16-19 and any related documents for the Crow Butte Campground Expansion Planning Grant.

G. STAFF INFORMATION REPORTS:

COMMUNICATIONS AND MARKETING: The fall newsletter has gone to press and will be distributed next week.

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

GOVERNMENTAL AFFAIRS: The Director Of Governmental Affairs discussed the Comprehensive Scheme of Harbor Improvements update, which will be presented at a public hearing at the November Commission Meeting. She also provided an update on Payment in Lieu of Taxes (PILT).

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 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, October 5, 2016, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 03319 through 03365 totaling \$96,826.25 and General Expense Warrants numbered 064509 through 064741 totaling \$533,173.51 from the General Expense Fund.

J. EXECUTIVE SESSION: The Commission Meeting was recessed at 9:50 a.m. and an Executive Session was convened for the purpose of discussing real estate negotiations and pending litigation as provided in RCW.42.30.110 (1), (c) and (i). The Commission announced the Executive Session would last no longer than forty-five (45) minutes. The Executive Session was adjourned at 10:35 a.m.

K. ADJOURNMENT: With no further business, the meeting was adjourned at 10:35 a.m.

Robert D, Larson,
Commission Secretary