

**PORT OF BENTON
COMMISSION MEETING MINUTES
March 23, 2016**

- A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:30 a.m. at the Walter Clore Wine and Culinary Center, Vineyard Pavillion, 2140 Wine Country Road, Prosser, 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 Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Administrative Assistant, Kelly Thompson, Real Estate Specialist, Teresa Hancock, Director of Communications and Marketing, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Carl Adrian, Marvin Kinney, Roger Wright and Deb Heintz.
- 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 February 26, 2016, Commission Meeting Minutes.
 - 2. PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA):** Deb Heintz reviewed year end statistics and provided updates on Love’s Travel Stop, Prosser Leadership Class, Grant-Writing Partners meeting, Historic Downtown Prosser Association, Catholic Charities Housing Program and Washington State University (WSU) Hospitality Program (promoting customer service training).
 - 3. TRIDEC:** Carl Adrian provided an update on current efforts to promote economic development in the local community. TRIDEC representatives annually attend both the POWER GEN Conference and the FABREO (Food and Beverage Retention & Expansion Opportunities) conference, both of which promote Tri Cities businesses. He also discussed the Site Selection Magazine’s 2015 Business Climate report highlighting the Tri Cities area and TRIDEC’s 2016 Work Plan, outlining their projects and objectives.
 - 4. RESOLUTION 16-06:** The Executive Director and the Director of Airports explained the need for established support and matching funds for the Richland Airport Circle Area Hangar Taxilane Development Project, as required by the Washington State Department of Transportation (WSDOT) Grant application process.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission approving Resolution 16-06, Establishing Support and Matching WSDOT grant application funds for the Richland Airport Circle Area Hangar Taxilane Development Project.

- D. COMMISSIONER COMMENTS:** Commissioner Larson reported on his attendance at the Pacific Northwest Waterways Association (PNWA) Mission to Washington DC. He stated the outcome of the request for Port control of the buildings and land at the Richland Industrial Center is still being negotiated by attorneys for both the maritime administration and the General Services Administration (GSA). He also stated U.S. Representative Dan Newhouse spoke on behalf of the Yakima Basin Water Storage issues.

Commissioner Hagarty reported on her attendance at the Prosser Chamber of Commerce Board meeting, where they are evaluating all community events. She also attended last month's Walter Clore Wine and Culinary Center Board meeting and reviewed the Tasting Room Tracking Summary and the Event Revenue Report.

Commissioner Keck commented on his attendance at the PNWA Mission to Washington DC. He stated their biggest challenge is finding funding for major infrastructure improvements such as the north jetty in Astoria and the badly needed dredging that needs to be done in Astoria and Coos Bay. He stated the United States and Canadian Treaty for the Columbia River was discussed.

- E. COUNSEL COMMENTS:** Counsel confirmed the meeting with the TCRY and Port representatives was set for March 24, 2016.

- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director briefed the Commission on the letter sent to the Secretary of Transportation providing support to the City of Richland for the Duportail Bridge Project.

The Executive Director reviewed a list of excess farm equipment property the Port is ready to surplus as it is no longer necessary for Port operations. He provided the Commission with a detailed list of all items and their estimated value.

A motion was made by Commissioner Hagarty, seconded by Commissioner Larson, and unanimously passed by the Commission, authorizing the Executive Director to surplus the Port of Benton's excess property items in the amount of \$9,500, described as follows: two forklifts, approximately 40 years old, \$250; one 14 foot trailer, \$500; one thousand gallon propane tank, \$250; one hyd bin trailer, \$600; ninety twelve foot ladders, \$60 each, for a total of \$4,400; and one four hundred gallon rear sprayer, mid 2000 model, \$3,500.

The Executive Director and the Director of Maintenance informed the Commission the grinder pumps at Crow Butte Park are failing. One is failing completely; the other has lost one phase of three phase power. Port staff was directed to continue to receive quotes. At this time an estimated cost of replacing the two pumps (with full installation) is between \$40,000 and \$50,000.

The Executive Director discussed options for selling parcels of land at Vintners Village, Phase 2: Amending the Comprehensive Plan and offering a lot at fair market value or possibly building a development building similar to the one located at the Prosser Wine and Food Park.

The Executive Director and Real Estate Specialist briefed the Commission on the appraisals that have been completed for sales of Stevens Drive, Ingredion and Markel Properties.

G. STAFF INFORMATION REPORTS:

MARKETING: The 2016 spring newsletter will be complete in April. A request was made by the City of Richland for the use of the Port's barge slip or high dock areas for two paddlewheel boats that will be here in June. Staff is working with the Puget Sound Naval Shipyards to determine if this is feasible.

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

Roger Wright discussed the retainage pond, required by storm water regulation, to be located in the Technology and Business Campus. The Port's responsibility is approximately \$30,000; the City of Richland's responsibility is \$70,000. The state will match this amount at \$100,000.

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 Industrial Park, Benton City Downtown 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, March 23, 2016, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02975 through 03021 totaling \$94,220.44 and General Expense Warrants numbered 063201 through 063356 totaling \$495,609.63 from the General Expense Fund.

J. ADJOURNMENT: With no further business, the meeting was adjourned at 10:30 a.m.

Robert D. Larson
Commission Secretary