

**PORT OF BENTON
COMMISSION MEETING MINUTES
February 14, 2018**

- 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 Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams and Port Attorney, David J. Billetdeaux. Also in attendance were Mandy Lill, Andrew Allison, Kim Shugart, Bill Barlow, Steve Mallory, Terry Christensen, Brett Spooner, Katie Bank, Christian Diamond, Christopher Cree, Jess Stangeland and Stan Jones.
- B. PLEDGE OF ALLEGIANCE:** Stuart Dezember, CPA, PPM® led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS:** A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission approving the January 4, 2018, Commission Meeting Minutes; the January 29, 2018, Special Commission Meeting Minutes; Resolution 18-03, Accepting Work Completed by C&E Trenching, LLC, for the Richland Airport Way Entrance Improvements Project; and Resolution 18-04, to Cancel Warrant No. 67429.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** Bill Barlow, Ben Franklin Transit; and Mandy Lill and Andrew Allison, Ecoland; were introduced. Terry Christensen stated he was appointed another two years as Port Liaison for the Richland City Council.
 - 3. ARCHITECT, ENGINEER & CONSULTANT CONTRACTS 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 for the calendar year 2018. 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 Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to execute a contract for one year with J-U-B Engineers for eight task orders (non-FAA projects), not to exceed \$167,000; and to execute 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.

4. **TRI CITIES WAYFINDING PLAN APPROVAL:** Kim Shugart, Visit Tri-Cities, presented the wayfinding plan for Pasco, Kennewick, Richland, West Richland, Benton and Franklin Counties. She highlighted branding and signage used to identify attractions and easily direct visitors, with specific focus on North Richland and the USS Triton Sail Park. The Commission accepted this plan.
5. **USS TRITON SAIL DESIGN UPDATE:** Steve Mallory, Arculus Design, along with the Director of Economic Development and Governmental Affairs, provided plans and drawings for the USS Triton Submarine Sail Park. These plans include a building with facts explaining the USS Triton, a public restroom, landscaping, wayfinding signage and trail parking.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission approving the adoption of the design plan and recreational trail improvement for the USS Triton Submarine Sail Park.

6. **ECONOMIC DEVELOPMENT ADMINISTRATION REGIONAL INNOVATION SEED GRANT:** The Director of Economic Development and Governmental Affairs, along with Brett Spooner discussed the seed grant and contract for FUSE. They explained the concept of bringing people, ideas, events and education together to provide a network for small business owners, ultimately creating new jobs. They provide resources for these businesses and create an equity fund. They requested Commission approval for the contracts to support the grants for Christopher Cree, for three years, in the amount of \$31,200 and for FUSE for three years, in the amount of \$254,113.

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the contracts to support the I 6 Challenge grant and contracts and authorizing the Executive Director to execute a contract with Christopher Cree, for three years, in the amount of \$31,200 and to execute a contract with FUSE for three years, in the amount of \$254,113.

7. **CROW BUTTE BOATER'S CAMPGROUND PLANNING RCO #16-2371P:** The Executive Director thanked the Director of Maintenance along with grant-writer Sue Jetter and George Reynolds, Riedesel Engineering, for the continued perseverance in researching, presenting and being awarded the grants to improve the overall quality of Crow Butte Park. He then reviewed the Recreation and Conservation Organization (RCO) grant. This grant is in the amount of \$210,000, with the Port's share being \$75,000. The Recreation and Conservation Organization (RCO) Grant is for a master plan for the addition of campsites and restrooms at the boat launch marina.

A motion was made by Commissioner Robert Larson, seconded by

Commissioner Jane Hagarty and unanimously passed by the Commission approving the Crow Butte Boater's Campground Planning RCO #16-2371P grant in the amount of \$210,000, with the Port's share being \$75,000. Total amount of the Recreation and Conservation Organization (RCO) Grant is for master planning the addition of campsites and restrooms at the boat launch marina and authorizing the Executive Director to execute all necessary documents.

- D. COMMISSIONER COMMENTS:** Commissioner Robert Larson thanked the Director of Marketing on his innovation in preparing the Port's table at the Prosser Chamber of Commerce Awards Banquet. He also thanked the Director of Maintenance and Sue Jetter on their continued efforts in seeking grants.

Commissioner Jane Hagarty stated she attended the Prosser Chamber of Commerce Awards Banquet and reported on her attendance at the PEDAs board meeting where they received a presentation from the Benton Clean Air Agency. She also discussed Prosser is continuing to explore wayfinding signage.

Commissioner Roy Keck stated he attended the Prosser Chamber of Commerce Awards Banquet and commented on his attendance at the Port of Kennewick's Columbia Gardens Wine and Artisan Village.

