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**PORT OF BENTON  
REGULAR COMMISSION MEETING  
Agenda**

**8:30 a.m., November 17, 2020**

**3250 Port of Benton Boulevard, Richland, Washington**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. CONSENT AGENDA

1. Approval of Minutes from the October 21, 2020 Commission Meeting
2. Approval of Minutes from the October 27, 2020 Special Commission Meeting Budget Workshop
3. Approval of Vouchers and Certifications, including payroll for Month of October Totaling \$506,253.92

#### D. PUBLIC HEARING

1. Resolution 20-51 – A Resolution of the Commission of the Port of Benton Adopting the Port's 2021 Comprehensive Scheme of Harbor Improvements
2. Resolution 20-52, A Resolution to Adopt the 2021 Port Budget

#### E. PUBLIC COMMENT

#### F. ITEMS OF BUSINESS

1. Resolution 20-53, A Resolution of the Commission of the Port of Benton Making a Declaration of Substantial Need for Purposes of Setting the Limit Factor for the Property Tax Levy for 2021; Resolution 20-54, A Resolution of the Commission of the Port of Benton Certifying the Port's 2020 Levy for 2021 Collection
2. Resolution 20-55, A Resolution of the Port of Benton Relating to Contracting Indebtedness
3. Selection of Municipal Bond Services
4. Port of Benton Strategic Plan
5. Interlocal Agreement Between the City of Richland and the Port of Benton Re: Center Parkway-Gage Boulevard to Tapteal Drive Project

#### G. INFORMATION REPORTS

1. Grants Update
2. Properties/Projects Update

#### H. COMMISSIONER REPORTS/COMMENTS

#### I. DIRECTOR REPORTS/COMMENTS

1. Executive Director
2. Port Attorney
3. Finance Director
4. Economic Development & Governmental
5. Marketing
6. Real Estate

7. Special Projects
8. Facilities & Operations
9. Airports

J. EXECUTIVE SESSION:

K. ADJOURNMENT

Next meeting Wednesday, December 9, 2020, for notices and information [portofbenton.com](http://portofbenton.com)

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
OCTOBER 21, 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); 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); Tri-Cities Journal of Business, Wendy Culverwell (via remote telecommunications); Sundance Aviation, Clif Dyer (via remote telecommunications); Sundance Aviation, Devin Alder (via remote telecommunications); Local 598, Jason Lee (via remote telecommunications); Mason Fiascone (via remote telecommunications); Randy Slovic (via remote telecommunications); Richard Olson (via remote telecommunications); Tristan Rickett (via remote telecommunications); Tri-Cities Journal of Business, Wendy Culverwell (via remote communications)

The Commission Meeting was conducted using the CDC (Centers for Disease Control) recommended social distancing protocols for COVID-19 with Commissioners meeting in-person and remotely; 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:** David Billetdeaux led those present in reciting the Pledge of Allegiance.

**C. CONSENT AGENDA:**

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the September 9, 2020 Commission Meeting Minutes, approval of vouchers and certifications, including payroll, for the month of September totaling \$1,135,869.66 and approving Resolution 20-46, to cancel warrant No. 073216 in the amount**

**of \$11,362.82, Resolution 20-47, to cancel warrant No. 073509 in amount of \$10,150.76 and Resolution 20-48, to cancel warrant No. 072844, in the amount of \$80.47.**

**D. 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.

Randy Slovic commented that she received the agenda on Friday, October 16, 2020 and suggested that rather than just the agenda being shared, the full packet be made available for the public, similar to how the City of Richland shares their agenda packet prior to meetings. Slovic also stated that the Port had been providing a Surplus List for months that did not identify the items being set aside for surplus.

Executive Director, Diahann Howard clarified that the earlier meetings covered the different actions required by the state and adopted the policy for surplus and no items were actually tagged for surplus until this meeting.

**E. ITEMS OF BUSINESS:**

**1. Resolution 20-49, Adopting a Salaries and Benefits Policy Directive:** Port Counsel, David Billetdeaux explained that the Salaries and Benefits Policy Directive lays out all salaries and benefits that are mandated by state or federal law. The policy provides bands, or steps to follow and all employees will be given a clear breakdown of the minimum and maximum of their salary, according to their level of expertise and years of service to the Port.

Billetdeaux added that “redlining” is a possibility for some employees, which is when an employee reaches the maximum salary within their tier in their current position, but that there is a potential for an annual cost of living adjustments and the Port will consider the recommendations provided from WPPA for annual COLAs.

Billetdeaux noted that the Directive was reviewed and compared to other Ports and is in line with WPPA recent recommendations and adjustments.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 20-49 and adopting the Salaries and Benefits Policy Directive.**

**2. Resolution 20-50, Adopting a Debt Policy:** Port Counsel, David Billetdeaux noted that Resolution 20-50 provides guidelines and a necessary roadmap for the Port to look at its indebtedness as well as the steps that the Port can take to manage, expand, contract, or refinance debt. Billetdeaux added that the Port is looking into refinancing debt and he would like to have this policy in place before that process is underway. Billetdeaux explained that the Port is not making any formal changes to how the refinance will take place, but the policy will ensure that there is a formal document and policy outlining proper handling.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 20-50, adopting a Debt Policy.**

**3. List for Surplus:** Executive Director Diahann Howard noted that the policy for surplus has been previously provided. The list has been developed and has been shared to the United Way, who

Commission Meeting  
October 21, 2020

then shared the list with local non-profits. Local non-profit organizations have until the end next week to claim any of the items and then the items will go out to public bid. Howard pointed out that many of the items have been left over from previous tenants.

Port Counsel David Billetdeaux clarified that since each item is under \$5,000, a motion is not required for the surplus list.

## **F. INFORMATION REPORTS:**

- 1. Grants Update:** Executive Director Diahann Howard provided an update on the grant for the Crow Butte contact station, noting the decision to hold until 2023 due to match and eligibility. More information will be provided at the upcoming Special Meeting and Budget Workshop.

Howard added that all other items listed on the Grants Update report are moving forward, noting that Benton County is moving forward with a disbursement agreement on the .09 funds. Howard added that a City of Richland Center Parkway Interlocal agreement will be included at the November Commission Meeting.

### **2. Properties/Projects Update:**

**a. 2579 Stevens Roof Update:** Director of Special Projects, John Haakenson provided an update on the roof leak at the 2579 Stevens building, stating that the Port advertised for bids and received just one response from Palmer Roofing. Haakenson informed that the Port made the decision to move forward with the repair of the damaged area to get by until replacement of the roof can ensue in 2021. Haakenson added that he expects the work to be completed in the next few days.

**b. Strategic Plan Update:** Director of Economic and Governmental Affairs, Miles Thomas introduced the Strategic Plan Draft, noting that the plan ensures the Port is capturing the impacts to site, services and community over the next ten years. The Annual Action Plan, Comprehensive Plan (aka the Comprehensive Scheme of Harbor Improvements), and Real Estate Analysis will follow during the budget process for 2021, each of which take into consideration cost allocations and budget for the 2021 timeframe.

Thomas noted that COVID presented challenges in regard to meeting with stakeholders in person, however the Community Leader Focus Group was held virtually with great coordination from local agencies that the Port works with on a regular basis. Thomas added that the Port hopes to continue to use in-person and virtual check-ins next year, and in the ensuing years as the Port revisits the Strategic Plan.

Thomas continued, noting that the consultant, Maul Foster Alongi (MFA) utilized a wealth of information in developing the plan, including port history and achievements along with context from staff and consultants.

Thomas highlighted six focus areas of the Strategic Plan:

- Organization and culture
- Commercial and Industrial Real Estate
- Intermodal Transportation
- Economic Development
- Stewardship of Public Funds
- Public Access

Thomas pointed out that each focus group area contains only actionable goals and strategies under the SMART methodology – Specific, Measurable, Assignable, Realistic, and Timely. Thomas continued highlighting the focus group, noting that each focus area goal will be further examined annually in the annual action plan, which put specific implementation components to each strategy.

Thomas explained that unforeseen opportunities are those that emerge that were not previously planned or intended, but that may represent an unanticipated benefit to the Port's overall mission. Thomas added that the Port developed, in cooperation with MFA evaluation criteria, to assess these unforeseen opportunities, ensuring that even unanticipated opportunities see the same scrutiny as long-term planning.

Thomas stated that he will revisit the Strategic Plan at the November meeting for formal adoption, which will include the comprehensive scheme.

**3. Integrated Application Project (IAP) Update:** Director of Finance/Auditor, Danielle Connor updated that they have revised the systems model, focusing on the implementation of Sage Intacct and Criterion payroll/time and attendance. Connor noted that leases and work orders will continue to be managed in Excel for the time being. Connor added that they will reevaluate work order, lease administration and lease accounting software in late November or December, as the requirement lists and plan is drafted. Connor added that they will plan to go live with those applications after Intacct, with the go-live date for Intacct and Criterion is still targeted for January 4, 2021.

Connor updated that the group is currently working on the chart of accounts, dimensions and master data, i.e. locations, departments, payroll benefit and deduction codes. Connor added that Power User testing will begin in late November or early December and User Acceptance training will begin in late November or early December.

Connor stated that the kick-off calls have been completed and the team is in the design and build stages with weekly meetings with DSD project managers to track tasks and milestones, view resource needs and scheduling and monitor progress.

**4. AMCG Final Report:** Airport Manager, Joe Walker informed that the final report from AMCG was included in the Commission packet and he will develop a rate and fee schedule based on the report for both Richland and Prosser airports. Walker added that this will be in compliance with grant assurance 24 that requires a fee and rental structure. The rent studies conducted provided separate analysis for Richland and Prosser to ensure both airports were studied independent of each other.

#### **G. COMMISSIONER REPORTS/COMMENTS:**

Commissioner Larson commented that he hopes the Port can work with the Clore Center to get the Center up and running again. Commissioner Larson added that he is looking forward to the future development of a North Richland to North Road 68 bridge, which would make a big difference for Hanford employees.

Commissioner Keck noted that he continues as Chairman of the WPPA working group that focuses on the Cap and Trade Policy for all Ports in the state. Commissioner Keck added that the group “will support carbon pricing in the state of Washington as long as it is dedicated to transportation.” Keck continued that the transportation sector is the most impacted sector and funds will go towards highway maintenance. Keck concluded that the group is still working to finalize recommendation and will take to the WPPA legislation next week.

Commissioner Hagarty informed that as part of the PEDAs board, she continues to work with the school district, which received a \$24,000 grant to apply towards developing a Career and Technical program at Prosser High School, which will develop more educational opportunities around Prosser.

Hagarty added that the Clore Center, like many other businesses, was impacted by COVID-19 and the closure is a good thing for the Center at this time, as it gives an opportunity for the Board to explore new opportunities for the Center. Hagarty added that the Center looks forward to working with the Port for connections. Hagarty added that she believes the Center will reopen and hopefully will have expanded education and culinary offerings.

Hagarty noted that she continues to work with the committee to extend natural gas from the city center across the river towards the rest area, and eventually crossing I-84 to Gap Road, to be able to serve property purchased by the Prosser Hospital District..

## **H: DIRECTOR REPORTS/COMMENTS**

**1. AIRPORTS:** Airport Manager, Joe Walker announced that the Cares Grant expenses were captured through salaries and \$99,000 was submitted for reimbursement. There was no match required for this grant and funds will be applied to the Richland Airport.

Walker continued with an update that the previous evening, the City of Richland City Council approved a municipal code change allowing authorized individuals to discharge firearms at the airport. Walker noted that this change will allow certain Airport staff to augment current wildlife management and help keep the airport safe from wildlife hazards. Walker added that these measures are only in place for the safety of the aircraft and the permit is not species specific. Walker noted that the Port currently pays USDA a large sum to manage this task.

Walker provided an update on the Master Plan TAC Meeting, noting that several alternatives were discussed and through polling questions, there was a consensus that the Richland Airport is headed in the right direction. Walker added that additional outreach is in place to poll people who were unable to attend the last TAC meeting.

Walker continued with an update on the Prosser Airport, highlighting that the Port has requested additional design work to be completed for AIP 19, which will result in a charge of \$34,000, which will be reimbursable next year during the construction phase. Walker reminded the Commission that the \$34,000 is within the Executive Director’s authority, but they wanted to give the Commission the information. Walker continued by noting that the original design added sites for

three hangars, but the additional design work will allow for up to nine hangars, which the FAA has approved based on the additional capacity.

Walker noted that a title report was run on the Prosser Airport and it was discovered that in 1961, a covenant was placed on the property stating: "To be used only as a public airport always to be known as George O. Beardsley Field and to operate the airport to the airport as such for the uses and benefit of the public."

A graphic of the new sign, which the required language was shown to the Commission.

**2. FACILITIES & OPERATIONS:** Facilities Manager, Ron Branine noted that the maintenance team is finishing up space turnover within the 3100 and 3250 buildings. The former BNL Tech space in 3250 will soon see minor turnover maintenance, followed by the Intermech space as soon as the space is turned back over to the Port. Branine added that all irrigation sprinkler systems have been blown out in preparation for winter and in continued preparation for the winter months, the maintenance team is putting together two trucks for snow removal this week and the remainder of the trucks will be put together in the coming weeks. Branine continued that approximately 600 snow stakes have been added across Port properties in an effort to save curbing from winter plowing.

Branine added that the team is still adding safety lighting to the trucks for additional warning and the team continues to repair the Rattlesnake Mountain hangar, which had fascia and soffit damage, as well fixing an awning that was deemed unsafe.

Branine noted that there was a flooring issue at the Westin Mountain/Transload facility with VCT flooring around the perimeter of the breakroom cracking and failing. Branine added that upon further investigation, it was determined that the foam insulation between slabs was lifting because of possibly not being installed correctly. Branine added that he worked with Westin Mountain for a three-day window, so a new portion of the insulating foam could be cut and self-leveling mastic could be repoured. Branine noted that the cold and wet environment of the business has impacted the flooring and walls. Branine added that some of the walls were repaired and LED light fixtures, which were under warranty, were repaired. Branine added the high-moisture environment caused the failure of the light fixtures.

Branine added that the annual fire sprinkler and backflow testing has been completed and the new fence for the Vintner's Village area is ready but has yet to be installed because of COVID-related delays.

**3. SPECIAL PROJECTS:** Director of Special Projects, John Haakenson provided an update on recent issues at Crow Butte Park. Haakenson provided a slideshow highlighting the recent failure with an irrigation pump and he, along with a team have not been able to locate the problem amongst 1,300 feet of electrical line. Haakenson explained that through their explorations, it has been discovered that only one leg out of three is getting 100% power and the other two legs are failing. Haakenson added that as trees have grown, their roots have grown over the top of the direct burial cables, which he estimated to be as old as the park itself. Haakenson added that the reinstall of line and conduit will be included in the 2021 budget.

Haakenson concluded with an update that the staff has been working on winterizing the park, including the house.

**4. REAL ESTATE:** Director of Real Estate, Teresa Hancock provided an update on occupancies and vacancies, noting that occupancy of facilities is at 95%, vacancy at 5% with seven rentable units. The available units are located at Benton City, RBC and TBC site areas. Ms. Hancock added that Intermech is on schedule to vacate their industrial space located at 2345 Stevens Drive at the end of the month. Hancock explained that vacancy rates continue to be tight, leasing and interest continues, rents are being increased incrementally per legal statutes or maintained by COVID-19 consideration. Though uncertain times ahead, we continue to field lead inquiries from current and new business owners seeking land for expansion projects. Hancock noted that Labrie Glass Works has been a 'holdover' tenant since May but recently provided notice he too, will be vacating at the end of November. On-going space showings and inquiries with expressed interest continue and will to back-fill the space.

Hancock announced that she has also received word from Labrie Glassworks and Vibragenix and both companies will also be vacating in November. Hancock continues negotiations on a purchase of leasehold property in the RIC and updated that Zero Gravity Builders is finalizing their utility connections and anticipates completion by year end. Hancock noted that the former Zero Gravity space will then undergo assessment for turnover repairs and re-tenanting.

Hancock added that Sister to Sister has received preliminary approval from the city and health department and are proceeding towards a long-term lease.

Hancock thanked Facilities Manager, Ron Branine and the maintenance team for all of their work and assistance.

Hancock updated that surveying at the Prosser Airport has commenced regarding the parcel subdivision.

**5. MARKETING:** Director of Marketing, Wally Williams announced that he is in the final stages of editing the newsletter and he has put together a draft version for their review. Williams reminded the group that the Entrepreneurial Awards are being held via Zoom on Tuesday, November 10 and encouraged all to participate. Williams stated that he recently completed videoing the nominees with Miles Thomas and looks forward to the event.

Williams concluded that the upgrades at 3100 continue and he has been working on upgrading the conference room, as well as the signage around the building.

Williams shared the ad that was displayed at the recent RiverFest event.

**6. ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS:** Director of Economic Development & Governmental Affairs, Miles Thomas added information regarding the upcoming Entrepreneurial Awards event, noting that this is free to attend and to pre-register at [portofbenton.com/rotary](http://portofbenton.com/rotary). Thomas announced that the event will be simulcasted on the Port's Facebook page. Thomas praised WSU-TC, as they are assisting with all the video editing.

Thomas noted that he is currently working on draft legislative priorities for the next legislative session and has also been actively participating in WPPA and WEDA.

Thomas added that interviews are being held that afternoon for the Prosser Economic Development Association Community Grant Writer Program and added that there are several qualified candidates. Thomas is confident that an experienced candidate will be secured.

Thomas announced that the Tri-Cities Research District (TCRD) is working on adding a career board to the website and when fully launched, will gather job postings from TCRD members in the advanced technical and research and development sector. Thomas noted that the cost to integrate the career board was only approximately \$500. Thomas noted that the TCRD board is now full and Rebekah Wood with CBC selected Jesus Mota, Dean for Career & Technical Education and Kyle Winslow, Dean for Business & Computer Science, to join as alternates.

**7. FINANCE DIRECTOR:** Director of Finance/Auditor, Danielle Connor thanked consultant, Karen Schmidt, Director of Real Estate, Teresa Hancock and Senior Accountant, Veronica Serna for all their efforts, work and time towards the review of 2019 and prior. Connor announced that 2019 is in the final stages of being closed, entries have been compiled and posted and the revised annual report is being compiled, as well as a resubmission of the annual BARS filing to the SAO.

Connor continued with an update that as of 9/30/2020, the cash balance was approximately \$2.3 million, including reserve and restricted funds of \$1.3 million. Connor added that the Port is expected to receive the second half 2020 property tax in October, which is approximately \$700-\$800k.

Connor noted that as of 9/30/2020, approximately \$72k of tenant AR is greater than 90 days past due and Teresa has been working with tenants to request collection and the team is working diligently to reconcile and clarify tenant accounts.

Connor concluded that the Port has received reimbursement of \$111,465.93 from the EDA in regard to the SEED grant.

Connor reminded the group that a special meeting to include the 2021 Budget Workshop is scheduled for next week, Tuesday, October 27, 2020.

**8. PORT ATTORNEY:** Port Attorney, David Billetdeaux updated that because of COVID-19, the courts are slow and the hearing with TCRY has been pushed until mid-November. Billetdeaux also commented that TCRY has filed a motion to combine both cases for judicial equality.

Billetdeaux noted that the Port has filed a petition to take a look at the TCRY tariffs and TCRY has filed a motion to dismiss, which is very lengthy. Billetdeaux added that the Port can respond to the motion, which included many misrepresentations, and the Port will be moving forward to set the record straight.

Billetdeaux updated that the Test America site has been given a clean bill of health after additional work was completed and the site is now ready for whatever the Port decides is best for the location.

Billetdeaux announced that Holland LP recently inspected the Port's track with hi-rail equipment. The testing is done by adding load to the rail to test the rail itself to determine wear, whether the rail is rolling over, or if it is holding its gauge. Billetdeaux added that the importance of the testing is due to loading the rail during the inspection so that the Port can get an indication of the condition of the rail and ties and if the spikes are holding in the ties. Billetdeaux noted that he feels that it is within the Port's best interest to establish a contract with Holland LP for rail testing and a contract will ensure that the Port is added to Holland's annual inspection schedule. Billetdeaux noted that a five-year contract would exceed the Executive Director's delegation of authority at a total of \$100k (\$20k/year). However, this is not a true five-year contract, but rather a terminable annual contract as language is built into the contract that allows the Port to terminate the contract at any time. Out of an abundance of caution, the Port attorney sought a motion to approve the contract with Holland LP.

Director of Special Projects, John Haakenson, added that the Holland LP report details on the condition of the track by testing elevation, curves, gauges and the detailed review is provided at the time of inspection, which gives the Port a basis for safety. Billetdeaux added that the operator has the duty to ensure safety of the track.

Executive Director, Diahann Howard noted that the Port has started to plan for this annual expense.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the Port to move forward with a five-year contract with Holland LP.**

**9. EXECUTIVE DIRECTOR:** Executive Director, Diahann Howard announced that the EMAB meeting and draft report was presented to TCLBA and final meeting to adopt the draft is in the future. Howard updated that she recently attended a meeting with WSU president Kirk Schultz and Chancellor Haynes and also participated in AWB Manufacturing Week and the recent PNWA conference.

Howard commented that the hospitality industry has been hit hard by COVID-19 and thanked the Clore board for everything, noting that the Port will honor the agreement with EDA for ten years. Howard added that there is a meeting next week with a group interested in fulfilling the grant requirements and Howard is hopeful for the future of the Clore Center.

Howard added that X Energy won one of the Department of Energy's Advanced Reactor Demonstration Program (ARDP) positions, and a former decommissioned WNP site in North Richland is the preferred future site and noted what a fantastic opportunity it was for economic development moving forward. Howard noted that the Port will stand ready regarding X Energy's next moves.

Howard thanked Administrative Tech, Summers Miya for putting together a basket for the United Way Festival of Trees fundraiser, noting that items to highlight Prosser were used: Chukar Cherries, hot air balloon ride, wine-tasting at Wautoma Springs and wine from Desert Wind Winery.

**I. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 10:55 a.m. and an Executive Session was convened at 11:00 a.m. to discuss potential litigation pursuant to RCW 42.30.110(i). The Commission announced the Executive Session would last no longer than 15 minutes. The Executive Session was adjourned at 11:15 a.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.

**J. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:20 a.m.

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Roy D. Keck  
Commission Secretary

**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.

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Roy D. Keck  
Commission Secretary

**Port of Benton, Benton County, Washington  
Voucher Certification and Approval  
for the Month of October 2020**

**General Expenses**

Accounts Payable Warrants #	73494 - 73630	\$	326,744.76
Electronic /Wire Transfers None issued		\$	41,961.68
Total General Expenses		\$	368,706.44

**Payroll**

Direct Deposit			
Employee Payroll - Check #	5856 - 5897	\$	98,871.97
Wire Transfers:			
IRS Payroll Tax Deposit	October 15, 2020		20,055.64
IRS Payroll Tax Deposit	October 30, 2020		18,619.87
Total Payroll		\$	137,547.48
Total General Expenses and Payroll		\$	506,253.92

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Port of Benton and that I am authorized to authenticate and certify to said claim.

