

**PORT OF BENTON
COMMISSION MEETING MINUTES
March 7, 2018**

- 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, 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, David Billetdeaux. Also in attendance were, Randy Taylor, Dave Stockdale, Chuck Larson, Deb Heintz and Sue Jetter.
- B. PLEDGE OF ALLEGIANCE:** Diahann Howard 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 14, 2018, Commission Meeting Minutes; Resolution 18-05, Authorizing the Executive Director to sell and convey surplus properties with less than \$10,000 value; and Resolution 18-06, to Cancel Warrant No.67914.
 - 2. UNSCHEDULED BUSINESS/VISITORS:**
 - 3. PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA):** Deb Heintz provided the PEDA 2017 Annual Report. She advised the annual meeting will be held March 21, 2018. She thanked the Port for their continued support of economic development in Prosser.
 - 4. PAVEMENT MAINTENANCE, CROW BUTTE PARK:** Chuck Larson, JUB Engineers, presented the 2018 Port-wide pavement maintenance award recommendation and the notice of award and bid abstract. The Commission was asked to accept the apparent low bid by Blue Mountain Paving Company, LLC, in the amount of \$99,965.00, plus applicable sales tax, for Crow Butte Park.

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 notice of award, and all other necessary contract documents to accept the apparent low bid by Blue Mountain Paving Company, LLC, in the amount of \$99,965.00, plus applicable sales tax, for Crow Butte Park.

Chuck Larson provided an update on Pavement Maintenance, stating the priorities for 2018 are Crow Butte Park, Spengler Road near Snyder Street, and the pedestrian crossing at the intersection of George Washington Way and Battelle Boulevard.

Chuck Larson provided an update on the Prosser Airport stating the FAA comments have been received for Chapter 5. This section is alternatives chapter and describes development alternatives and configurations for short, mid-term and long term. The FAA wants the campground removed from the Airport Layout Plan (ALP).

Chuck Larson provided an update on the Richland Airport entrance road project that includes two monument signs, basalt columns, street lighting and a wall. Mr. Larson also mentioned the FAA funded projects for 2018; which includes a new taxi lane and electric gate at Prosser Airport; and the construction of new helipads at the Richland Airport.

5. **CITY OF PROSSER:** Mayor Randy Taylor thanked the Port for their partnership over the last 60 years with the City and continued community involvement. He presented the Commission with an appreciation award plaque recognizing the Port as a valued partner in economic development.

City Administrator Dave Stockdale, thanked the Port for their partnership with the City and continued community involvement. He provided an update on the housing development efforts, stating this year the building permits issued have already exceeded last year and sales tax collected is up 55% from 2012 vs. 2017. The City has established a housing incentive program, reducing fees to spur development of both single family homes as well as multifamily. To encourage development of business/residential development specifically in the downtown area, the City is reducing fees to encourage investment.

Commissioner Jane Hagarty thanked Dave Stockdale for his dedication and perseverance to the City of Prosser.

6. **GRANT FUNDING UPDATE:** Sue Jetter reviewed the 2017 Grant-writer Report and explained the Port grants currently being pursued. The Executive Director thanked Ms. Jetter for her professionalism and partnership with all entities.
7. **ESTOPPEL LETTER TO ASSIGN AMERICAN ROCK LEASE:** Port Counsel reviewed the letter and discussed details of the Estoppel letter, stating American Rock wishes to assign their lease to Interstate Concrete and Asphalt Company, who will then sublease to Granite Construction and to consider waiving the security deposit.

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 related to the Estoppel letter and assignment for the American Rock Lease, sublease and waiving the security deposit.

The Executive Director reviewed a sublease request from Mission Investments, LLC, for Atkins Nuclear Secured to sublease at 1828 Bronco Lane a portion of a laydown yard and building space, effective June 1, 2018. The original lease to Mission Investments, LLC, was previously assigned from AccuDrywall.

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson, and unanimously passed by the Commission, authorizing the Executive Director to approve the new sublease from Mission Investments, LLC for Atkins Nuclear Secured for a portion of the building and laydown space located at 1828 Bronco Lane; and to amend the permitted use section of the lease; effective June 1, 2018.

