

**PORT OF BENTON
COMMISSION MEETING MINUTES
AUGUST 19, 2020**

A. CALL TO ORDER: The regular monthly meeting was called to order at 8:32 a.m. at Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington.

PRESENT: Commissioner Roy D. Keck (via remote telecommunications), Commissioner Robert D. Larson (via remote telecommunications), Commissioner Jane F. Hagarty. Executive Director, Diahann Howard, PPM (via remote telecommunications); Director of Economic Development and Government Affairs, Miles Thomas (via remote telecommunications); Administrative Tech, Summers Miya (via remote telecommunications); Interim Director of Finance, CPA, Karen Schmidt (via remote telecommunications); Director of Real Estate, Teresa Hancock (via remote telecommunications); Port Counsel, David Biletdeaux (via remote telecommunications); Director of Marketing, Wally Williams (via remote telecommunications); Senior Accountant, Veronica Serna (via remote telecommunications); Administrative Assistant, Sheri Collins (via remote telecommunications); Facilities Manager, Ron Branine (via remote telecommunications); Airport Manager, Joe Walker (via remote telecommunications); Director of Special Projects, John Haakenson (via remote telecommunications); Director of Finance/CPA, Danielle Connor (via remote telecommunications); Engineer, Roger Wright (via remote telecommunications); Prosser Economic Development Association, Neal Ripplinger (via remote telecommunications); City of Richland, Pete Rogalsky (via remote telecommunications); Dennis Nichols, and Tri-City Railroad, Lisa Anderson (via remote telecommunications).

The Commission Meeting was conducted using the CDC (Centers for Disease Control) recommended social distancing protocols for COVID-19 with Commissioners meeting in-person; public attending remotely and Port staff members participating in-person or remotely, and said meeting was noticed as required by RCW 42.30.070.

Commissioner Hagarty read action items aloud alphabetically by last name and asked that each commissioner signify their vote by announcing 'Yes' or 'No' aloud. Further, when a Commissioner wishes to speak, the name of the Commissioner will be announced for those using remote telecommunications.

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

C. CONSENT AGENDA:

1. A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the July 8, 2020 Commission Meeting Minutes, approval of vouchers and certifications, including payroll, for the month of July totaling \$1,181,901.11.

D. PUBLIC COMMENT: The public was able to participate via Zoom or telephonic conference and instructions were given to the public as to how they could comment.

Richland Airport tenant, Dennis Nichols inquired for a status update on the crack sealing at the Richland Airport.

Airport Manager, Joe Walker informed Mr. Nichols that he is actively working with the maintenance team to get the cracks repaired as quickly as possible.

There were no further comments.

E. ITEMS OF BUSINESS:

1. Welcome and Update from New Executive Director of the Prosser Economic Development Association (PEDA), Neal Ripplinger.

Neal Ripplinger thanked the Commissioners for their time and continued support before moving on to Prosser project updates.

Ripplinger informed that the I-82 utility crossing for the hospital project and land annexation for additional development has been pushed from 8/20/20 to 9/3/20 with the hope that the extension will increase proposals.

Ripplinger also provided an update on recent business recruitment and expansion and announced that he recently met with the developer of the Red Blend Villas, a 55+ community with 19 units, a small park and pickleball court. A second development, Red Blend Cottages, is planned.

Additionally, Ripplinger is working on connecting with Cascade Natural Gas with hopes to push a gas mapping, tracking project forward.

The new grocery store is scheduled to open on 9/2/20 and Ripplinger announced that store management used the Clore Center during their interview process and were very pleased with the Clore.

Ripplinger informed that PEDA continues to have case management meetings monthly with TRIDEC and Karl Dye, CEO of TRIDEC, was recently in Prosser for an economic development tour. Prosser's new City Manager also recently participated in a tour.

