

The Port of Benton is pleased to once again offer in-person meetings. The regular Commission Meeting will also be live broadcast via Zoom and made available using a telephone conference call-in line. The link to access this broadcast via Zoom, as well as the call-in number to participate via telephone, will be made available on the morning of the meeting on the Port of Benton's website at the link below, along with the meeting agenda, and minutes from past meetings. Live broadcast information: [www.portofbenton.com/commission](http://www.portofbenton.com/commission)

For those unable to access the internet, please call 509-375-3060 by 8:00 a.m. on July 14, 2021 to be provided with call-in details.

All participants will be muted upon entry; when prompted click 'raise hand' in zoom or dial star + 9 (\*9) to raise your hand. The host will unmute you to speak in the order hands are raised, when the host calls on you, press star + 6 (\*6) to unmute yourself.

While the Port will offer an in-person meeting at this time, Governor Inslee's Proclamation 20-28 as it pertains to holding in-person public meetings is still in effect. As of June 30, 2021 the following apply to governing bodies of public agencies opting to host in-person public meetings under the Open Public Meetings Act, as permitted under Emergency Proclamation 20- 28, et seq.:

- No restrictions on capacity.
- No physical distancing requirements.
- Must follow current applicable face covering requirements as outlined in Proclamation 20-25, et seq., Secretary of Health Order 20-03.2, and LNI Publication F414-179.

This means masks are required for indoor meetings for those who are unvaccinated. For Port staff attending the meeting, masks are not required if the employee has already verified their vaccination status. The Port may require, at its discretion, everyone in attendance (both staff and the public) to wear masks.

**PORT OF BENTON  
REGULAR COMMISSION MEETING  
Agenda**

**8:30 a.m., July 14, 2021**

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

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT AGENDA**

1. Approval of Minutes from the June 16, 2021 Commission Meeting
2. Approval of Vouchers and Certifications, Including Payroll for Month of June Totaling \$10,419,081.65
3. Resolutions 21-23 – 21-26, To Cancel Warrants No. 078250 - 078253 in the Amounts of \$49.41, \$866.62, \$152.62, \$272.66 and Resolutions 21-27 – 21-30, Which Were Not Printed

#### D. PUBLIC COMMENT

#### E. ITEMS OF BUSINESS

1. Resolution 21-31, A Resolution of the Port of Benton Commission Relating to Contract Indebtedness, Authorizing the Issuance of a Not to Exceed \$1,500,000 Principal Amount Tax-Exempt Limited Tax General Obligation Note of the Port to Evidence a Revolving Line of Credit to Be Used to Provide Funds for Certain Infrastructure Projects of the Port.  
***Final Resolution to Be Presented at the July 14, 2021 Commission Meeting.***
2. Resolution 21-32, A Resolution of the Port of Benton Establishing June 19 of Each Year, Juneteenth, as a Paid Holiday for Port of Benton Employees Eligible for Leave Benefits, and Amending the Current Port Employee Handbook to Reflect the Same

#### F. INFORMATION REPORTS

1. Grants Update
2. 2021 Budget Update

#### G. COMMISSIONER REPORTS/COMMENTS

#### H. DIRECTOR REPORTS/COMMENTS

1. Airports
2. Facilities & Operations
3. Special Projects
4. Real Estate
5. Marketing
6. Economic Development & Governmental
7. Finance Director
8. Port Attorney
9. Executive Director

#### I. EXECUTIVE SESSION: Ongoing Litigation and Real Estate

#### J. ADJOURNMENT

The next Port of Benton Commission meeting is Tuesday, August 17, 2021. Visit [portofbenton.com](https://portofbenton.com) for notices and information.

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
JUNE 16, 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 Jane F. Hagarty. Executive Director, Diahann Howard, PPM®, Director of Economic Development and Governmental Affairs, Miles Thomas

**The Following Attendees Participated via Remote Telecommunications:** Commissioner Roy D. Keck; Commissioner Robert D. Larson; Port Attorney, David Billetdeaux; Executive Administrator, Summers Miya; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams; Contract Specialist, Sheri Collins; Director of Facilities & Operations, Ron Branine; Director of Special Projects, John Haakenson; Director of Airports, Joe Walker; Director of Finance/CPA, Danielle Connor; JUB Engineers, Ben Hoppe; RGW Enterprises, Roger Wright; Christy Rasmussen; Historic Downtown Prosser Association, Jesalyn Cole; Consuelo Guzman Leon; Banner Bank, Walter Timmons

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 Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the May 12, 2021 Commission Meeting Minutes, and approval of vouchers and certifications, including payroll, for the month of May totaling \$693,221.31 and approval of Resolution 21-16, to cancel warrant No. 077937, in the amount of \$825.48, and approval of Resolution 21-18, to cancel warrant No. 073931, in the amount of \$157.36.**

**D. PUBLIC COMMENT:**

The public was able to participate via Zoom or telephonic conference and instructions were given to the public as to how they could comment. There were no comments from the public.

## **E. PUBLIC HEARING:**

1. Commissioner Hagarty opened the public hearing at 8:37 a.m. to accept public comment on the Six Year Transportation Improvement Program (TIP) for the years 2022 through 2027, inclusive. Engineer, Roger Wright stated that he has been presenting on this program for two decades and reminded the Commission that projects must be on the list in order to qualify for federal and state funding.

Wright added that he has identified transportation projects where the Port can seek grant funding. Wright updated that with the changes to the grant program, it is now not possible to receive funding for the slurry seal project, thus the project was removed from the plan. Wright added that it is also difficult to receive funding for sidewalks and those projects have also been removed. Wright noted that the railroad track project has been added, but all other projects remain the same and he is happy to answer any questions about the Six Year TIP.

Wright reminded the Commission that a public hearing will be held in September for all transportation projects through the Benton-Franklin Council of Governments.

Commissioner Hagarty asked for public comment. There were no public comments.

The public hearing was closed at 8:41 a.m.