- E. COUNSEL COMMENTS:** Port Counsel discussed a letter he and the Director of Airports are drafting to residents adjacent to the Prosser Airport, regarding trees which are impacting air space. There are several trees on several properties which will need to be trimmed. The Commission recommended there be an addition to the letter letting recipients know the Port will be responsible for the cost of the tree trimming or any necessary alternatives.

Port Counsel provided an update on the services Restorical Research, LLC has been providing to the Port regarding old insurance policies for the underground storage tanks at the Prosser Airport. The Port is eligible to receive some reimbursement funds and may be able to recover some monies associated with the cost of the Department of Ecology's mandate to continue monitoring the site. Restorical has identified \$344,000 they believe will be reimbursed over the next year.

Port Counsel discussed the taxpayer lawsuit with the Supreme Court. There has been a motion to allow an amicus brief into the record, through the Best Law Firm. This is being submitted by former Washington State Auditor Brian Sonntag. Port Counsel explained the substance of the Port's objection and declaration filed in response.

Port Counsel updated the Commission on a letter the Port received from Randy Peterson of TCRY. The letter was in regard to track maintenance standards.

Port Counsel also updated the Commission regarding public records requests. To date, the Port has received 183 public records requests from TCRY and approximately 140 have been fulfilled. Many of the outstanding public records requests related to attorney billing records, which must be redacted, and they take longer to produce. Additional records are ready to be provided, once payment is received under the approved fee schedule.

- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director discussed the new Richland Aero Shelters, LLC lease at 2146 Butler Loop, for .16 acres. The lease term is

ten years, plus (4) ten year renewal options. The annual lease payment is \$1,161.23, which includes leasehold excise tax, with a security deposit (\$1,161.23 equal to one year's rent, including leasehold excise tax).

A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to execute the terms of the new lease for Richland Aero Shelters, LLC at 2146 Butler Loop, for .16 acres. The lease term is ten years, plus (4) ten year renewal options. The annual lease payment is \$1,161.23, including leasehold excise tax, with a security deposit (\$1,161.23 equal to one year's rent, including leasehold excise tax).

The Executive Director discussed the new Clifton Berkey Engineering, LLC lease at tbd Airport Way for .29 acres. Mr. Berkey will be storing three planes in his hangar as well as locating his office space there. The lease term is ten years, plus (3) ten year renewal options. The annual lease payment is \$2,708.16, including leasehold excise tax, with a security deposit (\$2,708.16 equal to one year's rent, including leasehold excise tax).

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed by the Commission authorizing the Executive Director to execute the terms of the new lease for the Clifton Berkey Engineering, LLC at address tbd on Airport Way for .29 acres. The lease term is ten years, plus (3) ten year renewal options. The annual lease payment is \$2,708.16, including leasehold excise tax, with a security deposit (\$2,708.16 equal to one year's rent, including leasehold excise tax).

The Executive Director discussed a potential land sale or continuing with a long term lease on property in the Technology and Business campus and the issues relating to the IDD and surplus process.

G. STAFF INFORMATION REPORTS:

MARKETING: The Director of Communications and Marketing stated he is working on the Richland Rotary Entrepreneurial Awards Banquet scheduled for February 27, 2018. The Port recently attended the Washington Association of Wine Grape Growers (WAWGG) Trade Show. He has begun the spring newsletter, which will be published in April and discussed updating and modernizing the newsletter in the future. He, along with the Director of Economic Development and Governmental Affairs are working to rebrand the Vintners Village advertising in publications and on line to attract prospective buyers and visitors.

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

ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS: The Director of Economic Development & Governmental Affairs briefed the Commission on her projects, including the itinerary for the upcoming PNWA Mission to Washington D.C. conference, overviewed state legislative bills of importance and actions taken by the Port and stated she will be presenting to the state aviation caucus March 1 in Olympia.

H. SITE PROJECTS UPDATE: The Commission was briefed on the Technology and Business Campus, Tri Cities Enterprise Center Building, 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, February 14, 2018, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 04159 through 04217 totaling \$103,503.07 and General Expense Warrants numbered 067742 through 067934 totaling \$1,208,598.29 from the General Expense Fund.

The Director of Finance stated the first payment request has been submitted for 2018 .09 monies for \$642,000.

- J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 11:05 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 (1) (i) to discuss potential litigation. The Commission announced the Executive Session would last no longer than thirty (30) minutes. The Executive Session was adjourned at 11:35 a.m. and the regular Commission Meeting was reconvened.

- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:35 a.m.

Robert D. Larson,
Commission Secretary