

PORT OF BENTON
COMMISSION MEETING MINUTES
APRIL 21, 2021

A. CALL TO ORDER: The regular monthly meeting was called to order at 8:30 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); JUB Engineers, Ben Hoppe (via remote telecommunications); Michael Novakovich, Visit Tri-Cities (via remote telecommunications); Tom Glover, City of Prosser (via remote telecommunications); Wendy Culverwell, Tri-Cities Area Journal of Business; (via remote telecommunications); Michael Mays, WSU-TC, Hanford History Project (via remote telecommunications); Robert Franklin, WSU-TC, Hanford History Project (via remote telecommunications); Byron Marlowe, WSU-TC, Hanford History Project (via remote telecommunications); Scott Bauer, Northwest Mutual Advisors (via remote telecommunications); Ryan Neumeister, Northwest Mutual Advisors (via remote telecommunications); Karl Dye, TRIDEC (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: Commissioner Jane Hagarty 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 March 10, 2021 Commission Meeting Minutes, and approval of vouchers and certifications, including payroll, for the month of March totaling \$735,641.98, and approval of Resolution 21-10, to cancel warrant No. 077758, in the

amount of \$1,004.90, and approval of Resolution 21-11, to cancel general expense warrant Nos. 073976-077500, which have not been issued.

D. PUBLIC COMMENT:

President & CEO of Visit Tri-Cities, Michael Novakovich took the opportunity to thank the Commission for the Port of Benton's continued investment in STEM tourism, as STEM benefits the community as a whole.

Commissioner Hagarty recognized Commissioner Larson's hard work on the Triton sail and spearheading the movement to bring the sail park to North Richland.

Michael Mays of the Hanford History Project echoed Novakovich's comments and thanked the Commission for all they have done for the Research District and the Community and stated that the support receiving from them has been phenomenal and adds so much to the community.

E. ITEMS OF BUSINESS:

1. Welcome and Update from Karl Dye, TRIDEC:

Commissioner Hagarty welcomed President & CEO of TRIDEC, Karl Dye to the meeting and commented that she has thoroughly enjoyed the Coffee with Karl series and stated that it has been a great way to receive an inside look and insight on many different avenues of what is going on in the community.

Dye stated that it has been a great first year with TRIDEC and doing Coffee with Karl has allowed him the opportunity to meet and get to know the community himself.

Dye presented slides on projects that have been keeping TRIDEC busy, beginning with a breakdown on the TRIDEC recruitment efforts. Dye stated that the targeted sectors are: Food processing, energy tech, logistics, advanced manufacturing and training activities.

Dye also highlighted how TRIDEC generates or receives leads, recognizing Whitaker Leads, which is a paid service, the Department of Commerce and site selectors, who are brokers who work with companies.

Dye highlighted a current project, named "Z", which is in the electric aerospace industry and was a Department of Commerce source. Dye added that this lead has the potential to bring 50 jobs to the area and they are currently in the evaluation status.

Dye mentioned the infrastructure of the area and the area's ability to work with rail line carriers and also pointed out the work slated for 2021/2022, noting the following: Local BPA prioritization meetings, natural gas in Washington, regional water discussion and North Horn Rapids.

Dye also mentioned their business retention and expansion efforts and stated that TRIDEC staff is leading and inviting businesses on site visits and tours.

Dye added that regarding the Mid-Columbia Energy Initiative (MCEI), the website content has been taken down, since the content was developed ten years ago and his team is currently working on refreshing.

Dye also mentioned their focus on advanced reactors, particularly Nu Scale, X Energy and Terra Power and recognized the recent event the Port of Benton hosted, which assisted in highlighting the strengths of the community.

Dye added that they also continue to focus on supplier events and have a virtual event with Nu Scale slated for 5/19/21.

Dye highlighted the Integrated Clean Energy Hub, recognizing that MCEI's nuclear sub-committee hosted a speaker last week on the clean energy hub concept. Dye added that he believes the community is at the sunrise of the next stage of nuclear reactors.