**2. Resolution 21-17: Six Year Transportation Improvement Program: A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 21-17, accepting the Port's Six Year Transportation Program for the years 2022-2027, inclusive.**

## **F. ITEMS OF BUSINESS:**

### **1. Approval of Facilities Agreement with Washington State University – Tri-Cities for the Walter Clore Center:**

Billetdeaux provided an overview of the Facilities Use Rental Agreement between the Port and WSU Tri-Cities. WSU shall pay to the Port a sum of \$25,000.00 annually for use of the Facility. The payment shall be paid in two equal installments. WSU shall use the premises for non-exclusive hosting of community educational programs. WSU shall maintain the Facility in the same manner WSU found the Facility, reasonable wear and tear excepted. If WSU damages the Facility and the Port must expend funds to restore Facility to its previous condition, WSU agrees to pay the reasonable costs of such repair. WSU will also provide or install equipment necessary to receive point-to-point internet from the Irrigated Agriculture Research and Extension Center. This all helps the Port to stay in compliance with our EDA Grant assurances, while maintaining our partnership with WSU and promoting education.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the facilities agreement with Washington State University – Tri-Cities for the Walter Clore Center**

### **2. Approval of 2579 Stevens Drive Roof Replacement Project Bid (\$75,539.99) to Wine Country Construction:**

Director of Operations & Facilities, Ron Branine stated that this bid went out a few months ago and three were received. Branine added that the bid consisted of labor, materials, means and methods

for construction of approximately 10,283 square foot of the roof of 2579 Stevens Drive.

Branine noted that the Port budgeted up to \$150k for the project and the lowest bid came in at approximately \$75k from Wine Country Construction.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the roof replacement project bid of \$75,539.99 to Wine Country Construction**

**3. Approval of Port-wide Pavement Maintenance Small Works Project Bid (\$72,924.36) to Central Paving, LLC:**

Director of Operations & Facilities, Ron Branine announced that the Port was able to partner with the City of Richland for the Pavement Maintenance Small Works Project and JUB assisted with the bid. With the partnership with the City, the Port will be able to almost 100% catch up on the backlog of projects in addition to including Prosser in 2022.

Branine stated that the low bid received for the Port-wide Pavement Maintenance Small Works Project was \$72,924.36 by Central Paving, LLC.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the Port-wide Pavement Maintenance Small Works Project Bid of \$72,924.36 to Central Paving, LLC**

**4. Resolution 21-19, Approval of Executive Director to Accept an FAA Grant for the Hangar Taxilane Project (\$600,854.00) at the Prosser Airport:**

Executive Director, Diahann Howard clarified that the grant for the Hangar Taxilane Project at the Prosser Airport for \$600,854.00 from the FAA would need to be accepted before moving forward with awarding of work.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 21-19, approving the Executive Director to accept an FAA Grant for the Hangar Taxilane Project (\$600,854.00) at the Prosser Airport**

**5. Resolution 21-20, Approval of the Executive Director to Award the Prosser Airport Hangar Taxilane Project:**

- i. Century West Engineering Task Order 2, (\$123,963) Hangar Taxilane Project Construction Period of Services at the Prosser Airport**
- ii. Award of Hangar Taxilane Project Construction (\$437,281.81) to Swaggart Brothers – Prosser Airport**

Director of Airports, Joe Walker clarified that \$123,963.00 of the grant money would be awarded to Century West Engineering, as part of Task Order 2 for the Hangar Taxilane Project, Construction Period of Services at the Prosser Airport.

Walker noted that the actual construction would be awarded to Swaggart Brothers (\$437,281.81), as they would be completing the Hangar Taxilane Construction at the Prosser Airport.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving Resolution 21-20, authorizing the Executive Director to award the Prosser Airport Taxilane Project to:**

**1. Century West Engineering, Task Order 2 (\$123,963.00) – Hangar Taxilane Project Construction Period of Services at the Prosser Airport**

**2. Award of Hangar Taxilane Project Construction (\$437,281.81) to Swaggart Brothers for the Prosser Airport**

**6. Resolution 21-21, Approval of the Executive Director to Accept an FAA Grant for the Richland Airport Electrical Replacement Design (\$254,893.00)**

Executive Director, Diahann Howard clarified that the Port was seeking acceptance of the FAA grant for the Richland Airport Electrical Design (\$254,893.00) and if accepted, a press release would be issued to highlight the project pieces.

Director of Airports, Joe Walker added that no matching funds from the Port were required.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Executive Director to accept an FAA grant for the Richland Airport Electrical Replacement Design (\$254,893.00)**

**7. Resolution 21-22, Approval of the Executive Director to Award the Richland Airport Electrical Replacement Design Services**

**i. Century West Engineering Task Order 1, (\$249,893.48) – Richland Airport, Electrical Replacement Project Design Services**

Director of Airports, Joe Walker stated that the award for the Richland Airport Electrical Replacement Design Services consisted of new runway, taxiway, lighting and regulators among other features at the Richland Airport and would be awarded to Century West Engineering as part of Task Order 1 (\$249,893.48).

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the Executive Director to award the Richland Airport Electrical Replacement Design Services to:**

**1. Century West Engineering Task Order 1, (\$249,893.48)**

#### **G. INFORMATION REPORTS:**

##### **1. Grants Update:**

Director of Airports, Joe Walker provided an update on Item #5 of the grants update list (Richland Airport Airfield Signage and Lights/Phase 1) in the agenda, stating that FAA has verbally indicated that they intend to award to Prosser Airport for the lighting construction project and they hope to award in August. Walker stated that this would be a significant grant to receive, as there is no match required. Walker clarified that these funds are based on the designs earlier approved from this morning's meeting.

Director of Economic & Governmental Affairs, Miles Thomas announced that the application for accessible improvements at Crow Butte Park has been submitted. Thomas added that the focus items

included were upgrades to the existing ADA campsite, surface maintenance upgrade and the conversion of two additional campsites to ADA compliant. Thomas stated that other items include trail linkage to restroom facilities and the replacement of 2,700 lineal feet of trail that would be more manageable by wheelchair in addition to much easier to maintain and replace in segments, if needed.

Thomas stated that the application was submitted with the assistance of grant writer, Megan Hoak, who feels that the application is strong.

Commissioner Keck inquired about Grant #3, the North Richland Development Building in which Executive Director Howard stated that they hope to hear by July.

Thomas added that the President's budget just came out, which may change things in regards to this particular grant.

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

Commissioner Keck stated that he recently had the opportunity to attend the WPPA Spring Meetings via Zoom and has also been regularly attending TRIDEC's Coffee with Karl, PNWA, TRIDEC Board Meetings and added that he is very excited to get back to in-person meetings soon.

Commissioner Larson announced that he has been attending Richland Rotary regularly and also recently attended the WPPA Spring Meetings virtually. Commissioner Larson stated that he was planning to attend a Hanford Live event that evening to listen to an online conversation about the Hanford cleanup as well as the Benton-Franklin Council of Governments meeting on Friday, June 18<sup>th</sup>.

