

**PORT OF BENTON
COMMISSION MEETING MINUTES
May 13, 2020**

- A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:31 a.m. at Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington.

Present: Commissioner Jane F. Hagarty, Commissioner Roy D. Keck and Commissioner Robert D. Larson. Executive Director, Diahann Howard, PPM; Director of Economic Development and Government Affairs, Miles Thomas; Director of Special Projects, John Haakenson; Administrative Tech, Summers Miya; Director of Real Estate, Teresa Hancock (via remote telecommunications); Port Counsel, David Billetdeaux (via remote telecommunications); Interim Director of Finance, Karen Schmidt (via remote telecommunications); Airport Manager, Joe Walker (via remote telecommunications); Senior Accountant, Veronica Serna (via remote telecommunications); Administrative Assistant, Sheri Collins (via remote telecommunications); Engineer, Roger Wright (via remote telecommunications), Director of Marketing, Wally Williams (via remote telecommunications); Tri-Cities Area Journal of Business, Wendy Culverwell (via remote telecommunications); Alex Pappas (via remote telecommunications); WPPA, Gerry O'Keefe (via remote telecommunications); and Facilities Manager, Ron Branine (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 will read action items aloud alphabetically by last name and ask that each commissioner signify their vote by announcing 'Yay' or 'Nay' 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:** John Haakenson led those present in reciting the Pledge of Allegiance.

C. CONSENT ITEMS:

- 1. A motion was made by Commissioner Roy Keck, seconded by Commissioner Bob Larson and unanimously passed by the Commission approving the March 23, 2020 Special Commission Meeting Minutes, Resolution 20-20, to cancel Warrant No. 072568 and approval of vouchers and certifications, including payroll, for the months of March and April totaling \$1,669,839.78.**

D. UNSCHEDULED BUSINESSNESS & VISITORS: There were no comments from the public or visitors. The public was able to participate via Zoom or telephonic conference and instructions were given to the public as to how they could comment.

E. CURRENT BUSINESS (Discussion Items):

1. UPDATE ON CROW BUTTE PARK: Director of Special Projects, John Haakenson, provided an extensive overview of the irrigation and sewer repair that has been taking place at Crow Butte Park over recent months. Photographs of the 50-year old irrigation and sewer system were presented displaying damaged sewer lines, repair, excavation, including areas with underground concrete and considerable tree root growth that has caused issues with the existing wiring and piping. Images were provided displaying original valves and brass sprinklers and the difficult process of accessing them for repair. There are over 500 sprinklers throughout the park and a large percentage have needed total replacement or repair, which has involved raising existing valve boxes above ground and adding shut off valves and drains.

A detailed irrigation map of the system is being created to ease the maintenance of the irrigation system in the future.

There have been issues with the sewer system to the lagoon and a bid is currently out for repair or rebuild of the irrigation system.

Maintenance on the park has continued throughout the COVID-19 pandemic and significant improvements have been made to the park, including removal of garbage, tree trimming and painting. An Operations & Maintenance Manual is in creation, which includes protocol for park groundskeeper and camp hosts. Compliments were given to Haakenson, the maintenance team and the camp hosts for their dedication and work at the park.

Overnight camping is currently closed, and the park will continue to follow the Governor's orders. Day use, the boat launch and limited restroom use is available currently and signage is placed throughout the park regarding proper social distancing protocol. Extra janitorial services are in place.

As of 5/12/20, over \$16,000 in reservations have been refunded due to COVID-19.

2. SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM: Executive Director, Diahann Howard explained that the Port is required to hold a public hearing regarding the Six Year Transportation Improvement Program which is then submitted to the Benton Franklin Council of Governments for regional planning purposes.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the public hearing date of June 10, 2020 for the Transportation Improvement Program.

- 3. PAVEMENT MAINTENANCE UPDATE:** Director of Special Projects, John Haakenson provided an update on the 2020 Pavement Maintenance Project. The Port budgeted \$332,000 for the 2020 project and worked with JUB Engineering to acquire bids. The project required bids in phases and the current bid includes Richland Airport, Richland Business Park, Technology & Business Campus, Tri-Cities Enterprise Center, and a few parking lots in Benton City.