Commissioners Keck and Hagarty complimented Dye, as well as Executive Director Diahann Howard.

2. Welcome and Update from Tom Glover, City of Prosser:

City Administrator, Tom Glover greeted the Commission and stated he has been with the City of Prosser since July 2020 and coming on board during a global pandemic has been interesting. Glover stated that he is sending out weekly updates that highlight some of the current projects he is working on, including updates on the potential new location of the City Hall and police station. Glover added that this has been an exciting project and they have narrowed down possible sites from 14 to five and now down to three sites. Glover added that they hope to have the final location determined soon.

Glover stated that the City of Prosser is experiencing a lot of growth and pointed out that Viking Homes is slated for 260 homes and there are additional sub-divisions planned as well. Glover added that the City has also been approached by a developer regarding the area around the new hospital area. Glover stated that Prosser could potentially grow by a third of its population in just a few years.

Glover noted that Prosser will receive \$1.3M as part of the American Recovery Plan and they are currently planning on how to best spend the funds received.

Executive Director Howard and Commissioner Keck welcomed and thanked Glover.

3. Approval of Bid for Lighting Replacement at 2345 Stevens Dr. to Ecomodus, LLC:

Director of Facilities & Operations, Ron Branine announced that nine bids were turned in for the Lighting Replacement project at 2345 Stevens Dr. Branine stated that the lowest bid was received from Ecomodus at \$208k, with a projected project incentive of \$42k. Branine also pointed out that the Ecomodus bid included warranties on all labor costs to replace any failure for a period of six years and also warranties all material installed for a period of ten years.

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

4. Yardi Software SaaS Agreement – Annual Licensing and Implementation/Consulting:

Port Attorney, David Billetdeaux reminded the Commission that over the past two years, two different systems have been introduced and both were not able to accommodate the needs of the Port. Billetdeaux added that Yardi system appears to be able to do everything the team needs and appears the contract will be able to provide the facilities team everything that it needs, as well as on the finance side of things.

Commissioner Keck added that he has heard about the Yardi system and it appears that Yardi is the benchmark standard.

Director of Finance/CPA, Danielle Connor added that the final pricing is approximately \$27,500 annually and a one-time fee of \$31k, bringing the initial investment to \$58k. Connor noted that the annual fee will be reoccurring in the June timeframe.

Billetdeaux pointed out that since the initial fee was over the \$50k threshold, they were bringing in front of the Commission for approval.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the Yardi Software SaaS Agreement and Annual Licensing and Implementation/Consulting.

5. Resolution 21-12, A Resolution of the Port of Benton Relating to Contracting Indebtedness:

Port Attorney, David Billetdeaux stated that Port staff has been working for a few months to consolidate debt at a lower interest rate and add \$4M for new projects, which will keep payment less than or close to what it is currently.

Executive Director Howard stated that the hope for the new funds would be to take care of existing tenants, help grow the Hanford History Project and related academic programs, which will also benefit and grow STEM tourism. Howard added that discussions have been had with WSU-TC and CBC on a possible makers space, but the primary goal is to support existing tenants and the Hanford History Project, which includes archiving.

Howard stated that this will go out to bond market at the end of May.

Northwest Mutual Advisors, Scott Bauer added that they are looking to finance \$4M and refinance the 2011 and 2018 bonds and the preliminary numbers in savings is around \$1.2M. Bauer stated that in approximately one month, the bonds will be sold and the interest rate set and two weeks later, they will close.

Bauer noted that the bond market is holding and saw historical lows in August 2020 and near historical lows in February and interest rates are exceptionally low.

Executive Director Diahann Howard added that the Port plans to retain the line of credit and invited comments from the public.