Commissioner Hagarty reported that she was lucky enough to receive one of the 400 tickets available for a ribbon-cutting and tour of the newly completed Prosser High School. Commissioner Hagarty stated that she was blown away by the new school and is very proud of the project and the way the citizen's money was spent, as the school is truly a state-of-the-art facility.

Commissioner Hagarty reported that she has been attending many Zoom meetings, including the weekly Coffee with Karl Zooms.

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

##### **1. AIRPORTS:**

Director of Airports, Joe Walker stated that he would be providing a more complete grant update as multiple grants have been received for airport projects. Walker added that he would be using round numbers for this update, and not exact figures. Walker stated that the Prosser taxilane project began as a design for three very large hangars and through working with the FAA and JUB, the Port was able to have the project redesigned to accommodate 8-50x50 hangars and 1-60x60 hangar. Walker added that the additional cost of the redesign was absorbed in the grant, which was just awarded with no match. Walker clarified that this means the redesign costs no money directly to the airport and the work will add six additional hangar sites over the original design.

Walker added that the Port was also awarded almost \$200k over the initial Capital Improvement Plan estimates, which saved airport funds that would have been used to remove an old building and relocate airport equipment.

Walker continued, with an update about the Richland Airport, stating that the original Richland Airport Lighting Design was estimated at \$150k for design work and \$650k for construction, but working

with an electrical engineer and Engineer, Bryan Condon of Century West Engineering, it was realized that there would not be enough money to tackle many of the lighting issues identified at the Richland Airport. Walker stated that through working diligently with the FAA, the revised design costs went to \$250k and the construction costs were estimated at \$3.2M, which includes the replacement of runway and taxiway lighting with LED fixtures, replacement of PAPI's, installation of new taxiway lights on the remainder of the taxiway Bravo, new lighting regulators, and rehab of the lighting room to ensure staff can safely work on the equipment which currently dates to the 1940's, and lacks several OSHA required safety features. Walker was pleased to announce that the FAA has verbally indicated their intent to award the Richland Lighting Construction grant in August of this year with discretionary funding. Walker stated that the FAA has conveyed that this is a good project with significant safety enhancements for the airport going forward.

Walker stated that upon his arrival to the Port, the 2021 Airport Improvement Plan grant season had funding requests of \$550k with a 10% match and in 2021, for Richland and Prosser Airports, the Port has secured approximately \$849k in AIP grants, which represents a 54% increase in AIP funding and an additional \$36k in American Rescue Plan act funds are on track to receive just over \$4M in AIP grants, with no Port match. Walker added that this represents a 636% increase in AIP funds over the original funding request for 2021. Walker noted that this is an exciting time for both airports and it is not possible without a great team working on everything from replacing burned out lights, lease modifications, grant documentation, or finance ensuring that reimbursements come in regularly. Walker thanked the Port team for their hard work in ensuring the success of both airports.

## **2. FACILITIES & OPERATIONS:**

Director of Facilities Ron Branine announced that the 2345 lighting project has officially started, which will be about a 6-to-8 week project and will ultimately replace over 1,700 light fixtures.

Branine stated that phase 1 of the 2345 carpet replacement should be 100% complete early next week.

Branine updated that the Facilities team has been working on 219 Nunn Road, at the Prosser Airport, and have repaired the hangar door, added new LED lights and cleaned and repainted the entire floor.

Branine added that his team has also been working on restriping parking lots and curbs that are not part of the 2021 Pavement Maintenance plan, and is also working to resign most Port-managed to be more aesthetically in-line with the City of Richland and WSDOT. Branine added that the team is also working to sign Battelle Blvd. towards Willow Point with No Parking-No River Access signs, as once the apartments start to fill up, parking along Richardson Road and Battelle will become a problem.

Branine added that the team has also recently completed the second quarterly preventative maintenance on all HVAC units Port-wide, which takes approximately three weeks. Branine stated that once the work order system comes online, this process will improve trifold to better head off issues and really be able to tell us a story on all Port equipment.

## **3. SPECIAL PROJECTS:**

Director of Special Projects, John Haakenson announced that new camp hosts have been hired and the Crow Butte team continue to work on irrigation and sewer issues, but feels that they are making headway.

Haakenson stated that they will go out to bid on the replacement of the pump wires, as they



officially received approval from the Corps. Haakenson reminded the Commission that they are currently utilizing a generator to run the irrigation of the park. Haakenson added that he has met with D. Hittle regarding the repair required, and stated that the timing of the repair will depend on the availability of materials.

Haakenson added that the Facilities team have been assisting with the cleaning and landscaping of the park and the new Concessionaire has been a great addition and offers a wide variety of products and provides a great services to the day use crowd and RV park.

Haakenson added that he continues to enforce the fire ban because of the high temperatures and strong winds.

#### **4. REAL ESTATE:**

Director of Real Estate, Teresa Hancock provided an update on the Richland Airport Business Park, stating that the sale of the Croskrey Properties to PRBBQ LLC (Porters Real Barbecue), which was brought forward at the May Commission meeting, has been extended to a June 30<sup>th</sup> closing date due to lender appraisal and finance review.

Hancock provided an update on a new lease at 2019 Butler Loop with M2M, Shidalowitz LLC, Stephen Shidal. Hancock explained that this is a telecommunications sub-contractor for SouthernTier and Ziply based out of Temecula, CA and it is less than a 5 year lease, which is under the Executive Director's Delegation of Authority. Hancock added that the sub-contractor is based in the area for two years, conducting civil, structured cabling and underground installation in Tri-Cities and western Washington. Hancock announced that M2M's base rent is \$4,583.33 + LET (\$55k annual + NNN) and with a security deposit of \$5,171.83 (1 month).

Hancock provided a status update on 2345 Stevens Drive, HMIS (formerly MSA) and their Lease Mod 5, reminding the Commission that the existing lease is less than five years and within the Executive Director's Delegation of Authority. Hancock explained that effective, July 1, 2021, by lease modification, the addition of 20,126sf and the annual base rent is \$871,988.50, which is a 20% increase, + NNN. Hancock added that there is a scheduled rent adjustment for January 2024 and the current option term 2 expires December 31, 2025.

Hancock provided an update on the Horn Rapids/Kingsgate Way area, stating that an offer letter was received from Weston Mountain Onions. Hancock added that Weston Mountain Onions has been a tenant since August 2017, and is a whole peel onion operation and processing operating providing fresh onions for industrial use. Hancock added that the annual revenue is \$85k, including LET + NNN (market per appraisal 2020). Hancock stated that Port staff and tenant have had ongoing discussions related to efficiency, ongoing repairs, expansion and relocation plans, including back and forth lease and purchase options since 2018. Hancock added that the letter received was preliminary.

