

**PORT OF BENTON
SPECIAL COMMISSION MEETING MINUTES
June 21, 2016**

- A. CALL TO ORDER:** The special Commission Meeting was called to order at 8:30 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington. Present were Commissioners Jane F. Hagarty, via telephone conference call, Roy D. Keck and Robert D. Larson. Staff members present included Executive Director, Scott D. Keller, PPM®, Director of Airports and Operations, John D. Haakenson, Director of Maintenance, Kevin Howard, Director of Economic Development and Governmental Affairs, Diahann Howard, Administrative Assistant, Kelly Thompson, Director of Real Estate, Teresa Hancock, and Director of Marketing, Wally Williams.
- B. PLEDGE OF ALLEGIANCE:** Scott D. Keller, PPM® led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:** The Director of Maintenance discussed the current emergency concerning light fixtures located in the warehouse at 2345 Stevens Drive. He reviewed with the Commissioners the scope of work for the lighting project. The Port solicited and received three bids. The total amount of the lowest bid received for the lighting project replacement contract is with Electrical Unlimited for \$52,564.40 (including tax). The Port is also eligible for a \$30,955 rebate on this project from the City of Richland, for energy conservation/efficiency.
- A Motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission; granting the Executive Director the authority to accept the bid of \$52,564.40 (including tax) and enter into a construction contract with Electrical Unlimited to replace the existing high baby lighting in the MSA Warehouse in the Port's Manufacturing Mall, located at 2345 Stevens Drive, Richland, Washington.**
- D. ADJOURNMENT:** The Commission meeting was adjourned at 8:48 a.m.



Robert D. Larson
Commission Secretary