

**PORT OF BENTON
COMMISSION MEETING MINUTES
September 9, 2015**

- A. **CALL TO ORDER:** The regular monthly meeting was called to order at 8:30 a.m. at the Walter Clore Wine and Culinary Center, 2140 Wine Country Road, Prosser, Washington. Present were Commissioners Jane F. Hagarty, Roy D. Keck and Robert D. Larson. Staff members present included Executive Director, Scott D. Keller, PPM ®; Stuart B. Dezember, CPA, Director of Finance, Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson, Real Estate Specialist, Teresa Hancock, Communications and Marketing. Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Marvin Kinney, Abbey Cameron, Ryan Hill, Erika Rivera, Abbey Cameron, Clay O’Laughlin, Scott Revell, April Reddout and Don Williams.
- B. **PLEDGE OF ALLEGIANCE:** Diahann Howard led those present in reciting the Pledge of Allegiance.
- C. **CURRENT BUSINESS:**
1. **CONSENT ITEMS:** A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission approving the August 12, 2015, Commission Meeting Minutes and approving Resolution 15-16, to cancel Warrant #62237, issued to the wrong vendor, and has not been redeemed in the amount of 3,095.76.
 2. **UNSCHEDULED BUSINESS/VISITORS:** No comments were received.
 3. **WALTER CLORE WINE AND CULINARY CENTER:** Abbey Cameron provided the Commission with an update on the Walter Clore Wine and Culinary Center budget projection through 2015 and an operational update. The wine sales are exceeding projections each month. She also introduced staff members April Reddout, Erika Rivera and Ryan Hill. She will attend another Port Commission Meeting in November or December to provide an update on exhibits and the 2016 Clore Center Budget.
 4. **ROZA IRRIGATION DISTRICT:** Scott Revell was present to request support for Yakima River Basin Water Enhancement Project. He provided an update on current efforts for water conservation and Senate Bill 1694. This Bill will provide reservoir access to Lake Kachess. He explained this year there has been an extreme water shortage in the western United States.

A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission approving the Port of Benton Letter of Support for Yakima River Basin Water Enhancement Project.

5. **PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA):** Deb Heintz was present to provide an update on economic development in Prosser. New construction values are at \$15.3M, this amount reflects both residential and commercial. Love's Travel Stop and Country Store will be constructing a hotel, gas station, convenience and souvenir store in Prosser. Shopko will celebrate their grand opening October 2, 2015, 9:00 a.m.

6. **RESOLUTION 15-19:** The Director of Economic Development and Governmental Affairs stated the Port received only one response as a result of advertising the 4.2 acre parcel of land for sale in the Technology and Business Campus. Clay O'Laughlin, Isoray, was present to discuss purchase of 4.2 acres of property within the Technology and Business Campus to build a new office and production facility using isotopes in the medical industry.

A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission, approving Resolution 15-19, the Sale of 4.2 Acres to Isoray Medical within the Technology and Business Campus. This sale includes a ten year deed restriction and a clause stating construction of building must begin within one year of the date of purchase.

7. **LAND TRANSFER UPDATE:** The Interlocal Agreement between the City of Richland and the Port of Benton for the Department of Energy Land Transfer of 1,641 acres was discussed. The Director of Economic Development and Governmental Affairs explained the parcels of land the Port is interested in obtaining. Meetings have been held with City and County officials, Department of Energy (DOE) along with area tribal members.

A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission, approving Resolution 15-18, which approves the Interlocal Agreement with the City of Richland for Department of Energy Land Transfer.

8. **RESOLUTION 15-17:** The Executive Director gave an update on the Columbia Park Trail Railroad bridge replacement project completion.

A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission, approving Resolution 15-17, Accepting Work Completed by MJ Hughes Construction, Inc. for the Columbia Park Trail Railroad Bridge Replacement Project.

- D. **COMMISSIONER COMMENTS:** Commissioner Hagarty reported on the going away party held for Amber Burnett of the Walter Clore Wine and Culinary Center. Amber has left to pursue a teaching career. She also discussed her recent attendance at the Tri City Area Chamber of Commerce luncheon that featured Representative Dan Newhouse and commented on how well it was attended.

Commissioner Larson reported on his attendance at the Benton Franklin County Fair and a book signing event held at Washington State University, Tri Cities (WSU-TC). He also discussed the Association of Pacific Ports (APP) Conference he recently attended in Taiwan.