Hancock provided some facts about the business:

- Operations directly exceed both the tenant's production expectations (50% increase in volume in four years);
- Small size of the facility manufacturing at capacity, which is driving excessing wear and tear and need to grow and operate more efficiently;
- Company started with 25 employees and have increased to 30-50 seasonal employees
- In 2017, 9 million lbs of whole peeled onions produced and in 2020, 18 million lbs produced;

- \$7.4M in sales (+\$800psf/9,060sf)

Hancock added that there have been unanticipated budget repairs since 2017 including fiber installation and replacement of chiller compressors, foundation floor repairs, lighting and electrical (\$50k to date).

Hancock provided an update on the Prosser Wine & Food Park, announcing that Wit Cellars purchased former Gamache Vintners facility and land with the closing occurring on June 11, 2021. Wit occupies suites A/B, 4,800sf and the termination date will reflect timeline for the WSLCB, TTB permits and license transfer to location. Hancock added that an inquiry has been received from a micro winery familiar to the industry and she will begin efforts to ready for turnover and back fill as quickly as possible.

#### **5. MARKETING:**

Director of Marketing, Wally Williams announced that the Port of Benton newsletter has been finished and will be mailed out today, as well as being delivered in-person to tenants around the area. Williams informed the Commission that there were extra copies if they would like more than provided at their place settings.

Williams stated that he has continued to work with Rochelle Olson on the script for the 3D virtual tour of the Triton Sail Park, as well as updating the brochure for the Park.

Williams announced that Vintners Village has been updated with the new signs and thanked the Facilities team with their assistance in placing the signs. Williams provided visuals of the new signs in place.

Williams added that Ross James Photography took a group photo of the entire team this morning and would also be taking updated photos of the Vintners Village area.

#### **6. ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS:**

Director of Economic Development & Governmental Affairs, Miles Thomas confirmed Wally Williams's earlier comments about the benefits of creating a virtual tour of the Triton Sail, as it can showcase the inside of the sail. Thomas added that the Communications & Marketing team continues to work with Visit Tri-Cities on their virtual video capabilities and looks forward to being added as a virtual tour option with zoom in and out abilities.

Thomas added that Visit Tri-Cities also recently reached out regarding the upcoming TBEX conference, which is a conference devoted to travel writers, bloggers and influencers and there are four of these conferences a year around the world, with the Tri-Cities being the only US option in 2021. Thomas explained that the conference will be held at the Convention Center, but there will be Pre-BEX and Post-BEX tour options for conference attendees. Thomas stated that the Port has been working with the Prosser tourism partners with the goal to plan a Post-BEX tour option in the Prosser area on Friday, October 15<sup>th</sup>. Thomas explained that possible options include a historic downtown tour, wine or brewery tasting, or an event at Vintners Village.

Thomas highlighted recent social media postings that include Crow Butte Park, Port of Benton properties and postings showcasing the new electric vehicle making its rounds around the area.

Thomas updated that he has been working on a Department of Commerce grant in conjunction with the Research District. Thomas explained that this is a 501c6 clean city cluster application and he hopes PNPL can greatly assist and is working on obtaining letters of support.

Thomas stated that he wanted to make sure to point out that the Clore Center agreement with WSU Tri-Cities includes the archival of Dr. Clore's materials.

## **7. FINANCE DIRECTOR:**

Director of Finance/CPA, Danielle Connor provided an update on the recent public bond sale, stating that the sale was very successful and on sale day, the Port team was diligently watching the gameday site and could see the sales come in. Connor stated that the bonds were sold in full and the tax-exempt bond was sold at a premium. Connor noted that the closing on June 1<sup>st</sup> went smoothly and the refinancing will result in \$1.2M net present value savings, or 21% over the remaining 13 years, which will provide a substantial reduction of debt service obligations for the Port's taxpayers. Connor added that ongoing debt payments will remain consistent with the prior schedule and the bonds were sold in the public bond market and secured an aggregate All-In True Interest Costs, similar to an APR on a home loan, of 2.57%. Connor thanked NW Municipal Advisors, Foster Garvey, and Piper Sandler for all their efforts in this successful endeavor.

Connor added that the new project fund has been established by Benton County Treasurer and holds the \$3.9M in the new money. Connor stated that she continues to work with the Treasurer's office in preparation to issue warrants directly from the Project Fund and will be ordering separate check stock and configuring the Intacct system with this new fund, setting it up to manage multiple check runs, and testing and ensuring all the required reporting is available.

Connor stated that the RFP for the Line of Credit (LOC) is drafted and scheduled to go out tomorrow, June 17<sup>th</sup> with proposals expected back on July 8<sup>th</sup>, which will allow for a selection on the 9<sup>th</sup> and present for approval at the July 14<sup>th</sup> Commission meeting. Connor added that the Port is looking at a revolving LOC, 2-3 year term and will be asking for both tax-exempt and taxable rates and looking at \$1.5M capacity. Connor noted that the purpose is to be liquidity for capital and related projects, giving the Port the flexibility of cash flow and project timing.

Connor provided an update on the IAP project, stating that the team continues to work on building out the reporting in Intacct. Connor noted that the team has gathered some great, detailed data, which is available for analysis, and will give the Port the visibility to analyze down to margin by site/property, as well as individual locations or addresses. Connor thanked Senior Accountant, Veronica Serna and Executive Administrator, Summers Miya on their detailed efforts in capturing and coding all the rich data. Connor added that she is excited to be able to provide some of the finished products to the team. Connor stated that she will continue to work on the budget translation into Intacct and the reporting/dashboard build out for the team.

Connor stated that the team is moving forward with the Yardi implementation and have had a few internal working sessions, with the team to begin working with the Yardi team this week. Connor added that populating the core templates, including the Chart of Accounts, locations, units, customers and leases are the early focus and added that establishing a solid foundation of the master file data will be critical for a smooth transition at go live, and will ultimately be the groundwork for reporting.

Connor was pleased to announce that the team successfully filed the Port's 47 page 2020 financial package to the SAO withing the May 30<sup>th</sup> deadline. Connor noted that two late additional entries have been identified, but decided to file the preliminary package to meet the deadline and allow enough time to gather the required information in order to make accurate entries. Connor stated that

she will be preparing a revised financial package and will plan to re-file, in which there is no concern with re-filing as long as the re-file takes place before the audit, which is tentatively scheduled for October.

Connor declared that the 2022 budget season is getting ready to officially kick-off and she will be working on establishing the budget schedule with some working sessions accordingly.

