

**PORT OF BENTON
SPECIAL COMMISSION MEETING
BUDGET WORKSHOP MINUTES
OCTOBER 27, 2020**

A. CALL TO ORDER: The special monthly meeting and budget workshop 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 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); Director of Real Estate, Teresa Hancock (via remote telecommunications); Port Counsel, David Billetdeaux (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); Ryan Riser (via remote telecommunications)

The Special Commission Meeting Budget Workshop was conducted using the CDC (Centers for Disease Control) recommended social distancing protocols for COVID-19 with Commissioners meeting remotely and 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: Wally Williams led those present in reciting the Pledge of Allegiance.

C. PUBLIC COMMENT: The public was able to participate via Zoom or telephonic conference and Commissioner Hagarty reviewed the instructions and invited the public to comment. There were no comments from the public.

D. ITEMS OF BUSINESS:

1. **Fermi Ave. Design Contract:** Executive Director, Diahann Howard explained that as part of the Richland Innovation Center (RIC) – Binding Site Plan (BSP) for creating individual lots, the Port is required to widen and improve Fermi Avenue to city standards, affecting adjacent vacant property within the RIC. Howard added that in order to make the design and construction efficient, and to make the additional lots marketable, it makes the most sense

to complete the widening of Fermi Avenue all the way from Curie Street to the south end of the Port's Land, which is adjacent to the park buffer between Sienna Sky residential development and remaining industrial development.

Howard continued that the Port maintains a Professional Work Roster for design firms capable of completing this type of work and based on qualifications, recent experience and availability, the Port would like to move forward with JUB Engineers as the design firm selected to complete this project. Howard added that JUB's scope of work and budget includes surveying, geotechnical and design of road, stormwater and streetlight design. Howard stated that the budget for the design work is \$75,845, which is within the original budget as part of the BSP. Howard noted that the cost for widening and improving the entire road is \$650k.

Howard stated that the Port intends to have this project ready for bid during the first quarter of 2021 with construction completed by mid-year.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the Richland Innovation Center Fermi Avenue Road Widening Design Contract with JUB Engineers.

Commissioner Hagarty asked if there was any other business in front of the board, hearing none she adjourned the business portion of the meeting.

E. BUDGET WORKSHOP: The 2021 proposed budget was presented by Director of Finance and Auditor Danielle Connor.

Following discussion of the proposed budget, Commissioner Hagarty invited any comment from the public. There were no comments from the public.

J. ADJOURNMENT: With no further business, the meeting was adjourned at 10:14 a.m.



Roy D. Keck
Commission Secretary