

**PORT OF BENTON
COMMISSION MEETING MINUTES
May 16, 2018**

- 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, John Haakenson, Director of Maintenance, Kevin Howard, C.M.; Administrative Assistant, Kelly Thompson; Director of Economic Development and Governmental Affairs, Diahann Howard; Director of Real Estate, Teresa Hancock; Director of Marketing and Communications, Wally Williams and Port Counsel, David Billetdeaux. Also in attendance were Dan Deckert, Lorna Deckert, Brian Lotze and Stan Jones.
- B. PLEDGE OF ALLEGIANCE:** Commissioner Robert D. 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 11, 2018, Commission Meeting Minutes.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** Dan Deckert, Lorna Deckert and Brian Lotze, Benton City Car Show Spring Opener, thanked the Commission for their continued support and presented the Port with a plaque.
 - 3. AWARD RECOMMENDATION UPDATE:** Review bid for Richland Airport Way Landscape Improvement Phase 2. The Executive Director discussed the contract to Seifken and Sons for Schedule 1 & 2, Richland Airport, Schedule 1-Monument Signs and Basalt Columns \$135,662.23; Schedule 2-Street Lighting \$44,540.11. The Executive Director recommended awarding signage and landscaping at this time and reconsidering the wall.

The Executive Director discussed a Change Order reducing the total contract price by \$31,700. Rock Mulch Quantity reduced by 2,100 yards with a savings of \$22,700 and eliminating the concrete footing on basalt columns with a cost savings of \$9,000. The amended contract amount will be \$148,502.34.

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 agreement with Siefken & Sons Construction for a total amount of \$180,202.34 to be reduced by amendment to \$148,502.34 for Schedule 1 and Schedule 2 at the Richland Airport.
- D. COMMISSIONER COMMENTS:** Commissioner Jane Hagarty commented on her attendance at the Washington Public Ports Association (WPPA) spring meeting held last

week. She found the classes held for elected officials and counsel were very informative regarding public records requests and records retention.

Commissioner Robert Larson reported on his attendance at the WPPA spring conference and stated the presentation given by WPPA Attorney Frank Chmelik to be informative. He also attended a Hanford Communities meeting, the main topic was Payment In Lieu of Taxes (PILT).

Commissioner Roy Keck commented on his attendance at the WPPA spring conference and Stated Port Counsel attended the training offered to elected officials. He also advised the Port to continue developing a plan for records retention.

- E. **COUNSEL COMMENTS:** Counsel commented on two new laws, which will be effective on June 1, 2018. The first involves the ability to contract public works under \$40,000 without calling for bids. The second involves a law that was adopted in 2005 that becomes effective June 1, 2018. Any newly purchased vehicles by government agencies would need to be bio-diesel or electric, unless there is a financial justification not to purchase alternative fuel vehicles.
- F. **EXECUTIVE DIRECTOR COMMENTS:** The Executive Director discussed the need for approval to sign the Crow Butte Planning Agreement contract with JUB Engineers. The contract amount is for a total of \$270,000. The Recreation and Conservation (RCO) grant amount is \$210,000 and the Port's amount is \$75,000.

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed by the Commission authorizing the Executive Director to execute the necessary documents for the Crow Butte Planning Agreement contract with JUB Engineers. The contract amount is for a total of \$270,000.

The Executive Director discussed the status of the CDC buildings located at 2920 - 2940 George Washington Way. The appraisal received includes the cost of demolition. An existing tenant is interested in the north building to accommodate expansion of their business with the acquisition of a large vendor account. The Commission provided the Executive Director permission to continue negotiations and cautioned the exterior of the building would have to be considered as part of the improvements. The Commission will review the business plan and/or proposal at the next Commission Meeting.

G. STAFF INFORMATION REPORTS:

MARKETING: The Director of Communications and Marketing provided the Commission a proposal for a revised format of the Port's newsletter. The Commission advised him to begin with this year's fall edition and to continue to work toward eventual electronic distribution.

GRANTS: The updated copy of the Grants Status report was reviewed and discussed. The Director of Economic Development and Governmental Affairs advised the Port has submitted a \$300,000 grant to the Washington State Historical Society for a two to three thousand square foot museum facility located at the USS Triton Sail Park.

ECONOMIC DEVELOPMENT AND GOVERNMENTAL AFFAIRS: The Director of Economic Development and Governmental Affairs briefed the Commission on her projects.

She also stated the Maritime Administration (MARAD) has completed the appraisal and internally approved the appraisal from the General Services Administration (GSA). The Port should receive a proposal for the property to remove the Richland Innovation Center (RIC) restrictions for review by the next Commission Meeting.

- 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, May 16, 2018, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 04318 through 04365 totaling \$105,020.25 and General Expense Warrants numbered 068320 through 068485 totaling \$938,327.69 from the General Expense Fund.
- J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 9:56 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 to discuss Potential Litigation RCW 42.30.110 (l)(i) and Real Estate Matters pursuant to RCW 42.30.110 (l) (b). The Commission announced the Executive Session would last no longer than thirty (30) minutes. At 10:26 a.m. the Commission announced the Executive Session would last an additional ten (10) minutes. The Executive Session was adjourned at 10:36 a.m. and the regular Commission Meeting was reconvened.
- K. ADJOURNMENT:** With no further business and no action taken, the meeting was adjourned at 10:36 a.m.

Robert D. Larson,
Commission Secretary