WSU-TC's Byron Marlowe thanked the Commission for their forward-thinking around the idea of the refinance and feels this is a great initiative. Marlowe commented that the Hanford History Project ties together with the Washington Wine Historical initiative and they are looking for a space to archive wine artifacts, and documentation of the wine history in the state. Marlowe stated that he is looking forward to this space and will be a wonderful space to showcase the region.

WSU-TC and Hanford History Project's, Michael Mays thanked the Commission and stated that he is looking forward to the agreement with Washington Wine History and the Hanford History Project and looks forward to the opportunity to support the Port of Benton, the Triton Sail and the wine industry.

Robert Franklin of the Hanford History Project thanked the Commission for their consideration and is excited for a place to preserve and protect valuable stories, oral histories and the legacies of so many. Franklin added that it is difficult to receive funds to preserve and protect and most outside communities know little about Hanford, and the artifacts related to Hanford are truly one of a kind that tell a unique story and complicated ways. Franklin thanked the Commission for their support of STEM tourism.

Commissioner Jane Hagarty thanked the Hanford History Project and commented that so many

in the area have a personal connection to Hanford, including herself and she personally has great interest in protecting the one-of-a-kind history and looks forward to attending many special events in the unique space.

Director of Economic Development and Gov. Affairs, Miles Thomas read a statement from Michael Novakovich from Visit Tri-Cities; "The new visitor center is sure to act as an additional demand generator, driving visitor spending that supports local businesses, jobs and amenities for all Tri-Citians to enjoy. It will also provide avenues to promote an interest in STEM education, highlighting educational opportunities locally, as well as serve as a mechanism to attract talent to our community as visitors recognize the depth and breadth of STEM related opportunities."

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 21-12 relating to contracting indebtedness.

6. Resolution 21-13, A Resolution Approving a 5+ year Ground Lease to PRBBQ Realty Co., LLC at the Richland Airport:

Director of Real Estate, Teresa Hancock informed the Commission that Porter Kinney of Porter's Real BBQ has begun the proceedings to purchase property at the Richland Airport, formerly leased by Croskrey Properties. Hancock shared a map of the 4k square foot building, which is just east of the Port of Benton maintenance shop.

Hancock stated that a new 10-year lease will be required with two options to renew, including an improvement clause.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving Resolution 21-13 approving a 5+ year ground lease to PRBBQ Realty Co., LLC at the Richland Airport.

7. Consent to Assignment – RLH Properties LLC to Ryan & Mari Rhoden at the Richland Airport:

Director of Real Estate, Teresa Hancock stated that Ryan Hone of Liberty Saw has entered into a purchase and sale agreement with Ryan and Mari Rhoden, Patio Covers Unlimited with a commencement date of 5/1/2021.

Hancock noted that the agreement includes the Port as first right of refusal in the future.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the Consent to Assignment of RLH Properties LLC to Ryan & Mari Rhoden at the Richland Airport.

8. Resolution 21-14, A Resolution for Approval of Sale to Luis Ruiz, Gabriela Razo Ruiz, dba L&G Salon and/or Assigns in Benton City:

Director of Real Estate, Teresa Hancock stated that Benton City has been hit hard by COVID-19 and many businesses have taken a hit. Hancock shared an image of the 721 9th Street building in Benton City, which L&G Salon has recently moved into. Hancock stated that Luis Ruiz and Gabriela Razo Ruiz would like to purchase the building, and are interested in purchasing the lot at 723 9th St. for \$100k with a combined quick close, all cash closing, which Hancock stated falls into line with Port priorities, per recent properties identified as targets to transfer back to the private sector.

Hancock added that the sale of this building and lot are also in line with the Port's Strategic Plan and is the perfect opportunity for the private sector, noting that L&G Salon is happy with their new location.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 21-14 approving the sale to Luis Ruiz, Gabriela Razo Ruiz dba L&G Salon and/or assigns in Benton City.

