

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
January 25, 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 and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson; Communications and Marketing, Wally Williams; Real Estate Specialist, Teresa Hancock and Port Counsel, Tom Cowan. Also in attendance were Marvin Kinney, Kevin Slinger, Terry Christensen and Stan Jones.
- B. PLEDGE OF ALLEGIANCE:** Kevin Howard 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 December 16, 2015, Commission Meeting Minutes**
  - 2. UNSCHEDULED BUSINESS/VISITORS:** Terry Christensen, City of Richland Councilmember and Port Liaison, stated he attended the Sportsman show and observed the Port's Crow Butte Park booth. He also stated he has been asked to stay on as liaison by the council. The City of Richland has hired Roger Brooks to develop a vision plan for waterfront corridor connecting the downtown area, new city hall and fire department locations and Kadlec Medical Center's expansion.
  - 3. RESOLUTION 16-01, DELEGATION OF AUTHORITY OF THE EXECUTIVE DIRECTOR AND HIS DESIGNEES:** The Director of Finance reviewed Resolution 16-01 the Delegation of Authority of the Executive Director and his designees, and the proposed change listed in Exhibit A.  
  
**A Motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission approving proposed changes to the Resolution 16-01, Delegation of Authority of the Executive Director and his Designees with Attachment Exhibit A.**
  - 4. SELECTION OF COMMISSION OFFICERS FOR 2016: A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission approving the Commission Officers for 2016: President, Roy D. Keck; Vice President, Jane F. Hagarty; and Secretary, Robert D. Larson.**  
  
The regular Commission Meeting was recessed at 8:45 a.m. and the Economic Development Corporation Meeting was convened.
  - 5. PORT OF BENTON ECONOMIC DEVELOPMENT CORPORATION (EDC) MEETING:** See attached minutes. **A motion was made by Commissioner**

**Hagarty, seconded by Commissioner Larson and unanimously passed by the Commission approving the January 7, 2015, Economic Development Corporation (EDC) minutes. A motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission approving the Commission Officers for 2016: President, Roy D. Keck; Vice President, Jane F. Hagarty and Secretary, Robert D. Larson.**

The Economic Development Corporation meeting was adjourned at 8:47 a.m. and the regular Commission Meeting was reconvened.

- 6. ARCHITECT, ENGINEER & CONSULTANT CONTRACT RENEWAL UPDATE:** The Executive Director reviewed the solicitation process for selecting Architects and Engineers. He explained that he, the Director of Finance, the Director of Airports 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 in 2016. The Commissioners were provided with a detailed list of these consultant contracts whose proposed fees are greater than \$50,000, which is the limit under the Executive Director's Delegation of Authority.

**A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission authorizing the Executive Director to sign a contract for one year with J-U-B Engineers for ten task orders, not to exceed \$187,000; and to sign a contract for one year with RGW Enterprises, PC, not to exceed \$115,000; and to execute a contract for one year with Stan Stinson, not to exceed \$60,000.**

- 7. ASSESSMENT MEMBERSHIPS UPDATE:** The assessment of memberships and organizational assignments for 2016 was reviewed. **A motion was made by Commissioner Hagarty, seconded by Commissioner Larson and unanimously passed by the Commission approving the 2016 Assessment Membership and Organizational Assignments, including all travel associated with attendance of meetings and events.**
- 8. AWARD CONTRACT, CROW BUTTE PARK PLAYGROUND:** The Executive Director and Director of Maintenance reviewed the Request for bids and contract for Crow Butte Park Playground equipment (labor only). **A motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission authorizing the Executive Director to award and execute the contract to Moreno & Nelson Construction Corporation, Walla Walla, in the amount of \$93,660.**

- D. COMMISSIONER COMMENTS:** Commissioner Larson reported on Hanford Communities Manhattan National Park meetings both he and the Director of Governmental Affairs attended. He also plans to attend the Legislative Trip and Port Day in Olympia later this week.

