

**PORT OF BENTON
COMMISSION MEETING MINUTES
MARCH 10, 2021**

ORIGINAL

A. CALL TO ORDER: The regular monthly meeting was called to order at 8:34 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®, Attorney, David Billetdeaux (via remote telecommunications); Director of Economic Development and Governmental Affairs, Miles Thomas (via remote telecommunications); Executive Administrator, Summers Miya (via remote telecommunications); Director of Real Estate, Teresa Hancock (via remote telecommunications); Director of Marketing, Wally Williams (via remote telecommunications); Contract Specialist, Sheri Collins (via remote telecommunications); Director of Facilities & Operations, Ron Branine (via remote telecommunications); Director of Airports, Joe Walker (via remote telecommunications); Director of Finance/CPA, Danielle Connor (via remote telecommunications); Senior Accountant, Veronica Serna (via remote telecommunications); Sundance Aviation, Clif Dyer (via remote telecommunications); Century West Engineers, Bryan Condon (via remote telecommunications); JUB Engineers, Ben Hoppe (via remote telecommunications); Hanford Communities, David Reeploeg (via remote telecommunications); Jesalyn Cole, Historic Downtown Prosser Association (via remote telecommunications); Michael Novakovich, Visit Tri-Cities (via remote telecommunications); Neal Ripplinger, Prosser Economic Development Association (via remote telecommunications); Debbie Berkowitz (via remote telecommunications); John-Paul Estey, Prosser Chamber of Commerce (via remote telecommunications); Rebecca Burghart, Manhattan Project National Historical Park (via remote telecommunications); Eric McCrea (via remote telecommunications)

The Commission Meeting was conducted using the CDC (Centers for Disease Control) recommended social distancing protocols for COVID-19 with Commissioners meeting in-person 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 noted that she would 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: Diahann Howard 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 February 10, 2021 Commission Meeting

Minutes, and approval of vouchers and certifications, including payroll, for the month of February totaling \$703,654.45.

D. PUBLIC COMMENT:

There were no comments from the public.

E. ITEMS OF BUSINESS:

1. Welcome and Update from David Reeploeg, Hanford Communities

Executive Director of Hanford Communities, David Reeploeg thanked the Commission for the opportunity to present an update on Hanford Communities.

Reeploeg began with an update, noting that Hanford Communities was formed in 1994 when the relationship in the Tri-Cities with the Hanford site was a bit unclear, as much of the community was unaware of the scope of the cleanup and there was a level of mistrust regarding the Hanford site in general.

Reeploeg added that the local government wanted to establish a “voice” that represented the goings-on at Hanford, as well as to increase public awareness.

Reeploeg explained that the governing board of the Hanford Communities group sets the policy for the organization and the board consists of one elected official from each jurisdiction. Reeploeg added that changes were made in the May of 2020 after the retirement of Pam Larson and the administrative duties were transitioned to TRIDEC. Reeploeg added that he focuses half his time as Vice President of TRIDEC and the other half is devoted to Hanford Communities, which does receive some administrative support from the TRIDEC staff.

Reeploeg added that in September of 2020 a new scope of work with the state Department of Ecology was created, as well as a new website, which the goal is to have the website become the new “go-to” site for information and events involving Hanford.

Reeploeg added that he hopes to create more of a social media presence and encouraged all to “like” on Facebook, Instagram and YouTube. Reeploeg added that they have also added a quarterly newsletter, in which they have transitioned from snail mail to electronic.

Reeploeg stated that with the new administration in 2021, there will be some reorganization depending on the capabilities of those appointed to leadership.

Reeploeg added that Congressman Dan Newhouse is the current Western Caucus chair, which is a great benefit to the group, as his position is a great platform to advocate for western issues. Reeploeg stated that the Hanford Communities is very well-positioned, legislatively speaking.

Reeploeg addressed some recent Hanford site changes as the new leader of the Central Plateau Cleanup Company (CPCCo) is Scott Sax, who has been involved in the leadership at Hanford for many years. Reeploeg pointed out that Bob Wilkinson remains in the same capacity at Hanford Mission Integration Solutions (HMIS), formerly Mission Support Alliance (MSA).

Reeploeg noted that there is quite a bit of interest in securing contracts at the current time.