Ripplinger provided an update on the Broadband Action Team, including information on a survey that was recently sent to Prosser residents with hopes to understand and locate gaps in area broadband needs. Ripplinger would like to resend the survey and has applied for a \$1,000 grant, in which \$250 was received. Ripplinger hopes to continue getting the survey out because of the many benefits to remote work and school. In addition to the Broadband survey, PEDA has also sent out a COVID-19 survey to businesses to learn how different businesses have been affected. Thus far, great feedback has been received and PEDA hopes to send out a second survey on social media and with the help of the Prosser Chamber.

PEDA continues to take part in bi-weekly meetings with the City, Chamber and Historic Downtown Prosser Association and Ripplinger reported that all have been supportive of downtown dining reopening on 7/11/20.

Ripplinger announced that PEDA shared the CARES grant information in their newsletter and 51 Prosser businesses applied and 8 were selected as recipients.

Ripplinger noted that on 8/1/20, wineries, breweries and taverns were allowed to follow phase 2 guidelines, but with no indoor seating.

Ripplinger noted that Prosser's census numbers are higher than the national rate, but he is still working with census to boost the numbers. Additionally, Ripplinger has been working with Community Grant Writer, Sue Jetter, who is soon retiring. PEDA is actively searching for a replacement Grant Writer and noted what a useful program that brings a lot of value to the community.

Director of Economic & Government Affairs, Miles Thomas welcomed Ripplinger and noted how pleased he has been in the work that has been done to identify a new candidate for the Grant Writer position. A tour of the Port was also offered to Ripplinger.

2. Approval of Steptoe Easement to City of Richland: Port Attorney, David Billetdeaux pointed out that this easement is in essentially the same form as the easement that was signed with the City of Richland regarding the Duportail project. This easement will allow the City of Richland to perform work at the Steptoe Crossing and incurs no cost to the Port. This easement will work to build economic development in the Steptoe area and Billetdeaux feels it is in the Port's best interest to sign and work together with the City of Richland to support economic growth surrounding rail activities. Billetdeaux believes that the City of Richland and TCRY have reached their own agreement as well.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the Steptoe Easement to the City of Richland.

3. Resolution 20-36, Adopting a Policy of the Port of Benton for the Sale and Disposal of Surplus Personal Property: Port Attorney, David Billetdeaux informed that the Port had not previously formally adopted internal official policies and procedures in regard to surplus equipment and previously adhered to more of an ad hoc system. Billetdeaux proposed a policy to provide Executive Director authority to oversee whether property should go to bid, be sold or end up in another government entity, based upon the estimated value of said surplus property.

Facilities Manager, Ron Branine added that he has been working on identifying items for surplus as well as determining a fair market value. Branine anticipates that he will have a more complete list by the next Commission Meeting.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 20-36, approving a Policy for the Sale and Disposal of Surplus Personal Property.

4. RESOLUTION 20-38 – EDA GRANT FOR NORTH RICHLAND INDUSTRIAL PARK SEWER EXTENSION: Executive Director Diahann Howard informed that this grant would support running sewer through Horn Rapids Industrial Park into the 1,341 acres located north. The City of Richland and the Port have each committed to a \$400,000 match. The 1,341 acres provides a huge opportunity for community economic recovery post COVID. There is a slight potential for EDA CARES dollars, but Howard does not anticipate that these dollars will come available therefore is planning to be considered for EDA infrastructure grant funds.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving Resolution 20-38, which approves the submission of an EDA grant along with Port of Benton \$400,000 match for a North Richland Industrial Park Sewer extension.

5. RESOLUTION 20-39 – CERB GRANT FOR NORTH RICHLAND INDUSTRIAL PARK SEWER EXTENSION: Executive Director Diahann Howard noted that the Port has recently learned that there are \$425,000 in CERB state dollars still available and Howard informed the Commission that the Port would like to apply in full for the 1,341 acres. Commissioner Keck asked for clarification that this was different from the aforementioned Resolution and Howard acknowledged that it is indeed a separate opportunity that will allow the Port to expand the sewer further within North Horn Rapids 1,341 acres. Howard stated that the application is due in September and if approved, will be included in the 2021 budget.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving Resolution 20-39, which approves the submission of up to a \$425,000 CERB grant for North Richland Industrial Park Sewer extension.