Connor provided an update on the State's new long-term care insurance program, which was recently signed into law. Connor noted that this program is referred to as the Long-Term Care Trust Act of Long-Term Services and Supports Trust Act. Connor added that the state program is designed to pay benefits up to \$36,500 for those that need assistance with regular daily activities and the benefits will be funded with a payroll tax of .58 percent on employees. Connor noted that this is an employee only tax, no tax on the employer.

Connor added that through discussions with the WPPA Finance Committee, she has identified an alternative option to offer the Port of Benton team, LifeSecure is a Port-sponsored group long-term care plan. Connor noted that the LifeSecure option will offer several tiers and coverage options, minimal underwriting, and competitive pricing. Connor added that the LifeSecure group plan does require an employer contribution of \$25 per month, per enrolled employee.

Connor added that the Port of Pasco will be offering LifeSecure as an alternative group plan option, and a few other ports have also shared that they are also heavily considering the LifeSecure option as well.

Connor provided a financial status update, stating that general expenditures for May were approximately \$693k, which was in line with what was forecasted. Connor stated that project expenditures continue to be somewhat quiet, as projects are getting started. Connor stated that in May, payment was issued for the Yardi project, settled out TestAmerica's security deposit and made the Banner Bank bond payments early, in anticipation of the June 1<sup>st</sup> payoff from the refinancing. Connor noted that the Port has an additional \$135k of debt payments forecasted in June, along with some legal expenditures. Connor added that project expenditures are still forecasted to get heavier in June and into the fall, as Port and grant-funded projects get started in the next few months.

Connor informed the Commission that the reconciled cash balance at the end of May, including reserved cash, was \$4.9M, and as of today, the Port is currently sitting at \$4.6M. Connor added that per budget, the cash reserve was increased from \$1.3M to \$1.35M in May, the Port budgeted to increase the reserve by \$100k in 2021 and the remaining \$50k will be added in November.

Connor stated that tenant AR is currently sitting at \$373k outstanding, with about 36%, or \$134k aged greater than 90 days. Connor reminded that last months report was about \$373k outstanding, with about 39%, or \$144k greater than 90 days. Connor noted that some collections were received on the past due amounts at the same time that other accounts aged. Connor noted that about 36% of the current past due amount has to do with the contract transition from MSA, which Director of Real Estate, Teresa Hancock continues to work on.

Connor thanked Hancock and Serna on their continued work together on collections, selected statements and correspondence has begun to be sent out.

Connor announced that she plans to bring the quarterly year to date budget to actual report out to the July 14<sup>th</sup> Commission meeting.

#### **8. PORT ATTORNEY:**

Port Attorney, David Billetdeaux provided an update to the Port's ongoing litigation with TCRY. In Benton County Superior Court, the Port prevailed on two different partial motions for summary judgment last month. However, TCRY has petitioned for discretionary review by the Division III Court of Appeals. This process typically takes about three months, but everything has been taking substantially longer during COVID, so the timeline is not truly known.

Billetdeaux next provided an update to the Port's COVID protocols. With Washington State's re-opening plan set for the end of the month, the Port will likely be open to the public after that date and hold its July Commission meeting as an in-person meeting. The Port will continue to provide Zoom access to meetings. Vaccinated Port staff, Commissioners, and visitors will not be required to wear masks. However, the Port will keep our sanitation and temperature station in the front lobby, and anyone who wishes to wear a mask for safety or personal preference will be able to do so. The Department of Labor & Industries has announced that employers must create a record for L&I to be able to audit. Evidence of the verification system must be available to L&I upon request. When verifying an employee's vaccine status, acceptable documentation includes a CDC vaccination card, a photo of the card, documentation from a health care provider, a signed attestation from the worker, or documentation from the state immunization information system.

Billetdeaux wanted to remind all staff and commission about the Port's Employee Assistance Program, or EAP. This program includes a confidential hotline to call and discuss any problems an employee may be experiencing, whether personal or work-related.

Billetdeaux also provided a brief election season update with questions to answers such as, "Can a port employee participate in a port commissioner candidate's campaign (including the campaign of an incumbent), or other campaign on their own time? and, "Can an individual port commissioner support or oppose a particular candidate, even a port commissioner candidate?"

#### **• Can a port employee participate in a port commissioner candidate's campaign (including the campaign of an incumbent), or other campaign on their own time?**

Yes, political activities during non-work time and off port property are not prohibited and, in fact, are protected by the First Amendment. However, WPPA attorney Frank Chmelik gives the following non-legal advice to commissioners, executive directors, lawyers and port employees "...everyone (especially attorneys, executive directors and senior staff) steer clear of commissioner elections because no matter who is elected, the port executive director, staff and attorneys need to implement the commission direction."

If an employee does decide to participate in a Commissioner's campaign on their own free time, do not use Port issued cell phones, cameras, computers, or other port property (including printers, signs, etc.) to help a candidate's campaign.

#### **• Can an individual port commissioner support or oppose a particular candidate, even a port commissioner candidate?**

Yes, port commissioners can legally endorse or oppose candidates (even those running for port commission) in their port district or another port district. Notice, I used the word "legally" because I will leave the politics up to the listener. And, of course, it cannot be done on port property or utilizing port equipment or facilities.

- **What amount may individuals, unions, or businesses contribute to a candidate?**

According to the WA Public Disclosure Commission, individuals, unions, businesses and other political committees will be able to contribute up to \$2,000 per election to a port commission candidate, according to staff reports.

Billetdeaux reminded all staff and Commissioners to continue to take their online training courses through the Enduris portal. Billetdeaux added that a cyber-security assessment will likely be budgeted for 2022, as it is important to ensure that the Port is not vulnerable to cyber-attacks and there has been a huge uptick in spam, phishing and cyber-related issues recently. Billetdeaux highlighted the banner that has been added to all emails that are received from outside of the organization and urged continued alertness when opening emails sent from outside the organization and to be extra alert with opening attachments. Billetdeaux reminded the team to contact him, Miles Thomas, or Minh Pham if a questionable email was received.

Billetdeaux reminded the Commission that the Port is currently still under the Declaration of Emergency, which grants emergency powers to the Executive Director. Billetdeaux recommended leaving the Declaration in place at this time, but if Governor Inslee lifts the statewide Declaration, the Port should likely follow suit.