9. Interlocal Agreement for Grant Writing Services:

Director of Economic Development & Governmental Affairs, Miles Thomas stated that the Interlocal Agreement for Grant Writing Services formalizes an agreement with the Cities of Prosser, Benton City, the Port of Benton, Prosser Memorial Hospital and the Prosser Economic Development Association, which will provide for interlocal cooperation between governmental agencies and will enact the services of a professional grant writer.

A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the interlocal agreement for grant writing services.

F. INFORMATION REPORTS:

1. Grants Update:

Executive Director, Diahann Howard reported that EDAi6 has been fully closed out. Howard updated that the size of the North Richland Development Building depends on funds brought in and the rail improvements are moving forward. Howard added that the North Horn Rapids project is in cooperation with the City of Richland and a federal budget request has been submitted.

Director of Economic Development & Governmental Affairs, Miles Thomas announced that he has been working on a Bureau of Land Management grant, in which \$250k is available to provide improvements at Crow Butte Park.

Thomas noted that the grant funding could replace 2,700 lineal feet of damaged (root penetrated, potholed) hardscape path with a hexagonal permeable substrate.

Thomas added that the grant could also refurbish one ADA accessible tent/RV campsite, and add three additional ADA accessible tent/RV campsites. Thomas noted that there is currently only one ADA accessible spot likely because of the location of the sidewalk apron.

Thomas also announced that he has identified a company to provide a solution for an automated entry at the park, which would have a pay kiosk and potentially an entrance gate.

Thomas also mentioned the consideration of federal funds to support the electric grid project in North Richland, which the project is being led by Energy Northwest and assisted by NoaNet. This project would focus on:

- Free, secure, and accessible wireless mesh internet network utilizing existing and proposed light poles, electric vehicle charging station, informational kiosks, and similar hardware.
- Strategically placed Plug-In Electric Vehicle (PEV) charging stations hosted at STEM, natural, and recreational visitor areas.
- Strategically placed digital informational kiosks at visitor areas that incorporate the wider Tri-Cities wayfinding strategy.

- Integration of the Port of Benton's planned Vertiport (Electric Powered Advanced Air Mobility Vehicles) for regional range aeronautical travel (*air taxis*).
- Monitoring by researchers of interconnected hardware demand on the electrical grid.
- Integration on peak-demand electric grid storage technologies to analyze realistic applications of grid storage hardware under development.
- Rotational integration of solar, hydro, advanced nuclear, and wind generation technologies to measure effective developments in new generation technology.

2. Budget Update:

Director of Finance/CPA provided an update on the budget to actual results for the first quarter of 2021. Connor stated that things remain stable, with the year starting with \$2.7M cash and ended March with \$2.7M cash and the modified annualized budget is adjusted, but based on 25% of budget.

Connor added that lease revenues are slightly ahead, partially due to some timing of annual leases as well as some April payments made in advance and a recently updated lease revenue forecast projects coming in about \$117k or 3% over the original budget.

Connor stated that tax revenue current shortfall is expected and the first half is expected to be received in April at around \$700k-\$800k. Connor added that miscellaneous income is ahead of budget due to about \$93k of unbudgeted insurance recoveries received, clarified as reimbursement of legal fees, and the Port currently sits at about 24% under budget for revenues and inflows.

Connor stated that O&M currently is only slightly ahead of budget, which is due to timing and some classification from the budget between capital project and expense.

Connor added that G&A is currently under budget, but there are large upcoming irregular expenses in Q2, Q3 and Q4, and overall, expenditures are 8% under budget.

Connor noted that capital projects are still quiet and current variances are due to timing as projects will begin to pickup in Q2 onward. Connor added that the Port is currently 23% under budget for total expenditures.

3. Wildlife Mitigation Depredation Airport Policy:

Port Attorney, David Billetdeaux stated that the Wildlife Mitigation Depredation Airport Policy formalizes a policy when wildlife is not responding to hazing, or when other circumstances necessitate, and euthanizing is authorized.