Attest: \_\_\_\_\_ Port Auditor

Attest: \_\_\_\_\_ Director of Finance

We, the undersigned Commissioners of the Port of Benton, Benton County, Washington, do hereby certify the following vouchers/warrants have been certified and approved for payment, this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary

**Bank Reconciliation Positive Pay Export Log**  
**Sorted by Check Number**

**PORT OF BENTON (POB)**

Bank Code: A General Fund

Check Number	Check Date	Reference Number	Payee Name	Check Amount
073494	10/6/2020	00ACE HAR	GEO WAY ACE HARDWARE	139.21
073495	10/6/2020	00ALARSON	ALANA LARSON	928.50
073496	10/6/2020	00AT	AT & T	65.06
073497	10/6/2020	00AT&TMOB	AT & T MOBILITY	1,121.60
073498	10/6/2020	00BILLET	DAVID BILLETDEAUX	123.85
073499	10/6/2020	00BRUTZ	BRUTZMAN'S INC	107.55
073500	10/6/2020	00C OF P	CITY OF PROSSER	4,983.45
073501	10/6/2020	00CAMP	M CAMPBELL & COMPANY, INC.	11,362.82
073502	10/6/2020	00CASCADE	CASCADE NATURAL GAS CORP	175.34
073503	10/6/2020	00COOK'S	COOK'S TRUE VALUE	22.30
073504	10/6/2020	00CROWN	CROWN PAPER & JANITORIAL INC.	100.29
073505	10/6/2020	00DAY	DAY WIRELESS SYSTEMS	2,214.36
073506	10/6/2020	00FIRSTAM	FIRST AMERICAN TITLE INSURANCE COMPANY	814.50
073507	10/6/2020	00JCOOK	JOHN COOK	1,252.48
073508	10/6/2020	00JUB	JUB ENGINEERS, INC	24,709.74
073509	10/6/2020	00KELLERR	KELLER ROHRBACK LLP	10,150.76
073510	10/6/2020	00MOONSEC	MOON SECURITY SERVICES, INC	340.66
073511	10/6/2020	00NATIONW	NATIONWIDE RETIREMENT SOLUTION	2,728.55
073512	10/6/2020	00OLSONG	GERALD G. OLSON	2,407.69
073513	10/6/2020	00OLSONK	KATHRYN S. OLSON	2,455.85
073514	10/6/2020	00PASC	RANCH AND HOME	361.03
073515	10/6/2020	00PHAM	TRI-CITY COMPUTER CONSULTING LLC	195.48
073516	10/6/2020	00PIT	PITNEY BOWES, INC	195.48
073517	10/6/2020	00RGW	RGW ENTERPRISES P.C. INC	17,499.30
073518	10/6/2020	00SHERWIN	THE SHERWIN-WILLIAMS CO.	139.08
073519	10/6/2020	00STINSON	STAN STINSON	2,370.00
073520	10/6/2020	00THEH	TERESA HANCOCK	1,808.68
073521	10/6/2020	00TIRE	TIRE FACTORY	126.84
073522	10/6/2020	00TREACOF	TREASURE VALLEY COFFEE	88.20
073523	10/6/2020	00ZIPLY	ZIPLY FIBER	533.97
Number of Checks Selected: 30				
Total Number of Checks Selected: 30				
Bank Code A Total:				89,522.62
Report Total:				89,522.62

**Bank Reconciliation Positive Pay Export Log**  
**Sorted by Check Number**

**PORT OF BENTON (POB)**

**Bank Code:** A General Fund

Check Number	Check Date	Reference Number	Payee Name	Check Amount
073524	10/7/2020	00KELLERR	KELLER ROHRBACK LLP	9,044.26
Number of Checks Selected: 1				Bank Code A Total: 9,044.26
Total Number of Checks Selected: 1				Report Total: 9,044.26

**Bank Reconciliation Positive Pay Export Log**  
**Sorted by Check Number**

**PORT OF BENTON (POB)**

**Bank Code:** A General Fund

Check Number	Check Date	Reference Number	Payee Name	Check Amount
073525	10/7/2020	00KELLERR	KELLER ROHRBACK LLP	107.50
Number of Checks Selected: 1				Bank Code A Total: 107.50
Total Number of Checks Selected: 1				Report Total: 107.50

**Bank Reconciliation Positive Pay Export Log**  
**Sorted by Check Number**

**PORT OF BENTON (POB)**

Bank Code: A General Fund

Check Number	Check Date	Reference Number	Payee Name	Check Amount
073526	10/13/2020	00ACE HAR	GEO WAY ACE HARDWARE	103.12
073527	10/13/2020	00AMCG	AVIATION MANAGEMENT CONSULTING GROUP	7,700.00
073528	10/13/2020	00APS	ADVANCED PROTECTION SERVICES	62.93
073529	10/13/2020	00AWB	ASSOCIATION OF WA. BUSINESS	3,800.00
073530	10/13/2020	00AYRES	ANGELA AYRES	70.00
073531	10/13/2020	00BCPUD	BENTON PUD	1,537.68
073532	10/13/2020	00BENTONC	CITY OF BENTON CITY	307.72
073533	10/13/2020	00BENTONR	BENTON RURAL ELEC ASSOCIATION	1,460.30
073534	10/13/2020	00BEPRNET	BentonREA's POWER NET	9.95
073535	10/13/2020	00BLAHUT	ROBERT J BLAHUT	338.52
073536	10/13/2020	00BRUTZ	BRUTZMAN'S INC	180.66
073537	10/13/2020	00CBIT	COLUMBIA BASIN IT	250.00
073538	10/13/2020	00CENTURY	CENTURYLINK	3.61
073539	10/13/2020	00CITY	CITY OF RICHLAND	17,414.20
073540	10/13/2020	00CLARKH	CLARK HILL PLC	25,200.00
073541	10/13/2020	00CONNELL	CONNELL OIL, INC	1,277.47
073542	10/13/2020	00CREE	CHRISTOPHER CREE	616.25
073543	10/13/2020	00DEAN'S	DEAN'S AUTOMOTIVE REPAIR	691.53
073544	10/13/2020	00DEL SOL	DEL SOL, INC	3,250.00
073545	10/13/2020	00DSD	DSD BUSINESS SYSTEMS	162.90
073546	10/13/2020	00EXPEN	EXPRESS SERVICES, INC.	3,532.58
073547	10/13/2020	00FUSE	FUSE, SPC	3,768.17
073548	10/13/2020	00HARBFRT	HARBOR FREIGHT TOOLS, INC.	113.96
073549	10/13/2020	00HARTWIG	STEPHAINE HARTWIG	2,437.50
073550	10/13/2020	00HDR	HDR ENGINEERING, INC	20,996.13
073551	10/13/2020	00HEALTH	HEALTH CARE AUTHORITY	29,293.49
073552	10/13/2020	00HOSTED	HOSTED SERVICES	459.04
073553	10/13/2020	00JOHNDEE	JOHN DEERE FINANCIAL	1,843.49
073554	10/13/2020	00JTAUTO	JT AUTOMOTIVE PARTS	21.71
073555	10/13/2020	00KECK	ROY KECK	168.00
073556	10/13/2020	00KELLEY	KELLEY'S Tele-Communication, Inc.	147.44
073557	10/13/2020	00LARSON	ROBERT D. LARSON	172.87
073558	10/13/2020	00LRC	TRI-CITY RAILROAD CO, LLC	22.41
073559	10/13/2020	00PHAM	TRI-CITY COMPUTER CONSULTING LLC	3,876.78
073560	10/13/2020	00SMITHCM	C. MARK SMITH ASSOCIATES	200.00
073561	10/13/2020	00SUNDANC	SUNDANCE AVIATION	2,500.00
073562	10/13/2020	00TCH	TRI-CITY HERALD	682.92
073563	10/13/2020	00TRIDEC	TRIDEC, INC.	2,916.67
073564	10/13/2020	00VIVA	VIVA PUBLISHING, LLC	1,000.00
073565	10/13/2020	00WASTATE	WA. ST. DEPT OF TRANSPORTATION	16,666.67
073566	10/13/2020	00ZIPLY	ZIPLY FIBER	970.18

Number of Checks Selected: 41

Bank Code A Total:

Total Number of Checks Selected: 41

Report Total:

156,226.85

156,226.85

**Bank Reconciliation Positive Pay Export Log**  
**Sorted by Check Number**

**PORT OF BENTON (POB)**

Bank Code: A General Fund

Check Number	Check Date	Reference Number	Payee Name	Check Amount
073567	10/20/2020	00ABADAN	ABADAN, INC	354.81
073568	10/20/2020	00ACE HAR	GEO WAY ACE HARDWARE	80.47
073569	10/20/2020	00BANNER2	BANNER BANK	6,630.15
073570	10/20/2020	00BCPUD	BENTON PUD	486.53
073571	10/20/2020	00BFHD	BENTON-FRANKLIN HEALTH DEPT.	25.00
073572	10/20/2020	00BRUTZ	BRUTZMAN'S INC	364.74
073573	10/20/2020	00CHARTER	CHARTER COMMUNICATIONS	759.96
073574	10/20/2020	00CITY	CITY OF RICHLAND	1,250.00
073575	10/20/2020	00CITY	CITY OF RICHLAND	133.00
073576	10/20/2020	00CLA	CLIFTON LARSON ALLEN LLP	20,724.50
073577	10/20/2020	00DAVIS	DAVIS PUMPS, INC	469.80
073578	10/20/2020	00EDSDISP	ED'S DISPOSAL, INC.	65.15
073579	10/20/2020	00ELECTRI	ELECTRICAL UNLIMITED, INC	1,289.96
073580	10/20/2020	00FARMERS	FARMERS EXCHANGE	130.29
073581	10/20/2020	00FASTENA	FASTENAL COMPANY	346.41
073582	10/20/2020	00FRONTIE	FRONTIER FENCE, INC.	4,289.70
073583	10/20/2020	00GTTC	Gordon Tilden Thomas & Cordell LLP	1,106.19
073584	10/20/2020	00JSS	JOHNSTONE SUPPLY	393.70
073585	10/20/2020	00LBS	LBS ELECTRIC, LLC	1,194.60
073586	10/20/2020	00LRC	TRI-CITY RAILROAD CO, LLC	9,129.67
073587	10/20/2020	00MURPHY	MURPHEY BROTHERS EXCAVATING LLC	4,520.00
073588	10/20/2020	00NATIONW	NATIONWIDE RETIREMENT SOLUTION	2,728.55
073589	10/20/2020	00NETSERV	NETWORK SERVICE BILLING, INC.	10.65
073590	10/20/2020	00PARADIS	PARADISE BOTTLED WATER CO	46.06
073591	10/20/2020	00PERSON	PERSONAL TOUCH CLEANING, INC.	5,932.22
073592	10/20/2020	00RECMGMT	CI INFORMATION MANAGEMENT	163.62
073593	10/20/2020	00SANITAR	SANITARY DISPOSAL, INC.	509.34
073594	10/20/2020	00SIERRA	SIERRA ELECTRIC, INC	614.40
073595	10/20/2020	00SUPERME	DEX MEDIA	21.50
073596	10/20/2020	00THEHOME	THE HOME DEPOT CRC/GEFC	1,526.59
073597	10/20/2020	00THRIFTY	THRIFTY SUPPLY	2,258.68
073598	10/20/2020	00WPPA	WA PUBLIC PORTS ASSOCIATION	50.00
073599	10/20/2020	00ZIPLY	ZIPLY FIBER	538.85
Number of Checks Selected: 33				
Total Number of Checks Selected: 33				
Bank Code A Total:				68,145.09
Report Total:				68,145.09

**Bank Reconciliation Positive Pay Export Log**  
**Sorted by Check Number**

**PORT OF BENTON (POB)**

**Bank Code: A General Fund**

Check Number	Check Date	Reference Number	Payee Name	Check Amount
073600	10/26/2020	00ACE HAR	GEO WAY ACE HARDWARE	83.57
073601	10/26/2020	00AFLAC	AFLAC	866.62
073602	10/26/2020	00ALLI	ALLIANT COMMUNICATIONS	162.90
073603	10/26/2020	00AMERIGA	AMERIGAS PROPANE LP	485.55
073604	10/26/2020	00BCPUD	BENTON PUD	356.06
073605	10/26/2020	00BRUTZ	BRUTZMAN'S INC	32.55
073606	10/26/2020	00CENTURY	CENTURYLINK	716.32
073607	10/26/2020	00CITY	CITY OF RICHLAND	6,839.97
073608	10/26/2020	00CLARKH	CLARK HILL PLC	2,072.00
073609	10/26/2020	00CONNELL	CONNELL OIL, INC	1,415.70
073610	10/26/2020	00DSD	DSD BUSINESS SYSTEMS	81.46
073611	10/26/2020	00DSD	DSD BUSINESS SYSTEMS	10,860.00
073612	10/26/2020	00ECOM	ECOMODUS, LLC	10,045.50
073613	10/26/2020	00GEM	GEMINI FOREST PRODUCTS	26,141.11
073614	10/26/2020	00HOWARD	DIAHANN HOWARD	179.97
073615	10/26/2020	00MAUL	MAUL FOSTER ALONGI, INC	4,032.50
073616	10/26/2020	00PURCHAS	PURCHASE POWER	520.99
073617	10/26/2020	00ROTARY	RICHLAND ROTARY CLUB	75.00
073618	10/26/2020	00SHERWIN	THE SHERWIN-WILLIAMS CO.	338.47
073619	10/26/2020	00STE	STEEBER'S LOCK SERVICE, LLC	217.20
073620	10/26/2020	00STO	STONEWAY ELECTRIC SUPPLY INC	261.57
073621	10/26/2020	00STRAT	STRATTON SURVEYING & MAPPING	840.00
073622	10/26/2020	00THRIFTY	THRIFTY SUPPLY	286.75
073623	10/26/2020	00TIRE	TIRE FACTORY	54.13
073624	10/26/2020	00TREACOF	TREASURE VALLEY COFFEE	175.50
073625	10/26/2020	00USBANK2	U.S. BANK	600.00
073626	10/26/2020	00USDA	USDA, APHIS	4,808.96
073627	10/26/2020	00WWALLY	WALLACE WILLIAMS	95.05
073628	10/26/2020	00ZIPLY	ZIPLY FIBER	394.94
<b>Number of Checks Selected: 29</b>				
<b>Total Number of Checks Selected: 29</b>				
<b>Bank Code A Total:</b>				<u>73,040.34</u>
<b>Report Total:</b>				<u><u>73,040.34</u></u>

**Bank Reconciliation Positive Pay Export Log**  
**Sorted by Check Number**

**PORT OF BENTON (POB)**

**Bank Code: A** General Fund

Check Number	Check Date	Reference Number	Payee Name	Check Amount
073629	10/29/2020	00FMLA	EMPLOYMENT SECURITY DEPARTMENT	1,100.96
073630	10/29/2020	00LHTAX	ST of WA DEPT OF REVENUE	2,597.48
Number of Checks Selected: 2				
Total Number of Checks Selected: 2				
Bank Code A Total:				3,698.44
Report Total:				3,698.44



# PORT OF BENTON 2021 COMPREHENSIVE PLAN

(Prepared pursuant to RCW 53.20.010 as the Port's  
Comprehensive Scheme of Harbor Improvements)



*Prepared for*  
**PORT OF BENTON**  
November 2, 2020  
Project No. 0368.02.01.06  
*Prepared by*  
Maul Foster & Alongi, Inc.  
2815 Second Avenue, Suite 540, Seattle, WA 98121



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# Introduction

## 1.1 History of Washington Ports

The creation of public port districts throughout Washington State was authorized by the state legislature with the passage of Revised Code of Washington (RCW) 53 in 1911. Ports are municipal corporations, created for special purposes, but on a broad scale, ports engage in economic development activities with powers specified in the statutes.

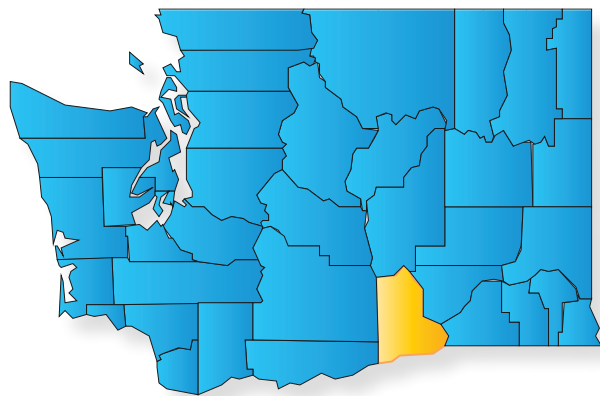
Because the state has a wide range of physical characteristics and economic needs, each of the 75 ports in Washington has its own characteristics and reasons for existence. Ports may serve different purposes, and each port differs in the size and scope of its facilities and the focus of its operations. Ports continue to evolve as changing physical, community, and economic conditions occur, making the continual update and alignment to their keystone documents a necessary and vital process.

## 1.2 Benton County

Benton County, formed in 1905, is in the south-central portion of Washington State, situated on the eastern slope of the Cascade Mountains with the Columbia River forming its north, south, and east boundaries (Figure 1). By 2020, Benton County's population is estimated to be approximately 200,000 people.

The county seat is in the City of Prosser, with an estimated 2020 population of 6200 people. The Tri-Cities (Kennewick, Pasco, and Richland), located on the county's eastern border, have an overall population nearing 300,000 people. Approximately one third of the county's 1760 square miles of area is retained by various federal, state, and county governmental agencies.

Figure 1. Benton County, Washington



## 1.3 The Port of Benton



The Port of Benton (Port) was created by a vote of the people in 1958 as a special purpose district under the RCW 53. It was created following the transfer of ownership of the City of Richland from the U.S. Army Corps of Engineers (USACE) to the citizens. Previously, Richland was the property of the federal government and housed World War II operations for a secret mission called the Manhattan Project. The 290-acre property that was originally designated as the Port's district was known as Camp Hanford, which was transferred from the USACE to the Port in 1959.

The Port was chartered to “promote industrial development and transportation, including general aviation, in Benton County.” The Port's district encompasses two-thirds of Benton County and is bordered on the west by Yakima and Klickitat counties, on the north by the Columbia River, on the east by the Port of Kennewick, and on the south again by the Columbia and Yakima rivers. The Port of Kennewick's district boundaries, created in 1915, encompass the remaining east section of the county, including the south quarter of Richland.

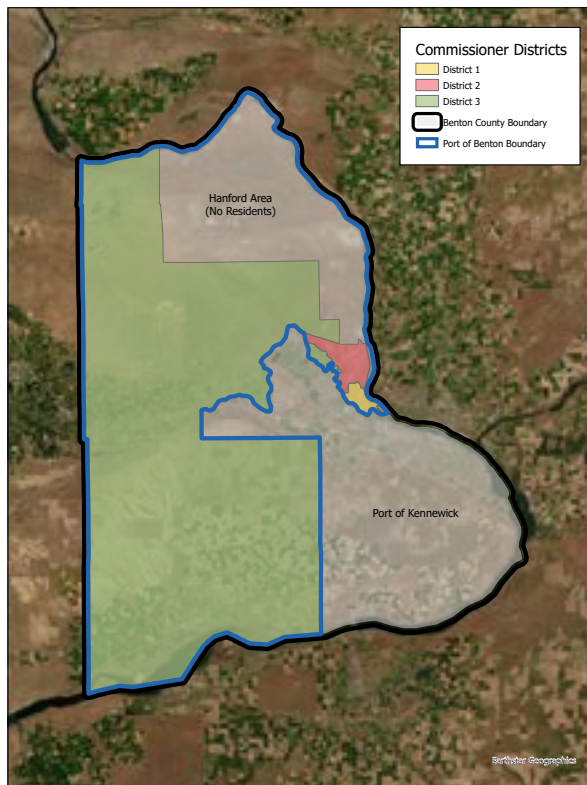
The Port owns and operates several commercial and industrial properties within its district boundaries. It also owns and maintains several multimodal transportation operations, including a barge terminal facility, two airports, and its short line railroad. This comprehensive plan describes all of the Port's properties and is reviewed and amended at least annually and as needed, pursuant to the requirements of RCW 53.12.010.



## 1.4 Jurisdiction and Governance

The Port's boundaries lie within a portion of Benton County as shown in Figure 2. The Port is divided into three districts, each of which is represented by an elected non-partisan Board of Commissioners. The Board of Commissioners serves as the policy maker and final authority in Port decisions, setting policy and direction for the Port's activities.

Figure 2. Jurisdiction and Commissioner District Boundary Map



### Mission:

*It is the mission of the Port to manage our public assets and make strategic investments to be a catalyst for regional economic growth and prosperity.*

Port commissioners are publicly elected by voters residing within the port district, each serving a six-year term that is staggered, resulting in the election of one commissioner every two years. Day-to-day operations of the Port are managed and facilitated by the executive director, who serves at the pleasure of the Board of Commissioners.

As of November 2020, the Port commissioners include Roy Keck, District 1; Robert Larson, District 2; and Jane Hagarty, District 3. The Port's executive director is Diahann Howard.



**Roy D. Keck**

COMMISSION SECRETARY

District 1



**Robert Larson**

COMMISSION VICE PRESIDENT

District 2



**Jane F. Hagarty**

COMMISSION PRESIDENT

District 3



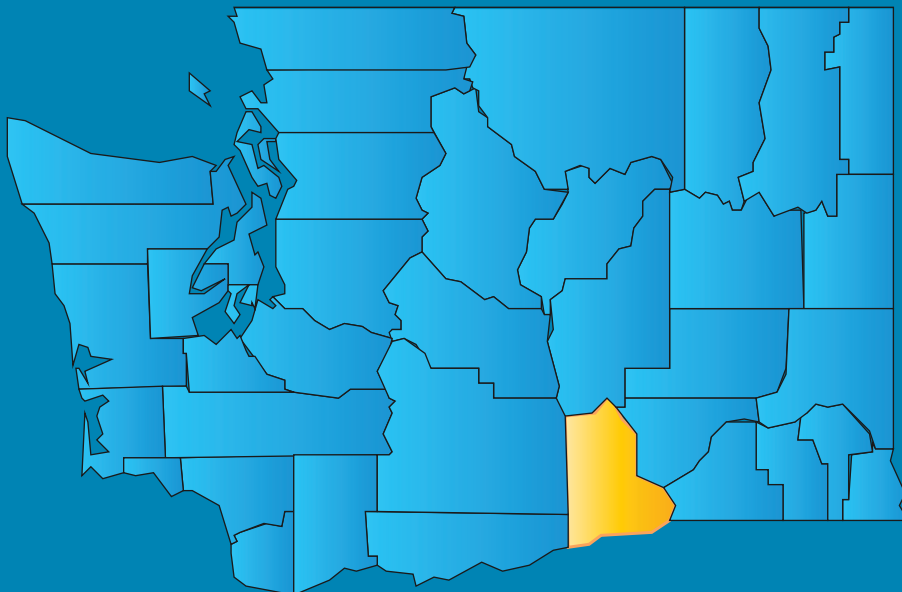
**Diahann Howard, PPM**

EXECUTIVE DIRECTOR

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# Benton County



## 2.1 Overview

According to the Washington State Office of Financial Management, Benton County's 2020 population was 205,700, with the overall Tri-Cities Metropolitan Statistical Area (MSA) being 299,612 (U.S. Census). The overall population has grown consistently at a rate of 1 to 3 percent per year for the last ten years. This is due primarily to the construction of the U.S. Department of Energy's Vit Plant. Other key elements of the MSA's economy include agriculture, which is primarily in food processing located in Franklin County; retail and wholesale trade; and services and government, which are located primarily in Benton County.

Since this growth is dramatic in the short-term, it tends to hide a long-term problem that necessitates dramatic efforts to diversify the local economy. While replacement of Hanford jobs is the epicenter of Benton County's desire of economic diversification with similar levels of research and technology jobs, there is also an effort to support existing agribusinesses that are growing within the county, such as wineries.

The City of Prosser is an excellent example of capturing the wine industry's production and tourism within their Vintner's Village area, along with their Wine and Food Park, which is home to Hogue Cellars and Mercer Wine Estates.

In Richland, partnerships with Washington State University-Tri-Cities, Pacific Northwest National Laboratory, Tri-Cities Research District, and the Manhattan Historical National Park are key as the community continues efforts to transition away from sole economic reliance on the Hanford and its associated operations.

The median household income, as of 2019, for Benton County was \$70,887 and \$67,240 for Franklin County. There is continued growth in the wine industry, with over 900 wineries in Washington State, and 200 within an hour's drive of Tri-Cities. The housing market continues to remain strong, with a median housing price of \$301, 325 within the counties (Tri-Cities Association of Realtors) (Source data: Benton Franklin Trends, TRIDEC).

The Port holds over \$89 million dollars of total assets within its district. Overall, the Port manages 2,756 acres; 52 buildings; two airports; a short line railroad; and a barge terminal facility. In 2020, Port properties support over 3,290 direct jobs with an approximate cumulative payroll of \$200 million.

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# Comprehensive Plan Requirements

### 3.1 Purpose

Washington State statute (RCW 53.20) requires port districts to adopt a Comprehensive Scheme of Harbor Improvements (CSHI). The purpose of a CSHI (or comprehensive plan, as it is referred to by the Port) is to inform the public, in an easy to understand format, of the nature and extent of current and anticipated Port improvements and their corresponding capital expense. The comprehensive plan generally conveys a conceptual plan rather than a detailed analysis.

A comprehensive plan must be developed and approved prior to expenditure of Port funds for improvements supporting property development. The required content of a comprehensive plan primarily consists of a generalized discussion and inventory of the Port's existing and planned physical assets and improvements, rather than a policy document or planning study. Comprehensive plans need not include detailed construction plans and other items, such as salaries and the cost of engineering; and surveying and data collection are specifically exempt from having to be included.

RCW 53.20.010 requires port districts to conduct a public hearing prior to adoption of a comprehensive plan. Notice of the public hearing must be published once a week, for two consecutive weeks, in a newspaper of general circulation within the port district. A resolution adopting the comprehensive plan will generally include references to how the public hearing was advertised, when it occurred, and whether or not there were public comments received and considered. Lastly, a State Environmental Policy Act non-project review process is required for an adopted comprehensive plan to comply with RCW 53.20.

The comprehensive plan is different from the Port's strategic plan, which is a planning and governance document establishing the Port's mission, goals, and strategies to guide its efforts over the short- and mid-term. The strategic plan is implemented by this comprehensive plan, particularly as it relates to management of Port assets and associated capital improvements, and through an annual action strategy describing specific operational and organizational actions the Port will undertake each year in pursuit of achieving its mission.

#### A COMPREHENSIVE PLAN MUST INCLUDE THE FOLLOWING:

1. A map of port-owned lands
2. An inventory and description of existing port facilities
3. A description of planned improvements
4. A capital improvement plan

### 3.2 Consistency with Other Plans

This comprehensive plan incorporates and supersedes all past comprehensive plans and related documents. It is the intent of the Port to review and update the comprehensive plan at least annually, ensuring consistency between it and the Port's strategic plan, annual action strategy, and capital budget. Specific development plans for individual properties may be adopted by resolution and incorporated by reference if similar and appropriate procedures are followed.

Incorporated plans adopted by this reference include:

- The Heritage Resource Management Plan
- The Prosser Airport Master Plan and Airport Layout Plan
- The Richland Airport Master Plan and Airport Layout Plan
- North Horn Rapids Master Plan
- Rail Master Plan
- Tri-Cities Research District Strategic Plan
- North Richland Communications and Marketing Strategy

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# Port Asset Inventory

## 4.1 Introduction

The Port uses its real estate assets to attract and/or expand local and inbound business investments. This section provides an inventory of the Port's property assets including property, buildings, and facilities located within its jurisdiction.

## 4.2 Property Asset Location

The Port uses its real estate assets to attract and/or expand local and inbound business investments. This section provides an inventory of the Port's property assets including property, buildings, and facilities located within its jurisdiction.

The Port manages nearly 2,800 acres of property throughout the district boundaries as generally depicted on Figure 3. Generally, properties and facilities are categorized and considered in terms of the primary focus of each area, including:

- Advanced Manufacturing and Industrial Properties
- Airports and Airport Business Parks
- Barge and Rail Facilities
- Technology, Research, and Incubator Facilities
- Wine, Tourism, and Agribusiness Facilities



Figure 3. General Location of the Port's Property Assets

## 4.3 Port of Benton Assets

### 4.3.1 Advanced Manufacturing and Industrial Properties

#### 4.3.1.1 Richland Business Park



**Figure 4. Richland Business Park Parcel Map**

The Richland Business Park is the center of heavy industrial operations for north Richland and provides exceptional access for logistics-based industries. Development within the business park focuses on multimodal logistics for value-added agriculture, fulfillment centers, and packaging operations.

The business park is a few miles north of interstates 182 and 82, with direct access from state routes 240 and 224. The area is served by both



BNSF Railway and Union Pacific Railroad on Port and City of Richland rail lines. The City of Richland also provides a public dock and access to a unit train rail loop. Tri-City Railroad (TCRY) provides short-line rail operations on Port-owned rail facilities.

The business park's largest neighbors are Packaging Corporation of America, Lamb Weston, Preferred Freezer (Lineage Logistics), Weston Mountain Onions, Ferguson Enterprises, AREVA, and Central Washington Corn Processors.