#### **9. EXECUTIVE DIRECTOR:**

Executive Director, Diahann Howard announced that she has recently participated in an ECA meeting, as well as an IEDC webinar and conference and meeting with the FAA, the WPPA Spring Meeting, the Virtual Supplier Day with NuScale, Inland NW Partners, an EDA webinar on wealth creation in nuclear host communities, a WA Tourism Workshop on the wine country region, PNW Supply Chain predictions, a Columbia Basin Collaborative (where there are a lot of concerns about the process as well as concerns about low representation from the area).

Howard added that Letters of Support have been provided regarding the Washington Electric Aircraft Feasibility Study, which supports the Richland Airport as being ideally positioned for aviation electrification.

Howard added that she also recently participated on a Coffee with Karl panel in relation to her role on the MCEI NET sub-committee.

Howard stated that the 100-Day Supply Chain report has been sent out and also updated that the state's Rail Caucus has been invited to tour the area, in which the Commission will be invited to attend.

**I. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 10:25 a.m. and an Executive Session was convened at 10:35 a.m. to discuss real estate matters and ongoing litigation. 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. At 11:20, it was announced that Executive Session would be extended another 25 minutes.

**J. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:45 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 June 2021**

**General Expenses**

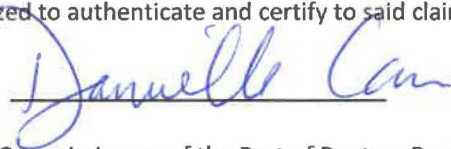
Accounts Payable Warrants #	78125	-	78281	\$	444,606.21
Electronic Payments				\$	59,474.26
Wire Transfers				\$	9,771,938.95
Total General Expenses				\$	<u>10,276,019.42</u>

**Payroll**

Direct Deposit				\$	102,740.67
ACH					
Wire Transfers:					
IRS Payroll Tax Deposit	June 15, 2021				20,750.59
IRS Payroll Tax Deposit	June 30, 2021				19,570.97
Total Payroll				\$	<u>143,062.23</u>
Total General Expenses and Payroll				\$	<u><u>10,419,081.65</u></u>

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:



Director of Finance/Port Auditor

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 \_\_\_\_\_, 2021.

\_\_\_\_\_

President

\_\_\_\_\_

Vice President

\_\_\_\_\_

Secretary

# Port of Benton Check Register

Date	Payee	Document No	Amount
	<b>Bank: BCT MAIN - KeyBank National Association</b>	<b>Account No: 6601101</b>	
06/30/2021	VEN00425--WASHINGTON STATE SUPPORT REGISTRY	06-2021	88.00
06/01/2021	VEN00012--AFLAC	078125	866.62
06/01/2021	VEN00018--ALANA LARSON	078126	274.65
06/01/2021	VEN00035--ASSOCIATION OF WASHINGTON BUSINESS	078127	750.00
06/01/2021	VEN00044--BENTON PUD	078128	65.82
06/01/2021	VEN00468--CASCADE FIRE PROTECTION CO.	078129	2,502.14
06/01/2021	VEN00075--CASCADE NATURAL GAS CORP	078130	1,161.61
06/01/2021	VEN00083--CENTURYLINK	078131	101.82
06/01/2021	VEN00321--CI INFORMATION MANAGEMENT	078132	90.10
06/01/2021	VEN00089--CITY OF RICHLAND	078133	90.14
06/01/2021	VEN00106--CONOVER INSURANCE, INC.	078134	9,500.00
06/01/2021	VEN00119--DAY WIRELESS SYSTEMS	078135	369.06
06/01/2021	VEN00009--GEO WAY ACE HARDWARE	078136	111.86
06/01/2021	VEN00278--GERALD G. OLSON	078137	2,406.20
06/01/2021	VEN00200--HDR ENGINEERING, INC	078138	5,331.55
06/01/2021	VEN00218--JOHN COOK	078139	325.04
06/01/2021	VEN00472--JOHNSON CONTROLS, INC.	078140	1,314.93
06/01/2021	VEN00467--JOLENE YACONETTI	078141	1,260.00
06/01/2021	VEN00225--JUB ENGINEERS, INC	078142	3,170.78
06/01/2021	VEN00279--KATHRYN S. OLSON	078143	2,507.00
06/01/2021	VEN00258--MOON SECURITY SERVICES, INC	078144	2,670.76
06/01/2021	VEN00262--MR. ROOTER PLUMBING	078145	3,803.46
06/01/2021	VEN00305--POCKETINET COMMUNICATIONS, INC.	078146	195.00
06/01/2021	VEN00295--PROSSER ECON DEV ASSOCIATION	078147	12,500.00
06/01/2021	VEN00449--ZIPLY FIBER	078148	182.86
06/01/2021	10015--Billetdeaux, David	078149	1,012.20
06/01/2021	10001--Larson, Robert	078150	174.99
06/04/2021	VEN00487--AMAZON CAPITAL SERVICES, INC.	078151	48.83
06/07/2021	VEN00006--ABADAN, INC	078152	237.10
06/07/2021	VEN00024--AMERIGAS PROPANE LP	078153	602.50
06/07/2021	VEN00044--BENTON PUD	078154	1,210.98
06/07/2021	VEN00075--CASCADE NATURAL GAS CORP	078155	91.47
06/07/2021	VEN00071--CITY OF PROSSER	078156	6,557.98
06/07/2021	VEN00093--CLAYTON-WARD CO.,	078157	55.00
06/07/2021	VEN00077--COLUMBIA BASIN IT	078158	673.65
06/07/2021	VEN00105--CONNELL OIL, INC	078159	534.36
06/07/2021	VEN00119--DAY WIRELESS SYSTEMS	078160	352.14
06/07/2021	VEN00120--DBT TRANSPORTATION SERVICES LLC	078161	5,750.00
06/07/2021	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	078162	380.10
06/07/2021	VEN00229--KELLEY'S TELE-COMMUNICATION, INC.	078163	155.11
06/07/2021	VEN00291--KENNEWICK RANCH AND HOME	078164	125.93
06/07/2021	VEN00236--LES SCHWAB TIRE CENTER STEVENS DR.	078165	21.72
06/07/2021	VEN00258--MOON SECURITY SERVICES, INC	078166	997.34
06/07/2021	VEN00269--NAYLOR, LLC	078167	260.00
06/07/2021	VEN00326--RGW ENTERPRISES P.C. INC	078168	9,450.00
06/07/2021	VEN00362--STAN STINSON	078169	665.00
06/07/2021	VEN00394--TREASURE VALLEY COFFEE	078170	66.49
06/07/2021	VEN00298--TRI-CITY COMPUTER CONSULTING LLC	078171	1,629.00
06/07/2021	VEN00404--UNITED WAY OF BENTON/FRANKLIN COUNTY	078172	210.00
06/07/2021	VEN00414--VERIZON	078173	1,252.55
06/07/2021	VEN00449--ZIPLY FIBER	078174	1,433.88
06/15/2021	VEN00006--ABADAN, INC	078175	58.10
06/15/2021	VEN00008--ABM JANITORIAL SERVICES	078176	3,136.44
06/15/2021	VEN00487--AMAZON CAPITAL SERVICES, INC.	078177	559.87
06/15/2021	VEN00029--ARCHIBALD & COMPANY ARCHITECTS	078178	207.50
06/15/2021	VEN00044--BENTON PUD	078179	1,502.50
06/15/2021	VEN00053--BENTON RURAL ELEC ASSOCIATION	078180	803.54
06/15/2021	VEN00069--BRUTZMAN'S INC	078181	486.76
06/15/2021	VEN00321--CI INFORMATION MANAGEMENT	078182	176.51
06/15/2021	VEN00290--CI-PW, LLC (Paradise Bottled Water)	078183	53.65
06/15/2021	VEN00052--CITY OF BENTON CITY	078184	220.97
06/15/2021	VEN00234--CITY OF RICHLAND LANDFILL	078185	356.40
06/15/2021	VEN00105--CONNELL OIL, INC	078186	1,975.88
06/15/2021	VEN00131--DESERTGREEN LAWN & TREE CARE	078187	50,061.14
06/15/2021	VEN00147--ECOMODUS, LLC	078188	49,521.60
06/15/2021	VEN00151--ELECTRICAL UNLIMITED, INC	078189	1,738.85
06/15/2021	VEN00161--EXPRESS SERVICES, INC.	078190	4,180.00
06/15/2021	VEN00162--FARMERS EXCHANGE	078191	133.78
06/15/2021	VEN00009--GEO WAY ACE HARDWARE	078192	310.29
06/15/2021	VEN00194--HANFORD & ASSOCIATES LLC	078193	13,073.75



