

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
December 3, 2014**

**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; Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Economic Development and Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson; Real Estate Specialist, Teresa Hancock; Communications and Marketing Director, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Roger Wright, Pam Brown-Larsen, Marvin Kinney, Kris Watkins, Lori Mattson and Stan Jones.

**B. PLEDGE OF ALLEGIANCE:** Teresa Hancock led those present in reciting the Pledge of Allegiance.

**C. CURRENT BUSINESS:**

**1. CONSENT ITEMS:** A motion was made by Commissioner Keck; seconded by Commissioner Larson; and unanimously passed by the Commission approving the November 5, 2014 Commission Meeting Minutes and Resolution 14-21, to Cancel Warrant No. 057922

**2. BRAND TRI CITIES:** Kris Watkins, Visit Tri-Cities, and Lori Mattson, Tri City Regional Chamber of Commerce, were present to provide an overview on the process and recent selection of the rebranding for the Tri-Cities. It was a collaborative effort involving the Tri-Cities Ports (Ports of Benton, Kennewick and Pasco), TRIDEC,

Visit Tri-Cities and Tri City Area Regional Chamber of Commerce. They extended their appreciation to the Ports for stepping up and supporting the new brand. Diahann Howard will be on the branding steering committee moving forward.

**D. COMMISSIONER COMMENTS:**

Commissioner Larson commented on his attendance at the American Association of Port Authorities (AAPA) annual meeting and the IPNG Conference call on dredging.

Commissioner Keck commented on his Washington Public Ports Association (WPPA) Executive Board meeting with the Governor. The Governor's position is that there are no funds set aside for transportation projects and that there would be a carbon tax implemented with funds dedicated to transportation. He also attended the AAPA Meeting where it was also stated that there are no dollars budgeted by the Federal Government for a transportation bill.

Commissioner Keck stated he is scheduled to be the WPPA President for 2015 and the

executive board will focus on restructuring and streamlining the conferences, to better serve Port Commissioners and staff. They will also be forming class series of modules, available at any time to Port Commission and staff which will provide tutorials and answers to many questions concerning all Ports.

Commissioner Hagarty commented on her attendance at the Walter Clore Wine and Culinary Center Board meeting where the board announced the selection of BPI out of Boston to compile ideas for exhibits. BPI also helped design displays for The Reach and the Port of Morrow's Sage Center. She thanked Wally Williams and Diahann Howard for their work and presentation at the Tri City Area Chamber of Commerce State of the Port's luncheon last month.

4. **HANFORD COMMUNITIES:** Pam Brown-Larsen provided the 2014 Annual Report of the Hanford Communities and the Summary of Washington's Consent Decree Proposal on Hanford Communities. She informed Commission and staff the Manhattan Project National Historical Park is included in the National Defense Authorization Act for Fiscal Year 2015. She thanked Commissioner Larson for serving on the Governing Board and Diahann Howard for serving on the Administrative Board.
- E. **COUNSEL COMMENTS:** Counsel advised his comments were reserved for executive session
- F. **EXECUTIVE DIRECTOR COMMENTS:** The Executive Director commented on his attendance at the AAPA Annual Meeting and the discussion he and Commissioner Larson had with a representative from the Maritime Administration.

The selection process for Airport Engineering Services was reviewed.

**A motion was made by Commissioner Larson; seconded by Commissioner Keck; and unanimously passed by the Commission authorizing the Executive Director to enter into a contract with J-U-B Engineering for engineering services at the Richland and Prosser Airports for the next five years.**

The Executive Director reviewed the 2014 contract for RGW Enterprises. **A motion was made by Commissioner Keck; seconded by Commissioner Larson; and unanimously passed by the Commission authorizing the Executive Director to execute contract amendments with RGW Enterprises for an additional \$15,800 to Roger Wright, RGW Enterprises, for on-going general services and to Stan Stinson, Contract Inspector/Project Manager, for an additional 11,000 and a new contract for RGW Enterprises not to exceed \$25,000 for Columbia Park Trail Bridge Construction, a separate construction management contract due to grant requirements.**

The Burlington Northern (BN) land purchase in Prosser was reviewed along with a letter and survey from the City of Prosser. Once this purchase closes, the Port may wish to buy the remaining land near the Walter Clore Wine and Culinary Center from the BN. This may be used as a demonstration Vineyard, keeping in line with the use of the Walter Clore Wine and Culinary Center's theme of teaching.

The City of Prosser has received a TIB grant for improvements to Old Inland Empire Highway. They have requested to annex the Port's Property on Wamba Road (the former

Thomas Property) in to the City Limits.

**A motion was made by Commissioner Larson; seconded by Commissioner Keck; and unanimously passed by the Commission authorizing the Executive Director to support the City of Prosser's efforts to annex the Port's Property (former Thomas property) into the City Limits.**

The Executive Director disclosed to the Commission his purchase of a 2,500 square foot hangar and long term lease at the Richland Airport. He will sign the lease and be required to provide the Port with a certificate of insurance naming the Port of Benton as additional insured and is paying the required surety.

**G. STAFF INFORMATION REPORTS:**

**GRANTS:** An updated grants status report was reviewed. Roger Wright explained the status of current Benton Franklin Council of Governments proposed process and Richland projects extension of Duportail and trail extension between Stevens Drive and Kingsgate along SR 240.

**GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT:** The Director of Governmental Affairs & Economic Development updated the Commission on her recent and upcoming activities.

**MARKETING:** Commission and staff viewed the State of the Ports presentation given by the Director of Economic Development last month at the Tri City Area Chamber of Commerce Annual State of the Port's luncheon. Staff advised of attendance at airport airshow convention, Power Gen and WAGG.

**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, Prosser Vintners Village, Walter Clore Wine and Culinary Center, Benton City 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, December 3, 2014, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02276 through 02318, totaling \$78,834.21 and General Expense Warrants numbered 060564 through 060671, totaling \$174,735.40 from the General Expense Fund.

**J. EXECUTIVE SESSION:** The regular Commission meeting was recessed at 12:02 p.m. for an Executive Session to discuss threatened litigation in accordance with RCW 42.30.110 (g). The Commission announced the Executive Session would last no longer than forty-five (45) minutes. The Executive Session was adjourned at 12:45 p.m. and the regular Commission Meeting was reconvened.

- K. A motion was made by Commissioner Keck; seconded by Commissioner Larson; and unanimously passed by the Commission authorizing the purchase of the approximate 7.01 acres remaining of Shopko property described with the contingency that a SEPA be performed, a full inspection of the home and no payment until 2016, rescission if Shopko is not built and final review of their site plan and purchase and sale agreement.**

**A motion was made by Commissioner Larson; seconded by Commissioner Keck; and unanimously passed by the Commission authorizing the Executive Director to enter into the Bechtel Lease negotiation for 2017 going into effect in 2018 and waiving the surety deposit for this lease.**

**A motion was made by Commissioner Larson; seconded by Commissioner Keck; and unanimously passed by the Commission authorizing the Executive Director to enter into a memorandum of understanding with Mr. Hoch, Sigma Management for purchasing and developing land from the Port and for the purchase of the Sigma I property for development by the Port.**

- L. ADJOURNMENT:** With no further business, the meeting was adjourned at 12:52 p.m.

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Roy D. Keck  
Commission Secretary