Reeploeg addressed the 2021 Issue Agenda, stating that the idea one manages waste is based on the physical characteristics of the waste and there are current controversies with the State, representing challenges, adding that a Congress-based study was released with \$200B - \$70B in savings recognized regarding solidifying waste sooner and there are broad concerns with the approach.

Reeploeg added that DFLAW is trying to work on facilities to vitrify waste.

Reeploeg added that there are two high-risk facilities currently and WESF has moved from pull storage to cast storage and also stated that there is contaminated soil in the 324 area, which is a top priority to move, as of the proximity to the river and city.

Commissioner Hagarty complimented Reeploeg on the seamless transition and focusing on all the right issues.

2. Welcome and Update from Rebecca Burghart, Manhattan Project National Historical Park

Rebecca (Becky) Burghart, of the Manhattan Project National Historical Park and tenants of DOE within the Port's 2000 Logston Blvd. location, greeted the Commission and provided an overview of the digital app her team has been developing over the past months, adding that the plan is to launch the app in conjunction to National Junior Ranger day, which is at the end of April.

Burghart explained that the app will enhance the visitor experience and also helps to broaden the knowledge of community members and share the global story of the Manhattan Project.

Burghart provided a visual presentation of the app's capabilities, including highlighting the tours available, self-guided options, the Visitor Center at Logston Blvd., as well as the Visit Tri-Cities Visitor Center. Burghart noted that there is a Behind the Fence option that is not accessible in-person, at any time, but does showcase certain inaccessible Hanford areas on the app.

Burghart explained that there are 40 Tri-Cities locations highlighted, along with secret cities, legacies, displacement, untold stories, breaking scientific boundaries, a breakdown of amenities, links to tour sites, including the Triton Sail with directions.

Burghart added that the secret cities includes downtown Richland, the Alphabet Homes, Bruggeman's Warehouse, East Benton County Historical Society & Museum, Franklin County Historical Society & Museum, the Hanford Reach National Monument, as well as the area's farming history and attractions within a 2-hour range of the Tri-Cities.

Burghart noted that the Hanford site's sister cities of Los Alamos, NM and Oakridge, TN have apps that are similarly setup that create a woven-through experience for visitors and they have developed a visitor passport with a Hanford specific stamp, which will be available at the Logston Visitor Center, as well as the Visit Tri-Cities Visitor Center.

Burghart stated that the National Parks Systems has been working with Visit Tri-Cities on custom marketing materials to highlight the digital experience and the park itself.

Executive Director, Diahann Howard mentioned a virtual tour of the Triton Sail and President & CEO of Visit Tri-Cities, Michael Novakovich stated that he is looking forward to working with the Port of Benton and explained that they have equipment to create an engaging virtual experience video of the Sail, adding that STEM tourism ties in with the area's workforce development, which ties in with employment, therefore an investment in STEM feeds in with the overall economic development of the community. Novakovich added that the Visit Tri-Cities team works with many travel writers and they will pitch the STEM itineraries that include the Triton.

Burghart added that National Park week takes place in July and they will be partnering with Visit Tri-Cities on promotions.

3. Welcome and Update from John-Paul Estey, Prosser Chamber of Commerce

Executive Director of the Prosser Chamber of Commerce, John-Paul Estey provided an update on recent activities at the Chamber, stating that they had to shift gears in the past year as all tourism-focused events were not able to take place due to COVID.

Estey added that he has shifted focus to working with local businesses and keeping them apprised of the current situation. Estey noted that they saw only a few business closures due to the pandemic and that they lost four members, but gained 16.

Estey added that he conducted their first in-person tourism meeting in a year just yesterday and stated that there was a lot of optimism around the table. Estey announced that the Chamber is currently planning to hold all tourism events in 2021, but they will have contingency plans in place and will focus on staying within current state guidelines.

Estey praised the Prosser partner meetings and added that a lot of good has come from working with the other groups and it is a great way to network and make progress.

Commissioner Jane Hagarty complimented the Prosser partners for coming together.

Jesalyn Cole, of the Historic Downtown Prosser Association echoed Estey's sentiments about the Prosser partner meetings and added that the HDPa office has also been a support role offering resources to local businesses throughout the pandemic.

