PORT OF BENTON COMMISSION MEETING MINUTES August 10, 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 B. Dezember; Director of Airports, John Haakenson; Director of Maintenance, Kevin Howard; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson; and Port Counsel, Tom Cowan. Also in attendance were Traci Jao, Teresa McCord, Steve Mallory, Stan Jones, Karolina Dohnalkova and Wendy Culverwell.
- **B. PLEDGE OF ALLEGIANCE:** Commissioner Robert D. Larson led those present in 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 July 27, 2016, Commission Meeting Minutes and Resolution 16-17, to Cancel Warrant No. 64043 in the amount of \$634.47.
- 2. UNSCHEDULED BUSINESS/VISITORS: There were none present.
- 3. TRIDEC: Traci Jao provided an update on current efforts to promote economic development in the community. She highlighted the POWER GEN Conference and both of which Port of Seattle FABREO (Food and Beverage Retention & Expansion Opportunities) promote Tri Cities Businesses. TRIDEC has a scheduled visit with the later this year.
 - **4. BANNER BANK:** The Director of Finance introduced Teresa McCord, Banner Bank, and provided an update on the Port's line of credit 12 month extension for both of the Port's 2015 Taxable Bond in the amount of \$3M and 2015 Tax Exempt Bond in the amount of \$1M. Both credit lines currently have a zero balance.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission authorizing the Executive Director to take any actions necessary to extend the Port's 2015 Taxable Bond in the amount of \$3M and 2015 Tax Exempt Bond in the amount of \$1M, until August 31, 2017.

ARCULUS: Steve Mallory and Karolina Dohnalkova provided two conceptual designs, along with cost estimates, of the USS TRITON Submarine Sail Park educational facility including restrooms and exhibits from the USS Triton Submarine Commissioners and Staff will use this information for planning and budget purposes to develop the park.

D. COMMISSIONER COMMENTS:

Commissioner Hagarty commented on her attendance at the Prosser Signage Committee Meeting, where wayfinding signs were reviewed for content and placement in the community. These signs are designed to promote tourism and will direct visitors to Port sites including Vintners Village, Prosser Wine and Food Park and the Walter Clore Wine and Culinary Center.

Commissioner Larson commented on his attendance at the Washington Public Ports Association (WPPA) Commissioners Seminar. He highlighted discussion on the importance of the Finance Director of each Port District providing financial reports that are transparent and easily understood, the Executive Director presenting relevant information to Commissioners, not day to day activities and following the rules of the Open Public Meetings Act.

Commissioner Keck commented on his attendance at the WPPA Commissioner Seminar. He highlighted the importance of educating the public on what a Port District is and provided information for the semiannual Port Newsletter. He also stated 53% of Washington State Port District Commissioners are newly elected.

Commissioner Keck discussed the draft letter to Brad Fisher regarding the transfer of federal land to local control.

A Motion was made by Commissioner Larson, seconded by Commission Hagarty and unanimously passed by the Commission approving the letter as drafted for signature by the Commission President.

- **E. COUNSEL COMMENTS:** Counsel advised the Commission his comments were deferred for Executive Session.
- **F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director discussed the need for approval to execute an engineering agreement with JUB Engineers for \$337,500 for Construction Engineering and Project Close out Services to complete (2) separate Construction projects: 1. Pavement rehabilitation of Richland Airport Runways 8/26 and 1/19. 2. Constructing hangar taxilanes and aprons at Richland Airport. This is covered by an FAA Grant in the amount of 90%.

A Motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission authorizing the Executive Director to execute the engineering agreement with JUB Engineers for \$337,500 for Construction Engineering and Project Close out Services to complete (2) separate construction projects: 1. Pavement rehabilitation of Richland Airport Runways 8/26 and 1/19 2. Constructing hangar taxilanes and aprons at Richland Airport. This is covered by an FAA Grant in the amount of 90%.

G. STAFF INFORMATION REPORTS:

COMMUNICATIONS AND MARKETING: The Director of Marketing briefed the Commission on the fall newsletter and tours of the USS Triton Submarine Sail. He and the Director of Governmental Affairs are updating the Comprehensive Plan of Improvements, which is done annually.

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

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Economic Development and Governmental Affairs briefed the Commission on her projects. She advised that both Secretary of Energy Dr. Ernest Moniz and Assistant Secretary for Environmental Management Dr. Monica C. Regalbuto will be in the Tri Cities next week for meetings.

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 Property and Crow Butte Park.

The Executive Director praised the Director of Real Estate for her diligence in working with the Port's many leases.

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, August 10, 2016, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 03218 through 03269 totaling \$96,323.19 and General Expense Warrants numbered 064135 through 064344 totaling \$827,174.46 from the General Expense Fund.

The Director of Finance provided an update on PILT (Payment in Lieu of Taxes) from the Department of Energy to local entities (including the Port of Benton).

- **EXECUTIVE SESSION:** The Commission Meeting was recessed at 10:28 a.m. and an Executive Session was convened for the purpose of discussing Real Estate Negotiations and Potential Litigation in accordance with RCW.42.30.110 (1) (c) and (i). The Commission announced the Executive Session would last no longer than sixty (60) minutes. The Executive Session was adjourned at 11:28 a.m.
- **K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:28 a.m.

Robert D. Larson,	
Commission Secretary	