#### FEATURES AND OPPORTUNITIES:

- Provides both medium and heavy industrial zoning near the Tri-Cities Research District supporting uses that include processing, assembling and manufacturing of raw materials
- Sites in this area are targeted for 20 to 60 acre development projects.
- Easy access for logistics operations with space for large combination truck traffic and rail
- Two Class 1 railroads, a central public dock and unit train rail loop serve the area
- Access to state routes and interstates

#### 4.3.1.2 North Horn Rapids

The North Horn Rapids site in Richland is a master planned employment center for the region, ideal for the collocation of industrial, manufacturing and advanced technology companies. The Tri-Cities area provides low-cost clean energy and access to a highly capable, skilled workforce experienced in all levels of project management, trade and operations. The Port and City of Richland acquired this former Department of Energy land to support industries requiring large industrial sites.

The Port and City of Richland acquired this former Department of Energy land to support industries requiring large industrial sites.

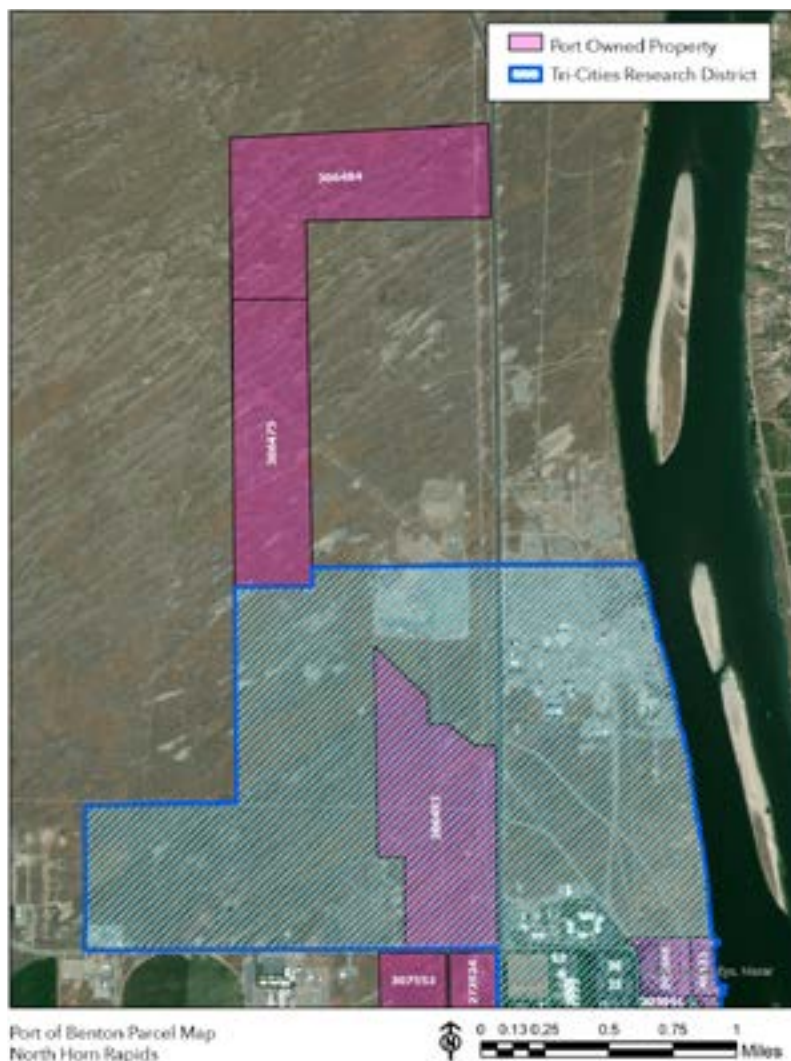


Figure 5. North Horn Rapids Parcel Map



#### FEATURES AND OPPORTUNITIES:

- Prime development opportunity for value-added agriculture; clean energy; energy storage; and science, technology, engineering, and mathematics advanced manufacturing
- Parcels available for lease and sale beginning in 2021
- Master planned development for 200- to 500-acre industrial sites
- Public partnership extending public utilities to siteWine, Tourism, and Agribusiness Facilities
- Convenient access to interstates and state routes

### 4.3.1.3 Transload Facility

The Port's 9,060-square-foot multimodal transload facility serves a variety of uses, including local agricultural commodity growers. Small shippers use the facility to assemble and combine their agricultural products for customized shipments to markets located throughout the United States. The transload facility is in north Richland along Kingsgate Way. State Route 240 is located a mile away, and the site has convenient access to interstates 82 and 182 and State Route 224. This property is fully occupied at this time.

Tri-City Railroad (TCRY) provides short-line rail operations to the Transload Facility.



#### FEATURES AND OPPORTUNITIES:

- Refrigerant facility ideal for warehousing and transloading cargo
- Three truck bays, three train bays
- 6.8-acre parcel
- 500-acre industrial sites
- 8,360 square feet of warehouse space
- 700 square feet of common area
- Dually served rail by two Class I railroads and short line operator
- Easy access to interstates, rail, barge and airports

## 4.3.1 Airports and Airport Business Parks

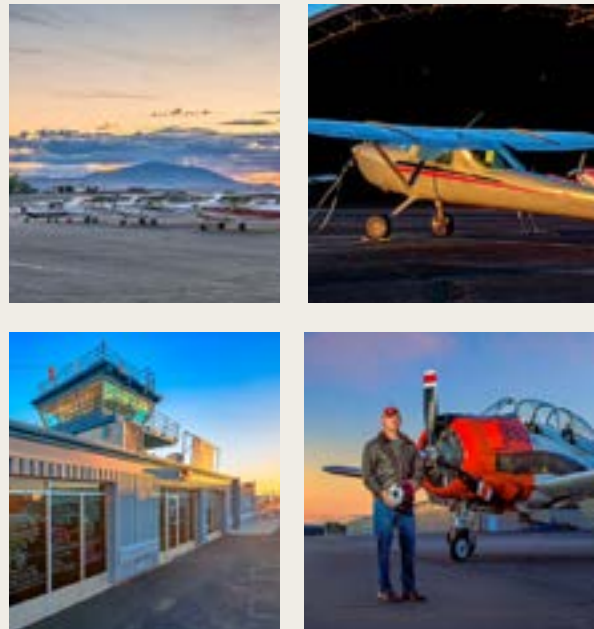
### 4.3.2.1 Richland Airport and Richland Airport Business Park

The Richland Airport serves regional business aviation customers who value quick access to the Tri-Cities, Hanford Site and surrounding communities. This general aviation airport has two paved runways, a fixed base operator, fuel and other amenities with nearby highway and interstate access. The Airport includes 140 hangars and serves 141 based aircraft and an average of 79 aircraft operations a day. For more details see the Airport Master Plan and Airport Layout Plan (currently being updated).

**Figure 6. Richland Airport and Richland Airport Business Park**



The Airport Business Park surrounds the public airport and is a master planned transportation and employment center for the region. The 564-acre property is close to Richland's Central Business District and perfect for industrial, manufacturing, and advanced technology companies. The site is also located near major agricultural and technology industries, including the Port's Tri-Cities Research District, the Pacific Northwest National Laboratory, and Hanford. Hilina Engineering & Fabrication, Blue Star Enterprises, Penser North America, and several aviation- and non-aviation-related self-storage businesses are located within the Airport Business Park.



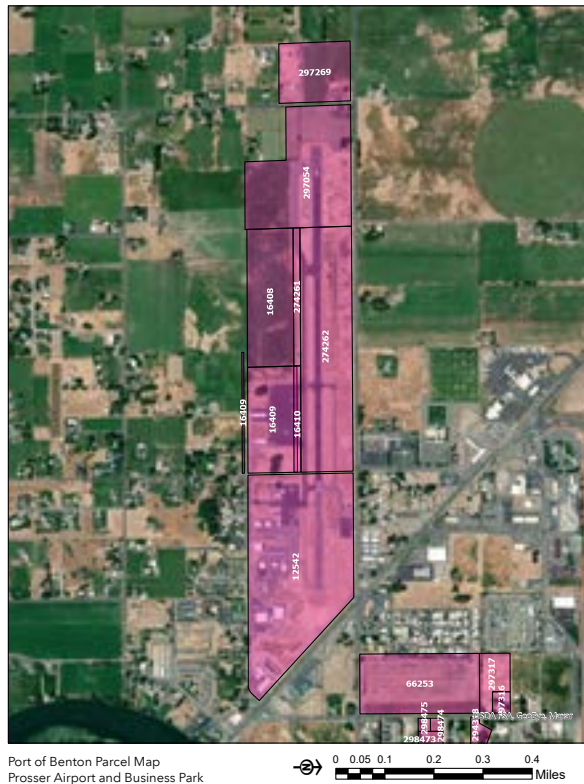
The Port runs the airport and Airport Business Park to support and encourage the growth of aviation and supporting industries and provide multi-modal transportation and logistics infrastructure.

#### FEATURES AND OPPORTUNITIES:

- Close to major agricultural and technology industries
- Zoned for commercial and industrial, allowing for multiple uses
- Master-planned to support future growth and demand
- Convenient access to interstates and state routes

### 4.3.2.2 Prosser Airport and Prosser Airport Business Park

The Prosser Airport serves the general aviation community, including regional agriculture and business aviation customers who need air transportation options close to their operations. Prosser Airport has a paved runway, a fixed base operator, aviation fuel and other amenities with nearby interstate access. For more details see the Airport Master Plan and Airport Layout Plan.



**Figure 7. Prosser Airport and Prosser Airport Business Park**

The Prosser Airport Business Park is minutes away from Prosser's city center and serves the southeastern region of Washington State. The 148-acre site is ideal for the collocation of industrial, manufacturing, and agricultural-based companies. The site is home to Chukar Cherry Company and Milne Fruit Products and has aviation fuel, skydiving, flight training, and aircraft mechanic businesses on site.



The Port owns and operates the airport and Airport Business Park to provide multi-modal transportation and logistics infrastructure, support industries and promote aviation-related economic development.

#### FEATURES AND OPPORTUNITIES:

- Located near Washington wine country and major agricultural industries
- Commercial and industrial zoning to support a variety of collocated uses
- Master planned to support hangar and industrial site development
- Parcels available for lease beginning in 2021
- Close to interstates and state routes

## 4.3.3 Barge and Rail Facilities

### 4.3.3.1 Barge and High Dock Facility

The Port's barge slip and high dock are located in Richland, at Columbia River Mile 343. The slip and high dock are leased and controlled by the U.S. Navy, with industrial access allowed upon authorization. The Navy primarily uses the facilities to offload decommissioned nuclear materials for long-term disposal at Hanford. Currently, the Port's barge slip is not a fully developed terminal facility.



#### BARGE FACILITY OVERVIEW

- Harbor(s): 1.
- Berth(s): 1.
- Depth: 15 feet (slip bottom 330 feet mean sea level [MSL]), normal water level 340 feet MSL.
- Bulkhead: Elevation 344 feet MSL, width 96 feet, slip size 60 feet wide by 100 feet long.
- Cargo Handling Capabilities: Multimodal, unit and manifest capable.
- Container Crane(s): The site offers mobile crane services with the operator for offloading. Upland ringer crane service is available on the north end of the site, also coordinated with the operator.
- Rail-Served: Multimodal, unit and manifest capable.
- Rates: Low dock use fee is \$1,500, plus leasehold excise tax (12.84 percent), plus wharfage fee dependent upon cargo type (minimum \$11.00 per ton).

#### FACILITIES

- Vacant land adjacent for industrial staging uses.
- Site is in proximity to transload, multimodal, and industrial facilities (1 mile, access road 30 feet wide).
- Depth: 15 feet (slip bottom 330 feet mean sea level [MSL]), normal water level 340 feet MSL.
- Foreign-trade zone #203.

#### 4.3.3.2 Rail Facility

The Port's Southern Connection is a 16-mile short line rail network that runs between Center Parkway in Kennewick and Horn Rapids Road in north Richland. The line serves shippers from around the region to efficiently get their products to market. The Port leases the Southern Connection rail network to a short line operator to manage, maintain, and operate the facility. On-site rail service is provided by the short line operator and two Class I railroads.

In 1998, the U.S. Department of Energy transferred ownership of the 16-mile Southern Connection rail line and the surrounding land and buildings to the Port. This transfer in ownership was done to avoid closure of the railroad and to foster economic development efforts. For more than 20 years, the Port has worked to honor the spirit of this transfer by spurring economic and industrial development in Benton County.



## 4.3.4 Technology, Research, and Incubator Facilities

### 4.3.4.1 Technology and Business Campus

The Technology and Business Campus in Richland is the operative center of the 2,875-acre Tri-Cities Research District and hosts the primary offices of several government entities and contractors operating Hanford. Hanford draws thousands of visitors each year. The Technology and Business Campus serves as the primary venue for in-town operations and hosts a varied audience of academics and professionals engaged in higher education research, advanced technology prototyping, and energy production and storage.

The Technology and Business Campus encompasses high-quality office and development space, a variety of restaurants, apartment housing, and event space dedicated to academic and industry conferences. The campus is adjacent to Washington State University-Tri-Cities and Pacific Northwest National Laboratory.



Figure 8. Technology and Business Campus

#### FEATURES AND OPPORTUNITIES:

- Prime research and development site
- Mixed-use industrial innovation sites featuring Class A office and prototyping laboratory and mechanical space
- Access to interstates, state routes, barge, and rail facilities
- Prime waterfront acreage available for mixed-use commercial development

#### 4.3.4.2 The Richland Innovation Center

The Richland Innovation Center is a former federal property surrounded by the Port's Technology and Business Campus. The Innovation Center offers medium-industrial zoning that allows higher-intensity uses such as light manufacturing, wholesaling, and warehousing to support operations that are located in nearby office parks. This high-demand location is already occupied by several government-related businesses. Tenants boast the convenience of collaboration with, and service to, nearby prime contractors at the U.S. Department of Energy.

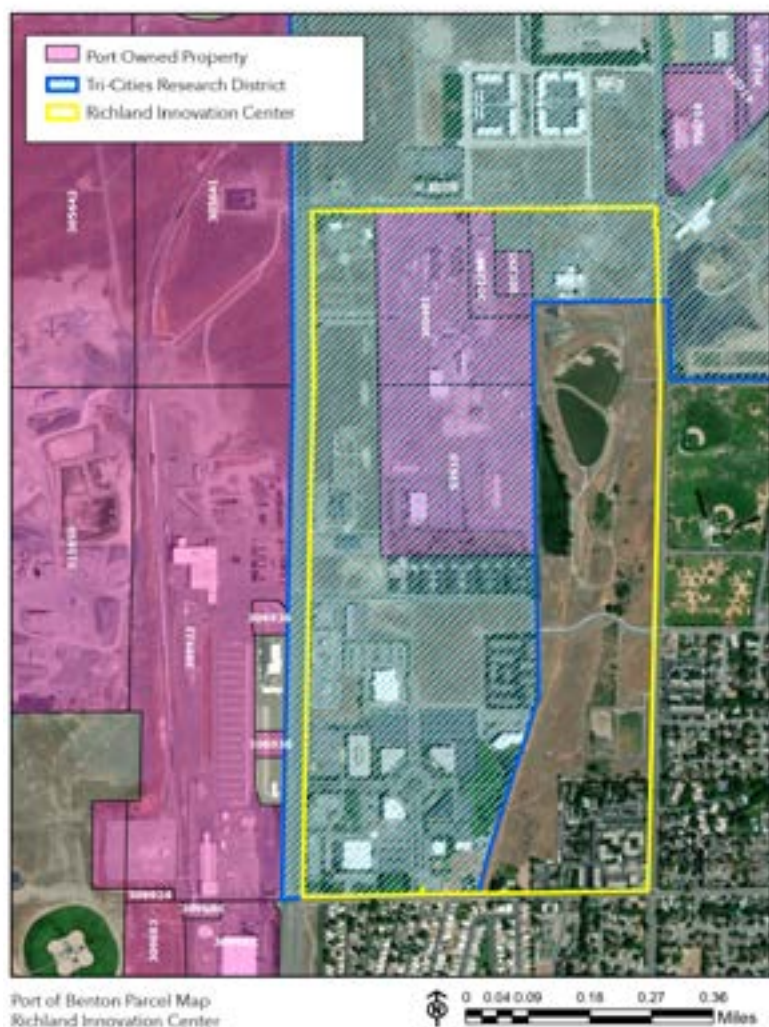


Figure 9. Richland Innovation Center



The Richland Innovation Center provides organizations located in the Tri-Cities Research District access to land and buildings that can support industrially-related functions in advanced manufacturing and wet lab applications. Nearby neighbors include Pacific Northwest National Laboratory, Washington State University—Tri-Cities, and Innovation Center properties.

#### FEATURES AND OPPORTUNITIES:

- Centrally-located medium-industrial zoned property supporting a variety of light manufacturing, commercial, office, and warehousing uses
- In the heart of the Tri-Cities Research District, enabling collocation of higher-intensity uses with nearby laboratories
- Vacant developable sites available up to 9 contiguous acres; smaller lots and structures available
- Water, sewer, and fiber stubbed to main arterials with ample three-phase electrical service to support high-intensity power needs
- Interstate, barge, and airport access all within a mile

#### 4.3.4.5 Tri-Cities Research District

The Tri-Cities Research District is an inland Washington ecosystem of manufacturing and clean energy technologies and is a Washington State designated Innovation Partnership Zone. The Port provides day-to-day management of the Tri-Cities Research District, which supports dozens of companies, research institutions, and higher education partners involved in talent acquisition and development, patents, physical asset development, and advanced manufacturing.



Figure 10. Tri-Cities Research District

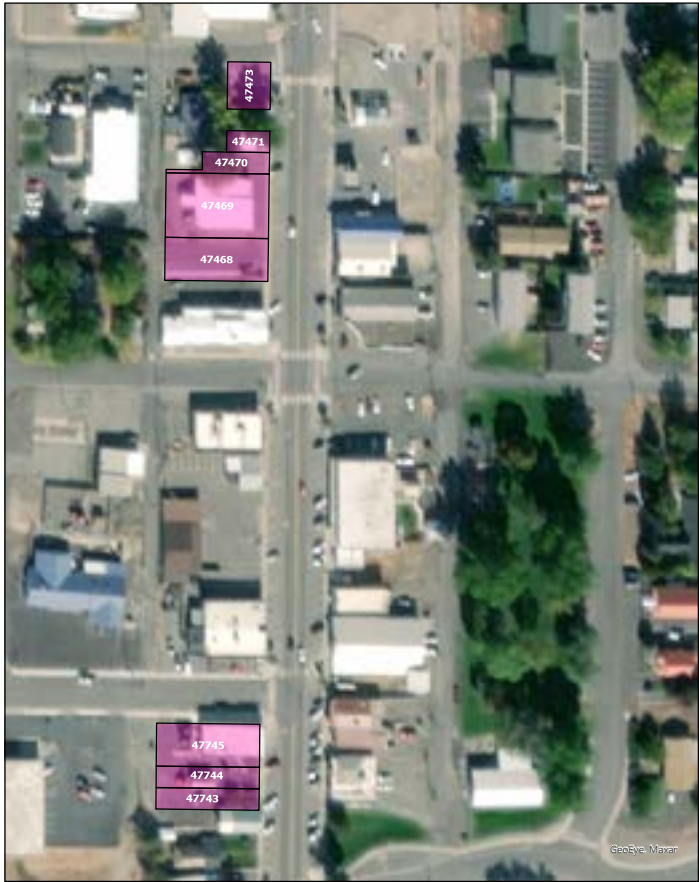


In addition to the Port, the Research District convenes numerous partners in communicating the advanced manufacturing and technical capabilities of the Tri-Cities as a whole. Partners in the public and private sphere include:

- Washington State University Tri-Cities
- Columbia Basin College
- City of Richland
- City of Pasco
- Energy Northwest
- Pacific Northwest National Laboratory
- Innovation Center Partners
- TRIDEC
- Fuse SPC
- Department of Energy
- Benton Franklin Workforce Development Council
- Employment Security Department of Washington

### 4.3.4.4 Benton City Downtown Sites

Benton City is located at the base of Red Mountain, and its downtown is a short drive from numerous boutique and production wineries. Businesses in downtown Benton City benefit from its convenient location and nearby residential, retail, and commercial developments. The Port has invested and rehabilitated a handful of downtown sites for retail and restaurant mixed uses. Current occupants include a Subway restaurant and Honey Bee Quilting. The Port’s assets in Benton City are currently occupied by long-term tenants, and recent upgrades would make an ideal investment for a stand-alone investor or tenant-occupant. Benton City is a 17-minute drive to the Tri-Cities and 20 minutes to Prosser.



Port of Benton Parcel Map  
Downtown Benton City

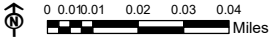


Figure 11. Downtown Benton City



**FEATURES AND OPPORTUNITIES:**

- Central downtown Benton City location
- Customizable spaces from 600 to 3,500 square feet
- Focused on retail, office, and service-related uses
- Easy access to interstate and state route

## 4.3.5 Wine, Tourism, and Agribusiness Facilities

### 4.3.5.1 Crow Butte Park



The 275-acre Crow Butte Park is located on an island in the southwestern portion of Benton County. The island was created by the USACE as part of the McNary Dam project in the late 70s. The park has 50 full-service campsites, a playground with three boat launches, and a sheltered bay for temporary moorage and is accessible via motor or river traffic. Crow Butte Park is primarily a watersports park. Activities include boating, fishing, personal watercraft, camping, swimming, hiking, playground activities, and wildlife watching.

### 4.3.5.2 Prosser Wine and Food Park



Port of Benton Parcel Map  
Prosser Wine and Food Park

Figure 12. Prosser Wine and Food Park



Prosser Wine and Food Park is a vast agricultural and vintner production site along the Columbia River, with quick access off of Interstate 82. The Wine and Food Park benefits from nearby high vehicle traffic, providing excellent exposure for businesses located in the park.

This property includes many different uses such as cold storage, food manufacturing, and wineries. Tasting rooms and production spaces at the Wine and Food Park include Tree Top, Zirkle Fruit Company, Hogue Cellars, Wit Cellars, Alexandria Nicole Cellars, Kestrel Vintners, and Mercer Wine Estate. The Wine and Food Park extends just to the west of the interstate and is home to the Walter Clore Wine and Culinary Center, joined by Desert Wind Winery overlooking the Yakima River.

#### FEATURES AND OPPORTUNITIES:

- Industrial zoning and utilities that allow for on-site production
- Existing tenancies are 2,500 square feet or larger
- Adjacent to agricultural and orchard land
- Easy interstate access

#### 4.3.5.3 The USS Triton Submarine Sail Park



The USS Triton Submarine Sail Park in north Richland features the decommissioned 23-foot-tall USS Triton submarine sail. The Triton was powered by two nuclear reactors and was the first submarine to perform a submerged circumnavigation of the earth. The park is open year-round for self-guided tours of the vessel's exterior, with displays that share the story of this first-generation nuclear-powered U.S. submarine.



#### 4.3.5.4 Vintner's Village

Vintner's Village is Prosser's newest collocated winery and retail business park, with numerous lots available for collaborative development. The Port recently expanded Vintner's Village to add shovel-ready parcels for wineries, restaurants, breweries, retail shops, and more.

The village is home to nationally-acclaimed wineries and tasting rooms, as well as a bed and breakfast, retail shops, and restaurants. Located in the heart of Washington wine country, Vintner's Village has pedestrian and automobile access to several of Prosser's most notable vintner brands.

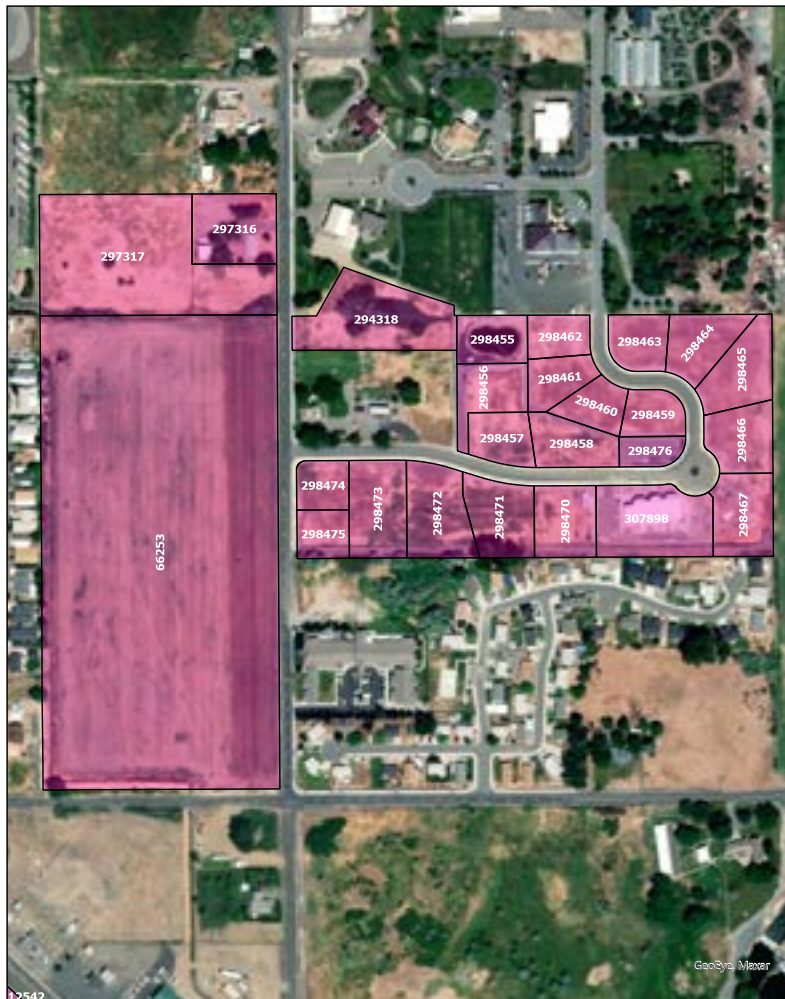
Lot configurations are further analyzed in the Port's 2021 Real Estate Analysis



Vintner's Village is anchored by the Winemaker's Loft, a collection of wineries centrally located on the grounds including Martinez & Martinez, Coyote Canyon, McKinley Springs, and Ginkgo Forest Wineries. The village is also home to renowned wineries such as Smasne Cellars, Airfield Estates Winery, Milbrandt Vineyards, Gamache Vintners, and Thurston Wolfe. New additions at the Port's development building include Wautoma Springs and the retail venue Sister 2 Sister on the Ave.

