

PORT OF BENTON
COMMISSION MEETING MINUTES
May 8, 2019

- 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, CPA, PPM®; Director of Airports, Kevin Howard, C.M.; 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 and In-house Counsel, David Billetdeaux. Also, in attendance were Bill O’Neil, Dan Deckert, Lorna Deckert, Brian Lotze, Marc Rood, Jeff Priest and Terry Christensen.
- B. PLEDGE OF ALLEGIANCE:** Robert Larson 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 April 17, 2019, Commission Meeting Minutes.**
 - 2. UNSCHEDULED BUSINESS/VISITORS:** Bill O’Neil introduced himself.
 - 3. BENTON CITY SPRING OPENER CAR AND BIKE SHOW:** Dan Deckert, Lorna Deckert and Brian Lotze, Benton City Spring Opener, Car and Bike Show, thanked the Commission for their continued support and presented the Port with a plaque. Dan and Lorna Deckert are retiring from the event as officers and will remain on the volunteer committee. Brian and Robin Lotze will take over as Directors of the event.
 - 4. TENANT UPDATE:** Marc Rood and Jeff Priest, Veolia Nuclear Solutions, provided an overview of their business, featuring global technologies and capabilities with a history of the company. They expressed their wish to have a centralized place for visitors, testing and operations in Richland. They invited the Commission to tour their new demo facility.
- D. COMMISSIONER COMMENTS:** Commissioner Robert Larson reported on the state grant for \$2.5M for the repair and replacement of bridge ties, support beams, crossing repairs and replacement of as many additional ties as is possible throughout the Port rail system. He also commented on the Hanford Communities meeting he recently attended, where an update was given by Valerie McCain, new Project Director for the Vitrification Plant located in the Hanford Area.

Commissioner Jane Hagarty stated all the fiberglass Prosser Ponies have been placed in The downtown area. She attended the Prosser Economic Development Association’s (PEDA) Annual Meeting and thanked Commissioner Keck, the Executive Director and

The Director of Marketing for their attendance. She attended the grand opening for Rattlesnake Mountain Skydiving at the Prosser Airport which was well attended.

Commissioner Roy Keck commented on his recent appointment to Chairman of the Economic Development Committee for Washington Public Ports Association (WPPA). He reported on his attendance at the Port of Kennewick's Vista Field Groundbreaking, The Tri-Citizen of the Year Awards Banquet and the Benton Franklin Council of Governments (BFCOG) meeting. He also attended the Tri Cities Chamber Government Affairs Committee meeting, where they have identified their highest priority as the need for local workforce development in both professional and trades industries.

E. COUNSEL COMMENTS: Counsel commented on the resolution to the semi-truck which damaged the Port's electrical services box at the Richland Airport. They have reimbursed the Port in full for the cost of repairs. Counsel stated the Port has received 308 total Public Records Requests from TCRY. He provided an update on Smarsh®, the Port's software service company, who tracks the Port's Facebook, Twitter, Instagram and website updates. The Port is working on a policy regarding other entities' use of Port conference rooms.

F. EXECUTIVE DIRECTOR COMMENTS: The Executive Director discussed the need for approval to hire additional personnel. He stated he, Port of Kennewick Commissioner Skip Novakovich and Franklin County Commissioner Robert Koch met regarding the Walter Clore Wine and Culinary Center's loan with the Hanford Area Investment Fund Committee (HAEIFC). He also advised the Port continues to administer the FUSE Grant and that the Port has received a letter threatening litigation, which will be addressed in Executive Session.

G. STAFF INFORMATION REPORTS:

MARKETING: The Director of Marketing was on travel and continues to work on the Aviation Celebration, Wings and Wheels and Cool Desert Nights events.

GRANTS: The updated copy of the Grants Status report was reviewed and discussed. The Director of Airports advised the Port is currently applying for a grant for the Richland Airport Master Plan Update and will soon apply for a grant for the Prosser Airport Taxilane planning and design. The Executive Director stated the Port is working on the scope of work for the Port's railroad grant.

ECONOMIC DEVELOPMENT AND GOVERNMENTAL AFFAIRS: The Director of Economic Development and Governmental Affairs briefed the Commission on her projects and discussed the state legislative session and priorities that will be carried forward into 2020 will be focused on .09 funds and Local Revitalization Financing (LRF). She reported WPPA has submitted a letter regarding the removal of dams to the Washington State Legislature.

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.

The Director of Airports requested approval for a new contact station at Crow Butte Park. The cost is approximately \$49,400. The installation of the contact station will be bid separately.

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 necessary documents for the purchase of the new contact station at 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, May 8, 2019, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 04967 through 05018 totaling \$114,394.67 and General Expense Warrants numbered 070602 through 070795 totaling \$610,115.27 from the General Expense Fund.

The Director of Finance provided the Commission with a first quarter budget update and a budget to actual comparison with a proposal for unbudgeted funds as of March 31, 2019.

- J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 10:19 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 to discuss Potential Litigation RCW 42.30.110 (1)(i) and Personnel Matters pursuant to RCW 42.30.110 (1) (g). The Commission announced the Executive Session would last no longer than sixty (60) minutes. At 11:19 a.m. the Commission announced the Executive Session would last an additional thirty (30) minutes. At 11:49 a.m. the Commission announced the Executive Session would last an additional five (5) minutes. The Executive Session was adjourned at 11:54 a.m. and the regular Commission Meeting was reconvened.

- K. A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving Port Counsel to send a letter to both the Hanford Area Economic Investment Fund Committee (HAEIFC) and the Walter Clore Wine and Culinary Center regarding the loan between the entities.**

A Motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission approving the March 31, 2019, budget revision which includes the hiring of two additional Port employees.

- L. ADJOURNMENT:** With no further business, the meeting was adjourned at 12:00 p.m.

Robert D. Larson,
Commission Secretary