4. Welcome and Update from Neal Ripplinger, Prosser Economic Development Association

Executive Director, Neal Ripplinger of the Prosser Economic Development Association greeted the Commission and spoke of the possibility of an expansion project, in which he has been meeting and discussing regulation requirements.

Ripplinger noted that the Rural Development Fund Project, which entails wayfinding and ADA compliance will be resubmitted by the City late spring. Ripplinger noted that the City had other .09 projects they wanted to complete before focusing on the Rural Development Fund Project.

Ripplinger stated that banners will be added at Exit 80, as well as downtown.

Ripplinger provided an update on PEDa's business recruitment efforts, noting that PEDa is working to institute a program. Ripplinger added that they are also working on a bi-weekly Prosser Business Spotlight to advertise and bring awareness to local businesses.

Ripplinger added that the Prosser partner meetings have been very beneficial and a great way to communicate with the partners throughout the COVID-19 pandemic and he anticipates the continuation of the partner meetings post-pandemic.

Ripplinger updated on the USDA Tourism Grant, noting that a consultant is coming in for a tourism assessment and PEDa looks forward to assisting.

Ripplinger provided an update on the grant writer program, adding that they plan to implement a series of webinars through the EDA grant, regardless of receiving the grant or not, as the webinars are focused on education.

Ripplinger stated that he continues to work and research the broadband project and feels that this is an important component to attract residents to the community, particularly because of the need of working and schooling from home.

5. Approval of Carpet Replacement at 2345 Stevens Dr.

Director of Facilities & Operations, Ron Branine stated that a request for bids was sent out on 2/24/21 and all bids were received by 3/4/21, with Luke's Carpet coming in as lowest-bidder at just over \$63K with tax. Branine added that these prices are within the previously approved scope of work and 2021 budget.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the carpet replacement at 2345 Stevens Dr.

6. Resolution 21-08 – Accepting Work for the 2019 Rail Rehab Project

Attorney, David Billetdeaux reminded the Commission that the project included reconstruction of the Yakima River Bridge tie deck, replacing both the structural ties and rail, as well as the replacement of ballast, ties and rail on the I-182 (Berry's) bridge. Billetdeaux added that the Jadwin Ave. railroad crossing were reconstructed, replacing panels and rail, in addition to the replacement of the pedestrian

path crossing panels and rail. Billetdeaux stated that approximately 2,000 cross ties from Columbia Park Trail to Duportail Street were replaced and an additional 800 tons of ballast and approximately 8,000 linear feet of track were tamped and aligned.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the acceptance of work for the 2019 Rail Rehab Project.

7. Resolution 21-09 – Accepting an Agreement with Century West Engineering Corporation for On-Call Airport Engineering and Consulting Services for the Richland Airport and Prosser Airport

Attorney, David Billetdeaux explained that a formal RFQ process was conducted and a number of engineering firms submitted qualified proposals for services at the Richland and Prosser Airports. Billetdeaux added that the standard process of scoring was utilized in review of the proposals and Century West came out on top.

Director of Airports, Joe Walker added that the work is for a 3-year master service agreement with options for two 1-year extensions.

Billetdeaux added that there is not a dollar figure because the service is for an on-call agreement.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the agreement with Century West Engineering Corporation for on-call engineering and consulting services for the Richland Airport and Prosser Airport.

F. INFORMATION REPORTS:

1. Grants Update: Executive Director, Diahann Howard announced that the Prosser Airport project is planned to start in August and the port is currently out for bids.

Howard stated that the Richland Airport Master Plan continues, with the next step being the final preferred alternative.

Howard added that the .09 funds are out for bid on the Fermi improvements, which are sidewalks, streetlights and internet.

Howard added that \$5M for a North Richland development building has been submitted for federal consideration.

Howard stated that the bond refinancing will target about \$4M in new debt to be used towards a new facility, the Port currently has a letter of intent for 7,500 sq ft of space of the proposed space.

G. COMMISSIONER REPORTS/COMMENTS:

Commissioner Roy Keck announced that he has been following the legislative process regarding the transportation bills that are pending, adding that he will be attending the WPPA meeting being held tomorrow to discuss.

Commissioner Keck congratulated Miles Thomas on representing the Port well in the recent Coffee with Karl.