4. 2021 Staff Training Plan:

Port Attorney, David Billetdeaux stated that he has been working on creating a more formalized schedule of training and will be rolling out to the team shortly. Billetdeaux added that through Enduris, the Port has access to a variety of online trainings and programs, including trainings geared towards the Facilities crew, such as: dealing with summer heat, dealing with winter cold, safe-driving, equipment safety, defensive driving, ladder safety, and so on.

Billetdeaux added that there are also trainings geared towards diversity in the workplace, social media training and computer security trainings, which feels especially prudent at the present time with increase of fraudulent emails.

Executive Director, Diahann Howard added that the Port will be bringing in an outside group to test cyber security as the Port continues to try to stay ahead of things.

Commissioner Keck commented that as a Commissioner, he would appreciate some of the computer-related trainings.

G. COMMISSIONER REPORTS/COMMENTS:

Commissioner Keck stated that he participated in the PNWA Mission to Washington via Zoom, adding that the big issue this year was the Snake River Dams, as a Senator from Idaho is working towards removal of the dams.

Commissioner Keck stated that he was also happy to attend the public meeting with Energy Northwest, X-Energy and Grant PUD, formerly the TRi Energy partnership, which signed an agreement towards the development of a small modular reactor, which is a very exciting development.

Commissioner Larson echoed his own excitement regarding the small nuclear reactor and also announced that he has been regularly attending the Richland Rotary Club meetings, as well as Benton-Franklin Council of Governments. Commissioner Larson stated that he also participated in a 2-hour meeting on the Columbia River systems, in which PNWA hopes to plan a meeting in Washington DC and Commissioner Larson hopes to participate in future events related to this topic.

Commissioner Hagarty announced that PEDAs meetings are still being held via Zoom, which includes the Business & Retention Committee. Commissioner Hagarty stated that it feels harder to recruit during COVID-19, as it is harder to keep people project-motivated.

Commissioner Hagarty stated that the Prosser Chamber has moved back to in-person board meetings.

Commissioner Hagarty commented on the PNWA topic of the dams and expressed concern over the possibility of losing the dams and feels that now is the time to fight to save them.

Commissioner Hagarty complimented the Port team on their progress and also noted how great it was to hear about the small nuclear reactor meeting and that it was hosted in the Port facilities.

H. DIRECTOR REPORTS/COMMENTS:

1. EXECUTIVE DIRECTOR:

Executive Director Diahann Howard wished Contract Specialist, Sheri Collins and Executive Administrator, Summers Miya a happy Administrative Professionals Day, thanking them for all they do for the team.

Howard announced that she has recently presented to the State Aviation Caucus and participated in three client site visits, including the notable announcement from X Energy along with Grant PUD and Energy Northwest. Howard remarked that Energy Northwest brought the podium that JFK used in September 1963 for the announcement, which added to the excitement. Howard complimented the entire team for coming together to host such a notable and groundbreaking event.

Howard stated that she also participated in ECA on new nuclear and also had a one-on-one meeting with them.

Howard noted that good conversations have been had with Century West on airports and also updated that Sheri Collins will be taking over all contracts related to airports.

Howard stated that she also participated in the PNWA virtual event, which did make it more difficult to network and also participated in the WSU Women of Distinction, the NPS Manhattan Project meeting, Wine Vit and EMAB.

Howard stated that she contributed to many recent letters and submittals, including one to the Governor's office on the Horse Heaven Wind Farm project and others regarding Ports to budget writers

on the American Recovery Act.

Howard provided an update on the Mid-Columbia Energy Initiative (MCEI) and noted that the Port of Benton is one of only five nuclear Ports in the nation and the Port will continue to be assertive to bring opportunity to the region, as now is our opportunity to highlight.