#### FEATURES AND OPPORTUNITIES:

- Collocation with premier wineries and vintner retailers
- Superb access for visitors and industry
- Over 12 acres of ready-to-build, flexible-sized lots
- Accessible lot configurations for logistics compatibility
- Water, sewer, fiber, and power stubbed
- Neighborhood-partnered marketing and promotion
- Convenient to rail, air, and interstate logistics



Port of Benton Parcel Map  
Vintner's Village

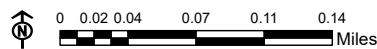


Figure 13. Vintner's Village

#### 4.3.5.5 The Walter Clore Wine and Culinary Center



Located off Interstate 82 at exit 82 in Prosser between the Port's Prosser Wine and Food Park and Vintner's Village, the Walter Clore Wine and Culinary Center is a key Port agribusiness project. The Clore Center brings together industry and consumers to discover the culture, history, and industry of Washington wine.

The Port owns the grounds and facilities in Prosser that house the Clore Center, and leases the facility to partners that carry on the historical legacy of the Washington wine industry, host wine industry events, and sublet the facility for wine and culinary education. The location is unique because Prosser is home to the largest irrigated agricultural research center in the United States (Washington State University) and is where Dr. Clore, known as the "Father of Washington Wine," began his research.

Property Division Name	Port Acreage	Existing Zoning	Future Land Uses
Technology & Business Campus	160 Acres	Business Research Park, Waterfront	Business Research Park, Waterfront, Natural Open Space
Richland Business Park	635 Acres	Heavy Manufacturing, Medium Industrial, Parks & Public Facilities	Industrial
Richland Innovation Center	72 Acres	Medium Industrial	Industrial, Public Facility
North Horn Rapids	763 Acres	Heavy Manufacturing	Industrial
Richland Airport & Business Park	622 Acres	Medium Industrial, Agricultural	Industrial
Technology Enterprise Center	5 Acres	Medium Industrial	Industrial
Downtown Benton City	<1 Acres	Commercial	Commercial
Prosser Wine & Food Park	74 Acres	Agribusiness, Light Industrial	Industrial, Commercial
Vintners Village	40 Acres	Agritourism	Commercial
Prosser Airport & Business Park	161 Acres	Light Industrial	Industrial
Crow Butte Park	1,500 Acres	Recreation	Recreation

Figure 14. Summary Table of Port Properties



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# Capital Improvement Plan

## 5 Capital Improvement Plan

A capital improvement is defined as any project having cost over \$5,000. The Port's goal is to improve its capital improvement plan (CIP) in the immediate future and continue to expand and update the CIP in subsequent years. The Port's 2021 annual CIP is summarized below, and a more detailed, project-specific CIP is included in the Appendix.

Category/Site	2021 POB CAPEX Budget	% of 2021 Total	Prior Year CAPEX Budget for Comparison
Entity-Wide	\$1,190,000	57%	-
Benton City	\$25,000	1%	\$14,000
Clore Center	\$50,000	2%	
Crow Butte Park	\$130,000	6%	\$180,000
North Richland	-	-	-
Prosser Airport	\$58,000	3%	\$165,000
Prosser Wine & Food Park	\$23,500	1%	\$85,000
Richland Airport	\$55,000	3%	\$234,000
Richland Business Park	\$274,000	13%	\$135,160
Richland Innovation Center	\$15,000	1%	\$800,000
Technology & Business Campus	\$192,500	9%	\$261,000
Technology Enterprise Center	-	-	-
Vintner's Village	\$16,000	1%	-
<b>SUBTOTAL</b>	<b>\$2,029,000</b>	<b>97%</b>	<b>\$1,874,160</b>
Maintenance Equipment	\$55,000	3%	\$85,000
<b>TOTAL</b>	<b>\$2,084,000</b>	<b>100%</b>	<b>\$1,959,160</b>

Figure 15. 2021 Capital Projects Budget by Location

Appendix

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# Detailed Capital Improvement Plan

## Port of Benton 2021 Capital Projects Budget

Entity Wide	2021 Plan
Description	
Pavement Maintenance	\$350,000
Security / Surveillance System	\$50,000
Internet expansion (Prosser Airport, Crow Butte)	\$25,000
HVAC Replacement	\$150,000
Lighting	\$100,000
Roof Replacement / Repair	\$150,000
General maintenance-Emergency Repairs Fund	\$320,000
Admin electrical fleet vehicle & charging station - Leaf	\$45,000
<b>ENTITY WIDE TOTAL</b>	<b>\$1,190,000</b>

Maintenance Equipment	
Description	
Truck	\$25,000
Small Garbage Truck	\$30,000
<b>MAINTENANCE EQUIPMENT TOTAL</b>	<b>\$55,000</b>

Benton City	2021 Plan
Description	
Landscape Cleanup / Cleanout	\$10,000
Internet & Facilities	\$15,000
<b>Benton City Total</b>	<b>\$25,000</b>

Clore Center	2021 Plan
Description	
Roof Patch	\$10,000
Outer Pavilion Assessment; Water Damage to Patio at Event Facility	\$10,000
Transition / Turnover Costs	\$30,000
<b>Clore Center Total</b>	<b>\$50,000</b>
Crow Butte Park	2021 Plan
Description	
Residence & Office & Contact Station Remodel	\$80,000
Electrical for Irrigation	\$50,000
<b>Crow Butte Park Total</b>	<b>\$130,000</b>
Prosser Airport	2021 Plan
Description	
Mower Deck - Batwing	\$10,000
Fod Boss - Double Carpet	\$8,000
Fencing	\$40,000
<b>Prosser Airport Total</b>	<b>\$58,000</b>
Prosser Wine & Food Park	2021 Plan
Description	
HVAC	\$8,500
Irrigation Pump & Screens	\$15,000
<b>Prosser Wine &amp; Food Park Total</b>	<b>\$23,500</b>

**Richland Airport****2021 Plan****Description**

Utility Infrastructure Hangars (Water, Sewer) - Phase 2 of Hangar Sites	\$10,000
---	----------

Liquid Deicer Equipment for Runways, Extend Life of Runways	\$30,000
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Airport Deicer Application Custom Trailer Build	\$15,000
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**Richland Airport Total****\$55,000****Richland Business Park****2021 Plan****Description**

2345 Building—Lighting, includes lights in mezzanine	\$172,000
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2345 Upstairs carpet – phase 1 of 3	\$65,000
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2345 Truck bay doors	\$30,000
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2345 – Main entry windows & door	\$7,000
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**Richland Business Park Total****\$274,000****Richland Innovation Center****2021 Plan****Description**

Fence, facility upgrades/cleanup	\$15,000
----------------------------------	----------

**Richland Innovation Center Total****\$15,000**

Technology & Business Campus		2021 Plan
Description		
3100 GWAY Building Signage Infrastructure		\$30,000
Misc exterior improvements		\$10,000
3100 Conference and Business Center Conference Room Phase 1 of Multiple		\$30,000
3250 & 3100 Access Control & Cameras		\$50,000
3250 HVAC Controls Replacement— - No Longer Supported		\$50,000
3100 Relocate Mailbox to Exterior (Eastern to be Main Entry)		\$2,500
Planning & Platting for Waterfront Parcels		\$20,000
<b>Technology &amp; Business Campus Total</b>		<b>\$192,500</b>

Vintner's Village		2021 Plan
Description		
Hot Water Tanks		\$3,000
Irrigation Pond		\$10,000
Suites B&D— - Crash Bars/Doors		\$3,000
<b>Vintner's Village Total</b>		<b>\$16,000</b>

Figure 16. 2021 Capital Projects Budget by Location



Port of Benton  
3250 Port of Benton Blvd.  
Richland, WA 99354



# 2021 Budget



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PORT OF  BENTON

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**Port of Benton  
2021 Budget**

	2021 BUDGET	% OF 2021 TOTAL	2020 BUDGET	\$ Difference from Prior Year	% Difference from Prior Year
ESTIMATED BEGINNING CASH	2,320,000		2,065,320		
LESS: RESERVE	1,300,000		1,300,000		
<b>UNRESERVED BEGINNING CASH</b>	<b>1,020,000</b>		<b>765,320</b>		
<b>OPERATING REVENUES &amp; INFLOWS</b>					
Lease Revenue					
Benton City	22,848	0%	16,848	6,000	36%
Prosser Airport	329,980	7%	328,380	1,600	0%
Prosser Wine & Food Park	109,953	2%	109,953	-	
Richland Airport	291,946	6%	256,630	35,316	14%
Richland Business Park	2,631,853	56%	2,443,749	188,104	8%
Richland Innovation Center	200,326	4%	198,941	1,385	1%
Technology & Business Campus	903,597	19%	886,493	17,104	2%
Technology Enterprise Center	138,387	3%	155,387	(17,000)	
Vintner's Village	56,560	1%	42,759	13,801	32%
Clare	-		-	-	
Total Lease Revenues	4,685,450	40%	4,439,140	246,310	6%
Property Tax Revenue	2,637,182	23%	2,541,196	95,986	4%
Grant Revenue	2,758,573	24%	3,412,200	(653,627)	-19%
Sale of Fixed Assets	-		-	-	
Crow Butte Revenues	266,658	2%	150,000	116,658	78%
Other Revenue	157,000	1%	157,100	(100)	
Collections on Notes Receivable	16,944		16,944	-	
Interest Income	62,029	1%	62,984	(955)	-2%
Debt Issuance	-		-	-	
2020 Carryover	1,000,000	9%	-	1,000,000	
<b>TOTAL REVENUES &amp; INFLOWS</b>	<b>11,583,836</b>		<b>10,779,564</b>	<b>804,272</b>	<b>7%</b>
<b>OPERATING EXPENDITURES &amp; OUTFLOWS</b>					
Operations & Maintenance Expenses	2,260,191	20%	3,373,067	(304,121)	-9%
Crow Butte Operating Expenses	277,427	2%			
Airports Operating Expense	531,328	5%			
General & Administrative	3,251,372	28%	3,027,217	224,155	7%
Debt Service Payments	581,381	5%	897,931	(1,528)	
Interest Expense	315,022	3%			
Capital Projects - Grant Funded	2,090,081	18%			
Capital Projects - Port Funded	2,029,000	18%	4,129,660	(10,579)	-0%
Maintenance Equipment	55,000		85,000	(30,000)	-35%
Increase Reserve	100,000	1%	-	100,000	
Promotional Hosting Expenditures	1,000		1,000	-	
<b>TOTAL EXPENDITURES &amp; OUTFLOWS</b>	<b>11,491,802</b>		<b>11,513,875</b>	<b>(22,073)</b>	<b>-0%</b>
<b>NET ACTIVITY</b>	<b>92,035</b>		<b>(734,311)</b>	<b>826,346</b>	<b>-113%</b>
ESTIMATED ENDING CASH	1,412,035		31,009		
LESS: RESERVE	1,400,000				
<b>UNRESERVED ENDING CASH</b>	<b>12,035</b>				

Port of Benton  
2021 Budget  
Airport Operations

	2021 BUDGET	% OF 2021 TOTAL	2020 BUDGET	\$ Difference from Prior Year	% Difference from Prior Year
<b>OPERATING REVENUES &amp; INFLOWS</b>					
Lease Revenue					
Prosser Airport	329,980	53%	328,380	1,600	0%
Richland Airport	291,946	47%	256,630	35,316	14%
Total Lease Revenues	621,926	41%	585,010	36,916	6%
Grant Revenue	883,573	59%	245,700	637,873	260%
<b>TOTAL REVENUES &amp; INFLOWS</b>	<b>1,505,499</b>		<b>830,710</b>	<b>674,789</b>	<b>81%</b>
<b>OPERATING EXPENDITURES &amp; OUTFLOWS</b>					
Airport Operating Expenses	280,800	17%	395,301	(114,501)	-29%
Airport POB Salaries & Benefits	250,528	16%	270,111	(19,583)	-7%
Capital Projects - Grant Funded	965,081	60%	273,000	692,081	254%
Capital Projects - Port Funded	113,000	7%	399,000	(286,000)	-72%
<b>TOTAL EXPENDITURES &amp; OUTFLOWS</b>	<b>1,609,409</b>		<b>1,337,412</b>	<b>271,997</b>	<b>20%</b>
<b>NET ACTIVITY</b>	<b>(103,910)</b>		<b>(506,702)</b>	<b>402,792</b>	<b>-79%</b>

Port of Benton  
2021 Budget  
Crow Butte Operations

	2021 BUDGET	% OF 2021 TOTAL	2020 BUDGET	\$ Difference from Prior Year	% Difference from Prior Year
<b>OPERATING REVENUES &amp; INFLOWS</b>					
Fee Revenue					
RV/Camping	243,461	91%	150,000	93,461	62%
Day Use Parking	6,844	3%		6,844	
Boat Launch & Parking	16,201	6%		16,201	
Tent Camping	-			-	
Shower	152			152	
Total Use Fee Revenues	266,658		150,000	116,658	78%
Grant Revenue	-			-	
<b>TOTAL REVENUES &amp; INFLOWS</b>	<b>266,658</b>		<b>150,000</b>	<b>116,658</b>	<b>78%</b>
<b>OPERATING EXPENDITURES &amp; OUTFLOWS</b>					
Crow Butte Operating Expenses	277,427	43%	275,702	243,340	88%
Crow Butte POB Salaries & Benefits	241,615	37%			
Capital Projects - Grant Funded	-		212,000	(82,000)	-39%
Capital Projects - Port Funded	130,000	20%	-		
<b>TOTAL EXPENDITURES &amp; OUTFLOWS</b>	<b>649,042</b>		<b>487,702</b>	<b>161,340</b>	<b>33%</b>
<b>NET ACTIVITY</b>	<b>(382,384)</b>		<b>(337,702)</b>	<b>(44,682)</b>	<b>13%</b>

Port of Benton  
2021 Budget  
Lease Revenue Forecast

Benton City					
Tenant	2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY	
Country Manor Fabrics	\$ 10,200	\$ 10,200			
721 Building	\$ 6,000	\$ -	\$ 6,000	100%	
Subway Real Estate	\$ 6,648	\$ 6,648			
<b>Benton City Total</b>	<b>\$ 22,848</b>	<b>\$ 16,848</b>			

Port of Benton  
2021 Budget  
Lease Revenue Forecast

Clore Center					
Tenant		2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY
Clore Center		\$ -	\$ -		
Clore Total		\$ -	\$ -		

Port of Benton  
2021 Budget  
Lease Revenue Forecast

Prosser Airport					
Tenant	2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY	
Blahut, Robert	\$ 1,800	\$ 1,800			
Blahut, Robert	\$ -	\$ 3,600	\$ (3,600)	-100%	
Christiansen, Brent	\$ 2,340	\$ 2,340			
Chukar Cherry Company	\$ 55,400	\$ 55,400			
Chukar Cherry Warehouse	\$ 28,114	\$ 28,114			
Chukar Cherry 320 B Warehouse	\$ 108,000	\$ 108,000			
Conmy, Scott	\$ 1,063	\$ 1,063			
Connell Oil	\$ 350	\$ 350			
Denchel, Tom	\$ 754	\$ 754			
Duehn, Bryce	\$ 414	\$ 414			
Early, Jim	\$ 900	\$ 900			
Flores, John	\$ 1,120	\$ 1,120			
Fries, Greg	\$ -	\$ 1,200	\$ (1,200)	-100%	
Maljaars, Jack	\$ 2,700	\$ 2,700			
May, John	\$ 1,117	\$ 1,117			
Milne Fruit Products	\$ 68,455	\$ 68,455			
Milne Fruit Products (Warehouse)	\$ 38,937	\$ 38,937			
Northwest Skydiving Instruction, LLC	\$ 8,400	\$ 2,000	\$ 6,400	76%	
Ohler, Michael	\$ 324	\$ 324			
Rasch, Bernard	\$ 85	\$ 85			
Strausz, Waltz & Anderson	\$ 477	\$ 477			
Thompson, Cormac Jr. & III - Wings Over Prosser	\$ 185	\$ 185			
Webster, Edward	\$ 8,400	\$ 8,400			
Williams, Scott Dr.	\$ 645	\$ 645			
<b>Prosser Airport Total</b>	<b>\$ 329,980</b>	<b>\$ 328,380</b>			

Port of Benton  
2021 Budget  
Lease Revenue Forecast

Prosser Wine & Food Park				
Tenant	2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY
Alexandria Nicole Cellars	\$ 57,600	\$ 57,600		
Chukar Cherries	\$ 19,071	\$ 19,071		
Kenyon Zero Storage	\$ 3,480	\$ 3,480		
Wit Cellars	\$ 14,901	\$ 14,901		
Wit Cellars	\$ 14,901	\$ 14,901		
<b>Prosser Wine &amp; Food Park Total</b>	<b>\$ 109,953</b>	<b>\$ 109,953</b>		

Port of Benton  
2021 Budget  
Lease Revenue Forecast

**Richland Airport**

Tenant	2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY
Airport Mini Storage	\$ 6,456	\$ 6,456		
Airport Mini Storage Economy	\$ 4,604	\$ 4,604		
Anne's Cajun Creole	\$ 4,800	\$ 4,800		
Arntzen, Glenn & Juanita (2520 - 2524 Aileron Ave)	\$ 2,125	\$ 2,125		
Arntzen, Glenn & Juanita (2561 Aileron Avenue)	\$ 2,326	\$ 2,326		
Barinaga, Charles	\$ 1,314	\$ 1,314		
Berlin, Greg	\$ 521	\$ 521		
Barnes, Don	\$ 707	\$ 707		
Berkey, Clifton	\$ 2,400	\$ 2,400		
Brayton, Herb & Jennifer (2060 Butler Loop)	\$ 775	\$ 775		
Brayton, Herb & Jennifer (Richland Aeronautical)	\$ 619	\$ 619		
Brayton, Herb (Howard M. Neill)	\$ 967	\$ 967		
Bronco Girl Investments (1828 Terminal Drive)	\$ 2,751	\$ 2,751		
Bronco Girl Investments (1851 Bronco Lane)	\$ 965	\$ 965		
Buckskin Golf Club	\$ 5,805	\$ 5,805		
BYOC Properties LLC	\$ 2,363	\$ 2,363		
C & H Aviation, LLC	\$ 737	\$ 737		
Civil Air Patrol	\$ 10	\$ 10		
Cole, Douglas	\$ 1,000	\$ 1,000		
Collins Enterprises (2020 Butler Loop)	\$ 4,480	\$ 4,480		
Collins Enterprises (2030 Butler Loop)	\$ 2,400	\$ 2,400		
Columbia Dive Rescue	\$ 10	\$ 10		
Connell Oil, Inc. (Auto) (1980 Terminal Drive)	\$ 15,000	\$ 15,000		
Cook, Ivan (.931 acres)	\$ 2,235	\$ 2,235		
Cook, Ivan (Vitro Bldg)	\$ 7,298	\$ 7,298		
Cook, Vernon (Azurdata Bldg) (1840 Terminal Drive)	\$ 7,798	\$ 7,798		
Cook, Vernon (Trade Center) (1816 Terminal Drive)	\$ 20,960	\$ 20,960		
Croskrey, Nathan (1902 - 1904 Airport Way)	\$ 1,449	\$ 1,449		
Croskrey Properties LLC .38 Acres	\$ 1,638	\$ 1,638		
DBM, Rich Crigler	\$ 5,207	\$ 5,207		
Dehaan, Gary L.	\$ 3,900	\$ 3,900		
Dewitt, Roger, Butler Loop	\$ 11,885	\$ 11,885		
Dillon, Dr. Thomas	\$ 1,018	\$ 1,018		
Fogelson, Robert	\$ 1,000	\$ 1,000		
Gehlen, Mark	\$ 1,092	\$ 1,092		
Harrison, Tom	\$ 1,000	\$ 1,000		
Henningsen Cold Storage	\$ 1,189	\$ 1,189		
Hi Line Engineering & Fabrication, Inc.	\$ 10,434	\$ 9,888	\$ 546	5%
Hi-Line Leasing LLC	\$ 2,869	\$ 2,869		
Hill, Cannon (1909 Airport Way)	\$ 1,956	\$ 1,956		
Hill, Cannon (2002 Butler Loop)	\$ 1,181	\$ 1,181		
Hill, Cannon (.22 acres)	\$ 1,332	\$ 1,332		
Hill, Cannon	\$ 1,000	\$ 1,000		
Hollis, Dennis	\$ 2,275	\$ 2,275		
Jaeger, Mark	\$ 573	\$ 573		
J&D Trevino Family Investments, LLC	\$ 1,030	\$ 1,030		
Keck Services, Inc.	\$ 4,057	\$ 4,057		
KTM Enterprises, LLC	\$ 1,044	\$ 1,044		

Port of Benton  
2021 Budget  
Lease Revenue Forecast

**Richland Airport - Continued**

Tenant	2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY
Liberty Lawn & Saw Shop LLC	\$ 2,514	\$ 2,514		
LPJ Properties, LLC	\$ 3,023	\$ 3,023		
Manawadu, Bing	\$ 1,045	\$ 1,045		
Mead, Jeromie, Hangar	\$ 540	\$ 540		
Mead, Jeromie, Red Line Land only	\$ 7,005	\$ 7,005		
Merz, Nathan	\$ 2,470	\$ 2,470		
Mission Investments, LLC	\$ 1,223	\$ 1,223		
Mission Investments, LLC	\$ 4,281	\$ 4,281		
My Pro-Contractor, LLC	\$ 1,000	\$ 1,000		
Richland Aero Shelters, LLC	\$ 1,029	\$ 1,029		
Richland Airport Associates	\$ 6,534	\$ 6,534		
Richland Hangar Association	\$ 1,074	\$ 1,074		
Riversedge Investments	\$ 4,878	\$ 4,878		
RSSS, LLC	\$ 3,649	\$ 3,649		
Sailplane Haven	\$ 564	\$ 564		
Shadow Mountain Industrial Properties	\$ 1,050	\$ 1,050		
Shaw, Greg	\$ 1,000	\$ 1,000		
Showalter, Mark	\$ 1,000	\$ 1,000		
Sky Hangar Associates	\$ 3,370	\$ 1,600	\$ 1,770	53%
Sky Park Office Suites	\$ 4,320	\$ 4,320		
Steelman, Clifton	\$ 2,443	\$ 2,443		
Sundance Aviation	\$ 7,860	\$ 7,860		
Talent Aviation Services	\$ 1,668	\$ 1,668		
The Axe, LLC.	\$ 726	\$ 726		
TK Machine Company	\$ 1,987	\$ 1,987		
Urban, Scott	\$ 1,092	\$ 1,092		
Weide, Scott dba NW Restoration	\$ 5,550	\$ 5,550		
Welch, Teri-Lin	\$ 5,957	\$ 5,957		
West Enterprises	\$ 2,373	\$ 2,373		
White, Michael Trust	\$ 1,153	\$ 1,153		
White, Tim	\$ 1,000	\$ 1,000		
Whitney, Richard	\$ 1,024	\$ 1,024		
Woods, Stuart & Sheena	\$ 1,593	\$ 1,593		
Zero Gravity Builders Studio	\$ 1,796	\$ 1,796		
2019 Butler Loop	\$ 33,000	\$ -	\$ 33,000	100%
Zero Gravity	\$ 12,600	\$ 12,600		
<b>Richland Airport Total</b>	<b>\$ 291,946</b>	<b>\$ 256,630</b>		

Port of Benton  
2021 Budget  
Lease Revenue Forecast

Richland Business Park					
Tenant	2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY	
Ben Franklin Transit	\$ 2,000	\$ 2,000			
Core Cabinet Corporation, Inc.	\$ -	\$ 4,131	\$ (4,131)	-100%	
Atkins (2345 Stevens)	\$ 404,019	\$ 404,019			
CRH Interstate Concrete (i.e. American Rock/Eucon Corp)	\$ 60,000	\$ 60,000			
CRH Interstate Concrete - Aggregate (i.e. American Rock/Eucon Corp)	\$ 325,000	\$ 325,000			
Hill, Cannon (Cast)	\$ 12,967	\$ 12,967			
Intermech, Inc. / Vacant	\$ 269,900	\$ 104,245	\$ 165,655	61%	
Kaiser Aluminum	\$ 90,290	\$ 90,290			
Kurion, Inc.	\$ 224,056	\$ 224,056			
Mission Support Alliance	\$ 767,255	\$ 767,255			
Mission Support Alliance (M404)	\$ 118,400	\$ 118,400			
NTCH- WA, Inc. (Vertical Bridge Holdings)	\$ 5,640	\$ 5,640			
Pro Train	\$ 15,198	\$ 15,198			
Smith, R.H. Fuel Station (Conoco)	\$ 12,540	\$ 12,540			
SMI Group XVIII, LLC	\$ 80,371	\$ 80,371			
Tri-City Railroad (Railroad & Building)	\$ 32,731	\$ 32,731			
Tri-City Railroad (5 acre Laydown)	\$ 18,559	\$ 18,559			
Tri-City Railroad (Equipment)	\$ 32,731	\$ 32,731			
U. S. Cellular Tower	\$ 10,950	\$ 10,950			
Verizon Wireless	\$ 18,000	\$ 18,000			
Verizon (American Towers)	\$ 16,517	\$ 16,517			
Vivid Learning Systems	\$ 17,409	\$ 17,409			
Washington/Oregon Wireless (Sprint)	\$ 7,320	\$ 7,320			
Weston Mountain Onions LLC	\$ 90,000	\$ 63,420	\$ 26,580	30%	
<b>Richland Business Park Total</b>	<b>\$ 2,631,853</b>	<b>\$ 2,443,749</b>			

Port of Benton  
2021 Budget  
Lease Revenue Forecast

Richland Innovation Center					
Tenant	2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY	
Advanced Concepts & Design	\$ 5,341	\$ 5,341			
Col. Energy & Environmental Services	\$ 18,000	\$ 18,000			
Dufresne Redding Properties LLC	\$ -	\$ 22,302	\$ (22,302)	-100%	
Henning, Justin	\$ 5,669	\$ 5,669			
Hittman Transportation / Atkins	\$ 21,195	\$ 21,195			
Moravek Biochemicals	\$ 63,525	\$ 39,838	\$ 23,687	37%	
SmartPark PH1, LLC	\$ 15,677	\$ 15,677			
Strong.Dow	\$ 1,595	\$ 1,595			
T-Mobile USA (CC TM PA LLC)	\$ 5,640	\$ 5,640			
Total Site Services (2780 Salk Ave)	\$ 17,088	\$ 17,088			
Total Site Services (2650 Salk Ave)	\$ 23,913	\$ 23,913			
WSU BIO Chemcat	\$ 20,990	\$ 20,990			
XL Sci-Tech	\$ 1,693	\$ 1,693			
<b>Richland Innovation Center Total</b>	<b>\$ 200,326</b>	<b>\$ 198,941</b>			