Commissioner Keck commented on his recent assistance at a vaccination clinic being held at the Benton County Fairgrounds and was happy to be able to assist with directing traffic

out of the tents after vaccines were administered. He noted that Congressman Dan Newhouse was there with a group assisting with the processes.

Commissioner Robert Larson stated that he continues to utilize Zoom for most meetings, and he is attending Richland Rotary regularly. Commissioner Larson also commented that he too is helping at a vaccination clinic being held at the Benton County Fairgrounds directing traffic out of the tents after vaccines were administered.

Commissioner Hagarty noted that her report was mostly covered by the three Prosser representatives at today's meeting but added that she enjoyed the State of the Ports virtual luncheon, congratulating Diahann Howard and Wally Williams, as well as the Regional Chamber for their efforts.

Commissioner Hagarty added that she tuned in to the recent Coffee with Karl discussing economic development and praised Miles Thomas and announced that the Port is lucky to have him on the staff, as he represented the Port tremendously well and did a fantastic job.

H: DIRECTOR REPORTS/COMMENTS

1. EXECUTIVE DIRECTOR: Executive Director, Diahann Howard announced that everyone is relieved and happy to have Director of Facilities & Operations, Ron Branine back with the team.

Howard informed the Commission that she felt the Chamber's State of the Ports virtual luncheon went very well and was a united effort from the team.

Howard stated that there has been a lot of discussion regarding the TIF bill and Miles Thomas is currently listening to the meeting for updates.

Howard stated that she recently had a one-on-one with the Visit Tri-Cities CEO, Michael Novakovich, in which they discussed a strategic partnership in relation to STEM tourism. Howard thanked Novakovich for the partnership.

Howard provided an update on the Ports refinancing, noting that bond rates have now dropped to 2% and under 2% in the public bond market. Howard added that Piper Jaffrey has presented a cost of \$47K to move forward with the bond issuance and the cost will be rolled into the issuance.

Howard stated that the new debt will be used to construct a building in north Richland, the Port has a letter of intent from a great anchor tenant that supports the University, as well as the STEM industry. Howard added that the building will have a balance of flex and industrial space and can provide for a version of an accelerator building. Howard added that a second potential client has been identified and requested a motion from the Commission affirming the decision of the Executive Director, under her delegation of authority, to move forward with drafting and signing a contract with Piper Sandler for an approximately \$10M bond issue (\$4M new money, plus refinancing of old funds), with a fee of \$4.75 per \$1K of principal for a total of \$47,500.

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 signing a contract with Piper Sandler for an approximately \$10M bond issue (\$4M new money, plus refinancing of old funds), with a fee of \$4.75 per \$1K of principal for a total of \$47,500.

Howard noted that Director of Special Projects, John Haakenson was unable to attend today's Commission meeting, as he is at Crow Butte Park, preparing for the upcoming season opening.

Howard wanted to congratulate Haakenson and the Crow Butte team on all of their cleanup and opening efforts, adding that new signs have been installed around the park. Howard informed the

Commission that the valuable leaf-sucking vehicle recently lost its transmission, but the team is working to get it fixed.

Howard added that they had a good kick-off team meeting with the Crow Butte group, stating that the team is ready for the electrical work that needs to take place to get irrigation going, but are still waiting on an OK from the Corp to move forward with the work. Howard advised that there is a backup plan, if the delay continues.

Howard noted that new annual passes have been ordered and all inspections and annual reports are being completed for the Corp. She advised that janitorial has been at the park this week for a deep clean, which has been taking place monthly because of COVID-19. The Port of Benton team is excited to welcome campers and open the park.

2. PORT ATTORNEY: Attorney, David Billetdeaux informed the Commission that he has been accepted into the PPM program, which will begin virtually soon and has also been reformatted to a three-year program.

Billetdeaux thanked Commissioner Keck for taking the time to volunteer at recent vaccination clinics.

Billetdeaux provided an update on the Ninth Circuit Court of Appeals, stating that the hearing was held on 3/2/21, and an opinion may not be heard for somewhere between three to nine months, as the courts systems are extremely behind. Billetdeaux added that he felt the proceedings went very well.

Billetdeaux provided an update on the Superior Court hearing on the Port's Motion for Summary Judgment, which was bumped last month to 3/17/21. Billetdeaux reminded the Commission that this will discuss the Class 3 issue and maintenance and once presented, may be taken under advisement.

