

**PORT OF BENTON  
SPECIAL COMMISSION MEETING MINUTES  
SEPTEMBER 20, 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 Interim Executive Director Diahann Howard, PPM®; Director of Finance, Stuart Dezember, CPA, PPM®; Port Counsel, David Billetdeaux; Director of Communications and Marketing, Wally Williams, Director of Real Estate, Teresa Hancock and Administrative Assistant, Kelly Thompson. John Hodgson was also in attendance.

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

**C. DISCUSSION ITEMS:**

1. The Interim Executive Director discussed applying for Washington State Department of Transportation (WSDOT) supplemental 2019-2021 Freight Rail Assistance Program (FRAP) funding to improve crossings as well as to partner with the City of Richland to improve the Kingsgate Way crossing signal. The Port wishes to be a co-applicant with the City of Richland to provide collaboration with the repair of railroad. The Port will apply for a \$1.25M Grant with a \$100,000 match provided by the Port. The City of Richland will apply for a \$50,000 grant for the Kingsgate rail crossing and provide their own match.

**A Motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Interim Executive Director to execute the necessary documents to apply jointly with the City of Richland for the FRAP \$1.25M Grant, with a \$100,000 Port match. The City will apply for a \$50,000 grant and provide their own match.**

2. Port Counsel discussed the need for approval for the Interim Executive Director to award purchase of bridge ties at a value of up to \$200,000. In previous meetings there have been motions for permission for this procurement of ties for the Yakima River Rail Bridge. The bridge ties are wider and longer than normal ties and require more lead time.

**A Motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Interim Executive Director execute the necessary documents to award the purchase of Yakima River bridge ties at a value not to exceed \$200,000.**

3. John Hodgson, Prothman Consulting, gave a brief background on himself and Prothman. He then discussed the kind and types of questions asked in interviews and the characteristics and qualifications Prothman looked for in narrowing 20 applicants for the Executive Director Position down to 10.
4. **EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 8:43 a.m. an Executive Session was convened pursuant to RCW 42.30.110 (1)(g) for the purpose of discussing personnel issues and evaluating qualifications of applicants for the Executive Director search and the Commission announced the Executive Session would last no longer than thirty (30) minutes. At 9:13 a.m. the Commission announced the Executive Session would last an additional thirty (30) minutes. At 9:43 a.m. the Commission announced the Executive Session would last an additional five (5) minutes. At 9:48 a.m. the Commission announced the Executive Session would last an additional five (5) minutes. At 9:53 a.m. the Commission announced the Executive Session would last an additional five (5) minutes.

Executive Session was adjourned at 9:58 a.m. and the regular Commission Meeting was reconvened.

**A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed by the Commission authorizing Prothman to extend invitations to five candidates to move forward in the interview process for the executive director position. The names of these five candidates will remain confidential until October 17, 2019, when a press release will be sent out with biographies of the candidates. Then, on October 22, 2019, a full day of interviews will take place with the candidates. It is the intention of the Commission to make their selection for the Executive Director position at the end of the day on October 22, 2019.**

- D. **ADJOURNMENT:** With no further business, the Special Commission Meeting was adjourned at 10:00 a.m.

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Robert D. Larson,  
Commission Secretary