Port of Benton  
2021 Budget  
Lease Revenue Forecast

## Technology & Business Campus

Tenant	2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY
Battelle Memorial Institute	\$ 205,927	\$ 205,927		
BNL Tech., Inc.	\$ 15,180	\$ 47,495	\$ (32,315)	-213%
3250 Vacancy - Suite B	\$ 10,437	\$ -	\$ 10,437	100%
3250 Vacancy - Suite E	\$ 40,530	\$ -	\$ 40,530	100%
Conf. Tribes of the Umatilla Indian Reservation	\$ 7,620	\$ 7,620		
Cowperwood Irrigation	\$ 1,925	\$ 1,925		
City of Richland Water Easement	\$ 1,000	\$ 1,000		
Edgewater Technical Assoc., LLC	\$ 9,571	\$ 9,571		
Efficiency Solutions	\$ 3,819	\$ 3,819		
Kindra's Wok & Roll	\$ 240	\$ 240		
Lampson International, LLC (Laydown Yard)	\$ 3,000	\$ 3,000		
Lampson International, LLC (High dock)	\$ 1,500	\$ 1,500		
Molecule Works, Inc.	\$ 25,213	\$ 25,213		
Our Dreams Continued, LLC	\$ 33,170	\$ 33,170		
Packaging Corp. of America	\$ 39,630	\$ 39,630		
RGW Enterprises, PC	\$ 3,669	\$ 3,669		
Richland Corporate Partners	\$ 86,558	\$ 86,558		
Savannah River Nuclear Solutions	\$ 28,027	\$ 28,027		
SMI Group V, L.L.C.	\$ 8,682	\$ 8,682		
SMI Group V, LLC, Irrigation	\$ 306	\$ 306		
SMI Group XII, L.L.C.	\$ 18,108	\$ 18,108		
Stapp, Darby	\$ 11,210	\$ 11,210		
U. S. House of Representatives	\$ 14,743	\$ 14,743		
E Dale Waters Family Trust	\$ 17,358	\$ 6,850	\$ 10,508	61%
Vibragenix, LLC / Vacating 11/30/20	\$ -	\$ 33,965	\$ (33,965)	-100%
Vibragenix, LLC / Vacating 11/30/20	\$ -	\$ 7,750	\$ (7,750)	-100%
Westinghouse Electric Company	\$ 262,014	\$ 262,014		
XL Scitech	\$ 23,876	\$ 23,876		
Willow Pointe HOA Irrigation	\$ 625	\$ 625		
3100 106	\$ 9,165	\$ -	\$ 9,165	100%
3100 108	\$ 13,294	\$ -	\$ 13,294	100%
3100 143 - Wave 7	\$ 7,200	\$ -	\$ 7,200	100%
<b>Technology &amp; Business Campus Total</b>	<b>\$ 903,597</b>	<b>\$ 886,493</b>		

Port of Benton  
2021 Budget  
Lease Revenue Forecast

Technology Enterprise Center					
Tenant	2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY	
Advanced Technologies & Laboratories	\$ 28,560	\$ 28,560			
Archer Analytical, Inc / Vacating	\$ -	\$ 17,000	\$ (17,000)	-100%	
Bombing Range Brewing	\$ 16,189	\$ 16,189			
DAMI Too LLC	\$ 12,084	\$ 12,084			
Mission Support Alliance	\$ 81,554	\$ 81,554			
<b>Technology Enterprise Center Total</b>	<b>\$ 138,387</b>	<b>\$ 155,387</b>			

Port of Benton  
2021 Budget  
Lease Revenue Forecast

Vintner's Village					
Tenant	2021 Budgeted Total	2020 Budgeted Total	\$ Difference from PY	% Difference from PY	
Terry Christensen	\$ 2,216	\$ 4,367	\$ (2,151)	-97%	
Domanico Cellars LLC	\$ 22,155	\$ 22,155			
PEDA	\$ 8,352	\$ 8,352			
Wautoma Wines, LLC	\$ 7,885	\$ 7,885			
Sister to Sister	\$ 15,952	\$ -	\$ 15,952	100%	
<b>Vintner's Village Total</b>	<b>\$ 56,560</b>	<b>\$ 42,759</b>			

**Port of Benton  
2021 Budget  
Property Tax Collections**

**NOTE:** Based on 2021 Preliminary Values provided by County Assessor.

Assessed Valuation		7,015,941,456	Preliminary Tax Number
2011 GO Bonds	341,995	0.048745418152	
Regular Levy	<u>2,295,187</u>	<u>0.327138915695</u>	
Maximum Tax Levy for 2021	<u><u>2,637,182</u></u>	0.375884333847	NOT FINAL to be determined

2020 Tax Levied			
Regular Levy		2,198,276	
2011 GO Bond Levy		342,920	
		<u>2,541,196</u>	
<b>2020 1% Increase Adjustment</b>		<b>25,412</b>	
2020 New Construction for 2021 tax	194,847,900		
2020 Levy Rates			
Expense rate	0.313325875620		
2011 GO Bond Levy	<u>0.048877260750</u>		
	0.362203136370	<u>70,575</u>	
Max for 2020		2,637,182	

Assumes approval of additional 1% levy increase.

Port of Benton  
2021 Budget  
2021-2022 Grants

Category/Site	Awarding Agency	Description	2021 Expenditures	2021 Reimbursements	2021 POB Responsibility
North Richland	EDA	North Horn Rapids Sewer Pull - 1,341 acres		\$	-
North Richland	CERB	North Horn Rapids Sewer Pull - 1,341 acres	\$	-	200,000
Richland Business Park	WSDOT	2021-2023 FRAP Grant - SR240 Rail Crossings (Grant)	\$	625,000	\$
Richland Business Park	WSDOT	2021-2023 FRAP Grant - SR240 Rail Crossings (Loan)	\$	200,000	\$
Richland Business Park	WSDOT	2021-2023 FRAP Grant - SR240 Rail Crossings (City of Richland's Contribution)	\$	50,000	\$
Economic Development		Port commitment for Center Parkway COR Grant	\$	50,000	\$
Richland Airport	FAA	FAA - AIP 31 Master Plan & ALP Update	\$	407,500	\$
Richland Airport	FAA	FAA - AIP 32 Discretionary Funding: LED Lighting - design & construction	\$	150,000	\$
Prosser Airport	FAA	FAA - AIP 19 East Taxi lane Construction (includes building demolish and tree trimming)	\$	407,581	\$
Richland Innovation Center		Benton County .09 funds		\$	1,200,000
Richland Airport	CARES	COVID Costs		\$	-
Prosser Airport	CARES	COVID Costs		\$	-
<b>TOTAL</b>			<b>\$ 2,090,081</b>	<b>\$ 2,758,573</b>	<b>\$ 531,508</b>

**Port of Benton**  
**2021 Budget**  
**Crow Butte Revenue Addendum**

	# of Visitations	\$ Rate	2021 Budget
<b>Standard Rate</b>			
RV Camping	5,619	\$ 40.00	\$ 224,741
Day Use Parking	1,232	\$ 5.00	\$ 6,159
Boat Launch & Parking	1,535	\$ 10.00	\$ 15,346
Tent Camping	-	\$ 20.00	\$ -
Shower	609	\$ 0.25	\$ 152
<b>Standard Rate Total</b>			<b>\$ 246,398</b>
<b>Veterans Discount</b>			
RV/Camping	624	\$ 30.00	\$ 18,720
Day Use Parking	137	\$ 5.00	\$ 685
Boat Launch & Parking	171	\$ 5.00	\$ 855
Tent Camping	-	\$ 10.00	\$ -
Shower			
<b>Veterans Discount Total</b>			<b>\$ 20,260</b>
<b>Total</b>			
RV/Camping	6,243		\$ 243,461
Day Use Parking	1,369		\$ 6,844
Boat Launch & Parking	1,706		\$ 16,201
Tent Camping	-		\$ -
Shower	609		\$ 152
<b>GRAND TOTAL</b>	<b>9,317</b>		<b>\$ 266,658</b>

Assumes approval of rate increases effective beginning in 2021 season.

**Port of Benton**  
**2021 Budget**  
**Other Revenue Addendum**

<b>Other Revenue</b>	<b>2021 Budget</b>	<b>2020 Budget</b>
Sale of fixed assets	\$ -	\$ -
State of WA Leasehold Tax	\$ 32,000	\$ 32,100
PILT (Payment in Lieu of Taxes)	\$ 125,000	\$ 125,000
<b>TOTAL</b>	<b>\$ 157,000</b>	<b>\$ 157,100</b>

Port of Benton  
2021 Budget  
Collection of Notes Receivable Addendum

	2021 Principal	2021 Interest	2021 Public Improvement Credit	2021 Total Payments	Note Balance as of 12/31/2021
Redline Automotive	\$ 5,290	\$ 6,460		\$ 11,750	\$ 100,515
Steward Land, LLC	5,400	4,674		10,074	68,000
Debbie Augustavo	6,254	5,895		12,149	87,443
	16,944	17,029	-	33,973	255,958
Brendle RE Contract	49,372	59,247	(108,619)	-	938,074
<b>TOTAL</b>	<b>\$ 66,316</b>	<b>\$ 76,276</b>	<b>\$ (108,619)</b>	<b>\$ 33,973</b>	<b>\$ 1,194,032</b>

**Port of Benton**  
**2021 Budget**  
**Interest Income Addendum**

<b>Interest Income</b>	<b>2021 Budget</b>	<b>2020 Budget</b>
Interest Income (Benton County Treasurer)	\$ 45,000	\$ 62,984
Interest Income (Notes Receivable)	\$ 17,029	
<b>Total Interest Income</b>	<b>\$ 62,029</b>	<b>\$ 62,984</b>

**Port of Benton**  
**2021 Budget**  
**Operations & Maintenance Expenses Addendum**

<b>Operations &amp; Maintenance Expenses</b>		<b>2021</b>
Salaries & Wages - Maintenance Team	\$	553,485
Employee Benefits	\$	206,212
Payroll Taxes	\$	60,170
Professional Services	\$	291,647
Contracted Labor	\$	33,516
Insurance	\$	277,680
Maintenance & Operations	\$	215,740
Tools & Supplies	\$	30,000
Fuel	\$	27,000
Janitorial	\$	110,000
Utilities	\$	425,000
Property Lease Expense	\$	15,740
Property Tax	\$	10,000
Telecommunications	\$	4,000
<b>Total Operations &amp; Maintenance Expenses</b>	<b>\$</b>	<b>2,260,191</b>

**Port of Benton**  
**2021 Budget**  
**General & Administrative Expenses Addendum**

<b>General &amp; Administrative Expenses</b>		<b>2021</b>
Salaries & Wages - Administrative Team	\$	1,053,109
Employee Benefits	\$	382,689
Payroll Taxes	\$	91,731
Professional Services	\$	50,000
Legal Fees	\$	1,000,000
Audit	\$	35,000
IT	\$	153,648
Insurance	\$	78,320
Office Supplies & Expense	\$	60,000
B&O Tax	\$	8,000
Telecommunications	\$	20,000
Dues & Memberships	\$	138,875
Marketing & Advertising	\$	100,000
Travel & Training	\$	80,000
<b>Total General &amp; Administrative Expenses</b>	<b>\$</b>	<b>3,251,372</b>

Port of Benton  
2021 Budget  
Compensation Addendum

2021 Budgeted					
	Salaries & Wages	Vacation	Employee Benefits	Payroll Taxes	Total
Airports	\$ 166,847	\$ 6,119	\$ 59,400	\$ 18,161	\$ 250,528
Crow Butte	\$ 166,374	\$ 6,256	\$ 53,522	\$ 15,463	\$ 241,615
O&M	\$ 553,485	\$ 19,567	\$ 206,212	\$ 60,170	\$ 839,434
<b>Subtotal</b>	<b>\$ 886,706</b>		<b>\$ 319,133</b>	<b>\$ 93,795</b>	<b>\$ 1,331,577</b>
Commissioners	\$ 86,832		\$ 48,600	\$ 6,467	\$ 141,899
G&A	\$ 966,277	\$ 70,117	\$ 334,089	\$ 85,264	\$ 1,455,747
<b>Subtotal</b>	<b>\$ 1,053,109</b>		<b>\$ 382,689</b>	<b>\$ 91,731</b>	<b>\$ 1,597,646</b>
<b>Grand Total</b>	<b>\$ 1,939,815</b>		<b>\$ 701,822</b>	<b>\$ 185,526</b>	<b>\$ 2,929,222</b>

US Bureau of Labor Statistics reported a 1.6% CPI-U 12-month percent change for Seattle as of August 2020. 2021 budgeted wages assume a CPI of 1.6% with an additional 1.4% at the discretion of the Port of Benton.

(A) A position attributed to Crow Butte in 2021 was included in G&A wages in 2020.

2020 Budgeted					
	Salaries & Wages	Employee Benefits	Payroll Taxes	Total	% Difference from Prior Year
	\$ 180,184	\$ 70,321	\$ 19,607	\$ 270,111	-8%
	\$ 604,557	\$ 236,886	\$ 65,621	\$ 907,064	21% (A)
	<b>\$ 784,741</b>	<b>\$ 307,207</b>	<b>\$ 85,228</b>	<b>\$ 1,177,175</b>	<b>12%</b>
	\$ 80,832	\$ 42,198	\$ 6,467	\$ 129,497	9%
	\$ 1,121,343	\$ 427,110	\$ 98,961	\$ 1,647,414	-13% (A)
	<b>\$ 1,202,175</b>	<b>\$ 469,308</b>	<b>\$ 105,427</b>	<b>\$ 1,776,911</b>	<b>-11%</b>
	<b>\$ 1,986,916</b>	<b>\$ 776,515</b>	<b>\$ 190,655</b>	<b>\$ 2,954,086</b>	<b>-1%</b>

**Port of Benton**  
**2021 Budget**  
**Dues & Memberships Addendum**

<b>Organization</b>	<b>2021 Dues</b>
American Association of Port Authorities (AAPA)	\$ 1,845
American Association of Airport Executives (AAAE)	\$ 825
Association of Pacific Ports (APP)	\$ 1,450
Benton-Franklin Council of Governments (BFCOG)	\$ 9,189
Energy Communities Alliance (ECA)	\$ 950
Good Roads Association	\$ 100
Pacific Northwest Waterways Association (PNWA)	\$ 7,470
Prosser Chamber of Commerce	\$ 315
Tri-City Regional Chamber of Commerce	\$ 350
Hispanic Chamber of Commerce	\$ 600
Visit Tri-Cities	\$ 5,000
Washington Airport Managers Assoc. (WAMA)	\$ 700
Washington Public Ports Association (WPPA)	\$ 9,249
Hanford Communities (COR)	\$ 5,000
American Institute of Certified Public Accountants (AICPA)	\$ 475
Washington Society of Certified Public Accountants (WSCPA) & Continuing Education Requirements	\$ 315
Washington Finance Officers Association (WFOA)	\$ 150
Washington State Bar Association (WSBA) & Continuing Education Requirements	\$ 488
Society for Human Resources Management (SHRM)	\$ 219
American Planners Association (APA)	\$ 600
International Facility Management Association (IFMA)	\$ 1,000
Commercial Real Estate	\$ 2,500
Benton Franklin Counties Bar Association (BFCBA)	\$ 55
Federal Aviation Administration (FAA) Conference	\$ 1,600
Washington Association of Grape Growers (WAGG)	\$ 925
Association of Washington Business	\$ 750
Prosser Economic Development Association (EDA)	\$ 30,000
Prosser Economic Development Association (EDA) - Grant Writer	\$ 20,000
Tri-Cities Washington Economic Development Council (TRIDEC)	\$ 35,000
Washington Economic Development Association (WEDA)	\$ 400
International Economic Development Council (IEDC)	\$ 455
Richland Rotary	\$ 900
<b>Total</b>	<b>\$ 138,875</b>

Port of Benton  
2021 Budget  
Marketing Addendum

PROJECT	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	2021 Total
<b>Marketing</b>													
Marketing Plan Update	X										X		\$ -
Schedule/Budget Update	X										X		\$ -
Comprehensive Plan	X										X		\$ -
Port History (10 year update) 2022	X												\$ -
<b>Literature</b>													
Entrepreneurial Awards Banquet		\$ 2,500											\$ 2,500
Newsletter Printing / 23,200 X 2				\$ 5,401					\$ 5,500				\$ 10,901
Newsletter Distribution				\$ 2,500					\$ 2,500				\$ 5,000
POB Business Cards		\$ 350									\$ 350		\$ 700
Crow Butte Boat Launch Pass (30)	\$ 150												\$ 150
POB Brochure Printing		\$ 350											\$ 350
POB Trade Show PROMO Cards		\$ 300											\$ 300
Crow Butte Brochures		\$ 1,500											\$ 1,500
New Year Card Printing (400)											\$ 400		\$ 400
New Year Card/Dist. & Postage											\$ 400		\$ 400
<b>Advertising</b>													
Progress Edition Article & AD (TCH)	\$ 2,000												\$ 2,000
JOB FOCUS MAG			\$ 1,500										\$ 1,500
Yakima Valley Wine Country Mag-\$1500													\$ -
Tasting Room Mag AD		\$ 2,000											\$ 2,000
Grape Vine Mag AD-\$1300													\$ -
Washington State Wine Mag AD		\$ 1,500											\$ 1,500
Discover Washinton Wine Ads	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150								\$ 750
Balloon Rally AD									\$ 850				\$ 850
Fly Washington Passport AD						\$ 1,000							\$ 1,000
VCB Guide 1/3 page AD - Crow Butte											\$ 1,900		\$ 1,900
Civil Air Patrol AD					\$ 600								\$ 600
<b>Sponsorships</b>													
Visit Tri-Cities Board Room	\$ 1,250												\$ 1,250
Benton City Spring CAR SHOW			\$ 3,000										\$ 3,000
Benton City DAZE PARADE			\$ 500										\$ 500
RiverFest 2021		\$ 5,000											\$ 5,000
WAMA EVENT			\$ 2,000										\$ 2,000
Great Prosser Balloon Rally								\$ 2,500					\$ 2,500
RISING STARS - Prosser	\$ 1,500												\$ 1,500
LEGENDS - Prosser								\$ 2,000					\$ 2,000
Association of Pacific Ports		\$ 1,000											\$ 1,000
RAP Aviation Celebration Event					\$ 1,000								\$ 1,000
TECH SUMMIT									\$ 1,000				\$ 1,000
Prosser Chamber Awards Banquet	\$ 1,500												\$ 1,500
Bottles & Brews Prosser				\$ 1,500									\$ 1,500
Cool Desert Nights Sponsor		\$ 5,000											\$ 5,000
Festival of Trees	\$ 1,500												\$ 1,500
<b>Specialty Advertising</b>													
Shirts - Hats - Misc	\$ 400		\$ 400		\$ 400		\$ 400		\$ 400		\$ 400		\$ 2,400
<b>Web-Media Advertising</b>													
LoopNet Real Estate Page	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 4,200
Constant Contact	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,200
<b>Trade Shows</b>													
AG EXPO (Tri-Ports) Jan 9-10 Pasco		\$ 600											\$ 600
Sportsman's Show - TRAC - Jan 16-18		\$ 800											\$ 800
Taste Washington - Seattle - March 19-22			\$ 400										\$ 400
POWERGEN EXPO-Orlando FI - Dec 8-10		\$ 500											\$ 500
NW Food Processors - Spokane Feb 17-19		\$ 500											\$ 500
WAWGG Show - VV - March 2-5		\$ 1,500											\$ 1,500
<b>Public Relations</b>													
Marketing Supplies/Trinkets-pens-cups etc				\$ 5,000									\$ 5,000
News Releases		X		X		X		X		X			\$ -
Ribbon Cutting/Groundbreaking/Invitations			X				X			X			\$ -
<b>PowerPoint/DVD Presentations</b>	X			X			X			X			
Update PPT Presentations		X		X		X		X		X		X	\$ -
Update Videos-State of the Ports	X				X				\$ 1,500				\$ 1,500
<b>Miscellaneous</b>													
Plane & Pilot for Aerials				\$ 400									\$ 400
Benton County Aerials Imagery				\$ 3,000									\$ 3,000
MISC		\$ 250			\$ 250			\$ 250			\$ 250		\$ 1,000
MISC		\$ 3,112			\$ 3,112			\$ 3,112			\$ 3,112		\$ 12,449
<b>Grand Total</b>	<b>\$ 8,900</b>	<b>\$ 27,362</b>	<b>\$ 8,400</b>	<b>\$ 18,401</b>	<b>\$ 5,962</b>	<b>\$ 1,450</b>	<b>\$ 850</b>	<b>\$ 8,312</b>	<b>\$ 12,200</b>	<b>\$ 450</b>	<b>\$ 7,262</b>	<b>\$ 450</b>	<b>\$ 100,000</b>

Port of Benton  
2021 Budget  
Long Term Debt Payments & Balances Addendum

	Beginning Balance			Ending Balance @			
	@ 1/1/21	Interest Payment	Principal Payment	Total Payment	12/31/21	Interest rate, term, and end date	
2011 Exempt Bond	\$ 1,410,000	\$ 66,975	\$ -	\$ 66,975	\$ 1,410,000	4.75%, 12/01/2030	
2011 Taxable Bond	1,210,000	75,020	200,000	275,020	1,010,000	5.75%, 12/01/2026	
Banner Bank Taxable #48534	2,274,781	127,892	122,237	250,129	2,152,544	5.62%, 15yr, 12/01/2033	
Banner Bank Tax-Exemt #54861	902,742	41,230	52,002	93,232	850,740	4.57%, 15yr, 12/01/2033	
HAEIFC	154,667	3,441	150,150	153,591	4,517	3%, 10yr, 7/01/2021	
CERB Loan	46,440	464	15,326	15,791	31,114	1%, 20yr, 7/31/2023	
Note Payable - NOANET	-	-	-	-	-	0%, 4yr, 3/31/2021	
WSDOT Rail Loan Obligation	50,000	-	16,667	16,667	33,333	0%, 15yr, 07/01/2023	
WSDOT Rail Loan Obligation	250,000	-	25,000	25,000	225,000	0%, \$2500 fee only, 10 yr, 7/1/2030	
TOTAL	\$ 6,298,629	\$ 315,022	\$ 581,381	\$ 896,403	\$ 5,717,248		

Port of Benton

2021 Budget

Capital Projects - Port Funded Summary by Site Addendum

Category/Site	2021 POB CAPEX Budget	% of 2021 Total	2020 POB CAPEX Budget	\$ Difference from PY	% Difference from PY
Entity-Wide	\$ 1,190,000	57%		\$ 1,190,000	100%
Benton City	\$ 25,000	1%	\$ 14,000	\$ 11,000	44%
Clore Center	\$ 50,000	2%		\$ 50,000	100%
Crow Butte Park	\$ 130,000	6%	\$ 180,000	\$ (50,000)	-38%
North Richland	\$ -			\$ -	
Prosser Airport	\$ 58,000	3%	\$ 165,000	\$ (107,000)	-184%
Prosser Wine & Food Park	\$ 23,500	1%	\$ 85,000	\$ (61,500)	-262%
Richland Airport	\$ 55,000	3%	\$ 234,000	\$ (179,000)	-325%
Richland Business Park	\$ 274,000	13%	\$ 135,160	\$ 138,840	51%
Richland Innovation Center	\$ 15,000	1%	\$ 800,000	\$ (785,000)	-5233%
Technology & Business Campus	\$ 192,500	9%	\$ 261,000	\$ (68,500)	-36%
Technology Enterprise Center	\$ -			\$ -	
Vintner's Village	\$ 16,000	1%		\$ 16,000	100%
<b>Subtotal</b>	<b>\$ 2,029,000</b>	<b>97%</b>	<b>\$ 1,874,160</b>	<b>\$ 154,840</b>	<b>8%</b>
Maintenance Equipment	\$ 55,000	3%	\$ 85,000	\$ (30,000)	-55%
<b>TOTAL</b>	<b>\$ 2,084,000</b>	<b>100%</b>	<b>\$ 1,959,160</b>	<b>\$ 124,840</b>	<b>6%</b>

Above CAPEX does not include grant funded projects.