3. FINANCE DIRECTOR/AUDITOR: Director of Finance/CPA, Danielle Connor presented a preliminary unaudited budget to actual for December 2020, stating that overall, the Port team did very well managing expenses and mitigating the risk with all the unexpected circumstances that last year brought. Connor recognized the whole team in coming together to keep things on track.

Connor stated that overall, the Port ended very close to where things started, stating that the Port started with \$2.9M and ended with cash of \$2.8M, with only a net decrease of \$100K.

Connor added that lease revenues ended up coming in right in line with budget, as well as tax revenue. Connor noted that Crow Butte revenue ended up as a deficit as expected, with the Park being closed. Connor advised that grant revenue is under budget due to the deferral of the \$1.2M .09 funds and miscellaneous income was ahead of budget due to about \$568K of unbudgeted insurance recoveries received. Connor continued, adding that collections of notes receivable came ahead of budget due to Steward Estates paying off their note early in 2020.

Connor advised that the unbudgeted sale of Summerlin properties was a welcomed addition to the cash flow. Connor stated that O&M was right in line with budget and G&A was slightly over budget, due to the transition and extra consulting fees.

Connor stated that the Port ended with total funds less expenditures 15% over budget, but that is offset with capital expenditures coming in 15% under budget.

Connor explained that there are still several open reconciliations and year end adjusting entries to work through for 2020 in preparation for compiling the formal financial statements, adding that the full financial statement package including supplemental management and discussion and additional disclosures and schedules is due to the SAO on 5/30/21.

Connor informed the Commission that general expenditures for February were approximately \$703K, up 85% from January and in line with forecasted. Connor added that February's total included remittance of Q4 LET and a large payment to Railworks for the derailment.

Connor noted that projects are still pretty quiet and there have been some expenditures from the Walter Clore turnover, but no material disbursements otherwise in February.

Connor stated that the February reports were received from Benton County earlier in the week and the unreconciled cash balance at the end of February, including reserved cash, was \$2.7M, which is in line with the forecast. Connor added that she expects expenditures to be higher in March and April, with projects starting to pick up related to both Port and grant-funded capital projects. Connor also noted that she is working on reconciling and preparing the reimbursement request for \$31K from the City of Richland for the Duportail rail crossing.

Connor informed that tenant AR is currently sitting at \$717K outstanding, with about 16%, or \$113K aged greater than 90 days. Connor added that a large deposit was received just yesterday that will be applied and bring the overall balance due down. Connor pointed out that the team continues to work in attempts to resolve and reconcile the past due amounts and have also started looking into sending monthly statements out in attempts to help with collection of the past due amounts.

Connor informed that several projects have been pushed to Q2 and about \$875K of capital is projected for Q2, with 45% being solely Port-funded and 55% being grant-funded and reimbursable.

Connor provided an update on the IAP project, noting that she is working to officially close-out the Intacct and Criterion IAP projects this month, but with continued access available for support for both applications. Connor added that there are continued ongoing open items and work being made towards improved systems and workflow and at this time, translating the budget and getting it mapped continues to be a priority which will lead into building out the dashboards and reporting with the intention to make more timely and applicable reporting available to the team.

Connor provided an update on the implementation of the Yardi work order system, stating that process maps and a timeline were developed and provided to Yardi and DSD a few weeks ago in attempts to help define the scope and expectations of the project. Connor continued, adding that she has been in discussions with both Yardi and DSD to continue to define the requirements and feasible solutions.

Connor stated that a proposal was received yesterday from Yardi for the asset management and lease administration/lease accounting applications, adding that the proposal is within what the Port has budgeted and previously presented with the initial IAP project. Connor stated that the proposal includes annual licensing for the Yardi applications, as well as implementation consulting and development costs for work on the interfaces.

Connor added that work continues with DSD to source and scope the development efforts required on the Intacct sides as there will be additional costs there.

Connor provided a visual update on the new accounting standard, GASB 87 highlighting that feedback has been acquired from a few resources on non-real estate leases and real estate leases and specific information is required, which will need to be collected from reviewing each lease. Connor noted that she will look to bring in 3rd party assistance, due to the time requirement and internal availability.