F. INFORMATION REPORTS:

1. Grants Update: Executive Director, Diahann Howard noted that current grant projects have been moving forward. Howard added that the City of Richland is applying for a Center Parkway expansion and plans to request \$50,000 from the Port of Benton to move forward with this project. This City in turn will be providing support of \$50,000 to the Port for its upcoming state FRIP/FRAP grant and loan application.

2. Properties/Projects Update:

a. RESOLUTION 20-37 – DECLARING AN EMERGENCY RELATED TO EXTENSIVE DAMAGE CAUSED BY A TRAIN DERAILMENT ON JULY 31, 2020.

Port Attorney David Billetdeaux informed the Commission that there was a BNSF train derailment on 7/31/2020 involving eight cars which led to the rail ultimately being shut down for one week. Billetdeaux continued that the Port of Benton has been in constant communication with TCRY and BNSF regarding the extensive track damage as well as the potential economic damage to the community. Billetdeaux added that the Port will be seeking reimbursements from BNSF, who the Port feels should be liable for the destruction based upon initial investigation as well as language from the 1947 Agreement. Billetdeaux explained that a litigation hold has been placed on BNSF documents and a request for black box data from the train has been made.

Commissioner Larson complimented the Port on the speed in which the derailment was cleaned up and the tracks were cleared for passage. Commissioner Larson commented on graffiti in the area and Engineer Roger Wright confirmed that a contract is in place to paint over the graffiti.

Wright continued with an update on the rail project, noting that the timber deck has been replaced on the Yakima River Bridge, the ties, rails and ballast on the I-182 (Berry's) Bridge, and the Jadwin Avenue crossing panels. Wright noted that the project is going well and the major work has been completed, with final improvements completed during the past weekend closure. The weekend closure required traffic control on I-182 while crews removed round ballast. Unfortunately, during the traffic restrictions, there were five accidents on I-182 due to driver inattention.

Wright continued with an update on the significant amount of vandalism at the City dock. Railworks has been vandalized and has experienced theft at the dock on a regular basis. On Sunday, July 12, 2020, approximately 30-minutes after the contractor finished for the weekend and left the site, it is believed an unknown individual(s) allegedly started the waste tie pile on fire. This fire burned very hot, and while it only burned waste ties, due to the heat it damaged approximately five main track ties. It is yet undetermined if the rail has been damaged, but currently trains are able to pass at this location. Since the contractor had removed the ties from service, they became their ownership so any fire clean up and any possible rail damage repair will be the responsibility of the contractor.

Wright added more detail about the train derailment on July 31, 2020. BN was bringing a 107-car unit train of corn into north Richland. At approximately 4:00 p.m., the 16th-23rd grain car derailed and left the track at approximately 3,000 ft north of the Columbia Park Trail bridge. Eight hopper cars left the track and were totally destroyed along with approximately 1,000 tons of corn. The derailment

also destroyed approximately 500 track feet of the Port's track. The locomotives and the first 15 cars finished the trip to north Richland and the remaining cars were pulled back to Pasco. BN's cleanup contractor came in over the next two days to clear the cars from the track area and to vacuum up a portion of the grain. BN completed the rail car and grain removal this past weekend during the scheduled track closure. Wright added that the BN contractor performing the repairs damaged the ties between the derail site and the Columbia Park Trail. HDR Engineers will be performing an inspection of the track as soon as Railworks performs a final cleanup of the rail ballast and ties.

Wright concluded by noting that while track maintenance, and repair, is the responsibility of the track tenant, since the Port had Railworks onsite performing work on the track, the Port elected to enter into a Force Account emergency repair agreement with Railworks to make the emergency repairs and ensure quick restart of interstate commerce. Inspection was made on the track on Sunday, August 2, 2020 and materials were ordered on Monday, August 3, 2020. Railworks began work on the repairs on Tuesday, August 4, 2020. Trains began running on the derailment on Friday evening, August 7, 2020 at 7:00 p.m.