**Port of Benton**  
**2021 Budget**  
**Capital Projects - Port Funded**

<b>Entity Wide</b>		
	<b>Description</b>	<b>2021 Plan</b>
	Pavement Maintenance	\$ 350,000
	Security/Surveillance System	\$ 50,000
	Internet expansion (Prosser Airport, Crow Butte)	\$ 25,000
	HVAC Replacement	\$ 150,000
	Lighting	\$ 100,000
	Roof Replacement/Repair	\$ 150,000
	General maintenance-Emergency Repairs Fund	\$ 320,000
	Admin electrical fleet vehicle & charging station - Leaf	\$ 45,000
<b>Entity Wide Total</b>		<b>\$ 1,190,000</b>

Port of Benton  
2021 Budget  
Capital Projects - Port Funded

Benton City		
	Description	2021 Plan
	Landscape cleanup/cleanout	\$ 10,000
	Internet & Facilities	\$ 15,000
Benton City Total		\$ 25,000

**Port of Benton**  
**2021 Budget**  
**Capital Projects - Port Funded**

<b>Clore Center</b>		
	<b>Description</b>	<b>2021 Plan</b>
	Roof patch	\$ 10,000
	Outer pavilion assessment; water damage to patio @ event facility	\$ 10,000
	Transition/Turnover Costs	\$ 30,000
	<b>Clore Center Total</b>	<b>\$ 50,000</b>

Port of Benton  
2021 Budget  
Capital Projects - Port Funded

Crow Butte Park		
Description		2021 Plan
Residence & Office & Contact Station Remodel		\$ 80,000
Electrical for irrigation		\$ 50,000
Crow Butte Park Total		\$ 130,000

Port of Benton  
 2021 Budget  
 Capital Projects - Port Funded

Prosser Airport		
	Description	2021 Plan
	Mower deck - batwing	\$ 10,000
	Fod Boss - double carpet	\$ 8,000
	Fencing	\$ 40,000
	<b>Prosser Airport Total</b>	<b>\$ 58,000</b>

Port of Benton  
2021 Budget  
Capital Projects - Port Funded

Prosser Wine & Food Park		
Description		2021 Plan
HVAC	\$	8,500
Irrigation Pump & screens	\$	15,000
Prosser Wine & Food Park Total		\$ 23,500

**Port of Benton**  
**2021 Budget**  
**Capital Projects - Port Funded**

<b>Richland Airport</b>		
	<b>Description</b>	<b>2021 Plan</b>
	Utility infrastructure hangars (water, sewer) - phase 2 of hangar sites	\$ 10,000
	Liquid deicer equipment for runways, extend life of runways	\$ 30,000
	Airport deicer application custom trailer build	\$ 15,000
	<b>Richland Airport Total</b>	<b>\$ 55,000</b>

Port of Benton  
 2021 Budget  
 Capital Projects - Port Funded

Richland Business Park	
Description	2021 Plan
2345 Building - Lighting, includes lights in mezzanine phase 1 - downstairs	\$ 172,000
2345 Upstairs carpet - phase 1 of 3	\$ 65,000
2345 Truck bay doors	\$ 30,000
2345 - Main entry windows & door	\$ 7,000
<b>Richland Business Park Total</b>	<b>\$ 274,000</b>

Port of Benton  
2021 Budget  
Capital Projects - Port Funded

Richland Innovation Center		
Description		2021 Plan
Fence, facility upgrades/cleanup		\$ 15,000
Richland Innovation Center Total		\$ 15,000

Port of Benton  
2021 Budget  
Capital Projects - Port Funded

Technology & Business Campus		
	Description	2021 Plan
	3100 GWAY Building Signage Infrastructure	\$ 30,000
	Misc exterior improvements	\$ 10,000
	3100 Conference and Business Center Conference Room	
	Phase 1 of multiple	\$ 30,000
	3250 & 3100 Access control & cameras	\$ 50,000
	3250 HVAC controls replacement - no longer supported	\$ 50,000
	3100 Relocate mailbox to exterior (eastern to be main entry)	\$ 2,500
	Planning & platting for waterfront parcels	\$ 20,000
Technology & Business Campus Total		\$ 192,500

Port of Benton  
 2021 Budget  
 Capital Projects - Port Funded

Vintner's Village		
	Description	2021 Plan
	Hot water tanks	\$ 3,000
	Irrigation pond	\$ 10,000
	Suites B&D - crash bars/doors	\$ 3,000
	<b>Vintner's Village Total</b>	<b>\$ 16,000</b>

Port of Benton  
2021 Budget  
Capital Projects - Port Funded

Maintenance Equipment		
Description		2021 Plan
Truck	\$	25,000
Small garbage truck	\$	30,000
Maintenance Equipment Total		\$ 55,000



3250 Port of Benton Blvd.

Richland, WA 99354

[www.porrtobenton.com](http://www.porrtobenton.com)

**RESOLUTION 20-51**  
**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF**  
**BENTON, WASHINGTON ADOPTING THE PORT'S 2021 COMPREHENSIVE**  
**SCHEME OF HARBOR IMPROVEMENTS, KNOWN AS THE 2021**  
**COMPREHENSIVE PLAN, AS PROVIDED BY RCW 53.20.020**

**DECLARATIONS:**

**WHEREAS**, a 2021 Annual Operating and Capital Budget, a part of the Port's Comprehensive Scheme of Harbor Improvements, was adopted by the Port of Benton Commission at a regular meeting Resolution 20-52, and

**WHEREAS**, public notices were published a newspaper of general circulation proclaiming the availability of the 2021 Annual Operating and Capital Budget and Comprehensive Plan to the public and announcing a public hearing on the budget and comprehensive plan, all in accordance with RCW 53.20.020, RCW 53.35.030 and RCW 53.35.045; and

**WHEREAS** the Port Commission has heard from all persons desiring to be heard on the matter of 2021 Annual Operating and Capital Budget and Comprehensive Plan all in accordance with RCW 53.20.020, RCW 53.35.030 and RCW 53.35.045.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Board of Commissioners of the Port of Benton approves the Port's 2021 Comprehensive Scheme of Harbor Improvements known as the 2021 Comprehensive Plan.

**ADOPTED** by the Port of Benton Board of Commissioners on this \_\_\_\_day of November, 2020.

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Jane F. Hagarty, President

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Robert D. Larson, Vice President

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Roy D. Keck, Secretary

**RESOLUTION 20-52**  
**A RESOLUTION TO ADOPT THE 2021 PORT BUDGET**

WHEREAS, the Port of Benton has properly given notice of the public hearing held on November 17th, 2020 to consider the Port of Benton's Budget for the 2021 calendar year, pursuant to RCW 84.55.120; and

NOW, THEREFORE BE IT RESOLVED, by the Commission of the Port of Benton after a public hearing, and after duly considering all relevant evidence and testimony presented, has adopted the following budget for the Port of Benton for the year 2021:

Beginning Cash	\$ 2,320,000
Less: Reserve	<u>1,300,000</u>
Unreserved Beginning Cash	<u>1,020,000</u>
<u>Revenues</u>	
Lease Revenue	4,685,450
Property Tax Revenue	2,637,182
Grant Revenue	2,758,573
Sale of Fixed Assets	-
Crow Butte Revenues	266,658
Other Revenue	157,000
Collections on Notes Receivable	16,944
Interest Income	62,029
Debt Issuance	-
2020 Carryover	<u>1,000,000</u>
Total Anticipated Revenues & Inflows	<u>11,583,836</u>
<u>Expenditures</u>	
Operations & Maintenance Expenses	2,260,191
Crow Butte Operating Expenses	277,427
Airports Operating Expenses	531,328
General & Administrative	3,251,372
Debt Service Payments	581,381
Interest Expense	315,022
Equipment Purchases	55,000
Increase Reserve	<u>100,000</u>
Total Anticipated Expenditures & Outflows	<u>7,371,721</u>
Total Revenues & Inflows Less Expenditures & Outflows	4,212,116
Less Funds for Grant Funded Projects	2,090,081
Less Funds for Port Funded Projects	2,029,000
Less Funds for Promotional Hosting Expenditures	1,000
<u>Ending Cash on Hand</u>	
General Operating Fund	12,035
Reserve & Restricted Funds	<u>1,400,000</u>
Total Unrestricted & Reserve Funds	<u>\$ 1,412,035</u>

Approved by the Port of Benton Commission at its regular meeting held this 17th day of November, 2020.

\_\_\_\_\_  
Jane F. Hagarty  
President

\_\_\_\_\_  
Robert D. Larson  
Vice President

\_\_\_\_\_  
Roy D. Keck  
Secretary

## **RESOLUTION 20-53**

### **RESOLUTION OF THE COMMISSION OF THE PORT OF BENTON MAKING A DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF SETTING THE LIMIT FACTOR FOR THE PROPERTY TAX LEVY FOR 2021**

WHEREAS, RCW 84.55.010 provides that a taxing jurisdiction may levy taxes in an amount no more than the limit factor multiplied by the highest levy of the most recent three years plus additional amounts resulting from new construction and improvements to property, newly constructed wind turbines and any increase in the value of state assessed utility property;

WHEREAS, under RCW 84.55.005(2)(c), the limit factor for a taxing jurisdiction with a population of 10,000 or over is the lesser of 101 percent or 100 percent plus inflation;

WHEREAS, RCW 84.55.005(1) defines "inflation" as the percentage change in the implicit price deflator for person consumption expenditures for the United States as published for the most recent 12-month period by the Bureau of Economic Analysis of the federal Department of Commerce in September for the year before the taxes are payable;

WHEREAS, the rate of inflation (Implicit Price Deflator or IPD rate) for property taxes due in 2021 is 0.602;

WHEREAS, RCW 84.55.0101 provides for use of a limit factor of 101 percent or less with a finding of substantial need by two-thirds of the Board of Commissioners;

WHEREAS, the Port of Benton's "substantial need" is in part demonstrated by the impacts both currently seen and anticipated by deferred rent and loss of rent.

WHEREAS, the Port of Benton's "substantial need" is in part demonstrated by the continued deferred and ongoing maintenance of facilities, specifically in the Richland Business Park and related facilities.

WHEREAS, the Commissioners of the Port of Benton, after duly considering the relevant evidence and factors, has determined that, in order to discharge the expected expenses and obligations of the Port, and ensure adequate funding in future years, there is a substantial need to set the levy limit at 1%.

#### **NOW, THEREFORE THE PORT OF BENTON COMMISSIONERS RESOLVE AS FOLLOWS:**

Section 1. A finding is made of substantial need under RCW 84.55.0101, which authorizes the use of a limit factor of 101 percent for the property tax levy for 2021 for the Port of Benton.

ADOPTED by the Commission of the Port of Benton at its regular meeting held this 17th day of November, 2020.

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Jane F. Hagarty  
President

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Robert D. Larson  
Vice President

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Roy D. Keck  
Secretary

## **RESOLUTION 20-54**

### **RESOLUTION OF THE COMMISSION OF THE PORT OF BENTON CERTIFYING THE PORT'S 2020 LEVY FOR 2021 COLLECTION**

WHEREAS, the Commission of the Port of Benton met and considered its budget for the calendar year 2021; and,

WHEREAS, the districts actual levy amount from the previous year was \$2,541,196; and,

WHEREAS, the population of this district is more than 10,000; and now, therefore,

BE IT RESOLVED by the Commission of the Port of Benton that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$25,412 which is a percentage increase of 101% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, and any increase in the values of state assessed property, any annexations that have occurred and refunds made.

This resolution shall become effective immediately upon its adoption.

ADOPTED by the Commission of the Port of Benton at its regular meeting held this 17th day of November, 2020.

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Jane F. Hagarty  
President

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Robert D. Larson  
Vice President

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Roy D. Keck  
Secretary

PORT OF BENTON

BENTON COUNTY, WASHINGTON

RESOLUTION NO. 20-55

A RESOLUTION of the Port of Benton, Benton County, Washington, relating to contracting indebtedness; providing for the issuance of not to exceed \$10,000,000 aggregate principal amount of limited tax general obligation refunding bonds to provide funds to (a) refund and redeem certain outstanding limited tax general obligation bonds of the Port, and (b) pay the costs of issuance and sale of the bonds and the administrative costs of the refunding; fixing or setting parameters with respect to certain terms and covenants of the bonds; delegating authority to the Port's designated representative to set final terms of the sale and issuance of the bonds and to take certain other actions with respect to carrying out the refunding; and providing for other matters properly related thereto.

Adopted \_\_\_\_\_, 2020

*This document prepared by:*

*David J. Billetdeaux*

*Port Counsel*

*3250 Port of Benton Blvd*

*Richland, WA*

*(509) 375-3060*

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*\*The cover page, table of contents and section headings of this resolution are for convenience of reference only and shall not be used to resolve any question of interpretation of this resolution.*

PORT OF BENTON  
BENTON COUNTY, WASHINGTON  
RESOLUTION NO. 20 - 55

A RESOLUTION of the Port of Benton, Benton County, Washington, relating to contracting indebtedness; providing for the issuance of not to exceed \$10,000,000 aggregate principal amount of limited tax general obligation refunding bonds to provide funds to (a) refund and redeem certain outstanding limited tax general obligation bonds of the Port, (b) provide funds for infrastructure projects and (c) pay the costs of issuance and sale of the bonds and the administrative costs of the refunding; fixing or setting parameters with respect to certain terms and covenants of the bonds; delegating authority to the Port's designated representative to set final terms of the sale and issuance of the bonds and to take certain other actions with respect to carrying out the refunding; and providing for other matters properly related thereto.

BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF BENTON, WASHINGTON, AS FOLLOWS:

Section 1.      Definitions. As used in this resolution, the following capitalized terms shall have the following meanings:

(a) "201 1A Bonds" means the \$2,575,000 par value Limited Tax General Obligation Bonds, 2011A (Taxable), of the Port issued pursuant to Resolution No. 11-13.

(b) "201 IB Bonds" means the \$1,410,000 par value Limited Tax General Obligation Bonds, 201 IB (Tax-Exempt), of the Port issued pursuant to Resolution No. 11-13.

(c) **"2020 Taxable and Non-taxable Bonds" means the Port's Limited Tax General Obligation Bonds, 2020, authorized to be issued by Resolution 20-55.**

(d) *"Authorized Denomination"* means \$5,000 or any integral multiple thereof within a maturity of the Bonds.

(e) *"Beneficial Owner"* means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(f) *"Bond"* means each bond issued pursuant to and for the purposes provided in this resolution.

(g) *"Bond Counsel"* means the firm of Foster Garvey PC, its successor, or any other attorney, firm of attorneys, or lending agency selected by the Port with a nationally recognized standing as bond counsel in the field of municipal finance.

(h) *"Bond Fund"* means the Limited Tax General Obligation Refunding Bond Fund, 2020, of the Port created for the payment of the principal of and interest on the Bonds.

(i) *"Bond Purchase Agreement"* means an offer to purchase the Bonds, setting forth certain terms and conditions of the issuance, sale and delivery of the Bonds, which offer is authorized to be accepted by the Designated Representative on behalf of the Port, if consistent with this resolution.

(j) *"Bond Register"* means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(k) *"Bond Registrar"* means the Fiscal Agent, or any successor bond registrar selected by the Port.

(l) *"Commission"* means the Port Commission of the Port of Benton, acting in its legislative capacity.

(m) *"Code"* means the United States Internal Revenue Code of 1986, as amended and applicable rules and regulations promulgated thereunder.

(n) *"DTC"* means The Depository Trust Company, New York, New York, or its nominee.

(o) *"Designated Representative"* means the officer of the Port appointed in Section 4 of this resolution to serve as the Port's designated representative in accordance with RCW 39.46.040(2).

(p) *"Executive Director"* means the Port's Executive Director or such other officer of the Port who succeeds to substantially all the responsibilities of that office.

(q) *"Final Terms"* means the terms and conditions for the sale of the Bonds including the amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, price, and other terms or covenants, including minimum savings for refunding bonds (if the refunding bonds are issued for savings purposes).

(r) *"Finance Director"* means the Director of Finance of the Port or such other officer of the Port who succeeds to substantially all of the responsibilities of that office.

(s) *"Fiscal Agent"* means the fiscal agent of the State, as the same may be designated by the State from time to time.

(t) *"Government Obligations"* has the meaning given in RCW 39.53.010, as now in effect or as may hereafter be amended.

(u) *"Issue Date"* means, with respect to a Bond, the date of initial issuance and delivery of that Bond to the Purchaser in exchange for the purchase price of that Bond.

(v) *"Letter of Representations"* means the Blanket Issuer Letter of Representations between the Port and DTC, dated August 30, 2001.

(w) *"MSRB"* means the Municipal Securities Rulemaking Board.

(x) *"Official Statement"* means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of the Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.

(y) *"Owner"* means, without distinction, the Registered Owner and the Beneficial Owner.

(z) *"Port"* means the Port of Benton, Washington, a municipal corporation duly organized and existing under the laws of the State.

(aa) *"Purchaser"* means Piper Sandler & Co., or such other corporation, firm, association, partnership, trust, bank, financial institution or other legal entity or group of entities selected by the Designated Representative to serve as purchaser in a private placement or underwriter in a negotiated sale of the Bonds.

(bb) *"RCW 53.36.030"* means a statute of the State of Washington pertaining to indebtedness of a port district, and stating that a port may at any time contract indebtedness or borrow money for district purposes and may issue general obligation bonds therefor not exceeding an amount, together with any existing indebtedness of the district not authorized by the voters, of one-fourth of one percent of the value of the taxable property in the district.

(cc) *"Rating Agency"* means any nationally recognized rating agency then maintaining a rating on the Bonds at the request of the Port.

(dd) *"Record Date"* means the Bond Registrar's close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar's close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9.

(ee) *"Refunded Bonds"* means all or a portion of the Refunding Candidates selected by the Designated Representative to be refunded with proceeds of the Bonds and included in the Refunding Plan.

(ff) *"Refunding Candidates"* means the outstanding 2010 Bonds maturing in the years 2025 and 2030, the refunding of which has been provided for by this resolution.

(gg) *"Refunding Plan"* means:

1. the placement of sufficient proceeds of the Bonds, with other money of the Port, if necessary, to be deposited with the Fiscal Agent;
2. the payment of the principal of and interest on the Refunded Bonds when due up to and including such date or dates as determined by the Designated Representative, and the call, payment, and redemption on such date or dates, of all of the then-outstanding Refunded Bonds at a price of par; and
3. may include the payment of the costs of issuing the Bonds and the costs of carrying out the foregoing elements of the Refunding Plan.

(hh) *"Registered Owner"* means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the Port utilizes the book-entry only system for the Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(ii) *"Resolution No. 20-50"* means a Resolution of the Port of Benton Adopting a Debt Policy.

(jj) *"Rule 15c2-12"* means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(kk) *"SEC"* means the United States Securities and Exchange Commission.

(ll) *"Securities Depository"* means DTC, any successor thereto, any substitute securities depository selected by the Port that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(mm) *"State"* means the State of Washington.

(nn) *"System of Registration"* means the system of registration for the Port's bonds and other obligations set forth in Resolution No. 759 of the Port.

(oo) "*Term Bond*" means each Bond designated as a Term Bond and subject to mandatory redemption in the years and amounts set forth in the Bond Purchase Agreement.

(pp) "*Undertaking*" means the undertaking to provide continuing disclosure entered into pursuant to Section 15 of this resolution.

Section 2. Findings and Determinations. The Port takes note of the following facts and makes the following findings and determinations:

(a) *Authority and Description of the Refunding Plan.*

- (1) Pursuant to Resolution No. 11-13, the Port issued (a) \$2,575,000 par value Limited Tax General Obligation Bonds, 201 IA (Taxable), to provide funds with which to (i) pay the cost of paying and redeeming the Port's outstanding Limited Tax General Obligation Bond Anticipation Note, 2009 (Revolving Line of Credit - Taxable), (ii) provide funds for certain commercial and industrial projects of the Port and (iii) pay the costs of issuance of those bonds; and (b) \$1,410,000 par value Limited Tax General Obligation Bonds, 201 IB (Tax-Exempt), to provide funds with which to (i) pay the cost of paying and redeeming the Port's outstanding Limited Tax General Obligation Bond Anticipation Note, 2009 (Revolving Line of Credit - Tax Exempt), (ii) provide funds for infrastructure projects, and (iii) pay the costs of issuance of those bonds; fixing the date, form, maturities, interest rates, terms and covenants of the bonds; establishing a bond redemption fund; providing for the call and prepayment of the outstanding notes; and approving the sale and providing for the delivery of the bonds. By that resolution, the Port reserved the right to redeem both the 201 IA and 201 IB. These Bonds maturing on and after December 1, 2026 and December 1, 2030 respectively, prior to their maturity on or after December 1, 2020, at price of par plus accrued interest to the date fixed for redemption (the "2020 Refunding Candidates").
- (2) There are presently \$2,410,000 par value of 2020 Refunding Candidates outstanding.
- (3) After due consideration, it appears to the Commission that all or a portion of the Refunding Candidates may be refunded by a portion of the issuance and sale of the limited tax general obligation and refunding bonds authorized herein so that a savings will be effected by the difference between the principal and interest cost over the life of the portion of the Bonds used for the Refunding Plan and the principal and interest cost over the life of the Refunded Bonds but for such refunding, which refunding will be effected by carrying out the Refunding Plan.

(b) *Debt Capacity.* The maximum amount of indebtedness authorized by this resolution is \$10,000,000. Based on the following facts, this amount is to be issued within the amount permitted to be issued by the Port for general municipal purposes without a vote:

- (1) The assessed valuation of the taxable property within the Port as ascertained by the last preceding assessment for Port purposes for collection in the calendar year 2020 is \$7,015,941,456.
- (2) As of the date hereof, the Port has limited tax general obligation indebtedness, consisting of bonds and other obligations outstanding in the principal amount of **\$6,610,000.00**, which is incurred within the limit of up to 1/4% of the value of the taxable property within the Port permitted for port district purposes without a vote. [Note: Total indebtedness allowed per statute is equal to

\$17,539,853.64]

- (3) As of the date hereof, the Port does not have unlimited tax general obligation indebtedness.

(c) *The Bonds.* For the purpose of providing the funds necessary to carry out the Refunding Plan and to pay the costs of issuance and sale of the Bonds, the Port finds that it is in the best interests of the Port and its taxpayers to issue and sell the Bonds to the Purchaser, pursuant to the terms set forth in the Bond Purchase Agreement as approved by the Port's Designated Representative consistent with this resolution.

Section 3. Authorization of Bonds. The Port is authorized to borrow money on the credit of the Port and issue negotiable limited tax general obligation bonds evidencing indebtedness in aggregate principal amount not to exceed \$10,000,000 to provide funds necessary to carry out the Refunding Plan and to pay the costs of issuance and sale of the Bonds. The proceeds of the Bonds allocated to paying the cost of the Refunding Plan shall be deposited as set forth in Section 14 of this resolution and shall be used to carry out the Refunding Plan.

Section 4. Description of the Bonds; Appointment of Designated Representative. The Executive Director and the Finance Director are each appointed as the Designated Representative of the Port and each of them acting alone is authorized and directed to conduct the sale of the Bonds in the manner and upon the terms deemed most advantageous to the Port, and to approve the Final Terms of the Bonds, with such additional terms and covenants as the Designated Representative deems advisable, within the parameters set forth in Exhibit A, which is attached to this resolution and incorporated by this reference.

Section 5. Bond Registrar; Registration and Transfer of Bonds.

(a) *Registration of Bonds.* Each Bond shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register.

(b) *Bond Registrar; Duties.* The Fiscal Agent is appointed as initial Bond Registrar. The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration and transfer of the Bonds, which shall be open to inspection by the Port at all times. The Bond Registrar is authorized, on behalf of the Port, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this resolution, to serve as the Port's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this resolution and the System of Registration. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

(c) *Bond Register; Transfer and Exchange.* The Bond Register shall contain the name and mailing address of each Registered Owner and the principal amount and number of each Bond held by each Registered Owner. A Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds in any Authorized Denomination of an equal aggregate principal amount and of the same interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) *Securities Depository; Book-Entry Only Form.* If a Bond is to be issued in book-entry form, DTC shall be appointed as initial Securities Depository and each such Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities

Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the Port; or (iii) to any person if the Bond is no longer to be held in book- entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the Port, the Port may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the Port does not appoint a substitute Securities Depository, or (ii) the Port terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this resolution.

Neither the Port nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the Port nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

**Section 6. Form and Execution of Bonds.**

(a) *Form of Bonds; Signatures and Seal.* Each Bond shall be prepared in a form consistent with the provisions of this resolution and State law. Each Bond shall be signed by the President and Secretary of the Commission, either or both of whose signatures may be manual or in facsimile. If any officer whose manual or facsimile signature appears on a Bond ceases to be an officer of the Port authorized to sign bonds before the Bond bearing his or her manual or facsimile signature is authenticated by the Bond Registrar, or issued or delivered by the Port, that Bond nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the Port as though that person had continued to be an officer of the Port authorized to sign bonds. Any Bond also may be signed on behalf of the Port by any person who, on the actual date of signing of the Bond, is an officer of the Port authorized to sign bonds, although he or she did not hold the required office on its Issue Date.

(b) *Authentication.* Only a Bond bearing a Certificate of Authentication in substantially the following form, manually signed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this resolution: "Certificate of Authentication. This Bond is one of the fully registered Port of Benton, Benton County, Washington, Limited Tax General Obligation Refunding Bonds, 2020, described in the Bond Resolution." The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

**Section 7. Payment of Bonds.** Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository is payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the Port is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

**Section 8. Bond Fund.** The Bond Fund has been established in the office of the Treasurer as a special Fund of the Port, for the sole purpose of paying principal of and interest and any redemption premium on the Bonds. Bond proceeds in excess of the amounts needed to pay the costs of the Refunding Plan and the costs of issuance, if any, shall be deposited into the Bond Fund. All amounts allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Bond Fund as necessary for the timely payment of amounts due with respect to the Bonds. The principal of and interest on the Bonds shall be paid out of the Bond Fund. Until needed for that purpose, the Port

may invest money in the Bond Fund temporarily in any legal investment, and the investment earnings shall be retained in the Bond Fund and used for the purposes of that Fund.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) *Optional Redemption.* The Bonds shall be subject to redemption at the option of the Port on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A.

(b) *Mandatory Redemption.* Each Bond that is designated as a Term Bond in the Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A and except as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts as set forth in the Bond Purchase Agreement. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the Port and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The Port shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) *Selection of Bonds for Redemption; Partial Redemption.* If fewer than all of the outstanding Bonds are to be redeemed at the option of the Port, the Port shall select the maturities to be redeemed. If fewer than all of the outstanding Bonds of a maturity are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) *Notice of Redemption.* Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Finance Officer shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) *Rescission of Optional Redemption Notice.* In the case of an optional redemption, the notice of redemption may state that the Port retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time prior to the scheduled optional redemption date. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of optional redemption has been rescinded shall remain outstanding.

(f) *Effect of Redemption.* Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Bond Fund or in a trust account established to refund or defease the Bond.

(g) *Purchase of Bonds.* The Port reserves the right to purchase any or all of the Bonds

offered to the Port at any time at any price acceptable to the Port plus accrued interest to the date of purchase.

Section 10. Failure To Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the Port shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes. For as long as any of the Bonds are outstanding, the Port irrevocably pledges that it shall, in the manner provided by law within the constitutional and statutory limitations provided by law without the assent of the voters, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the Bonds as the same become due. The full faith, credit and resources of the Port are pledged irrevocably for the prompt payment of the principal of and interest on the Bonds and such pledge shall be enforceable in mandamus against the Port.

Section 12. Tax Covenants.

(a) *Preservation of Tax Exemption for Interest on the Bonds.* The Port covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the Port treated as proceeds of the Bonds that will cause interest the Bonds to be included in gross income for federal income tax purposes. The Port also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) *Post-Issuance Compliance.* The Finance Officer is authorized and directed to review and update the Port's written procedures to facilitate compliance by the Port with the covenants in this resolution and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal tax purposes.