AIRPORTS:

Director of Airports, Joe Walker informed that updates have been made on the master plan. Walker stated that a discussion was held with JUB Engineers regarding Port concerns on the public outreach conducted so far for the master plan, and hence decided to seek additional opportunities to request feedback from airport tenants and stakeholders. Walker stated that letters with the preferred alternative were sent out on 4/9/21, with a few being returned and emails sent instead. Walker added that the letters asked for any feedback on the preferred alternative be submitted by Friday, 4/23/21, so the master plan can continue to move forward but adding that the Port is always open to additional input.

Walker added that a bobcat with a brush hog was also recently rented for work at the Richland Airport and tumbleweeds and sage brush that were encroaching into the safety areas were removed and a firebreak was reestablished around the area. Walker provided before and after photos, which featured 6-ft high walls of weeds.

Walker thanked Director of Real Estate, Teresa Hancock for the last minute airport lease assignments and quick turnarounds to keep everything moving and updating terms to keep leases consistent on the real estate side.

Walker provided an update on the Prosser Airport, stating that they have been addressing numerous wildlife issues, thus the development of the wildlife policy for the airports. Walker added that favorable bids for the Prosser taxi lane project have been received and they will be moving forward with the FAA grant for that project. Walker noted that as part of that project, the trees near the middle of the airport will need to be removed and also the campground area on the airport was slated for removal since the 2019 master plan and prior to his own arrival to the Port. Walker added that they are working to communicate this to users at the airport and that with the exception of tent camping by pilots, the airport will not be able to continue to accommodate trailers or campers in the future. Walker reminded the group that they have been communicating this since 2020. Walker added that the area is also slated for helipads to be designed in 2024 and constructed in 2025.

Walker added that they also used the bobcat at the Prosser Airport to remove wildlife habitat and mow down vegetation around the AWOS at the airport.

3. FACILITIES & OPERATIONS:

Director of Facilities & Operations, Ron Branine stated that the 2345 lighting project will begin once the materials arrive, which he approximates to be 3 – 4 weeks. Branine added that this project will take up to 6 weeks and will cover every light fixture in the building. Branine reminded the Commission that this project has a 4.1 year return on investment.

Branine stated that the 2345 carpet replacement project will tentatively start next week with a finish in early May. Branine added that coordinating with the current tenant during COVID has been a big undertaking and planning for 16k sq feet of carpet replaced in all common hallways and the southeast corner of the offices of the second floor.

Branine provided an update on the Pavement Maintenance Project, stating that because the

Port partnered with the City of Richland, the overall cost-plus additives was \$149k, which has allowed the Port to go after other deferred projects that have been on the backlog. Branine stated that the Port has a second JUB talk order to they can assist with a new separate scope of work to go after the backlog items. Branine added that this will be needed to be completed before the summer slurry seal project, as most are crack sealing, repair and sealcoat.

Branine added that he is planning for a mid-summer timeframe for the roof replacement project.

Branine stated that he is working current OSHA trainings into his training schedule for the Facilities team.

Branine thanked the Commission and staff for the Yardi software, stating that the benefits will be easily measured and it will be a major benefit to the team.

4. SPECIAL PROJECTS:

Director of Special Projects, John Haakenson announced that the park has been very busy on weekends and it has also been experiencing some sewage problems because of root growth. Haakenson stated that nearly every weekend, the Crow Butte team reports a blockage in the system. Haakenson added that the roots are possibly seeking the moisture coming from the sewer pipes because of the inability to irrigate the park at this time. Haakenson noted that he has been working with Mr. Rooter and they will be applying materials to the pipes to prevent the root growth and will also be running a camera through the lines for a clearer picture of what is going on.

Haakenson noted that the irrigation project is still in limbo, as the Corps still needs to review the design. Haakenson added that he believes the rental of a generator will be necessary in order to irrigate the park for the time being. Haakenson added that he has been working with Engineer, Roger Wright on another option called a thumper as the priority at this time is to get power to the pump to irrigate the park.