Connor continued, adding that there is guiding criteria to determine the discount rate which will vary from lease to lease and there are additional requirements for airport-related leases. Connor stated that there is an intention to bring transparency to the financial statements of long-term leases.

Connor added that the Port will most definitely need to rely on a software solution, as there is no way they could comply without utilizing a technology solution and pointed out that Yardi Voyager supports GASB 87.

Connor stated that herself, Teresa Hancock and Veronica Serna attended a really great and in-depth webinar series through American Association of Airport Executives over the last few months that exposed them to the requirements as well as other individual experiences with implementation of the GASB 87 standard.

Connor stated that she continues to build out a project plan and timeline and strategy for data collection and implementation of GASB 87, which will overlay with the implementation of Yardi for lease administration and work order and updates will be provided throughout the process.

4. ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS: Director of Economic Development & Governmental Affairs, Miles Thomas thanked the Commission for the opportunity to provide an update on the Port's economic development and legislative priorities.

Thomas stated that the TIF for Jobs coalition moved the state Tax Increment Financing Bill through the State House last week, taking us one step closer to seeing this tool come to fruition. Thomas did note, however, that discussions are currently in progress relative to reservations expressed by a powerful minority of Ports that feel TIF does not work how they presumed and added that the Port continues to stand by the work that has been put into TIF and the cross-section of bipartisan support speaks to the power this tool has in the 48 other states that already have some form of tax increment financing available to them. Thomas added that in an ever-increasing cost environment for public works projects, TIF is one tool that would put us in a better bonding position to allow for the type of work to ready areas for development like the 1,641 acres and future heavy industrial developments.

Thomas noted that the Port continues to monitor the low carbon fuel standard bill and it continues to gain momentum despite opposition to this version of combating carbon emissions. Thomas explained that this bill, unlike the strategy supported by WPPA, does nothing to finance transportation infrastructure improvements or other offsets.

Thomas stated that Representative Boehnke's bill passed the house and now advances to the senate for consideration, adding that this bill is designed to push for more development of specific regional strategies in support to expanding manufacturing opportunities in Washington State, as well as targeting expanding minority and women-owned business opportunities through workforce development and strategic analysis of barriers to manufacturing.

Thomas added that as he shared in this week's Coffee with Karl, we are continuing to work our way through planning initiatives to thoroughly vet key projects in support of target sectors.

Thomas noted that the Port has received a Letter of Intent to lease, if proper financing can be secured, within the proposed Innovation and Commercialization Building the Port has been discussing for some time, adding that this gives the Port more assurance in an initial user of leased spaces, and provides the economy of scale to build more space than is immediately called for to provide units for flex-industrial users. Thomas added that in addition to providing this in-demand type of space, it would alleviate some competing uses in our facilities that do not have sufficient separation between very low and very high intensity applications.

Thomas continued, noting that this time last year, a vision for the waterfront was discussed and included in the scope of work for Maul Foster Alongi in a surface level real estate analysis. Thomas stated that the remaining waterfront acreage in North Richland is a rare opportunity, a piece of real estate the Port can never get back if developed without a plan and a strategy. Thomas stated that in addition to the waterfront, the corner of University is a key location for creating an enduring and transformative anchor development that welcomes visitors to the Tri-Cities Research District and can be representative of our target sectors and the cross-section of education, research, and innovative industrial development. Thomas concluded by stating that the Port will revisit the surface level analysis later this year in a master planning effort.

Thomas stated that the Crow Butte transformation has truly been a team effort and thanked John, Wally, Summers, Kathy, Veronica, Danielle, Ron and the Facilities team for working through the new website, synthesizing communications for park signage and digital and print materials. Thomas added that the entire Port team has been working together to make Crow Butte more cost and labor

efficient, while implementing new components to make camping and recreating at Crow Butte more enjoyable for visitors.

5. MARKETING: Director of Marketing, Wally Williams announced that he has been working with John Haakenson, Miles Thomas and staff on updating signs and brochures for Crow Butte park in preparation for the grand opening next Monday. Williams stated that they are also working to update the old parking passes to a new parking permit, which will be a reusable tag which will have a Crow Butte sticker, which the Port will be able to update by year.

Williams announced that he has been working on sample ads for the Journal of Business's Focus Magazine's Agriculture & Viticulture issue as well as an ad, in partnership with Tour Prosser, for the Washington Tasting Room magazine.