- D. COMMISSIONER COMMENTS:** Commissioner Robert Larson stated he attended the recently held Good Roads and Transportation meeting and that he, Commissioner Roy Keck and the Director of Economic Development and Governmental Affairs will be attending the Pacific Northwest Waterways Association (PNWA) Mission to Washington D.C. next week.

Commissioner Jane Hagarty provided an update on the Walter Clore Wine and Culinary Center stating that tasting room sales, visitors and facility rentals have increased significantly.

Commissioner Roy Keck stated he attended the TRIDEC reception for new Columbia Basin College President Dr. Rebecca Wood and the SIGN reception where Dr. Lewis Zirkle was awarded the Department of Defense Medal of Honor by the Secretary of Defense General James Mattis. He also attended the Rotary Entrepreneurial Awards Banquet. He thanked Scott Keller, Diahann Howard, Wally Williams and Veronica Serna for their efforts and dedication to this annual event.

- E. COUNSEL COMMENTS:** Counsel updated the Commission on the revised letter to be sent to residents located near the Prosser Airport advising the Port will assume financial responsibility for and required tree trimming or removal.
- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director briefed the Commission on the Tim White, Running T Enterprises, Ground lease located at the Richland Airport, for a 60' x 60' foot hangar the term shall be ten years, plus three ten year renewal options, beginning April 1, 2018. The annual lease rate of \$1,128.40, includes leasehold excise tax and tenant shall provide a security deposit in the amount of \$1,128.40 equal to one year's rent, with a three year CPI adjustment.

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 Tim White, Running T Enterprises, Ground lease located at the Richland Airport, for a 60' x 60' foot hangar the term shall be ten years, plus three ten year renewal options, beginning April 1, 2018. The annual lease rate of \$1,128.40, includes leasehold excise tax and tenant shall provide a security deposit in the amount of \$1,128.40 equal to one year's rent, with a three year CPI adjustment.

The Executive Director updated the Commission on new ownership/development update at Willow Pointe, Tract A, for Weyerhaeuser Apartments, LLC. The tract consists of 4.37 acres, including Building A; (three story, 54 units, 600 -1,100 sq ft), and 126 parking stalls combined with a 2,800 sq ft clubhouse and pool on a portion of the land. The plans will be submitted to the City of Richland in two to three weeks. Groundbreaking is estimated to occur in June or July, 2018.

The Executive Director provided an update on the building located at 733 9th Street, Benton City, currently owned by Big Print Shop. The appraisal came in at \$455,000 and the assessed value is \$213,000. The City of Benton City and another winery are also interested in the property. The Port does not wish to pursue this purchase.

The Executive Director provided an update on the building located at 321 Wine Country Road, Prosser, currently owned by Albrecht Glass. The land is 0.70 acres and the building is 9,275 sq ft. This property has a private well and septic. The Port does not wish to pursue purchase.

- G. 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 7, 2018, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 04218 through 04267 totaling \$105,941.55 and General Expense Warrants numbered 067935 through 068084 totaling \$725,467.36 from the General Expense Fund.
- H. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 10:45 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 (1) (i) to discuss potential litigation. The Commission announced the Executive Session would last no longer than twenty (20) minutes. The Executive Session was adjourned at 11:05 a.m. and the regular Commission Meeting was reconvened.

No action items resulted from the Executive Session.

I. STAFF INFORMATION REPORTS:

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

MARKETING: The Director of Marketing stated the 2017 spring newsletter will be complete and distributed in April. He is working on ideas for rebranding Vintners Village in order to attract more users. A meeting will be requested with existing owners to discuss this further and obtain their ideas and suggestions.

ECONOMIC DEVELOPMENT AND GOVERNMENTAL AFFAIRS: The Director of Economic Development and Governmental Affairs briefed the Commission on her projects and state bills moving forward. She also discussed the itinerary for the upcoming PNWA Mission to Washington D.C. conference, which will include meetings with both the GSA and MARAD.

- J. 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.
- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:17 a.m.

Robert D. Larson
Commission Secretary