COVID-19 protocol was included in bids.

Stripe Rite came in with the lowest bid of \$257,844.09, plus design and construction engineering for a total project cost of \$320,844.09, which leaves an excess of approximately \$11,000.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the bid for 2020 Pavement Maintenance to Stripe Rite, design and engineering for a total project cost of \$320,844.09.

- 4. RESOLUTION 20-21 (Accepting Work Completed by C & E Trenching, LLC for the Fermi Ave. Power Relocation Project)** Executive Director, Diahann Howard noted that this project was part of the purchase and sale agreement to Summerlin, LLC for 5.25 just west of the RIC.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the work completed by C & E Trenching, LLC and release of retainage for the Fermi Ave. Project.

- 5. 2019 FRAP/FRIB RAIL REHAB PROJECT:** Engineer, Roger Wright presented an update on the FRAP/FRIB Rail Rehab Project, providing a photo presentation detailing the work thus completed and still needed to complete the project. Photos included a shot of the Yakima River Bridge and the railroad ties in need of replacement. The I-182 overpass was highlighted, as the ballast rock will need to be replaced in addition to new ties.

The crossing at Jadwin Avenue is also a part of the project, as there is significant truck and train traffic through this crossing.

Additionally, many splintered ties are in need of replacement along the track.

A review of the current authorized expenditures was provided, with a follow-up of the proposed additional work. Total approved expenses including a \$62,000 contingency are \$1,672,105.68.

At this time, authorization is requested to increase budget authority to \$2,025,000 to allow the Port to expand all WSDOT grant and loan dollars. In addition, authorization was

requested to increase Railworks contract \$314,000 from \$1,249,698.21 to \$1,563,698.21. The Port is authorizing an additional \$25,000 of Port funds to make sure we can expend all of the State Funds. Mr. Wright noted that approval has already been received from the State for the additional construction items to take the total funding up to the \$2,000,000 available.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the additional work authorization total project budget to \$2,025,000 in order to fully leverage state loan and grant dollars.

David Billetdeaux, Port Attorney, clarified that the Rail Rehab Project would be raising the Railworks Contract for a total of \$314,000.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the increase of the Railworks budget for a total of \$314,000.

Commissioner Keck had a few follow-up questions regarding the crossings at Van Giesen and passing in front of the cemetery (Sunset Gardens at Swift Boulevard and SR-240), as he has received several complaints regarding these areas. Executive Director, Howard explained that previous grants submitted to the state to repair these areas was not awarded. The Port has been advised by the Rail tenant that these crossings continue to meet the inspection criteria. Howard explained that the Port will continue to monitor these areas and pursue grants for their rehab and repair.

6. RESOLUTION 20-22: Approval of Consent to Assignment of Ground Lease (RAP/Running T Enterprises/White to Herbert Brayton)

Director of Real Estate, Teresa Hancock reported that she was approached in April 2020 by Timothy White, dba Running T. Enterprises, LLC, the Lessee, seeking the Port's consent to assignment of the Lessee's leasehold to interested buyer, Herbert E. Brayton. Mr. Brayton will assume all title, rights and obligations currently held by the Lessee.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the consent to assignment and assumption of ground lease from Running T. Enterprises, LLC to Herbert E. Brayton.

7. RESOLUTION 20-23: Approval of Aeronautical Ground Lease (RAP/Berkey Engineering)

Director of Real Estate, Teresa Hancock explained that Berkey Engineering entered into a twenty (20) year aeronautical ground lease on February 14, 2018. to construct a 5,916 square foot, mixed-use office and aircraft hangar building at the Richland Airport Park.

After two years, Mr. Berkey's initial plans changed from an engineering office with aircraft storage to a revised development plan sized for a typical box hangar for aircraft storage only. Mr. Berkey and Port staff agree his project is better suited for Site 4, a standard hangar layout consisting of 3,600 square feet, would be better suited for aeronautical development consistency. The original aeronautical ground lease will be terminated with approval of the new aeronautical ground lease. The term is 20 years, with two (2) five-year option renewal terms with an effective date of June 1, 2020.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the Aeronautical Ground Lease for Berkey Engineering, LLC.

