

**PORT OF BENTON
COMMISSION MEETING MINUTES
March 8, 2017**

- 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, 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; Director of Economic Development, Diahann Howard; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Marvin Kinney, David Billetdeaux, Mitzi Black, Carl Adrian, Abbey Cameron, via video conference (skype), Lottie Carlson, Dave Stockdale, Brian Malley, Stephanie Seamans, Ann-Marie Lundberg, Craig Levie, Sue Jetter and Deb Heintz.
- B. PLEDGE OF ALLEGIANCE:** Commissioner Jane Hagarty led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS:** A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission approving the February 8, 2017, Commission Meeting Minutes.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** There were none.
 - 3. WALTER CLORE WINE AND CULINARY CENTER:** Abbey Cameron, via video conference/skype, provided an overview of the 2017 budget and highlighted their partnership with Ethos for food service. They now have four full time and three part time positions. She thanked the Port for their continued support.
 - 4. PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA):** Deb Heintz reviewed year end statistics and provided updates on Love's Travel, as well as the Holiday Inn Express, which is also owned by Loves. She thanked the Port for their continued support of economic development in Prosser.
 - 5. TRIDEC:** Carl Adrian reviewed TRIDEC's mission statement, including the Executive Summary on business recruitment and expansion. He provided an update on current efforts to promote economic development in the local community. Copies of the 2017 Work Plan were provided and he discussed TRIDEC staff's annual attendance at the FABREO (Food and Beverage Retention & Expansion Opportunities) conference, which promotes Tri Cities businesses.
 - 6. BENTON FRANKLIN COUNCIL OF GOVERNMENTS (BFCOG):** Brian Malley and Stephanie Seamans reviewed the BFCOG's 2016 Annual Report. They also provided information on their meeting with the Transportation Commission. They provided information on their revolving loan program, small business loan program,

women and minority owned business microloan program, and Hanford Area Economic Investment Fund Committee (HAEIFC).

7. **GRANTS FUNDING UPDATE:** Sue Jetter reviewed the 2016 Grantwriter Report and explained the Port grants currently being pursued. The Executive Director thanked Ms. Jetter for her professionalism and partnership with all entities.
8. **CITY OF PROSSER:** Dave Stockdale, Prosser City Administrator, thanked the Port for their partnership with the City and continued community involvement. He provided a brief update on the City Wastewater Project.
9. **TANGENT RAIL SERVICES:** Ann-Marie Lundberg and Craig Levie provided an overview of the draft City of Richland/Port of Benton Rail Master Plan.
10. **DUPORTAIL CROSSING AGREEMENT:** Port Counsel reviewed Resolution 17-09, authorizing the approval of Duportail Crossing Agreement and the Execution of Easement Deed between the Port of Benton and the City of Richland for existing crossing and future construction of a bridge.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission authorizing Resolution 17-09, Approving the Duportail Crossing Agreement and Authorizing the Execution of Easement Deed between the Port of Benton and the City of Richland for existing crossing and future construction of a bridge.

- D. **COMMISSIONER COMMENTS:** Commissioner Roy Keck congratulated the Executive Director on his recent honor of receiving the Sam Volpentest Award for Excellence in economic development presented to him at Richland Rotary Club last week. He also reported on his attendance with the Director of Economic Development at the Tri-Cities Legislative Council Meeting in Olympia.

Commissioner Jane Hagarty stated she has been on travel and recently returned. She will be attending the Prosser Chamber of Commerce Board meeting later this week.

Commissioner Robert Larson commented on his attendance at the Washington Agriculture Policy dinner earlier this week. He will be attending the Pacific Northwest Waterways Association (PNWA) Mission to Washington D.C. next week.

- E. **COUNSEL COMMENTS:** Counsel reserved his comments for the Executive Session.
- F. **EXECUTIVE DIRECTOR COMMENTS:** The Executive Director briefed the Commission on the Interlocal Agreement between the City of Richland and the Port of Benton for the 2017 Slurry Seal Project in the amount of \$65,720, and discussed the scope of work which includes portions of University Boulevard, Richardson Road, Keck Street and 11th Street by applying slurry seal to the streets.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission, authorizing the Executive Director to execute the Interlocal Agreement between the City of

Richland and the Port of Benton for the 2017 Slurry Seal Project in the amount of \$65,720, including the scope of work which includes portions of University Boulevard, Richardson Road, Keck Street and 11th Street by applying slurry seal to the streets

The Executive Director reviewed a new proposed ground lease with Croskrey Properties LLC at the Richland Airport Business Park. Initial term of ten years with two ten year renewal options to construct a 4,000 square foot commercial building and a .38 acres of land with an annual ground rent of \$1,638, plus leasehold excise tax, including a three year CPI. Land is currently a parking lot and underutilized.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission, authorizing the Executive Director to execute the new ground lease with Croskrey Properties, LLC at the Richland Airport Business Park. Initial term of ten years with two ten year renewal options to construct a 4,000 square foot commercial building and a .38 acres of land with an annual ground rent of \$1,638, plus leasehold excise tax, including a three year CPI.