Commissioner Hagarty stated the Prosser Chamber Awards Banquet was tonight at 5:30 p.m. at the Walter Clore Wine and Culinary Center.

Commissioner Keck advised he just returned from the Association of Pacific Ports Annual Meeting, where the focus was on Ports' awareness/preparedness regarding cyber-terrorism. United States and neighboring Ports are vulnerable and security measures were emphasized.

**E. COUNSEL COMMENTS:** Counsel discussed the status of the discussions with Tri-City Railroad regarding the conveyance of additional crossing.

**F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director discussed Isoray's status on land purchase. The port has secured a \$25,000 deposit and the Isoray has completed their feasibility.

Vintners Village Phase 2 growth and development is a priority for staff in 2016. The Executive Director stated Jason Archibald has been hired to begin designing a development building similar to what the Port previously built and has in place at the Prosser Wine and Food Park. This building will feature three or four bays with approximately 2,500 square feet in each bay.

The Executive Director called the county representatives last week regarding an update on the status of the .09 monies. He advised the Commission he should receive an update in two to three weeks.

The Port of Benton is no longer performing herbicide and pesticide spraying. This work is now being contracted out. Therefore the spray equipment is no longer needed for port purposes. This equipment includes pesticide spray skid, three tanks, related hoses and accessories. The value of the equipment is approximately \$6,000. The Port has received a bid of \$9,000 for this equipment

**A motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission approving the surplus of Port of Benton pesticide spray skid, three tanks, related hoses and accessories valued at \$6,000.**

The Executive Director reported the Northwest Seaport Alliance (Ports of Tacoma and Seattle) meeting was held here last week, with several parties represented, loop track, short line rail and the Port's available property were discussed.

**G. STAFF INFORMATION REPORTS:**

**MARKETING REPORT:** Wally Williams reviewed the 2016 Marketing Plan and Advertising Schedule. He reviewed specific goals set by staff, including the displays for Trade Shows and the 2016 Progress Edition and the Entrepreneurial Awards scheduled for February. He will be setting up for the Prosser Chamber Awards Banquet later today.

**GRANTS:** The updated copy of the Grants Status report was reviewed and discussed. The Director of Economic Development and Governmental Affairs advised that a grant submitted for land transfer master planning will be submitted to Economic Development Administration. It requests a 50% match and Port will as the city of Richland to consider sharing in the match requirement.

**GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT:** The Director of

Economic Development and Governmental Affairs briefed the Commission on her projects including an update on the DOE land transfer. She advised the Port will participate in a ceremony honoring Max Benitz Sr. with a plaque to be presented to his family in Olympia later this week. While in Olympia, Commission and staff will also attend Washington Public Port Day and the Tri-Cities Legislative General Services Administrative Council Meetings and Reception. Mr. Craig Crotteau has been hired by the Port to assist in negotiations with the Maritime Administration and on the Port's Property in the Richland Innovation Center.

**H. SITE PROJECTS UPDATE:** The Commission was briefed on the Technology and Business Campus, Tri Cities Enterprise Center, 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.

**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, January 25, 2016, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02878 through 02925 totaling \$98,067.05 and General Expense Warrants numbered 062811 through 063006 totaling \$380,770.76 from the General Expense Fund.

The Director of Finance advised the Commission the Exit Conference with the State Auditors will be held February 3, 2016.

The Director of Finance advised the Commission the 2016 tax levy has been calculated and will be .398 cents per \$1,000 assessed value.

**J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 10:30 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 to discuss real estate negotiations and personnel issues. The Commission announced the Executive Session would last no longer than thirty (30) minutes. At 11:00 a.m., the Commission announced the Executive Session would last an additional ten (10) minutes. The Executive Session was adjourned at 11:10 a.m. and the regular Commission Meeting was reconvened.

**K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:10 a.m.

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Robert D. Larson,  
Commission Secretary