(c) *Designation of the Bonds as "Qualified Tax-Exempt Obligations."* The Designated Representative may designate the Bonds as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code, if the following conditions are met:

- (1) the Bonds do not constitute "private activity bonds" within the meaning of Section 141 of the Code;
- (2) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the Port and any entity subordinate to the Port (including any entity that the Port controls, that derives its authority to issue tax-exempt obligations from the Port, or that issues tax-exempt obligations on behalf of the Port) will issue during the calendar year in which the Bonds are issued will not exceed the maximum amount then permitted by Section 265(b)(3) of the Code, currently \$10,000,000; and
- (3) the amount of tax-exempt obligations, including the Bonds, designated by the Port as "qualified tax-exempt obligations" for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Bonds are issued does not exceed the maximum amount then permitted under Section 265(b)(3) of the Code, currently \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The Port may issue refunding bonds pursuant

to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the "defeased Bonds"); (b) redeeming the defeased Bonds prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the Port sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the "trust account"), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this resolution and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the Port may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the Port in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this resolution for the redemption of Bonds.

#### Section 14. Administration of the Refunded Bonds.

(a) *Use of Bond Proceeds.* The proceeds of the sale of the Bonds to be used to carry out the Refunding Plan shall be deposited immediately upon the receipt thereof with the Fiscal Agent and used to discharge the obligations of the Port relating to the Refunded Bonds under Resolution No. 20-50 by providing for the payment of the amounts required to be paid by the Refunding Plan. Such obligations shall be discharged fully by the Fiscal Agent's simultaneous deposit in the bond fund for the Refunded Bonds cash in the amount required to be paid by the Refunding Plan. Any proceeds of the Bonds or other money deposited with the Fiscal Agent not needed to carry out the Refunding Plan and pay the costs of issuance of such Bonds shall be returned to the Port at the time of delivery of such Bonds to the initial purchaser thereof and deposited in the Bond Fund to pay interest on such Bonds on the first interest payment date.

(b) *Administration of Refunding Plan.* The Fiscal Agent is authorized and directed to make the payments required to be made by the Refunding Plan from the proceeds of the Bonds and other money, if any, deposited with the Fiscal Agent pursuant to this resolution. All money deposited with the Fiscal Agent and any income therefrom shall be held irrevocably and applied in accordance with the provisions of Resolution No. 20-50 and this resolution, chapter 39.53 RCW and other applicable statutes of the State. All necessary and proper fees, compensation, and expenses of the Fiscal Agent for the Bonds allocated to paying the cost of the Refunding Plan and all other costs incidental to accomplishing the refunding of the Refunded Bonds and costs related to the issuance and delivery of such Bonds, including verification fees, Bond Counsel's fees, and other related expenses, shall be paid out of the proceeds of such Bonds.

Section 15. Call for Redemption of the Refunded Bonds. The Port calls for redemption on such date or dates as determined by the Designated Representative, all of the Refunded Bonds at par plus accrued interest. Such call for redemption shall be irrevocable after the delivery of the Bonds allocated to paying the cost of the Refunding Plan to the initial purchaser thereof.

The proper Port officials are authorized and directed to give or cause to be given such notices as required, at the times and in the manner required, pursuant to Resolution No. 20-50 in order to effect the redemption prior to their maturity of the Refunded Bonds.

Section 16. Findings with Respect to Refunding. The Commission of the Port authorizes the Designated Representative to issue the Bonds allocated to paying the cost of the Refunding Plan if it will achieve debt service savings to the Port and is in the best interest of the Port and its taxpayers and in the public interest. In making such finding and determination, the Designated Representative will give consideration to the fixed maturities of such Bonds and the Refunded Bonds, the costs of issuance of such Bonds and the known earned income from the investment of the proceeds of the issuance and sale of such Bonds and other money of the Port used in the Refunding Plan, if any, pending payment and redemption of the Refunded Bonds.

The Designated Representative may also purchase Acquired Obligations to be deposited with the Fiscal Agent, together with the income therefrom, and with any necessary beginning cash balance, which will be sufficient to redeem the Refunded Bonds and will discharge and satisfy the obligations of the Port under Resolution No. 20-50 with respect to the Refunded Bonds, and the pledges, charges, trusts, covenants, and agreements of the Port therein made or provided for as to the Refunded Bonds, and that the Refunded Bonds shall no longer be deemed to be outstanding under such resolution immediately upon the deposit of such money with the Fiscal Agent.

Section 17.     Sale and Delivery of the Bonds.

(a)     *Manner of Sale of Bonds; Delivery of Bonds.* The Designated Representative is authorized to sell the Bonds by negotiated sale or private placement based on the assessment of the Designated Representative of market conditions, in consultation with appropriate Port officials and staff, Bond Counsel and other advisors. In determining the method of sale of the Bonds and accepting the Final Terms, the Designated Representative shall take into account those factors that, in the judgment of the Designated Representative, may be expected to result in the lowest true interest cost to the Port.

(b)     *Procedure for Negotiated Sale or Private Placement.* If the Designated Representative determines that the Bonds are to be sold by negotiated sale or private placement,

the Designated Representative shall select one or more Purchasers with which to negotiate such sale. The Bond Purchase Agreement for the Bonds shall set forth the Final Terms. The Designated Representative is authorized to execute the Bond Purchase Agreement on behalf of the Port, so long as the terms provided therein are consistent with the terms of this resolution.

(c) *Preparation, Execution and Delivery of the Bonds.* The Bonds will be prepared at Port expense and will be delivered to the Purchaser in accordance with the Bond Purchase Agreement, together with the approving legal opinion of Bond Counsel regarding the Bonds.

**Section 18. Official Statement: Continuing Disclosure.**

(a) *Preliminary Official Statement Deemed Final.* The Designated Representative shall review and, if acceptable to him or her, approve the preliminary Official Statement prepared in connection with each sale of the Bonds to the public. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12, the Designated Representative is authorized to deem that preliminary Official Statement final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12. The Port approves the distribution to potential purchasers of the Bonds of a preliminary Official Statement that has approved by the Designated Representative and been deemed final, if applicable, in accordance with this subsection.

(b) *Approval of Final Official Statement.* The Port approves the preparation of a final Official Statement for the Bonds to be sold to the public in the form of the preliminary Official Statement that has been approved and deemed final in accordance with subsection (a), with such modifications and amendments as the Designated Representative deems necessary or desirable, and further authorizes Designated Representative to execute and deliver such final Official Statement to the Purchaser if required under Rule 15c2-12. The Port authorizes and approves the distribution by the Purchaser of the final Official Statement so executed and delivered to purchasers and potential purchasers of the Bonds.

(c) *Undertaking to Provide Continuing Disclosure.* If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to the Purchaser acting as a participating underwriter for the Bonds, the Designated Representative is authorized to execute a written undertaking to provide continuing disclosure for the benefit of holders of the Bonds in substantially the form attached as Exhibit B.

**Section 19. Supplemental and Amendatory Resolutions.** The Port may supplement or amend this resolution for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the Port.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this resolution in a manner that does not materially adversely affect the interest of the Beneficial Owners of the Bonds.

**Section 20. General Authorization and Ratification.** The Designated Representative and other appropriate officers of the Port are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this resolution, and to do everything necessary for the prompt delivery of the Bonds to the Purchaser thereof and for the proper application, use and investment of the proceeds of the Bonds. All actions taken prior to the effective date of this resolution in furtherance of the purposes described in this resolution and not inconsistent with the terms of this resolution are ratified and confirmed in all respects.

**Section 21. Severability.** The provisions of this resolution are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this resolution to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this

resolution in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 22.     Effective Date of Resolution. This resolution shall take effect and be in force from and after its passage and immediately following its publication as required by law.

ADOPTED by the Commission of the Port of Benton, Washington, at a regular open public meeting thereof held on November 17, 2020, the following Commissioners being present and voting in favor of the resolution.

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Jane F. Hagarty, President

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Robert F. Larson, Vice President

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Roy D. Keck, Secretary

EXHIBIT A  
DESCRIPTION OF THE BONDS

- |     |                           |   |
|-----|---------------------------|---|
| (a) | Principal Amount.         | The Bonds shall not exceed the aggregate principal amount of \$10,000,000.  |
| (b) | Date or Dates.            | Each Bond shall be dated its Issue Date, which date may not be later than one year after the effective date of this resolution.   |
| (c) | Denominations, Name, etc. | The Bonds shall be issued in Authorized Denominations and shall be numbered separately in the manner and shall bear any name and additional designation as deemed necessary or appropriate by the Designated Representative.  |
| (d) | Interest Rate(s).         | Each Bond shall bear interest at a fixed rate per annum (computed on the basis of a 360-day year of twelve 30- day months) from the Issue Date or from the most recent date for which interest has been paid or duly provided for, whichever is later. One or more rates of interest may be fixed for the Bonds. No rate of interest for any Bond may exceed 5.00%, and the true interest cost to the Port for the Bonds may not exceed 4.00%.  |
| (e) | Payment Dates.            | Interest shall be payable semiannually on dates acceptable to the Designated Representative, commencing no later than one year following the Issue Date. Principal payments shall commence on a date acceptable to the Designated Representative and shall be payable at maturity or in mandatory redemption installments on dates acceptable to the Designated Representative.   |
| (f) | Final Maturity.           | The Bonds shall mature no later than December 1, 2030.  |
| (g) | Redemption Rights.        | <p>The Designated Representative may approve in the Bond Purchase Agreement provisions for the optional and mandatory redemption of Bonds, subject to the following:</p> <p>(1) <u>Optional Redemption.</u> Any Bond may be designated as being (A) subject to redemption at the option of the Port prior to its maturity date on the dates and at the prices set forth in the Bond Purchase Agreement; or (B) not subject to redemption prior to its maturity date. If a Bond is subject to optional</p> |

redemption prior to its maturity, it must be subject to such redemption on one or more dates occurring not more than 10½ years after the Issue Date.

(2) Mandatory Redemption. Any Bond may be designated as a Term Bond, subject to mandatory redemption prior to its maturity on the dates and in the amounts set forth in the Bond Purchase Agreement.

(h) Price. The purchase price for the Bonds may not be less than 96% or more than 130% of the stated principal amount of the Bonds.

(i) Selection of Refunded Bonds. Under the terms and conditions of this resolution, the Designated Representative is authorized to select the Refunded Bonds to be refunded by the Bonds allocated to paying the cost of the Refunding Plan. Refunded Bonds, as selected by the Designated Representative, shall be identified in the Bond Purchase Agreement.

(j) Minimum Savings. The Bonds allocated to paying the cost of the Refunding Plan shall produce a minimum net present value savings to the Port and its taxpayers of 3.00% (as a percentage of the Refunded Bonds). Net present value savings means the aggregate of (i) annual debt service on the Refunded Bonds, less (ii) annual debt service on the Bonds (including expenses related to costs of issuance of the Bonds) discounted to the Issue Date using the yield on the Bonds as the discount rate, plus (iii) excess cash, if any distributed to the Port on the Issue Date, and less (iv) the amount of any contribution by the Port, if any, made on such Issue Date.

(k) Tax Status. The Designated Representative is authorized to confirm the tax-exempt status of the Bonds in the Bond Purchase Agreement for the Bonds.

(l) Other Terms and Conditions.

(1) The Bonds may not be issued if it would cause the indebtedness of the Port to exceed the Port's legal debt capacity on the Issue Date.

(2) The Designated Representative may determine whether it is in the Port's best interest to provide for bond insurance or other credit enhancement; and may accept such additional terms, conditions and covenants as he or she may determine are in the best interests of the Port, consistent with this resolution.

[Form of]  
**UNDERTAKING TO PROVIDE CONTINUING DISCLOSURE**

**Port of Benton, Washington  
Limited Tax General Obligation Refunding Bonds, 2020**

The Port of Benton, Washington (the "Port"), makes the following written Undertaking for the benefit of holders of the above-referenced bonds (the "Bonds"), for the sole purpose of assisting the Purchaser in meeting the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds. Capitalized terms used but not defined below shall have the meanings given in Resolution No. 20-55 of the Port (the "Bond Resolution").

(a) Undertaking to Provide Annual Financial Information and Notice of Listed Events. The Port undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

- (i) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b)(i) ("annual financial information");
- (ii) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds:
  - (1) principal and interest payment delinquencies; (2) non-payment related defaults, if material; (3) unscheduled draws on debt service reserves reflecting financial difficulties; (4) unscheduled draws on credit enhancements reflecting financial difficulties; (5) substitution of credit or liquidity providers, or their failure to perform; (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 - TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
  - (7) modifications to rights of holders of the Bonds, if material; (8) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (9) defeasances; (10) release, substitution, or sale of property securing repayment of the Bonds, if material; (11) rating changes; (12) bankruptcy, insolvency, receivership or similar event of the Port, as such "Bankruptcy Events" are defined in Rule 15c2-12; (13) the consummation of a merger, consolidation, or acquisition involving the Port or the sale of all or substantially all of the assets of the Port other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
  - (14) appointment of a successor or additional trustee or the change of name of a trustee, if material; (15) incurrence of a financial obligation of the Port or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Port or obligated person, any of which affect security holders, if material; and (16) default, event of acceleration, termination event, modification of terms, or other similar events under

the terms of the financial obligation of the Port or obligated person, any of which reflect financial difficulties. The term "financial obligation" means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term "financial obligation" shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12.

- (iii) Timely notice of a failure by the Port to provide the required annual financial information described in paragraph (b)(i) on or before the date specified in paragraph (b)(ii).

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the Port undertakes to provide in paragraph (a):

- (i) Shall consist of (1) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State such as the Port, as such principles may be changed from time to time; (2) principal amount of general obligation bonds outstanding at the end of the applicable fiscal year; (3) assessed valuation for that fiscal year; and (4) property tax levy amounts and rates for that fiscal year;
- (ii) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the Port (currently, a fiscal year ending December 31), as such fiscal year may be changed as required or permitted by State law, commencing with the Port's fiscal year ending December 31, 20 ; and
- (iii) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

If not submitted as part of the annual financial information described in paragraph (b)(i) above, the Port will provide or cause to be provided to the MSRB audited financial statements, when and if available.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The Port will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) Beneficiaries. This Undertaking shall inure to the benefit of the Port and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) Termination of Undertaking. The Port's obligations under this Undertaking shall terminate upon the redemption or legal defeasance of all of the Bonds. In addition, the Port's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the Port to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel delivered to the Port, and the Port provides timely notice of such termination to the MSRB.

(f) Remedy for Failure to Comply with Undertaking. As soon as practicable after the Port learns of any failure to comply with this Undertaking, the Port will proceed with due diligence to cause such noncompliance to be corrected. No failure by the Port or other obligated person to comply with this Undertaking shall constitute a default in respect of the Bonds. The sole remedy of any holder of a Bond

shall be to take action to compel the Port or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) Designation of Official Responsible to Administer Undertaking. The Finance Officer or his or her designee is the person designated, in accordance with the Bond Resolution, to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

- (i) Preparing and filing the annual financial information undertaken to be provided in paragraph (a)(i);
- (ii) Determining whether any failure to provide the annual financial information undertaken to be provided in paragraph (a)(i) has occurred and providing any notice undertaken to be provided in paragraph (a)(iii);
- (iii) Determining whether any event specified in items (1)-(16) of paragraph (a)(ii) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any notice undertaken to be provided in paragraph (a)(ii) of its occurrence;
- (iv) Determining whether any person other than the Port is an "obligated person" within the meaning of Rule 15c2-1 2 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;
- (v) Selecting, engaging and compensating designated agents and consultants, including but not limited to financial advisors and legal counsel, to assist and advise the Port in carrying out this Undertaking; and
- (vi) Effecting any necessary amendment of this Undertaking.

## **CERTIFICATION**

I, the undersigned, Secretary of the Port Commission (the "Commission") of the Port of Benton, Washington (the "Port"), hereby certify as follows:

1. The attached copy of Resolution No. 20-55 (the "Resolution") is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Commission held on November 17, 2020 (the "Meeting"), as that resolution appears on the minute book of the Port.
2. The Resolution is in full force and effect.
3. Pursuant to various proclamations and orders issued by the Governor of the State of Washington, (a) the Meeting was not conducted in person and (b) options were provided for the public to attend the Meeting remotely, including by telephonic access and, as available, internet access, which options provided the ability for all persons attending the Meeting remotely to hear each other at the same time.
4. The Meeting was duly convened and held in all respects in accordance with law, the public was notified of the access options for remote attendance via the Port's website, a quorum of the members of the Commission was present throughout the meeting and a sufficient number of members of the Commission present voted in the proper manner for the adoption of the Resolution.

Dated: November 17, 2020.



*"It is the mission of the Port of Benton to manage our **public assets** and make **strategic investments** to be a catalyst for **regional economic growth and prosperity.**"*



# Port of Benton Strategic Plan

2020-2030





## To our Community, Tenants and Partners,

The Commission and Staff of the Port of Benton are pleased to present our **Strategic Plan 2020-2030**:

### BUILDING COMMUNITY THROUGH REGIONAL ECONOMIC GROWTH AND PROSPERITY

This Strategic Plan and the accompanying 2021 Annual Action Plan are guiding us in building an organization that will thrive in serving the economic development needs of our community. The Port's Team, your team, of Commissioners and staff is dedicated to listening, understanding and being responsive to the needs of our customers, taxpayers, and business community to achieve this goal. We are investing in your Team to embolden each staff member's full potential as they engage their skills and knowledge in addressing the challenges of an ever-changing economic environment.

The following Strategic Plan was developed as a direct result of your Team's input, interviews with tenants, as well as our community leadership partners. We faced unique challenges developing this guidance under a global health pandemic that required we gather input in various non-traditional methods such as video meetings, electronic surveys, one-on-one interviews, and small group meetings. In future updates we hope to utilize these methods to engage a wider audience and reintroduce in-person facilitated conversations that provide even more intriguing and candid conversations.

Our Mission matters in the lives of our community members every day, and we are focused on generating enduring positive impacts to those individuals. Our connections with industry and our partners inspire us to forge ahead in exploring sustainable energy solutions, value added agriculture, advanced manufacturing, and innovation in entrepreneurship.

At the same time, we are mindful of our commitment to diversity and equity by ensuring openness and transparency as we pursue our goals.

The global health pandemic continues to loom and will likely result in varying forms of socioeconomic unrest and uncertainty about the future. Your Port Team remains confident about that future as we invest in facility and grounds, promote the region, and continue to build partnerships.

We are committed to our Mission in serving our District and the region.

Planning is essential to keep focus and produce results. I want to thank your dedicated Port Team for their commitment to the success of the Port of Benton and desire to leave a positive legacy of dedication to service. Critical to that legacy is the unwavering leadership of our Commission.

We are optimistic about our future and it is a privilege to serve our district!

Thank you,

Diahann C. Howard, PPM®  
Executive Director

*"If everyone is moving forward together, then  
success takes care of itself"*

- Henry Ford

# Acknowledgements

Special Thanks to Participating Community Leadership Partners that provided input to the Strategic Plan:



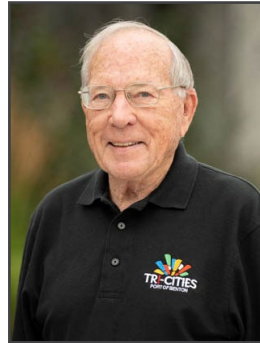
## Commissioners



Jane F. Hagarty



Roy Keck



Robert D. Larson



**Diahann Howard, PPM®**  
Executive Director of  
the Port of Benton

Diahann Howard was named the Port's Executive Director in December 2019. Previous to this appointment, she served as the Port's Director of Economic Development and Governmental Affairs beginning in 2006. Prior to

joining the Port, Diahann served as the Economic Development Manager for the City of Richland. During her fourteen years at the Port her work has resulted in over \$15.3 million of grant and legislative funding; examples include \$5m to support the Wine Science Center at WSU Tri-Cities, \$5.4m to complete Delta High School, \$2.2m and \$1.5m for rail bridge improvements.

Diahann has also served as the Executive Director for the Tri-Cities Research District (2007-2020), the Richland Rotary Club president (2017-2018) and was named Rotarian of the year for 2011-2012. In October of 2018, she was appointed to the U.S. Department of Energy

Environmental Management Advisory Board. In September 2019, Diahann was awarded a Professional Port Manager (PPM®) certification from the American Association of Ports Authorities. She is also active in the community, serving on the boards of United Way, Visit Tri-Cities and the Tri Cities Legislative Council.

Diahann is a Tri-Cities native and holds her Bachelor of Science degree in International Affairs from Eastern Washington University. She is the first woman to hold the Port of Benton executive director position, and she is the first executive director with Latina heritage among the 75 port districts within Washington State.



# History of the Port

The Port of Benton was established in 1958 as a special purpose district under the Revised Code of Washington (RCW) Title 53. It was chartered to “promote industrial development and transportation, including general aviation, in Benton County.” The Port was created following the transfer of ownership of Richland from the US Army Corps of Engineers to the citizens. Previously, the City of Richland was the property of the federal government as part of a World War II secret mission called the Manhattan Project. The property that was originally designated as the Port’s district was 290 acres known as Camp Hanford. The land was transferred from the US Army Corps of Engineers to the Port in 1959. Today, that property is known as the Technology and Business Campus in Richland.

**1958**

**Port of Benton Established:** Voters approved the new Port District in November 1958. Port of Benton became the 46th port in Washington.

**1959**

**Technology & Business Campus Established:** The Port began to develop the 290-acre site (formerly called the Richland Industrial Park) north of Richland City limits as its first property to support economic development.

**1961**

**Prosser Airport Obtained:** The City of Prosser transferred the Prosser Airport, formerly the George O. Beardsley Field, to the Port.

**1961**

**Richland Airport Acquired:** The federal government transferred the Richland Airport, formerly Atomic Energy Field, to the Port.

**1963**

**Prosser Wine & Food Park Created:** The Port acquired 70 acres in Prosser and established the Prosser Industrial Park, later called the Prosser Wine & Food Park, to attract value-added ag industries.

**1965**

**Port of Benton Designated a Nuclear Port:** The U.S. Coast Guard declaration allows the Port to handle nuclear waste, spent fuel and other radioactive materials transported by truck, rail, air or water.

**1970**

**Richland Industrial Park Multipurpose Building Finished:** The Port completed construction of the multipurpose facility, designed to house small-scale manufacturing, storage facilities, offices and laboratories.

**1972**

**Barge Unloading Facility Completed:** The Port’s dock and barge facility is leased to the U.S. Navy and supports offloading or onloading of decommissioned reactor compartments and other water-borne cargo.



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## 1975

**Benton City Industrial Park Created:** The Port purchased 26 acres in Benton City to boost public and private-sector commercial development.

## 1985

**Port Business Incubator Building Opened:** The Port's incubator building helps launch small businesses and industries and is known today as the Applied Process Engineering Laboratory (APEL) in Richland.

## 1988

**Prosser Incubator Building Opened:** The Port opened its second incubator building at the Prosser Airport, which housed the Chukar Cherry Company until the company relocated to a new facility on the Airport property in 2019.

## 1989

**Second Incubator Building Opened in Prosser:** The Port completed the construction of an incubator building at the Prosser Industrial Park.

## 1996

**Hanford 3000 Area Transferred to Port:** With this transfer by the U.S. Department of Energy, Port of Benton became the first U.S. port to acquire surplus 71.5 acres of government property under the 1994 Defense Authorization Act to diversify the local economy.

## 1998

**Hanford 1100 Area Surplus Land Allocated to Port:** The 760-acre transfer from the U.S. Department of Energy included a major warehouse, short line rail and railroad facilities to support local industries in reaching markets across the Pacific Northwest.

## 2000

**Vintner's Village Site Purchased:** The Port purchased 32 acres in Prosser near its Wine & Food Park for a bonded warehouse for local wineries, which became Vintner's Village in 2003 – a collocated winery and retail business park.

## 2006

**Port Honored as Port of the Year:** Washington Public Ports Association awarded Port of Benton as its "Port of the Year" in part for its economic development efforts, including Vintner's Village, Crow Butte Park and a biomass gasification project.

## 2007

**Crow Butte Park Transferred to Port:** The Corps of Engineers transferred a 20-year lease for the park to the Port after Washington state was unable to continue operations due to budget constraints.

## 2007

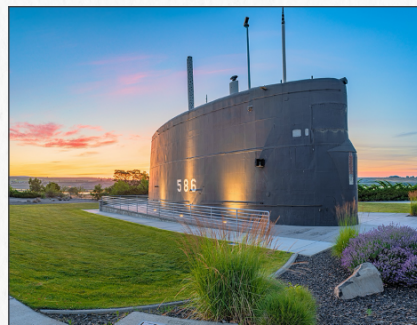
**Innovation Partnership Zone Designated:** Washington state designated the combined Richland Innovation Center and Technology & Business Campus as an Innovation Partnership Zone today known as the Tri-Cities Research District.

## 2008

**Port Celebrates Its 50th Anniversary:** For five decades and counting, the Port continues to focus on developing projects and adding public amenities that enhance the local economy and quality of life.



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# History of the Port

## 2009

**Construction Begins on USS Triton Sail Park:** The Port is creating a dramatic new landmark within the Technology & Business Campus as it begins work on the USS Triton Submarine Sail Memorial Park.

## 2010

**Benton City Building Purchased and Renovated:** The Port purchased a nearly century-old building in downtown Benton City and converted it to retail space to serve residents and visitors.

## 2011

**Vineyard Pavilion Dedicated:** The first building at the Walter Clore Wine & Culinary Center site, the Vineyard Pavilion, was erected and dedicated on June 30, 2011.

## 2011

**Technology Enterprise Center Purchased:** The Port purchased the Technology Enterprise Center, formerly the Tri-Cities Enterprise Center, and began remodeling the building and improving the parking lots.

## 2011

**USS Triton Sail Park Dedicated:** To honor former military personnel working at Hanford, the Port worked with the Navy to relocate the decommissioned USS Triton submarine's sail and conning tower to north Richland. The Port's sail park is the only place in the U.S. with a sail, conning tower and periscope from a war sub on display.

## 2012

**Wine Science Center Land Donated:** The Port provided three acres of land to Washington State University Tri-Cities for a Wine Science Center.

## 2013

**Launch of Tri-Cities Start-Up Weekend:** The Port and Tri-Cities Research District became the signature sponsors of Tri-Cities Start-Up Weekend, which is now known as Launch University.