Haakenson announced that a contract has been finalized with a concessionaire who has ambitious plans and is excited to open.

Haakenson added that the Paterson Fire Marshall recently visited the park and is asking for fire breaks.

Commissioner Jane Hagarty commented that she has been hearing complimentary feedback about Crow Butte Park.

5. REAL ESTATE:

Director of Real Estate, Teresa Hancock announced that the Brendle deal has officially closed, as a cash sale as of 3/31/2021. Hancock added that Brendle has been a tenant since 2009 and completed many revitalization and restorative projects since that time, including a re-roofing project. Hancock stated that the sale included a provision following through with continued improvements to the building and site. Hancock added that Brendle also now occupies 2700 Salk, as the previous tenant left last winter and left a lot of work to be completed, which Brendle has completed very satisfactorily.

Hancock stated that she continues to operate in a conversative mode and thus far, the Port has not been much affected with applying COVID rental-relief to tenants, adding that the one affected tenant has already repaid their default.

Hancock thanked Marketing for the new real estate signs and branding.

6. MARKETING:

Director of Marketing, Wally Williams announced that he has begun working on the May newsletter, which he expects will be sent out in mid-May.

Williams added that he has been working with Director of Operations & Facilities, Ron Branine and the Facilities team on the new Port real estate signage for the RIC and TBC properties for sale, as well as a new Vintners Village sign in Prosser to help promote and sell the remaining lots at Vintners.

Williams noted that he is also working to finish up the real estate videos for 3250, suites B and E to help promote those vacant facilities.

Williams stated that he has also been working with Branine on the 3100 building exterior painting project by trying out color combinations and different lettering styles on the building.

Williams stated that he continues to work on the Triton Sail Park brochure refresh and also the 360 virtual tour video of the Park that he has been working on with Visit Tri-Cities.

Williams added that he has been working with Executive Administrator, Summers Miya, who has been helping with social media communication postings for the Port and Crow Butte Facebook pages.

7. ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS:

Director of Economic Development & Governmental Affairs, Miles Thomas commented that as the Executive Director of the Tri-Cities Research District, he is working to collect all partners' goals, plans and strategies and use them in a cohesive way that will benefit the entire group.

Thomas noted that he is meeting quarterly with the City of Richland, and we'll be doing the same with Prosser soon.

Thomas stated that the Communications Team has been increasing our coordination and outreach to continue many of the initiatives that we began in 2020, and establishing some continual update procedures to make sure the Port is proactively part of the regional growth conversation.

Thomas noted that the Communications Team is working to increase coordination and outreach on many of the initiatives we began in 2020, and are establishing procedures around continual updates. The team is currently working with Underground Creative to update the Discover Richland Site.

Thomas stated that Summers's assistance to Wally, Diahann, and himself has been instrumental in setting up more robust communications, particularly in ensuring we have consistent messaging adding that her experience with Visit Tri-Cities has proven extremely valuable to expanding engagement, setting clear communications schedules, and coming up with new ideas about how we can promote the Port's work.

Thomas added that he has held multiple site visits with two groups that have moved their business operations from the Seattle Metro, and both are interested in coordinating with the Tri-Cities Research District to incorporate an accessible makerspace for North Richland commercial prototyping and student research.

Thomas stated that the Port has recently held the quarterly meeting with the planning and economic development team with the City of Richland, continuing discussions on joint land development and protection of the Richland Airport airspace and they are working to schedule a similar quarterly meeting with the City of Prosser planning team.

Thomas added that, as the Port's SEPA Official, he will be responding with comments on a proposed substantial residential development adjacent to the Prosser Airport.

8. FINANCE DIRECTOR:

Director of Finance/CPA, Danielle Connor stated that the Port is working with NW Municipal Advisors to put together a proposal for a line of credit (LOC) and looking at a revolving LOC, 1-3 year term, asking for both tax-exempt and taxable rates. Connor added that they are looking at \$1.5-\$2M capacity for the purpose to be liquidity for capital and related projects, giving the Port flexibility of cash flow and project timing. Connor added that they are looking to get an RFP out in the next week and NW Municipal will summarize proposals for easy review and comparison. Connor added that she expects to bring this forward at the May or June Commission meeting and she believes the LOC will be in place in June or July.