The Executive Director updated the Commission on a new five year commercial office lease within the Technology and Business Campus at the 3100 building, Suite 108, for 1,587 square feet, with the Tenant making the improvements in the amount of \$45,000 to \$50,000.

In addition to reducing the security deposit amount to one month rent, instead of one year, in the amount of \$2,025.49.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission, authorizing the Executive Director to execute the new five year commercial office lease within the Technology and Business Campus at the 3100 building, Suite 108, for 1,587 square feet, with the Tenant making the improvements in the amount of \$45,000 to \$50,000. In addition to reducing the security deposit amount to one month rent, instead of one year, in the amount of \$2,025.49.

The Executive Director provided an update on Hi Line Engineering expansion interest in Port Property.

The Executive Director reviewed the POW contracting Change Order No. 2, for Crow Butte Park 2016 Marina Improvements Project in the amount of \$62,299.80, including sales tax. The scope of work includes efforts to help break up ice in the marina, install hand railing along top of new block wall/ADA ramp and reconstruction of Asphalt Pathway and ADA ramps. The Change Order is reimbursed by the grant.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission, authorizing the Executive Director to execute the POW contracting Change Order No. 2, for Crow Butte Park 2016 Marina Improvements Project in the amount of \$62,299.80, including sales tax.

The scope of work includes efforts to help break up ice in the marina, install hand railing along top of new block wall/ADA ramp and reconstruction of Asphalt Pathway and ADA ramps. The Change Order is reimbursable by the grant.

The Executive Director reviewed the CR Contracting Change Orders for Project AIP-28, Richland Airport Pavement Rehabilitation Project. Change Order No.1: Amount (\$298,074.42 decrease) due to change in scope of work. Removed items that resulted in a decrease in contract amount. Change Order No. 2: Amount \$2,715, including sales tax due to prevailing wage rate adjustment. Change Order No. 3: Amount \$25,983.91, including sales tax due to delayed start caused by FAA funding delay.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission, authorizing the Executive Director to execute the CR Contracting Change Orders for Project AIP-28, Richland Airport Pavement Rehabilitation Project. Change Order No. 1: Amount (\$298,074.42 decrease) due to change in scope of work. Removed items that resulted in a decrease in contract amount. Change Order No. 2: Amount \$2,715, including sales tax due to prevailing wage rate adjustment. Change Order No. 3: Amount \$25,983.91, including sales tax due to delayed start caused by FAA funding delay.

The Executive Director discussed updating the entrance to the Richland Airport. The update would include widening the road entrance, updating signage and track signals along with brick wall and landscaping. The Commission authorized the Executive Director to pursue design and quotes for this work to be done in 2017.

Marvin Kinney and the Executive Director provided a brief update on their meetings with the Confederated Tribes of the Umatilla Indian Reservation (CTUIR). They are meeting with them regarding Columbia Point South planning in coordination with the City of Richland and the ten year anniversary of the Port acquiring Crow Butte Park.

G. STAFF INFORMATION REPORTS:

GOVERNMENTAL AFFAIRS AND ECONOMIC DEVELOPMENT: The Director of Governmental Affairs and Economic Development briefed the Commission on her projects, including the itinerary for the upcoming PNWA Mission to Washington D.C. conference.

MARKETING: The 2017 spring newsletter will be complete in April.

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

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, March 8, 2017, Port Commission by unanimous vote approved for payment those

vouchers included in said listing and further described as follows: Payroll Warrants numbered 03563 through 03608 totaling \$95,376.06 and General Expense Warrants numbered 065523 through 065707 totaling \$428,897.12 from the General Expense Fund.

- J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 11:45 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 to discuss real estate negotiations, potential litigation and pending litigation. The Commission announced the Executive Session would last no longer than twenty (20) minutes. The Executive Session was adjourned at 12:05 p.m. and the regular Commission Meeting was reconvened.
- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 12:05 p.m.

Roy D. Keck
Commission Secretary