## 2014

**Walter Clore Wine and Culinary Center Constructed:** The Port managed the construction of the Walter Clore Wine and Culinary Center, which is a collaboration between the Port, Washington State, Prosser Economic Development Association, the Walter Clore Board of Directors and the private sector.

## 2014

**Crow Butte Park Upgraded:** New amenities added include a restroom, 12 new boat slips and a fish cleaning station.

## 2014

**New Hangars Built at Richland Airport:** The Port completed seven new hangars for lease, including a T-hangar that will house 11 planes.

## 2015

**Port Negotiates Its Largest Land Sale:** Port Commissioners approved a 128-acre sale of land at the Port's Manufacturing Mall (now Richland Business Park) in Richland.

## 2015

**City and Port Earn Business Recruitment of the Year Award:** The Washington Economic Development Association selected the City of Richland and Port of Benton for its 2014 Business Recruitment of the Year award. The partners recruited the largest cold storage facility in North America to the Horn Rapids Business & Industrial Park and the Ste. Michelle Wine Estates WSU Wine Science Center to the Technology & Business Campus on the WSU Tri-Cities campus using a local revitalization financing program.

## 2015

**Former Hanford Land Transferred to Port:** TRIDEC completed a land transfer of 760 acres to the Port, called North Horn Rapids, to support clean energy manufacturing.

## 2016

**Port Honored With Outstanding Job Creator Award:** The Washington Public Ports Association announced the Port as its Outstanding Job Creator of the year. The award recognized the Port's efforts to expand technology and engineering sector jobs.

## 2017

**Boat Slips Added at Crow Butte Park:** Twelve additional boat slips were added at the Crow Butte Park marina, which has become an increasingly popular destination for camping, boating, fishing and for families who want to get away for a day trip.

**2017**

**Richland Airport  
Infrastructure Improvements**

**Completed:** To expand capacity and rehabilitate the pavement on runways, taxi lanes and aprons, the Port completed infrastructure improvements at its Richland Airport.

**2018**

**Vintner's Village Expanded:**

The Port finished phase two of development at Vintner's Village in Prosser, including 21 new lots and a Development Building on 25 acres at the Prosser wine park, designed to attract boutique businesses and additional wineries.

**2018**

**Port Selected for Project of the Year Award:** The Washington Airport Management Association chose the Port as the recipient of its Project of the Year Award, in recognition of the Port's major improvements at the Richland Airport.

**2019**

**Port Recognized as  
Contributor of the Year:**

The Prosser Economic Development Association awarded the Port as its Contributor of the Year for its valuable contributions in support of economic development in Prosser.

**2019**

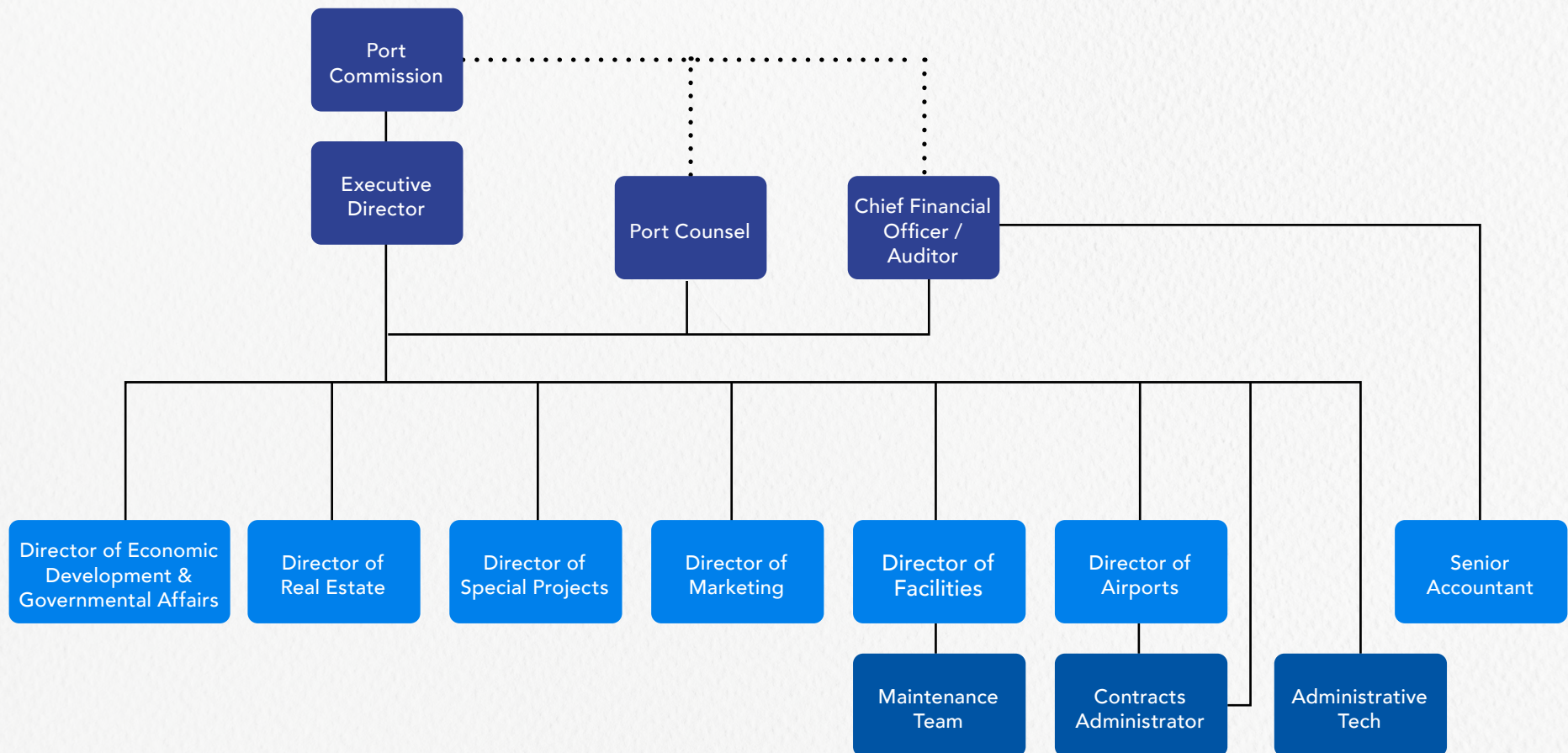
**Research District Innovation  
Partnership Zone**

**Reauthorized by State:**

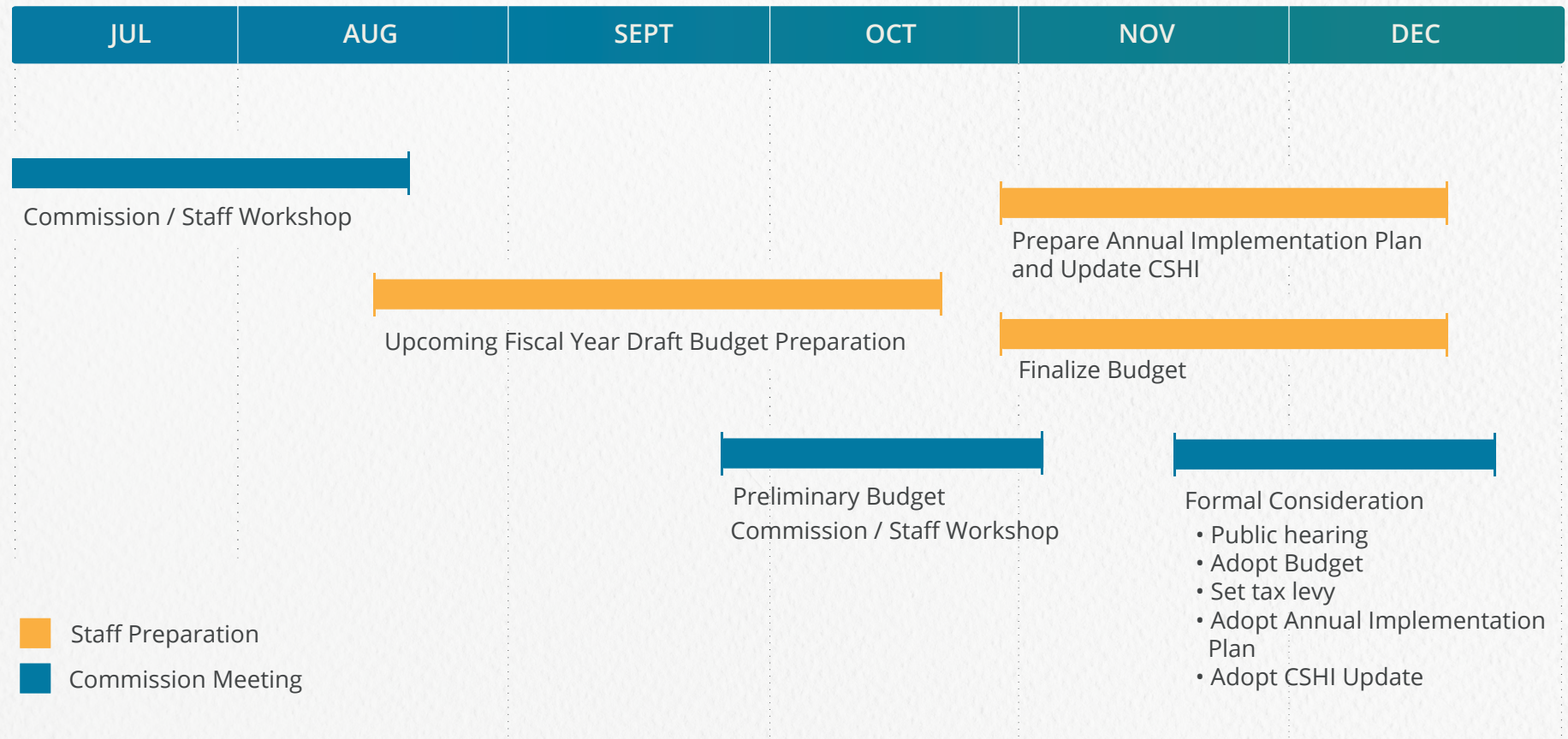
The Washington State Department of Commerce redesignated the Tri-Cities Research District as an Innovation Partnership Zone (IPZ), which serves as an ecosystem for collaboration and innovation of advanced technology, manufacturing and clean energy.



# Port's Organizational Chart



# Strategic Plan and CSHI Regular Review and Update Process



The Port's Strategic Plan serves as a planning and governance document to guide the Port's efforts over the short and midterm. It is accompanied by an Annual Action Strategy that describes specific actions the Port will undertake each year in pursuit of its goals. Each year the Port will review its progress and update these guidance documents in conjunction with its other keystone documents, such as the Comprehensive Scheme of Harbor Improvements and the Annual Budget.

# Port Values

- ✓ The Port's Commission and staff pledge to operate in an open, accountable, collaborative and decisive manner with complete internal and external **transparency**.
- ✓ The Port places a premium on collaboration with notable outcomes via our public and private **partnerships** that add value in advancing our shared community vision.
- ✓ The Port supports a high performing team with processes in place to support their continuous improvement and innovation that drives results and advances our mission forward
- ✓ The Port is dedicated to the upmost vigilance in its stewardship responsibilities as a **public trustee of the taxpayer's** financial interest.
- ✓ The Port is steadfast in its commitment to equitably supporting its **customers and tenants** on their continuing success.
- ✓ The Port will maintain its **facilities, assets and equipment** in a safe and sustainable condition that preserves the community's investment
- ✓ The Port team will ensure that we are a viable community asset leaving a positive legacy for our community.
- ✓ The Port commits to conducting its affairs in an **ethical, honest and professional manner** even when no one is looking, putting the community before personal interests.



# Port Values

- ✓ The Port's success in fulfilling its mission requires integrated **teamwork** and unwavering commitment to maintaining a work environment of mutual respect and support.
- ✓ All Port decisions will prioritize sustaining the Port's **financial viability, protecting the environment** and advancing the region's economy and way of life.
- ✓ The Port recognizes the diversity of the region and commits to include the needs of that **diverse population** in its efforts to improve the local economy, listen more effectively, provide access to jobs, and distribute resources.
- ✓ The Port team will be **ambitious, pursuing greatness and transformation.**
- ✓ The Port team will ensure that we are a viable community asset leaving a **positive legacy for our community.**



# Goals and Strategies

The Port of Benton has adopted a suite of achievable Goals and corresponding Strategies that identify pathways to success. These Goals and Strategies are captured in the Port's Annual Action Strategy which further defines specific actions to be taken and assigns responsibility amongst the Port Team for successful completion.

**The Goals are organized within these key focus areas:**



Organization and Culture



Economic Development



Commercial and Industrial  
Real Estate



Stewardship of Public Funds



Intermodal Transportation



Public Access

# Focus Area: Organization and Culture



GOALS	STRATEGIES
Redefine the Port's brand and improve community outreach in 2021.	<ul style="list-style-type: none"> <li>• Differentiate the Port in its unique role from other local agencies in a rebranded messaging effort.</li> <li>• Research, design, develop and adopt a 'Port Outreach Plan' (POP) to the general public and stakeholders.</li> <li>• Distinguish Port as a brand and ensure messaging of operational values.</li> </ul>
Initiate the Port's leadership program in 2021.	<ul style="list-style-type: none"> <li>• Provide focused group and individual leadership training in 2021 and beyond.</li> <li>• Undertake and complete a job satisfaction survey including an industry salary analysis by the end of 2021.</li> <li>• Promote teamwork through routine formal and informal events scheduled in advance throughout the fiscal year.</li> <li>• Prioritize training to increase productivity.</li> </ul>
Create and implement an asset management program.	<ul style="list-style-type: none"> <li>• Research, identify needs and adopt a proactive asset management system to track costs and schedule maintenance activities in close concert with the Port's budgeting process and timeline.</li> <li>• Standardize record storage and retention.</li> <li>• Create financial targets for asset management.</li> </ul>



## Focus Area: Commercial and Industrial Real Estate



GOALS	STRATEGIES
Diversify the Port's portfolio of real estate assets in alignment with target sectors	<ul style="list-style-type: none"> <li>Construct an advanced manufacturing and distribution center building in North Richland by 2023 in partnership with Private Sector lead</li> <li>Undertake an incubator facility analysis in 2021</li> <li>Conduct a comprehensive facility condition and market assessment to align to Strategic Plan and capital expenditure planning</li> <li>6.4 Develop long-range land use plan to support Port's future business growth and diversity</li> </ul>
Improve the effectiveness of marketing the Port's real estate portfolio as reflected in an increase in percentage of portfolio occupied or sold.	<ul style="list-style-type: none"> <li>Identify/Develop specific rent and occupancy targets by asset</li> <li>Revisit and revise the North Richland Marketing and Communications Strategy each year</li> <li>Update the standalone marketing program for the Tri-Cities Research District</li> <li>Effectively market the Port's access to high-speed reliable fiber internet, and expand fiber access to underserved areas and newly acquired land.</li> </ul>
Increase the Port's net real estate revenue.	<ul style="list-style-type: none"> <li>Identify/develop specific rent and occupancy targets by asset</li> <li>Identify sites that require infrastructure extension that can increase revenues</li> <li>Identify each properties value for retainage for lease or disposition for sale</li> </ul>



## Focus Area: Intermodal Transportation



GOALS	STRATEGIES
Develop a goal to expand the use of the Prosser Airport	<ul style="list-style-type: none"><li>• Complete the FAA mandated master plan by mid-2021</li><li>• Market Airport to support General Aviation Business flyers</li></ul>
Expand the use of the Richland Airport targeted at freight cargo, manufacturing and medical flight use.	<ul style="list-style-type: none"><li>• Complete the FAA mandated master plan by mid-2021</li><li>• Consider and adopt a plan of finance in 2021 for the targeted capital improvements for inclusion in the FY2022-2025 capital budget</li><li>• Continue to explore FAA funding of a precision instrument approach and the extension of runway 1-19 to 5,000 total feet</li></ul>
Expand utilization of Port's Rail and transload facility	<ul style="list-style-type: none"><li>• Update Rail Master Plan</li><li>• Develop marketing materials based on available metrics and studies</li><li>• Ensure completion of capital repairs to the short line railroad crossings</li><li>• Facilitate development of strategic projects with agencies and stakeholders</li></ul>



## Focus Area: Economic Development

GOALS	STRATEGIES
Define the Port's participation and funding of economic development initiatives and address economic disparity throughout the region.	<ul style="list-style-type: none"><li>• Collaboration with local partners participate in a tourism promotion program in 2021 to guide the port's investments and focus</li><li>• In conjunction with community partners develop and initiate actions to address economic disparity and diversity throughout the region.</li><li>• Engage with community partners on an active basis to advance economic development efforts toward targeted sectors including value added agriculture; technology innovation and entrepreneurship; energy and advanced manufacturing.</li><li>• Convene working groups around industries to lend aid in connecting Port tenants and neighbors with one another in support of entrepreneurial collaboration.</li></ul>
Expand the Port's role in driving the Tri-Cities entrepreneurial economy.	<ul style="list-style-type: none"><li>• Leverage the Port's position as the lead agency for the Tri-Cities Research District Innovation Partnership Zone to expand entrepreneurial activity and access to capital in the Tri-Cities.</li><li>• Proactively recruit startup companies and established mentors to locate in the Research District.</li><li>• Establish a career pathway program that support education to innovation by spearheading efforts at creating a commercialization leadership position within the Tri-Cities Research District.</li><li>• Convene Tri-Cities Research District stakeholders in development of property to create commercialization and incubation space.</li></ul>

## Focus Area: Economic Development



GOALS	STRATEGIES
Define the Port's broader messaging and recruitment opportunities within defined target sectors.	<ul style="list-style-type: none"><li>• Establish a site selection marketing program for Advanced Manufacturing with a focus on demonstrating capabilities of the larger business community in the creation of new technologies, processes and skills that enable bio, cyber, and clean energy manufacturing.</li><li>• Co-develop marketing messaging with the Port of Pasco around the value-added agriculture ecosystem, focusing on each Port's role in food processing and finished product shipping</li><li>• Emphasize regular discussions with industry professionals including tenants, neighbors, and prospects to identify 'need lists' to enable the recruitment of cooperative businesses and industries.</li><li>• Develop a needs assessment program in 2021 to prioritize master-planning of Port undeveloped land for target sector recruitment.</li><li>• Continue to support planning for a North Richland Bridge to support recruitment and logistics.</li></ul>



## Focus Area: Stewardship of Public Funds

GOALS	STRATEGIES
Develop and adopt a specific long-term policy regarding the level and use of property taxes to support the Port's operations and activities.	<ul style="list-style-type: none"><li>• In conjunction with a multi-year cash flow forecast, explore what financial factors would have to be in place to begin to consider, in the long term, a reduction of the tax levy</li><li>• Identify and understand the potential benefits property tax revenue have on the Port's ability to generate debt at lower interest cost</li><li>• Research and adopt a policy that targets tax receipts for capital expenditures only for the foreseeable future</li></ul>



Focus Area:  
Public Access

GOALS	STRATEGIES
Expand the offerings and use of the USS Triton Sail park.	<ul style="list-style-type: none"><li>• Adopt a master plan for the Park and include improvements to river side pedestrian access in the Port’s multi year CIP</li></ul>
Sustain and Improve Crow Butte Park and Marina Operational Efficiency	<ul style="list-style-type: none"><li>• Follow master plan and update infrastructure efficiency</li></ul>
Maintain dedication to Heritage Resource Management Plan	<ul style="list-style-type: none"><li>• Review and revise heritage resource management plan</li></ul>

# How to evaluate new unforeseen opportunities

In pursuing its Mission, the Port recognizes the need to balance a planned and intended future against the flexibility required as conditions evolve and opportunities emerge. “Planned strategies are what we do between opportunities,” and understanding this dynamic is key to the long-term success of the Port. New and unforeseen investment opportunities likely will arise that are not captured in this plan or in the annual capital or operating budgets. The Port strives to remain flexible to capitalize on these “opportunity investments,” and will be deliberate in evaluating the value of the investment. A series of qualitative and quantitative inquiries have been identified to allow the Port to be deliberate and intentional in deciding to pursue some of these opportunities without compromising the success of its ongoing initiatives.

## Investment Opportunity Evaluation Criteria

- ✓ Is the initiative consistent with the Port’s values, mission, and goals?
- ✓ Is the initiative aligned with the economic development goals of our communities and the region?
- ✓ Does the initiative present a market-rate or socioeconomically palatable rate-of-return on investment?
- ✓ Does the initiative provide the appropriate level and type of job creation?
- ✓ Are there proportionally beneficial joint ventures, partnerships, or grant funding opportunities to mitigate the Port’s required investment?
- ✓ What, if any, planned Port investment will be delayed or eliminated because of this opportunity investment, and what are the short-term and long-term consequences of that displacement decision? Is that acceptable?
- ✓ Will the local economy and market support the potential success of the project?
- ✓ Does the initiative significantly advance an existing community plan or policy?
- ✓ What should the Port’s role be in the initiative (i.e., support, investment, operations, partner)?
- ✓ Does the Port have sufficient bandwidth to support the initiative?
- ✓ Is any other entity, private or public, better positioned to undertake the investment opportunity, and are they able to do so?

# Port of Benton 2030 Vision Statements

With the Port's success, Benton County will have benefited from the Port's strategic direction adopted in 2020:

- ✓ Because of its financial discipline the Port will have reduced reliance on property taxes, focusing facility revenue on capital improvements.
- ✓ The Port of Benton receives recognition by Washington's Governor for its post-Hanford success in guiding the community towards a new advanced manufacturing and technology economy.
- ✓ The Port participated early this year in the groundbreaking for the new regional Innovation and Commercialization Center located in the Port's Technology and Business Campus.
- ✓ Prosser Vintners Village has completed its most recent expansion due to the ever-increasing facility demand bringing over 100 jobs to the community following the receipt of the 2029 WINnovation Award for Marketing.
- ✓ A new expansion induced the lease of 150 acres of the remaining property at the North Horn Rapids Technology-Industrial park bringing over 400 jobs to the community.
- ✓ In conjunction with TRIDEC and Tri-Cities Research District, the Port supported Washington State University and Pacific Northwest National Laboratory in being awarded a National Academy of Sciences Grant for studying the feasibility of expanding its BioProducts, Sciences and Engineering Laboratory (BSEL).
- ✓ The median household income in Benton County has increased by 30%, adjusted for inflation, since 2020.
- ✓ The Port participated early this year in the groundbreaking for the new Washington State University Tri-Cities computational sciences and engineering facility located in the Port's Technology and Business Campus.
- ✓ Pacific Northwest National Laboratory's 5,000 scientists, engineers and professional staff recognized the Port's work in fostering and promoting global innovation research and commercialization.
- ✓ The USS Triton Sail Park recently announced its 20-year anniversary celebration that will feature keynote remarks by the Secretary of Defense and retired Chief of Naval Operations William K. Lescher at the joint Hanford History and B Reactor tour facility.
- ✓ The Port of Benton is recognized for its diversified waterfront development that supports education, entrepreneurship, and industry partnerships.

**PORT OF BENTON  
PROJECTS AND GRANTS STATUS**

November 2020

Project		Description	Grants Pursued/Received	Comments
1	Washington State Department of Transportation	Yakima River Railroad Bridge (I-182) Railroad Bridge, Tie Replacement Project, and Jadwin	FRAP \$1,500,000 grant FRIB-\$250,000 loan POB \$250,000 match	<b>Completing billing and project certification with State.</b>
2	Prosser Airport Taxiway extension design	Extend taxiway into area for new hangars - design only	<b>FAA \$90,000</b> <b>POB \$9,000</b>	<b>Being re-designed for additional capacity.</b>
3	Richland Airport Master Plan 2019	Master plan update of Airport	FAA \$400,000 POB \$40,000	<b>Alternatives being considered by a Public Outreach program.</b>
4	Community Economic Revitalization Board (CERB) Storm Water Master Planning	1,341 Acre Industrial Property Master Planning of storm water and other utilities	CERB - \$50,000 POB - \$25,000 COR - \$25,000	<b>Draft report is out for review.</b>
5	Richland Innovation Center Rural County Capital Funds	Infrastructure improvements across already developed lots and the widening of Fermi Avenue	Benton County RCCF \$1,100,000	<b>Verbal approval, working on contract language, planned for County Commission approval Nov 24th.</b>
6	Crow Butte Contact Station	Provide new contact station at entrance to park including restroom.	RCO Boating Facilities Program \$100,000 \$25,000 POB match	Preliminary review by RCO, decision to hold until 2023 due to match and eligibility.
7	Horn Rapids Sewer Extension North of Horn Rapids Road	Extend Sewer into the 1,341 acres. Joint project with Richland	EDA \$4,000,000 COR \$400,000 POB \$400,000	Application was submitted to the EDA. EDA has asked for significant follow up indicating that our application is rating high.
8	Horn Rapids Sewer Extension North of Horn Rapids Road CERB Grant	Extend Sewer into the 1,341 acres. Joint project with Richland	CERB - \$425,000 Match is project above	<b>Application was submitted to CERB. Asked to present at the Board level in Jan.</b>

**PORT OF BENTON  
PROJECTS AND GRANTS STATUS**

November 2020

Project		Description	Grants Pursued/Received	Comments
9	<b>2021-2023 Federal Rail Assistance Program (FRAP)</b>	<b>Replacement and upgrade of five at-grade railroad crossings on Port tracks and one on the City of Richland industrial spur</b>	<b>FRAP = \$1,250,000 POB = \$ 220,000 COR = \$ 50,000</b>	<b>Grant application has been submitted.</b>
10	Coronavirus Aid, Relief, and Economic Security Act (CARES)	Assistance with operations and maintenances costs at both airports	FAA \$99,000 No POB match	<b>The Port has received the CARES money from FAA.</b>
11	Richland Airport - Airfield Signage and Lights (PH1)	Replace Airfield Signs, Replace runway lights on RW 8/26 & 1/19 MIRL - DESIGN	<b>FAA - \$250,000 WSDOT - \$12,500 POB - \$12,500</b>	<b>Approved for 2021.</b>
12	<b>Prosser 2021 Taxilane Construction</b>	<b>Construct a new taxilane</b>	<b>FAA - \$490,000 WSDOT - \$24,500 POB - \$24,500</b>	<b>Possible for 2021.</b>