## Port of Benton Check Register

Date	Payee	Document No	Amount
06/15/2021	VEN00196--HARBOR FREIGHT TOOLS, INC.	078194	66.70
06/15/2021	VEN00201--HEALTH CARE AUTHORITY	078195	30,100.81
06/15/2021	VEN00202--HERC RENTALS INC.	078196	4,115.94
06/15/2021	VEN00223--JOHNSTONE SUPPLY	078197	35.81
06/15/2021	VEN00228--KELLER ROHRBACK LLP	078198	4,694.41
06/15/2021	VEN00245--LUKE'S CARPET	078199	33,988.08
06/15/2021	VEN00380--MCCLATCHY COMPANY	078200	328.30
06/15/2021	VEN00262--MR. ROOTER PLUMBING	078201	2,466.46
06/15/2021	VEN00297--PERSONAL TOUCH CLEANING, INC.	078202	6,950.77
06/15/2021	VEN00310--PROSSER CHAMBER OF COMMERCE	078203	1,000.00
06/15/2021	VEN00464--ROCKABILLY ROASTING CO.	078204	42.50
06/15/2021	VEN00334--SANITARY DISPOSAL, INC.	078205	566.87
06/15/2021	VEN00359--STEEBER'S LOCK SERVICE, LLC	078206	17.38
06/15/2021	VEN00365--STRATTON SURVEYING & MAPPING	078207	617.50
06/15/2021	VEN00370--SUNBELT RENTALS	078208	1,244.13
06/15/2021	VEN00341--SUPERIOR GLASS	078209	173.76
06/15/2021	VEN00141--THE DRAIN SURGEON	078210	1,060.20
06/15/2021	VEN00346--THE SHERWIN-WILLIAMS CO.	078211	321.56
06/15/2021	VEN00389--THRIFTY SUPPLY	078212	3,780.84
06/15/2021	VEN00399--TRIDEC, INC.	078213	2,916.67
06/15/2021	VEN00488--ULTRA-CHEM, INC.	078214	868.24
06/15/2021	VEN00402--UNDERGROUND CREATIVE, LLC	078215	125.00
06/15/2021	VEN00411--VALLEY PIPE CO.	078216	1,244.47
06/15/2021	VEN00426--WA STATE DEPT OF TRANSPORTATION	078217	16,666.67
06/15/2021	VEN00437--WILLIAMSON FIRE EXTINGUISHERS	078218	9,188.61
06/15/2021	VEN00449--ZIPLY FIBER	078219	406.77
06/15/2021	10002--Hagarty, Jane	078220	401.24
06/15/2021	10013--Williams, Wallace	078221	130.78
06/21/2021	VEN00006--ABADAN, INC	078222	61.12
06/21/2021	VEN00044--BENTON PUD	078223	19.53
06/21/2021	VEN00059--BENTON-FRANKLIN HEALTH DEPT	078224	25.00
06/21/2021	VEN00083--CENTURYLINK	078225	484.15
06/21/2021	VEN00321--CI INFORMATION MANAGEMENT	078226	90.03
06/21/2021	VEN00114--CRYSTAL SPRINGS	078227	463.07
06/21/2021	VEN00151--ELECTRICAL UNLIMITED, INC	078228	1,510.19
06/21/2021	VEN00161--EXPRESS SERVICES, INC.	078229	1,062.48
06/21/2021	VEN00009--GEO WAY ACE HARDWARE	078230	141.39
06/21/2021	VEN00190--GORDON TILDEN THOMAS & CORDELL LLP	078231	1,127.25
06/21/2021	VEN00196--HARBOR FREIGHT TOOLS, INC.	078232	68.41
06/21/2021	VEN00225--JUB ENGINEERS, INC	078233	22,492.62
06/21/2021	VEN00228--KELLER ROHRBACK LLP	078234	472.30
06/21/2021	VEN00233--KONE INC.	078235	2,818.36
06/21/2021	VEN00224--NAPA/JT AUTOMOTIVE PARTS	078236	34.70
06/21/2021	VEN00471--OSBORN CONSTRUCTION & DESIGN, LLC	078237	2,443.50
06/21/2021	VEN00288--PALMER ROOFING COMPANY	078238	1,580.00
06/21/2021	VEN00292--PASCO CHAMBER OF COMMERCE	078239	5,000.00
06/21/2021	VEN00301--PITNEY BOWES, INC	078240	195.48
06/21/2021	VEN00494--RAILWORKS TRACK SYSTEMS	078241	41,229.95
06/21/2021	VEN00359--STEEBER'S LOCK SERVICE, LLC	078242	230.78
06/21/2021	VEN00198--STEPHANIE HARTWIG	078243	1,275.00
06/21/2021	VEN00377--TRICOMP, INC.	078244	970.00
06/21/2021	VEN00418--VIVA PUBLISHING, LLC	078245	1,000.00
06/21/2021	VEN00440--WA PUBLIC PORTS ASSOCIATION	078246	890.00
06/21/2021	VEN00433--WEST RICHLAND RENTALS	078247	19.06
06/25/2021	VEN00038--BANNER BANK - Credit Card	078248	7,132.19
06/25/2021	VEN00385--THE HOME DEPOT CRC/GEFC	078249	756.08
06/28/2021	VEN00006--ABADAN, INC	078250	49.41
06/28/2021	VEN00012--AFLAC	078251	866.62
06/28/2021	VEN00495--AIRSIDE SOLUTIONS, INC.	078252	156.62
06/28/2021	VEN00044--BENTON PUD	078253	272.66
06/28/2021	VEN00069--BRUTZMAN'S INC	078254	133.66
06/28/2021	VEN00075--CASCADE NATURAL GAS CORP	078255	489.89
06/28/2021	VEN00083--CENTURYLINK	078256	101.82
06/28/2021	VEN00105--CONNELL OIL, INC	078257	2,103.87
06/28/2021	VEN00119--DAY WIRELESS SYSTEMS	078258	369.06
06/28/2021	VEN00151--ELECTRICAL UNLIMITED, INC	078259	334.05
06/28/2021	VEN00164--FASTENAL COMPANY	078260	28.11
06/28/2021	VEN00009--GEO WAY ACE HARDWARE	078261	192.62
06/28/2021	VEN00200--HDR ENGINEERING, INC	078262	2,400.20
06/28/2021	VEN00214--IRRIGATION SPECIALISTS, INC	078263	356.64
06/28/2021	VEN00225--JUB ENGINEERS, INC	078264	2,111.60