Wright estimates that the track repair associated with the derailment caused \$170,000 - \$200,000 in damages.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 20-37, declaring an emergency related to extensive damage caused by a train derailment on July 31, 2020.

b. RESOLUTION 20-40 – AWARDING A CONTRACT FOR AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM.

Interim Director of Finance, Karen Schmidt presented a cost component review including subscription and implementation proposals for the proposed ERP system, highlighting the cost breakdown of the entire system, which includes Work from Home support and implementation. Schmidt covered cost and implementation for Intacct Financial Management, Intacct Employee User 10 pack, web services, grants tracking and billing, nonprofit spend management, Sandbox Development Environment, Sage Intacct subscription, Criterion HCM Payroll subscription, including a cost overview on FAMIS and Lucernex. Total implementation costs should not exceed \$117,865 and total subscription costs should not exceed \$56,802 for a project total of \$174,666.

Executive Director Howard added that the cost will be stable for the first three years and commented that Schmidt has been heavily negotiating to ensure the systems are as solid as possible.

Schmidt added that the new system is relevant, online, intime and an ERP solution, rather than a system with siloed with hidden information and data.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 20-40, awarding a contract for an Enterprise Resource Planning (ERP) system.

G. COMMISSIONER REPORTS/COMMENTS: Commissioner Hagarty took the opportunity to read Proclamation 20-01, honoring Interim Director of Finance, Karen Schmidt for her dedication to the role she played as Interim Director of Finance. Hagarty acknowledged her diligence and her active and energetic support to the Port of Benton vision and mission from her first day on the job. Commissioner Hagarty continued that Schmidt will be remembered for her many accomplishments as well as her ability to provide visionary direction for the Port of Benton's finance department.

Commissioner Larson announced that he has been attending the Good Roads meetings and the committee does not feel they are receiving enough funding for the needs of Washington roadways.

Commissioner Larson welcomed Danielle Connor and commented that he feels she is doing a great job in her role as CPA/Director of Finance and is excited to have her on the Port team.

Commissioner Larson expressed gratitude and complimented Miles for all his technical efforts in support of his email and zoom meeting needs

Lastly, Commissioner Larson informed the group that Patrick Pittenger recently left the Benton-Franklin Council of Governments (BFCOG) and Larson complimented Pittenger for everything he accomplished in his role at BFCOG.

Commissioner Keck informed that he has been attending the WPPA weekly roundtables, which have been largely focused on COVID-19.

Commissioner Keck applauded Miles Thomas for the great job he did on the August 14, 2020 edition of TRIDEC's Coffee with Karl and also complimented the smooth transition from Karen Schmidt to Danielle Connor. Additionally, Commissioner Keck praised the new ERP system and noted what a huge asset it will serve to the Port team. Lastly, Commissioner Keck added that he has been a part of a WPPA working group taskforce and they have been working on policy review with the ports association to see if ports can support carbon tax and carbon trade as long as a portion of revenues go back to transportation.

Commissioner Hagarty complimented the earlier presentation given by Neal Ripplinger from PEDDA and added that Neal has stepped right into the role and has picked up where Deb Heintz left off, seamlessly.

Commissioner Hagarty will attend a Walter Clore executive meeting on August 20, 2020 and again at the August 26, 2020 Board meeting to discuss the future of the Clore Center.

Commissioner Hagarty also updated that the Prosser Chamber of Commerce is continuing to provide updates to their members and the community, although they have had to cut back hours of current employees. The Chamber's Beer & Whiskey Festival is still on track for October.

Commissioner Hagarty added that she is continuing to work with the United Way and giving money to non-profit organizations and has learned quite a bit throughout this experience, including the missions of the many non-profit organizations in the community and what they each do to give back to the community.

H: DIRECTOR REPORTS/COMMENTS

1. EXECUTIVE DIRECTOR: Executive Director Howard began with an update on AAPA, as the Port continues to work with them. Additionally, the Port has added support to an AAPA letter along with PNWA and over 70 ports from across the nation.