Commissioner Keck commented on his attendance at Pacific Northwest National Laboratories (PNNL's) System Engineering Building grand opening, discussion centered on engineering and technology for our electrical grid system. PNNL is the lead agency responsible for cyber security system for the nation. He also attended a reception with our delegation's congressional staff which provided an update and tour of Hanford Initiatives.

- E. **COUNSEL COMMENTS:** Counsel provided more information on the water conservation topic, explaining the State Department of Ecology is supportive of Yakima Basin Integrated Plan and the Bureau of Reclamation is not supportive at this time. Counsel also provided a brief update on the status of the Tri City and Olympia Railroad (TCRR).
- F. **EXECUTIVE DIRECTOR COMMENTS:** The Executive Director reviewed the Port's renewal of lines of credit at Banner Bank. This amount would be for \$4M (\$3M taxable and \$1M nontaxable). The Port has paid off all these lines of credit at this time and wishes to keep the lines of credit for any possible future needs.

A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission, authorizing the Executive Director to renew the Port's line of credit with Banner Bank in the amount of \$4M (\$3M taxable/\$1M nontaxable).

Duportail Right of Way was discussed. As previously stated, the City of Richland has offered to purchase the right of way from the Port for future Duportail Bridge. They need the additional land to widen the road that will connect to the future Duportail Bridge. The Port has agreed to grant the City an easement without cost, with the stipulation that the City work with Tri City Railroad (TCRR) on the proposed crossing.

The Executive Director discussed the Port's annual update of the Comprehensive Plan of Improvements. He explained this should be adopted formally, by Resolution; each year after a public hearing is held during a Commission Meeting and will be placed on the agenda.

The HVAC equipment located at 2345 Stevens Drive was discussed. In the past two weeks, two of the HVAC units have quit working. The Port has gone out separately for bids to replace both units. Total Energy Management was the low bid on both jobs. The Port has paid them \$29,213 and \$19,548, totaling \$48,761. The staff wanted to inform the Commissioners this total was close to the Executive Director's Delegation of Authority limit of \$50,000. Due to the extreme heat, this matter was considered an urgent project.

Port staff has been researching wellness programs to promote good health and exercise, resulting in less sick time for employees. Several ports offer wellness programs to staff and Commissioners. The staff has created a draft policy for Commission review. The Port would offer each employee up to \$100 reimbursement incentive per month toward a membership to a fitness club. If approved by Commission, the Port would amend the Personnel Policy to include the wellness program.

A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission, authorizing the Executive Director to offer the \$100

incentive toward the wellness program to all Port employees and commissioners and to include it in the personnel policy.

The Executive Director reviewed David Evans and Associates contract amendment. Port staff is requesting Commission approval to execute and amendment for \$29,291 for additional construction management. This is due to delay in receiving necessary materials, extreme heat during construction and work hour limitations imposed by TCRY. The original construction management contract was for \$106,094.

A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission authorizing the Executive Director to execute the amendment to the David Evans and Associates contract in the amount of \$29,291.

G. STAFF INFORMATION REPORTS:

MARKETING: The 2015 fall newsletter will be complete and distributed in early October. There will also be the second of two public tours held on September 24. Port staff is preparing for the State of the Port's address later this month at the Tri City Area Chamber of Commerce luncheon, continuing to update the Port's new website and plans are underway for the Great Prosser Balloon Rally held the last weekend in September.

GRANTS: The updated copy of the Grants Status report was reviewed and discussed.

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Governmental Affairs and Economic Development briefed the Commission on her projects.

H. SITE PROJECTS UPDATE: The Commission was briefed on the Technology and Business Campus, Tri Cities Enterprise Center Building, Manufacturing Mall, Railroad, Richland Innovation Center, Richland Airport, Prosser Airport, Prosser Wine and Food Park, Vintners Village, Walter Clore Wine and Culinary Center, Benton City Industrial Park, Benton City Downtown Property and Crow Butte Park.

I. PORT FINANCIAL ISSUES: Vouchers audited by the Auditor as required by RCW 42.24.080 and certified expense reimbursement claims as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Port Commission. As of this date, September 9, 2015, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02686 through 02735 totaling \$90,864.97 and General Expense Warrants numbered 062064 through 062243 totaling \$514,140.53 from the General Expense Fund.

J. ADJOURNMENT: With no further business, the meeting was adjourned at 11:10 a.m.



Roy D. Keck
Commission Secretary