Connor provided an update on the IAP project, stating that she has begun work on the budget translation process to load into Intacct, which is one of the last major open items from the initial project. Connor stated that having the budget in detail in the system will ultimately improve accuracy and timeliness of reporting and she expects to be able to begin rolling out reporting and dashboards to the team in June.

Connor stated that for the upcoming Yardi project, the team will be looking to amend the timeline and internal project plan and is currently aiming to kick off in early June with a 16-week implementation period. Connor added that there will be a fair bit of effort and attention required on the interfaces, expecting a few iterations. Connor noted that she continues to work with DSD to refine their scope and involvement in the project, in order to get an estimate.

Connor stated that she has been working with Senior Accountant, Veronica Serna to reconcile 2020 and have been putting in some time on the weekends to complete the task. Connor added that consultant, Teresa Hanford will be onsite next week to assist. Connor added that the team will begin the compilation of the full financial statement package including all the notes and disclosures and the team continues to work towards the SAO deadline of May 30th. Connor added that she expects the audit of 2019 and 2020 to begin in October 2021 subject to SAO availability and scheduling.

Connor provided a financial status update, stating that general expenditures for February were approximately \$735k, in line with February, as well as what was forecasted. Connor noted that projects continue to be somewhat quiet and that a replacement truck for Ron has been purchased, as well as the administrative electric fleet vehicle. Connor commented that more projects are getting started in April, as well as the next few months.

Connor noted that the unreconciled cash balance at the end of March, including reserved cash, was \$2.7M, which is in line with the forecast. Connor noted that she expects expenditures to continue to grow with more projects beginning to get underway, adding that the City of Richland has been invoiced \$50k for the Duportail rail crossing.

Connor mentioned the completed Brendle sale, congratulating Teresa Hancock for all her work on the project, which resulted in approximately \$1M in cash inflow in April.

Connor added that first half property taxes are expected in April, which is approximately \$800k.

Connor stated that tenant AR is currently sitting at \$447k outstanding, with about 31%, or \$138k aged greater than 90 days, with four tenants that make up 50% of this past due. Connor stated that they are aiming to begin sending out monthly statements early next week in an attempt to help with notice and collection of the past due amounts.

Connor stated that the Port currently has about \$580k of Port-funded projects slotted in Q2, including phase 1 of pavement maintenance, along with about \$120k of grant-funded projects.

9. PORT ATTORNEY:

Port Attorney, David Billetdeaux provided a brief litigation update, noting that TCRY filed a motion for reconsideration, but that the Court has not yet replied or set a hearing.

Billetdeaux added that he continues to wait on Surface Transportation Board, which has been ongoing for 9 months.

Billetdeaux stated that he is in the process of responding to Enduris on their annual update request, which includes all areas such as property and vehicles, which Billetdeaux verified all was in line and correct.

Billetdeaux stated that quite a few public record requests have been received recently, most relating to airport or personnel and the requests have been broad, which makes it more difficult to narrow down.

Billetdeaux updated that an overview on the current overtime policy was recently shared with the staff, which provided numerous scenarios of how time and overtime is calculated.

I. EXECUTIVE SESSION: The regular Commission Meeting was recessed at 11:53 a.m. and an Executive Session was convened at 12:20 p.m. to discuss real estate matters, ongoing litigation and personnel. It was announced that Executive Session would take 45 minutes and if any action was required, the Regular Commission Meeting will reconvene and bring forward the item at that time.

J. ADJOURNMENT: With no further business, the meeting was adjourned at 1:05 p.m.



Roy D. Keck
Commission Secretary