Howard updated that the Pasco Chamber of Commerce RiverFest event has moved to a virtual event on October 10, 2020. The Port has committed to a \$5,000 sponsorship of this event.

Howard provided an update from the tourism industry, learning that local hotel occupancy has seen a 43% decrease and the Tri-Cities Airport has seen a 77% decrease in travel, however Visit Tri-Cities has reported booking \$8 million in revenue for future business. Seattle has closed 35 hotels amid the COVID-19 pandemic.

Howard reported attending the WPPA Executive Director Conference virtually, along with WEDA's virtual conference. The WEDA conference inspired the framework for the upcoming

Entrepreneurial Awards Banquet in November.

Howard reported that Congressman Newhouse held a series of meetings in the Port office in early August, utilizing the Port's ideal setting for virtual communications.

Howard noted that the Port continues to work with TRIDEC on CARES funding and to date, only 71 Franklin County applications have been received, compared to 660 Benton County applications.

Howard added that she recently attended a FUSE launch event, which is a community accelerator for their virtual start-up event.

Howard reported that she has begun one on one weekly or monthly meetings with the team, including a monthly maintenance meeting. Howard added that she looks forward to supporting the financial transition and Danielle's move to Port Auditor on September 9, 2020.

Howard commented on Commissioner Keck's request for a financial meeting earlier in the month and invited Commissioners Larson and Hagarty to request a similar meeting, if so desired.

Howard noted that further discussion regarding negotiations within Richland Business Center and Prosser Airport properties will be discussed during executive session

2. PORT ATTORNEY: Port Attorney, David Billetdeaux provided an update on the negotiations with ProDigiQ and announced that a mutual resolution has been reached and the paperwork is in process to end the contract. Billetdeaux noted that he is working with ProDigiQ contacts to export data out of the system so it can be imported into the new system.

Billetdeaux attended the Regional Chamber of Commerce monthly Board Meeting virtually and informed that the Chamber is not expecting to reopen their doors until phase 4 or early 2021.

Billetdeaux provided an update on the Test America site, stating that they are in the process of finalizing the environmental work after the dry wells had been filled back in prior to initial test results coming back. Test America has asked the Port to sign to release them from environmental liability, but the Port is not willing as the lease requires that the property be returned in the original condition.

Billetdeaux provided an update on the recent tariffs that TCRY is attempting to put in place and announced that the Port has received several complaints regarding the implementation of the tariffs from rail tenants. Billetdeaux noted that the Port has followed the requirements of the Lease between the Port and TCRY by referring the issue to the Surface Transportation Board. TCRY sought a 20-day filing extension, which the Port did not oppose.

3. FINANCE DIRECTOR: Director of Finance, Danielle Connor announced that final reimbursement in the amount of \$169,000 was received in mid-August from the RCO regarding the Crow Butte RV Planning project. The final report was accepted, and this project is now complete.

Connor continued with a report on the unaudited 2020 budget. Connor explained that the budget has been annualized for purposes of comparability against July 31st results, a simple straight-lined method was used, 7 months divided by 12 months, with no reflection of seasonality.

Connor updated that cash is showing at \$2.4 million, which is preliminary as of July 31st and the Port has received the July reports from the Benton County Treasurer and are in the process of performing and reconciliation.

Connor highlighted that overall, the Port is currently ahead in total available funds less expenditures by 24%. In regard to revenues, lease revenues are 28% over budget, which is partially due to timing, and largely attributed to the Port's ongoing initiative of the step up in lease adjustments from the Director of Real Estate, Teresa Hancock's efforts.

Additionally, Connor continued that tax revenues are 71% under budget, which is also attributed to timing and a \$1 million receivable sitting on the balance sheet.

Connor added that because of the unexpected closure of Crow Butte Park for the season thus

far due to COVID-19, the Port does not expect any revenue from the park.

Connor added that grant income was 77% under budget, which is primarily attributed to the deferral of the \$1.2 million of the .09 funding, which is estimated to be pushed to 2021.