8. Wautoma Request Approval to Provide Deferral of Tenant Rent

Executive Director, Diahann Howard explained that Wautoma Springs is a new tasting room located at 236 Port Avenue, Prosser. The tasting room was scheduled to open in late January 2020, but due to COVID-19, the opening has been delayed. Wautoma Springs is requesting a rent deferral through July 2020, that will be paid back by December 2020. May-July, Wautoma will continue to pay leasehold tax and utilities, as is required by law. Rent repayment will commence August-December and the regular lease will increase to \$2,371.51/month.

At this time, Wautoma Springs is the only lessee to meet all qualifications for deferment.

Discussion continued regarding the addition of an exterior public seating barrier (42" high) adjacent the area immediate to the existing roll up door facing the public walkway required by the Liquor Control Board. The Port is looking to have the Port Maintenance team install this fencing and will incur the cost associated with the fence as a way to support local business and install a barrier compliant with the intended vintner use.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the rent deferment for Wautoma Springs Tasting Room.

F. COMMISSION COMMENTS:

Commissioner Keck has been attending all WPPA telecons and finds them very useful.

Commissioner Larson complimented Wally Williams' work on the Port of Benton newsletter. Commissioner Larson also commented on the COVID-19 pandemic and the cancellations and changes it has forced businesses to make and he complimented the Port of Benton's handling of the pandemic.

Commissioner Larson also remarked on the Richland Rotary program to award 5 local nursing students with scholarships using Zoom.

Commissioner Hagarty added that she has been attending PEDAs meetings via Zoom and Deb Heintz has put off her retirement until a replacement has been found for the Executive Director role. The PEDA Board would prefer to interview candidates in person for this position.

Commissioner Hagarty noted that the Prosser Chamber of Commerce, Historic Downtown Prosser and PEDA are working together to keep all informed on what is open for business. Additionally, Commissioner Hagarty announced that the Walter Clore Wine and Culinary Center is looking at ways to cut expenses and has received and is looking into several different grants. To date, the Clore Center has qualified for a \$47,000 SBA grant. Currently, Deb Carter is focusing on figuring out the Clore books in order to provide an accurate financial statement to the Board.

Commissioner Hagarty announced that she has also committed to working with a review team and the United Way of Benton and Franklin Counties for a small grants program to help local non-profit organizations. Six \$1,500 grants are awarded each month.

G. COUNSEL COMMENTS:

David Billetdeaux, Port Attorney, provided a review of recently implemented protocols, including a no touch thermometer. Everyone who enters the Port office is required to use the no touch thermometer and if their temperature exceeds 100.4 F, they will be asked to leave. A series of CDC approved questions will also be asked and if anyone answers "yes" to any of the questions, they will not be allowed entry.

Port staff continue to work from home, stagger hours, and are returning to work in phases in addition to limiting travel.

The Port Attorney continued with a review of a security camera memo, noting that cameras had recently been placed at the Port offices, along with a few other Port-owned buildings.

Additionally, the Port is continuing to work with Blue Star Enterprises to ensure that the 2019 Butler Loop property is environmentally cleared prior to Blue Star being relieved of final tenant obligations. The Port attorney, along with director real estate, are working with engineers at Shannon & Wilson towards moving forward with scheduling additional sampling deemed necessary in the next few weeks. The Port will then be able to move forward with their plans for this site.

The Port Attorney then moved into an overview of recent legal matters with Tri-Cities Railroad (TCRY) company. The previous federal case (Eastern District) was dismissed of all claims except for a breach of contract claim, which was passed along because it was not a federal issue.

TCRY has appealed the ruling in the Federal court to the 9th Circuit. TCRY has also filed a new lawsuit for the alleged breach of contract claims at the Benton County Superior Court. The timeline has been extended due to the COVID-19 pandemic.

It was noted that the Port was awarded over \$100,000 in attorney fees, but those funds are pending due to the appeal.

