

**PORT OF BENTON
COMMISSION MEETING MINUTES
March 6, 2019**

- 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 Finance, Stuart Dezember, CPA, PPM®; Director of Airports and Operations, Kevin Howard, CM; John Haakenson; Director of Special Projects; Administrative Assistant, Kelly Thompson; Director of Economic Development and Governmental Affairs, Diahann Howard; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams and Port Counsel, David Billetdeaux. Also in attendance were, John Paul Estey, Randy Taylor, Abbey Cameron, Deb Heintz, Jesalyn Cole, Greg Robertson, Rachel Shaw and Sue Jetter.
- B. PLEDGE OF ALLEGIANCE:** Scott D. Keller led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS:** A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson, and unanimously passed by the Commission approving the February 6, 2019, Commission Meeting Minutes.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** John Paul Estey, Director of the Prosser Chamber of Commerce introduced himself and stated he is grateful for the Port's partnership and he is looking forward to working together.
 - 3. CITY OF PROSSER:** Mayor Randy Taylor thanked the Port for their partnership over the last 61 years with the City and continued community involvement. He provided a review of the City's Capital Facilities Plan and plans to promote economic development. He also reported Prosser's population is 6,240.
 - 4. PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA):** Deb Heintz presented the PEDA 2018 Annual Report, highlighting the involvement of local schools to provide educated leadership and training for students to secure jobs in the Prosser area. She advised the PEDA annual meeting will be held April 17, 2019 and introduced Jesalyn Cole, the Director of Historic Downtown Prosser. She thanked the Port for their continued support of economic development in Prosser.
 - 5. GRANT FUNDING UPDATE:** Sue Jetter reviewed the 2018 Grant-Writer Report and explained the grants the Port is currently pursuing. The Commission and Executive Director thanked Ms. Jetter for her professionalism and partnership regarding her service to all local entities.
 - 6. WALTER CLORE WINE AND CULINARY CENTER:** Abbey Cameron

provided an update on the 2019 budget. The board held its annual retreat earlier this month. Staff are reevaluating several events as a result of reduced tourism. They will focus on taking steps to hold some events off-site, and offering smaller scale events, which have been well received. She also stated they will not immediately replace an opening in their staff. She thanked both the City of Prosser and the Port for their support and partnership.

7. **RESOLUTION 19-08:** The Director of Economic Development and Governmental Affairs explained this resolution is designed to remove the deed restrictions on the 71.5 acres located in the Port's Richland Innovation Center. The Resolution is contingent upon the Port's appraisal of the Richland Innovation Center being valued at either the same amount or higher than the General Services Administration's appraisal of \$3.45M. If it is not, no further action will be completed by Port staff and the topic will be brought back to the Commission for further consideration.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission approving Resolution 19-08 and authorizing the Executive Director to execute the necessary documents related to the removal of deed restrictions on the 71.5 acres in the Richland Innovation Center. The Resolution is contingent upon the Port's appraisal of the Richland Innovation Center being valued at either the same amount or higher than the General Services Administration's appraisal of \$3.45M. If it is not, no further action will be completed by Port staff and the topic will be brought back to the Commission for further consideration.

- D. **COMMISSIONER COMMENTS:** Commissioner Jane Hagarty stated all her reports were covered by the guests presenting at the Commission Meeting. She did state the Historic Downtown Prosser's "Mane Event", highlighting four feet fiberglass ponies, was very well attended and successful.

Commissioner Robert Larson stated he attended the Good Roads and Transportation meeting and that the Benton Franklin Council of Governments (BFCOG) will no longer be holding the Policy Advisory Committee (PAC) meetings. He thanked Sue Jetter for her initial help advising the committee responsible for the GESA Carousel of Dreams.

Commissioner Roy Keck stated he attended both the annual Rotary Entrepreneurial Awards Banquet and the Junior Achievement Bowling event. He thanked the Director of Economic Development and Governmental Affairs, the Director of Marketing and the Accounting Assistant. He advised he attended the planning meeting held last week to prepare for the Pacific Northwest Waterways Association (PNWA) Mission to Washington D.C. annual Event. He will attend this event with Commissioner Larson and the Director of Economic Development and Governmental Affairs March 10-14.

- E. **COUNSEL COMMENTS:** In-house Counsel provided an update on the Yakima River Bridge. TCRY suggested purchasing and installing 100 additional ties. HDR Engineering, who the Port retained to inspect the ties, stated in their report the ties do not meet with the spec design of the bridge. Port Counsel directed correspondence to TCRY explaining why

the additional 100 ties were unnecessary and potentially detrimental to the bridge.

Counsel also reviewed the proposed Port of Benton Communication Policy, stating each Port employee had been provided a copy of the policy and been advised of its contents. The Port has implemented the SMARSH Services to capture and archive all Facebook, Twitter, Instagram, and Port web pages. He asked for their approval to execute this policy.

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson, and unanimously passed by the Commission, authorizing the Adoption of the Port of Benton Communication Policy and the authorization for the Executive Director to execute the Port of Benton's Communication Policy.

- F. **EXECUTIVE DIRECTOR COMMENTS:** The Executive Director mentioned the Port's participation with the League of Women Voter's Pamphlet, "They Represent You." He advised the League appreciates the Port and he shared the thank you card received by them.

The Executive Director praised the entire maintenance team for working diligently through the extreme weather conditions and keeping both airports and all other sites clear and open for business.

The Executive Director discussed two new proposed contracts for the Personal Touch Cleaning Inc. The first contract is a two-year contract for services at 2345 Stevens Drive, for MSA/DOE leased space for a total of \$77,688. The second contract is a two-year contract for 2000 Logston, Suite A, 2750 Salk Avenue, 1861 Terminal Drive, 2060 Airport Way and 2650 Salk Avenue for a total of \$41,880. The combined total for both contracts is \$119,568.

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 both two-year contracts for Personal Touch Cleaning Inc., for a combined total for both contracts in the amount of \$119,568.

The Executive Director advised the Commission the sale to Croskrey Brothers for 7.52 acres and two buildings is complete. The Real Estate Contract dated March 4, 2019, closed early resulting in annual note receivable payments of approximately \$77,000 per year.

- G. **STAFF INFORMATION REPORTS:**

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

MARKETING: The Director of Marketing stated the 2019 spring newsletter will be complete and distributed in April. He continues to work with other Port team members on the Cool Desert Nights Marketing Committee.

ECONOMIC DEVELOPMENT AND GOVERNMENTAL AFFAIRS: The Director of Economic Development and Governmental Affairs briefed the Commission on her projects. She discussed \$1.5M, \$5M State capital request and meetings and state bills moving and not moving forward. She provided an itinerary for the upcoming PNWA

Mission to Washington D.C. conference, which will include meetings with both Congressman Newhouse and the Maritime Administration (MARAD).

- 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 6, 2019, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 04863 through 04914 totaling \$119,776.58 and General Expense Warrants numbered 070255 through 070415 totaling \$447,071.79 from the General Expense Fund.
- J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 11:32 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 (1) (i) to discuss on-going and/or potential litigation. The Commission announced the Executive Session would last no longer than ten (10) minutes. The Executive Session was adjourned at 11:42 a.m. and the regular Commission Meeting was reconvened.
- No action items resulted from the Executive Session.
- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:42 a.m.

Robert D. Larson
Commission Secretary