Connor noted that with the large unbudgeted land sale, total available funds are very close to being right in line with budget.

Connor added that the Port is ahead by 37%, or \$720k for operations and maintenance expense, which is attributed to being conservative and frugal in expenditures and partially reflective of the delay in the .09 funding. The variance in equipment purchases is attributed to the timing of expenditures. Overall, including unanticipated COVID-19 expenses, Connor announced that the Port is 20% ahead in expenditures.

Connor concluded by adding that she is in the process of building out the 2021 budget in preparation for the Commission workshop scheduled for October 27, 2020.

Interim Director of Finance, Karen Schmidt provided an update on the 2020-2021 insurance renewal topics including general liability, railroad, airport, storage tank/pollution, aviation liability consideration and the Conover fee agreement.

Schmidt's noted that she looked at other options, compared, analyzed, and went with what she felt was the most responsible, effective coverage. Schmidt has asked Conover to investigate cyber coverage as well as COVID-19 reimbursement. Schmidt also added that the AIG renewal for aviation may change and more information may follow.

Schmidt informed the Commission that currently the Port has \$10 million in aviation liability but has received quotes for a higher coverage. The pricing on the quotes are for \$10, \$20 and \$30 million and the costs are not exceedingly higher than current costs. Schmidt asked for a preliminary nod from the Commission to bump up liability coverage to \$20 or \$30 million once all research and information has been reviewed, which was received from Commission.

Schmidt also noted that there is a fee in the amount of \$19,000 charged to the Port in exchange for Conover's provision of services. The fee represents approximately 6.99% of the total premium charged by the insurer for the policies Schmidt has described.

Commissioner Hagarty encouraged Schmidt and the Port staff to seek bids at the start of the year.

4. ECONOMIC DEVELOPMENT & GOVERNMENT AFFAIRS:

Director of Economic Development & Government Affairs Miles Thomas announced that the updated Port of Benton website was launched earlier that morning. Thomas displayed a virtual tour of the new site, highlighting several the pages.

Thomas continued with an update on his partnership with Maul Foster Alongi (MFA) and the Port's strategic plan. Thomas highlighted that the process has been very in depth and involves four separate components and all aspects of the plan are much more detailed and involved. Once the plan has been complete, Thomas plans to share with the staff for input and review.

Thomas provided an update on the Tri-Cities Research District, highlighting the efforts between TRIDEC and the Port to develop nuclear capability report cards, which will give businesses in the Research District an opportunity to explain what their business is capable of.

Thomas added that he is working on lining up support letters for the 1,341 acres to extend sewer lines and sections of the site can be opened.

5. MARKETING: Director of Marketing, Wally Williams provided an update on recent projects he has been involved in, including the upgrading of branding to match the new website, which went live today. The branding color scheme will mirror the new website.

Williams continued that he has been working with Director of Real Estate, Teresa Hancock to update site sheets to also match the updated branding as well as one-minute real estate spots to post on the website.

Williams added that he has been assisting in the sprucing up of the 3100 conference room space and is working on the most cost efficient options.

Additionally, Williams updated that he has been working on an updated electronic newsletter for the fall. The format is much improved and will interact with the user.

Williams concluded with an update that he has recently taken over all social media and marketing for Crow Butte Park to ensure that the Port's mission and vision remain consistent across all avenues of Port-related advertising and news.

6. REAL ESTATE: Director of Real Estate, Teresa Hancock began with a Notice of Annexation on behalf of the City of Prosser seeking to annex 58+ acres within the Urban Grown Area (UGA) adjacent Vintner's Village, including 24.87 acres of the port's property along Wamba Road. The annexation would apply to the property farmed by Terry Christensen and the Bohlke Life Estate properties.

Hancock also updated the commission that a second request has been received from Tyler Kafentzis regarding his interest in purchasing a portion of Port acreage near the Richland Airport. Kafentzis and a developer expressed interest in subdividing a 20-acre parcel adjacent their existing development, located outside the airport fence but between the railroad line and SR240, for commercialization purposes. Hancock added that Port staff is not recommending this property be sold or a portion subdivided given the original acquisition due to runway protection zone and limitations between railroad, air and state route at this time, but needed to share to board as promised to the developer.