TCRY is seeking to amend 1947 and 1948 agreements that involved the Department of Energy by filing a petition with the Surface Transportation Board (STB) The Port believes that is a further violation of the Lease between TCRY and the Port, and thus the Port has given TCRY an additional notice of default and notice that eviction will be pursued if all defaults are not remedied within the applicable legal period.

H. EXECUTIVE DIRECTOR COMMENTS:

The Executive Director took the time to acknowledge Senior Accountant, Veronica Serna on recent work, research on Crow Butte and training. Additionally, the Executive Director acknowledged the work of Interim Director of Finance, Karen Schmidt and Summers Miya, Administrative Tech who has taken over accounts payable.

The Executive Director noted to the Commission that TRIDEC's David Reeploeg has been approved to take over Pam Larson's role regarding Hanford Communities. Comments were also made regarding the Port actively looking into grants, small business funding (including Prosser) and discussion about whether the community is ready for the nuclear industry resurgence presented by Department of Energy within its new Strategic Vision document. The Port is preparing for future economic development and has been actively participating in the Tri-City Regional Chamber of Commerce's My Tri 2030 program. A presentation was also recently given via Zoom to the Tri-Cities Local Business Association on the Port of Benton.

The Executive Director remarked that her monthly sessions with Randy Hayden from the Port of Pasco and Jay Hester from the Port of Sunnyside have continued and the partnership has continued to grow.

Also highlighted was an update on the .09 funds and what has been allocated to counties and ports. There was an issue with the Department of Revenue regarding Benton County, which has thus been settled.

Interviews have taken place for the Director of Finance position.

The Executive Director complimented Port staff in this unprecedented time on their attention to detail, social distancing mindfulness and quality of work.

Commissioner Larson commented on Diahann Howard being a great choice for the Executive Director role.

Commissioner Hagarty thanked everybody and remarked on the great leadership at the Port and what an incredible team that is in place.

Commissioner Keck agreed with Commissioner Hagarty and noted that he is proud of the Port team.

- I. **INTERIM DIRECTOR OF FINANCE REPORT:** Interim Director of Finance, Karen Schmidt reported that the transfer of the Accounts Payable position from Veronica Serna to Summers Miya is in progress and the team has taken it to the next level towards positive performance.

Training on the SAGE ERP system is also in process, along with training on proper SAGE reporting. Efforts are in place towards creating a rolling forecast of the budget. Currently, the 2020 budget is not entered into the SAGE software, but steps are being taken towards completing this task.

The Annual Report is also in process as well as the forecast piece, which will continue to be refined and meetings with staff and commission will take place, if needed.

An entirely new potential system that includes work orders is being considered, as the best is wanted for the Port of Benton systems.

Commissioner Hagarty remarked that it is great to have a team working towards progress. Commissioner Keck complemented on the many transitions in place.

J. **STAFF INFORMATION REPORTS**

1. **Marketing** – Director of Economic Development & Government Affairs, Miles Thomas, reported on behalf of Wally Williams and noted Mr. Williams appreciation at the Commission's positive review of the biannual newsletter. Thomas reported that they have been working on community support and looking towards ways to better connect with Port tenants. They have also developed a list of partners who the Port can expand collaboration opportunities with.

Constant Contact has recently been implemented and groups can be targeted, and information can be channeled in a more intuitive way. They are focusing on specific tenant groups and relaying information from organizations such as the Association of Washington Business and the Department of Revenue. With the implementation of digital newsletters, analytical data can be acquired through digital interaction with the Port's news.

The Port's Constant Contact database started with 600 tenants with an additional 175 who had previously requested a PDF copy of the newsletter. The Port has now over 900 digital subscribers.

Other Port districts can share links from the Port's digital newsletters, which broadens the reach significantly into different markets.

Executive Director, Diahann Howard added compliments to the teams marketing efforts. Miles Thomas continued with an update on the website and hopes to have these updates completed by June, including updates to the Crow Butte website.

In addition, the marketing team has been working putting together tenant testimonials to include in future newsletters and on the website.