Williams stated that he has been updating all signage on properties focusing on Vintner's Village with the new branding.

6. REAL ESTATE: Director of Real Estate, Teresa Hancock complimented Port CPA, Danielle Connor on the software integration projects and added that she greatly appreciates the Yardi system and looks forward to its full implementation.

Hancock stated that she anticipates the Dufresne-Redding sale contract closing at the end of March and she looks forward to providing an update at the April Commission meeting. Hancock added that an update on her recent discussions with American Rock will also commence at the April meeting.

Hancock added that Tucci Energy and Energy Northwest are in partnership and Tucci Energy has approached the Executive team about the use of 340 acres and Hancock has provided a draft lease.

Hancock noted that as of 2/14/21, Benton County has entered phase II, but the doors of the 3100 and 3250 buildings remain locked as a precaution. Hancock added that she continues to provide showings to potential tenants.

Hancock added that a number of MSA leases have rolled into HMIS leases and many companies still await notification of contract awards. Hancock stated that land has been identified in the Research District for future development sites and staff will focus on backfilling 23,021 square feet with interested parties once contracts with DOE are finalized.

Hancock noted that she continues to adhere to the Governor's proclamations but has been working to amp up current listings with Loopnet and updated signage. Hancock concluded that she will have additional updates in Executive Session. Staff continue to receive a number of inquiries for all port properties, which is encouraging given Safe Reopening Benton County phasing.

7. SPECIAL PROJECTS: Executive Director, Diahann Howard provided Director of Special Projects, John Haakenson's report at the conclusion of her Executive Director report.

8. FACILITIES & OPERATIONS: Director of Facilities & Operations, Ron Branine announced that the team is replacing two smaller rooms of carpeting in the prior Vibragenix space in the 3100 building and is also looking at pulling carpet out of the south bay, due to a hydraulic odor possibly coming from the old carpeting.

Branine stated that the 2345 lighting project was out for bid, but all bids were rejected due to non-responsiveness and all bidders leaving out warranty information and/or were too high based on budget. Branine added that the bid will be put back out and ready by the April Commission meeting.

Branine added that he is still gathering information for the 3100 access controls.

Branine provided an update on the Pavement Maintenance project, stating that the team met with JUB to dial in the scope of the work, as well as the timing and this was also submitted to the City

of Richland for inclusion in their plan. Branine added that the City's scope of work went out last Sunday with a bid opening of March 22.

Branine stated that the team experienced four long days from the snow event from Valentine's through President's Day and will only need to tweak the current plan minimally, which will involve better communication with tenants on snow removal prioritization. Branine added that overtime was kept to a minimum.

9. AIRPORTS: Director of Airports, Joe Walker declared that that February snow removal went well and took the opportunity to thank the Commissioners and staff for the support and the new deicing trailer, which worked very well. Walker stated that they were able to keep one runway open throughout the snow event and LifeFlight even commented that they were able to fly in and out of Richland, but they were not able to land anywhere else, since Spokane and Portland International had been closed due to snow. Walker added that he and his team communicated directly with tenants that requested assistance with snow removal to ensure the airport was fully opened as quickly as possible.

Walker provided an update on the master plan status, stating that the Port will be making some adjustments to the preferred alternative based on the feedback received. Walker added that the next step in the master plan is phasing, which will determine estimated timelines for each project identified.

Walker thanked Teresa Hancock, Roger Wright and Miles Thomas for their help in resolving an irrigation issue that arose near the Prosser Airport from SVID's irrigation project, adding that this area was able to be quickly surveyed and the Port was able to come up with a solution to get water to landowners.

Walker updated that the taxi lane project is out for bid and bids are due 3/30/21 and additional information is posted on the Port website.

I. EXECUTIVE SESSION: The regular Commission Meeting was recessed at 11:23 a.m. and an Executive Session was convened at 11:30 a.m. to discuss real estate matters at possible litigation. It was announced that the Executive Session would take 45 minutes and if any action is required, the regular Commission Meeting will reconvene and bring forward the action at that time.

J. ADJOURNMENT: With no further business, the meeting was adjourned at 12:15 p.m.


Roy D. Keck
Commission Secretary