Airport Manager, Joe Walker added that the land Kafentzis is interested in is actually federally obligated property and the FAA would be required to release, which Walker stated would be highly unlikely.

Executive Director Howard noted that the Port wanted to give background to the Commission, should they be approached separately about this subject.

Commissioner Hagarty encouraged all to be mindful with the FAA and follow rules and regulations accordingly.

Hancock continued with a reminder that the Intermech lease will be expiring at the end of October. Intermech occupies 30,000 square feet of high bay warehouse in the 2345 building. Hancock noted that she is actively seeking tenants and showed the property to MSA, who is a neighbor tenant, and space tour seemed to warrant interest pending budget and contract renewals with DOE.

Hancock concluded with an update that general interest in real estate has increased for all spaces and purposes. Hancock continues to work with the Liquor Control Board regarding the Port winery, brewery and distillery tenants.

7. SPECIAL PROJECTS: Director of Special Projects, John Haakenson announced that there have been recent issues with the gravity system at Crow Butte Park. Excavation has been performed, old valves have been lubed and the systems have been flushed and are flowing properly. Haakenson added that the focus has been rebuilding systems, back-filling and cleanouts. Soil has been compacted and a 12-foot hole has been leveled. The gravity system between the shop and the house is in line. Haakenson suggested looking into redoing the system when the new contact station is added. Haakenson concluded with an update that the Day Use section of the park has been very busy, and an Army Corps of Engineers Park Ranger recently inspected the park facilities and did not find any major issues.

8. FACILITIES: Facilities Manager, Ron Branine noted that they recently replaced another HVAC unit at MO404, which was a \$10,463 Capex spend. Branine thanked Interim Director of Finance, Karen Schmidt for all of her work researching and negotiating the new ERP systems, as the new system will allow for better planning in situations such as the recent unexpected HVAC cost.

Branine continued with an update on the 2019 Butler Loop project, noting that the remodel is nearly complete and only waiting on the new garage doors and openers. Branine showed an array of before and after pictures of the project, pointing out that nearly all projects were completed in-house by the Port maintenance team. The existing tile was buffed and looks as good as new.

Branine included pictures of the recent tree removal project at the berm, which has been completed.

Branine wrapped up his portion of the update with a list of projects on deck, including University and George Washington Way corner landscaping, a lighting project at Vintner's Village, a new fence project at Vintner's Village and fence repair along that property line.

9. AIRPORTS: Airport Manager, Joe Walker greeted the Commission by thanking them for their participation in the recent public outreach sessions with AMCG. Walker updated that the aeronautical aspects are complete, and the non-aeronautical analysis is being completed, which AMCG hopes to have a draft report available next week for review.

Walker provided an update on the hangar sites for both airports, stating that demand is high and availability is low. Prosser currently has no sites available and Richland has two large sites available. Prosser does have a taxi lane design project in progress that will make more sites available, but Richland does not currently have any projects identified or underway that would increase availability.

I. EXECUTIVE SESSION: The regular Commission Meeting was recessed at 11:43 a.m. and an Executive Session was convened at 11:45a.m. to discuss potential litigation pursuant to RCW 42.30.110(i) and real estate pursuant to RCW 42.30.110(c). The Commission announced the Executive Session would last no longer than one hour. The Executive Session was adjourned at 12:45p.m. and the regular Commission Meeting was reconvened.

After reconvening the regular meeting, the Commission waited for five (5) minutes for any remote attendance participants to reconnect to the meeting. None did.

A motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission authorizing the Executive Director and Port Counsel to file an unlawful detainer (eviction) proceeding for the Tri-City Railroad Company, LLC.

J. ADJOURNMENT: With no further business, the meeting was adjourned at 12:50 p.m.



Roy D. Keck
Commission Secretary