2. Grants - Executive Director, Diahann Howard provided an update on grants. Currently there is one active application with Benton County on .09 funds and an answer expected this week.

Additionally, through the CARES program, the federal administration provided a \$99,000 grant award to ports airports, which requires Commission approval of acceptance.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the acceptance of the FAA \$99,000 grant and authorizing the Executive Director to sign.

Howard noted that additional monies will possibly be available in the future.

Howard also commented on her active participation and meeting with Economic Development Administration (EDA) and a recent one-on-one meeting with state CERB.

Howard feels positive about grant options for the port moving forward and will look towards ways to help tourism get back on track. Howard will continue efforts to look for ways to proactively work with the community towards recovery, which aligns with the mission of the Port.

3. Governmental Affairs – Miles Thomas announced that the Port of Benton has continued working with Maul Foster Alongi (MFA) for consulting and strategic planning purposes. Thomas noted that Jim Darling of MFA may be reaching out to staff and Commission in the future for further knowledge and insight from the Port team. Thomas also noted that the updated website will be tied with the strategic plan and is looking towards ways to best move forward and evolve, as he is learning more and more on what message to convey.

Thomas added that there is currently quite a bit of content out to Underground Creative. It was also noted that the Port will hold a Community Leader Focus Group for the Strategic Plan in June. Thomas stated that he has not received information on how the CARES Act will benefit Port Districts, as CARES is currently in a different phase and is focusing on municipalities.

Thomas also updated the group on the most recent state legislative session and noted that many of the bills that were approved last session have been stalled or unsigned due to COVID-19.

Executive Director, Diahann Howard pointed out that the Port has been tracking all COVID-19 related expenditures separately.

Commissioner Keck acknowledged this action.

Commissioner Hagarty remarked that it is important to understand how the Port can assist small businesses in the future, especially new businesses and restaurants.

Thomas added that the Port has been sharing information on what businesses are currently open and offering takeout as well as sending information on where businesses can advertise for free at this time.

Howard noted that tenant partnership is very important, and the Port cannot over-communicate with them at this time.

Thomas also added that there are many tenants that are faring quite well during the pandemic because they are able to support Work from Home requirements or are able to retool their mission in support of COVID-19 protocols.

4. Sites Updates - Facilities Director, Ron Branine, provided an update on Port sites.

At this time, Branine has visited most sites inside and out and is working on a better maintenance plan that will be part of the new Port PM system. Currently, maintenance staff is doing well on major preventative maintenance, but are missing many of the daily tasks because of not having a good process in place. Once the Port goes live with the new CMMS system, the team will be more predictive and proactive instead of reactive and emergent. This will save money, keep Port tenants happier and will start to build a better foundation of trust moving forward. Branine also explained that he has been working closely with Teresa Hancock (Director of Real Estate), in order to be able to support her and all she does for one of our main goals, which is supporting the Port tenants and building a solid reputation for businesses.

Branine continued with additional detail on the recent installation of security cameras at the 3250 building, Richland Airport, 3100 building and soon the 2650 Salk shop. The Port was able to save thousands of dollars by having the maintenance team install the cameras.

Branine is also currently building a safety program for all employees that will cover a wide variety of safety-related issues. Branine has developed a manual for accident and incidents while driving a Port vehicle.

Branine continued with comments about the Port maintenance team's capabilities to turn-around buildings in-house, rather than paying for outside services. Additionally, certifications for staff will be pursued and will save the Port money over time.

Branine highlighted the 2020 Maintenance Plan he has put together. He hopes the CMMS system will reduce work orders significantly and improve overall systems.

Executive Director praised Branine and the maintenance team for all their hard work.

Commissioner Larson asked for further clarification on the security cameras and Branine explained that footage goes directly to his Port phone and there will also be added security at the Triton Submarine, which received compliments from the group.

Airport Director, Joe Walker provided his report and advised that he has added training for operating a vehicle on an active airport runway and the dangers involved with this. Walker also announced that the next TAC meeting will be held via Zoom on May 27 at 10 a.m. Commissioner Keck acknowledged that he is the Port Commission representative for the TAC committee.

