

**PORT OF BENTON
COMMISSION MEETING MINUTES
May 4, 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 Dezember; Director of Airports, John Haakenson, Director of Maintenance, Kevin Howard; Administrative Assistant, Kelly Thompson' Director of Governmental Affairs, Diahann Howard; Director of Real Estate, Teresa Hancock; Director of Marketing and Communication, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Roger Wright, Terry Christensen, Bryon Ross and Kevin Sliger.
- 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 Robert D. Larson, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission approving the April 20, 2016, Commission Meeting Minutes and Approving Resolution 16-07, for the sale of property in an Industrial Development District (IDD) and Purchase and Sale Agreement with Ingredion.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** There were none.
 - 3. RESOLUTION 16-12:** The Director of Finance briefed the Commission on Resolution 16-12, Authorizing Membership with Enduris for the purpose of providing liability and property insurance for the District. Approving a Master agreement and authorizing execution thereof and accepting a Memorandum of Insurance coverages under such contract. He thanked Bryon Ross, Conover Insurance, for his assistance.

A motion was made by Commissioner Robert D. Larson, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission approving Resolution 16-12, Authorizing Membership with Enduris for the purpose of providing liability and property insurance for the District. Approving a Master Agreement and authorizing execution thereof and accepting a Memorandum of Insurance coverages under such contract.
 - 4. PUBLIC HEARING:** A Public Hearing was opened at 8:34 a.m. to accept public comment on amending the Comprehensive Plan of Improvements to reflect the sale of property in an Industrial Development District (IDD). Resolution 16-13, the sale of property in an Industrial Development District (IDD) within the Manufacturing Mall, and Authorizing a Purchase and Sale Agreement with DFP, LLC. The Executive Director explained this sale includes a four acre parcel and existing building for the amount of \$594,180. DFP, LLC plans to build a 14,400 square foot building to the north of the existing building they are purchasing to enhance their growth potential and retain jobs in our Port District. Commissioner Keck asked for public comment. No public comment was received. The Public Hearing was closed at 8:39 a.m.

A motion was made by Commissioner Robert D. Larson, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission approving Resolution 16-13, amending the Comprehensive Plan of Improvements and approving the removal of 4 acres of property and improvements in the Manufacturing Mall, declared surplus to the Port's needs.

- D. COMMISSIONER COMMENTS:** Commissioner Larson commented on the recent article highlighting Representative Dan Newhouse and his placing the release of the deed restrictions in the Richland Industrial Center (RIC) under the National Defense Act. He also commented on his recent trip to the Association of Pacific Ports (APP) Fly in/Fly out Seminar; one speech centered on transparent management of taxpayers' dollars and good stewardship of staff and elected officials.

Commissioner Hagarty reported on her attendance at the Walter Clore Wine and Culinary Center board meeting. She also attended the Prosser Economic Development Association (PEDA) annual meeting last night; Mark Baldwin was the featured speaker and focused on the economic state of the nation.

Commissioner Keck reported on his attendance at the Benton City Spring Opener last weekend, stating it was the most well attended to date. He also attended the APP Fly in/Fly out Seminar where the recommendation was all Ports need to create and adopt both an Emergency Disaster Plan, complete with media communications and a Succession Plan.

The Executive Director responded that staff is currently working with emergency management agencies, port engineers, Enduris and Conover Insurance to draft a plan to address any possible concerns or disasters affecting any of the properties, including the Port's short line railroad and two airports.

- E. COUNSEL COMMENTS:** Counsel stated he also attended the Benton City Spring Opener and commented on how well the Port was acknowledged for their support of this event.
- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director reminded the Commission that Sigma Financial Group, LP, has confirmed they will reduce the purchase price of 3190 George Washington Way improvements in the amount of \$100,000. Port Counsel has prepared an amendment to the promissory note.

A motion was made by Commissioner Robert D. Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to amend the promissory note in the amount of a \$100,000 reduction.

Roger Wright provided an update on the port's current rail traffic, short line railroad, unit trains and track usage. He also discussed future infrastructure plans, including the realignment of Robertson road and building a new access road with an extension of infrastructure in the Manufacturing Mall. The City has received state monies to place a signal at the intersection of SR 240 and Hagen Road to mediate increased truck traffic.

He also discussed City Wetlands Mitigation and relocation of American Rock's access Road. **A motion was made by Commissioner Robert D. Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to negotiate with the City of Richland for easements and boundary line**

adjustments for alignment of Hagen Road and for City design of Port road improvements.

G. STAFF INFORMATION REPORTS:

MARKETING: The Director of Communications and Marketing updated the Commission on the Wit Cellars Ribbon Cutting, scheduled for May 6th and; Savage Logistics, LLC, Groundbreaking, scheduled for May 9th. He stated he is updating the aerial photographs of all Port properties for upcoming presentations and site sheets.

The Director of Economic Development and Governmental Affairs updated the Commission on the recent submittal of a nomination for two or three awards for the Port of Benton at the upcoming Washington Public Ports Association (WPPA) Spring Meeting. These awards are focused on economic development, job retention and partnership with another agency (City of Richland). She also advised of American Association of Port Authorities (AAPA) awards submittal and overviewed upcoming State of the Ports video and wayfinding study.

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

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Governmental Affairs and Economic Development briefed the Commission on her projects, including the submission of the potential amendment Port of Benton Columbia Park Trail Bridge, where there is an excess of \$415,000 which has been requested to be committed to the repair of a three-mile section north of the bridge for ballast, undercutting and tie replacement.

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 Downtown Property and Crow Butte Park.

The Director of Real Estate advised that Intermech has requested the Port Commission consider waiving the required lease security deposit. Port Commission declined this request.

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, May 4, 2016, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 03071 through 03116 totaling \$91,467.52 and General Expense Warrants numbered 063510 through 063763 totaling \$764,516.76 from the General Expense Fund.

J. ADJOURNMENT: With no further business, the meeting was adjourned at 11:17 a.m.

Robert D. Larson,
Commission Secretary