

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
December 16, 2015**

- 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 Dezember, CPA; Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Economic Development and Governmental Affairs, Diahann Howard; Real Estate Specialist, Teresa Hancock; Communications and Marketing Director, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Kevin Sliger, Pam Larsen, Marvin Kinney, Terry Christensen and Stan Jones.
- B. PLEDGE OF ALLEGIANCE:** Diahann Howard 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 November 10, 2015 Commission Meeting Minutes and Resolution 15-25, cancelling Warrant No. 058898.
  - 2. UNSCHEDULED BUSINESS/VISITORS:** Terry Christensen, City of Richland Liaison, thanked Port Commission and staff for their economic development efforts over the past year and long term partnership. Stan Jones, Arculus Design and Technical Services, thanked Port Commission and staff for their hard work this past year.
  - 3. HANFORD COMMUNITIES:** Pam Larsen provided the 2015 Annual Report of the Hanford Communities and the Summary of Washington's Consent Decree Proposal on Hanford Communities. She informed Commission and staff on the Manhattan National Park land transfer. She is looking forward to new community marketing efforts planned for 2016; including a new website, speaker bureau roundtables and public outreach with Bechtel National Inc., WSU and Stem High School. She thanked Commissioner Larson for serving on the Governing Board, Diahann Howard for serving on the Administrative Board.
  - 4. RESOLUTION 15-26:** A motion was made by Commissioner Keck; seconded by Commissioner Larson; and unanimously passed by the Commission approving Resolution 15-26 Authorizing Acceptance of Land Transfer from TRIDEC to the Port of Benton.

**D. COMMISSIONER COMMENTS:**

Commissioner Larson commented on his attendance at the Benton Franklin Good Roads and Transportation Association, Rotary and the Grand Opening of 'Ann's Best Creole' and Soul Food Café. He thanked staff for their efforts on a successful event.

Commissioner Keck commented on serving this past year as President of the Washington Public Ports Association (WPPA). This appointment was a beneficial experience and he thanked commission and staff for the opportunity to serve in this capacity. He encouraged staff to provide input to improve education and meetings and any suggestions for identifying beneficial organizations to enhance the presence and visibility of Washington Ports at both the national and federal level.

Commissioner Hagarty commented on her attendance at the Prosser Economic Development Association (PEDA) Board Meeting, and discussed the recent sale of the former ConAgra building to Fruit Smart (a former Port of Benton Prosser Airport tenant), for use as a cold storage and product shipments. This facility will be an expansion to their existing facility located in Grandview, Washington.

- E. COUNSEL COMMENTS:** Counsel commented that executive staff met with Tri-City Railroad (TCRY) to finalize and request design criteria for the Duportail Street Railroad Crossing project for submittal to City of Richland. At this time, counsel or staff have not received TCRY's track and crossing criteria. Counsel provided an update related to litigation between Tri-City Railroad and their sub-tenant related to demurrage fees. Counsel and executive director have reviewed the Demurrage Tariff dated August 1, 2015 and concur the fees appear reasonable. Joint discussion continues with Tri-City Railroad and City of Richland addressing safety and operational concerns for proposed SR-240 Vantage Highway Pathway Project. The project scope intends to extend a bicycle and pedestrian pathway by a grade-separated crossing at Snyder Street. Funding of the project will be through city and state funds. Project construction is anticipated for first half of 2016.
- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director updated the commission on his recent attendance at the International Council of Air Shows (ICAS). The event offers the opportunity for staff to meet with government/FAA officials, show performers, support service providers and consultants for the air show industry. The Port has tentatively scheduled an air show September 30, 2017, at the Richland Airport. Networking at this event has permitted staff to retain an "Air Boss" and gather relevant information and consultation. Staff plan to follow up with additional contacts made from the show and continue working closely with Kevin Sliger, executive director of Benton-Franklin Transit, for needed attendee transportation logistics for the event.

The Executive Director and Director of Finance briefed the commission with progress of the current state audit process. The commission will be provided a copy of the audit once completed.

The Executive Director discussed the .09 Rural Funds status with Benton County officials. The commission was updated that funds will be divided between eight agencies (Benton County, Port of Benton, Port of Kennewick, City of Prosser, City of Richland, City of Kennewick, City of Benton City and City of West Richland), paid annually for the next eight years. Staff anticipates a detailed update from the county within the next thirty days and commission will be updated at that time.

The Executive Director commented on the design of a new multi-tenant monument sign to be installed at 2345 Stevens Drive (1171 building). The purpose is to control and

consolidate the various tenant signs currently cluttering this highly visible building into a single location. The sign will further enhance the port's professional economic image and site aesthetic; as well as, providing better directional signage and less confusion for tenant customers. The sign is anticipated to cost approximately \$38,000 and is within the executive director's delegation of authority.

**G. STAFF INFORMATION REPORTS:**

**GRANTS:** An updated grants status report was reviewed.

**GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT:** The Director of Governmental Affairs & Economic Development reminded the Commission of the upcoming WPPA Port Day scheduled for January 27, 2016 in Olympia. The agenda has yet to be set but will provide as soon as available. The Tri-Cities Legislative Council representatives plan to meet with delegates on January 28, 2016 to discuss priorities.

**MARKETING:** Commission and staff viewed the Executive Director's interview with the City of Richland, focusing on the Technology and Enterprise Center. The Director of Marketing stated Christmas cards have been mailed out and the 2016 calendar will be complete next week. The USS Triton Sail replica is in the final stage of completion and will be placed in the port's administration building lobby.

**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.

**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, December 16, 2015, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02832 through 02877, totaling \$87,090.79 and General Expense Warrants numbered 062669 through 062810, totaling \$265,950.91 from the General Expense Fund.

**J. EXECUTIVE SESSION:** The regular Commission meeting was recessed at 11:59 a.m. for an Executive Session to discuss matters related to: real estate negotiations 42.30.110 (c), personnel matters 42.30.110 (g) and potential litigation 42.30.110 (i) in accordance with RCW 42.30.110. The Commission announced the Executive Session would last no longer than 30 minutes. The Executive Session was adjourned at 12:28 p.m. and the regular Commission Meeting was reconvened.

**L. ADJOURNMENT:** With no further business, the meeting was adjourned at 12:29 p.m.

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Roy D. Keck  
Commission Secretary