Walker continued that he is working on a rent study of both airports and was pleased to announce that the weather station at the Richland Airport has been repaired. The Airport Cameras are working, and the footage is once again on the WSDOT Aviation page. This footage will soon be available directly from the Port website and will in turn, feed the WSDOT site.

Executive Director Howard complimented Walker and Director of Real Estate, Teresa Hancock's along with Port Attorney David Billetdeaux's coordination regarding the airport cleanup.

Director of Special Projects, John Haakenson provided an update on the Chukar Cherry façade and noted that they are moving forward with the project.

Port staff recently inventoried the Walter Clore Wine and Culinary Center.

There are a few sites that may be discussed in the future that may be good candidates for selling, including the Transload building off Kingsgate and buildings in Benton City.

- K. The regular Commission Meeting was recessed at 11:20 a.m. and an Executive Session was convened to discuss On-going and Potential Litigation pursuant to RCW 42.30.110 (1)(i), Real Estate Negotiations pursuant to RCW 42.30.110 (1)(c), and Personnel Matters pursuant to RCW 42.30.110 (1)(g). The Commission announced the Executive Session would last no longer than forty-five (45) minutes. At 12:05 p.m. the Commission announced the Executive Session would last an additional fifteen (15) minutes. The Executive Session was adjourned at 12:20 p.m. and the regular Commission Meeting was reconvened.
- L. **ADJOURNMENT:** With no further business, the meeting was adjourned at 12:20 p.m.



Roy D. Keck
Commission Secretary

MEMORANDUM

TO: Diahann Howard, Executive Director

FROM: Roger Wright, P.E.

DATE: May 13, 2020 Commission Meeting

SUBJECT: 2019 FRAP/FRIB Rail Grant Rail Rehab Project
Additional Budget items

Diahann:

As you know, the Port received a WSDOT-Transportation Grant for \$1,500,000, and a Rail Loan for \$250,000, to make several repairs to the Port's Railroad Track. This project will be replacing the bridge ties on the Yakima River Bridge, the cross ties on the I-182 (Berry's) bridge, and the Jadwin Avenue signalized crossing panels along with miscellaneous ties through this section of Port track.

Previously the Port Commission the construction project to Railworks Track Systems, and associated costs, for up to \$1,672,105.68 for materials, construction and design fees. However, the Port desires to utilize all of the available grant/loan funds so we want to increase the budget authority by adding additional work. Following is the additional work we would like to authorize. Additionally, in order to get grant/loan reimbursement for all expenses, we need to approve any additional consultant fees or flagging fees.

Additional construction –

Purchase and install an additional 800 cross ties
 Additional surface, line and dress 4,217 track feet
 Add additional ballast
 Purchase additional ballast
 Gapping rail and reset anchors
 Total construction and materials - \$324,000

Additional miscellaneous services -

These items need to be approved in order to be reimbursed by the grant/loan project. These are estimates only and will be invoiced on a time and materials basis as approved by the Port –

Additional HDR Construction inspection due to lengthened project - \$20,000
 Additional project management assistance,
 Surveying, and inspection, RGW, and Permit Surveying - \$30,000
 TCRY Rail flagging services and TCRY design review \$50,000

Previously approved budget (minus contingency)	\$1,610,105.68
Total available funds	\$2,000,000.00
Total additional budget requested	\$ 414,000.00
Total project budget	\$2,025,000.00

Commissioners have already approved a contingency of \$62,000.00 so the real increase in budget is \$352,000.

We recognize this new budget is \$25,000 over the available funds. Due to much of this work being multiple line items with differing numbers of units and prices, and because there is construction going on existing track so some items will be unknown until the work is completed, it's impossible to exactly hit \$2,000,000. We need a little bit of flexibility in total budget to make sure we absolutely spend all of the available State funds. **We are requesting a total budget of \$2,025,000.**

The contractor is currently working and we very quickly will be missing the opportunity to expand their work so its important that we get Commission approval at the May 13th meeting.

Please let me know if you have any questions.

Roger