# Port of Benton Check Register

Date	Payee	Document No	Amount
06/28/2021	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUP-078265 PLY		137.42
06/28/2021	VEN00291--KENNEWICK RANCH AND HOME	078266	103.14
06/28/2021	VEN00258--MOON SECURITY SERVICES, INC	078267	996.15
06/28/2021	VEN00305--POCKETINET COMMUNICATIONS, INC.	078268	195.00
06/28/2021	VEN00315--PURCHASE POWER	078269	520.99
06/28/2021	VEN00493--THINGS WORTH KEEPING	078270	189.98
06/28/2021	VEN00390--TIRE FACTORY	078271	45.35
06/28/2021	VEN00402--UNDERGROUND CREATIVE, LLC	078272	1,600.00
06/28/2021	VEN00449--ZIPLY FIBER	078273	182.86
06/28/2021	10022--Connor, Danielle	078278	179.99
06/28/2021	10006--Howard, Diahann	078279	304.95
06/28/2021	10001--Larson, Robert	078280	174.99
06/28/2021	10007--Keck, Roy	078281	183.51
06/15/2021	VEN00215--INTERNAL REVENUE SERVICE	06152021	20,750.59
06/30/2021	VEN00215--INTERNAL REVENUE SERVICE	06302021	19,570.97
06/21/2021	VEN00215--INTERNAL REVENUE SERVICE	12-2020	4,980.57
06/01/2021	VEN00425--WASHINGTON STATE SUPPORT REGISTRY	CS05-2021	88.00
06/16/2021	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP-05-31	4,853.75
06/25/2021	VEN00239--STATE OF WA DEPT OF REVENUE	MAY-2021	15,998.19
06/24/2021	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW-02-15C	28.22
06/09/2021	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW-05-31	2,896.97
06/01/2021	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS-05-15	14,967.19
06/15/2021	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS-05-31	15,573.37
06/28/2021	VEN00006--ABADAN, INC	Voided - 078250	(49.41)
06/28/2021	VEN00012--AFLAC	Voided - 078251	(866.62)
06/28/2021	VEN00495--AIRSIDE SOLUTIONS, INC.	Voided - 078252	(156.62)
06/28/2021	VEN00044--BENTON PUD	Voided - 078253	(272.66)
06/28/2021	10022--Connor, Danielle	Voided - 078274	0.00
06/28/2021	10006--Howard, Diahann	Voided - 078275	0.00
06/28/2021	10001--Larson, Robert	Voided - 078276	0.00
06/28/2021	10007--Keck, Roy	Voided - 078277	0.00
	<b>Total for BCT MAIN</b>		<b>544,402.03</b>

**RESOLUTION 21-23**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

WHEREAS, General Expense Fund Warrant No. 078250, in the amount of \$49.41, which was issued to Abadan, Inc., warrant has been a printer error, and

WHEREAS, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

NOW THEREFORE, the Port Commission hereby resolves to cancel Warrant No. 078250.

DATED AND SIGNED at Richland, Washington July 14, 2021.

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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 21-24**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

WHEREAS, General Expense Fund Warrant No. 078251, in the amount of \$866.62, which was issued to AFLAC, warrant has been a printer error, and

WHEREAS, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

NOW THEREFORE, the Port Commission hereby resolves to cancel Warrant No. 078251.

DATED AND SIGNED at Richland, Washington July 14, 2021.

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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 21-25**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

WHEREAS, General Expense Fund Warrant No. 078252, in the amount of \$156.62, which was issued to Airside Solutions, Inc., warrant has been a printer error, and

WHEREAS, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

NOW THEREFORE, the Port Commission hereby resolves to cancel Warrant No. 078252.

DATED AND SIGNED at Richland, Washington July 14, 2021.

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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 21-26**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

WHEREAS, General Expense Fund Warrant No. 078253, in the amount of \$272.66, which was issued to Benton PUD, warrant has been a printer error, and

WHEREAS, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

NOW THEREFORE, the Port Commission hereby resolves to cancel Warrant No. 078253.

DATED AND SIGNED at Richland, Washington July 14, 2021.

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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 21-27**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

WHEREAS, General Expense Fund Warrant No. 078274, in the amount of zero dollars, which was issued to Danielle Connor, warrant has been a printer error, and

WHEREAS, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

NOW THEREFORE, the Port Commission hereby resolves to cancel Warrant No. 078274.

DATED AND SIGNED at Richland, Washington July 14, 2021.

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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 21-28**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

WHEREAS, General Expense Fund Warrant No. 078275, in the amount of zero dollars, which was issued to Diahann Howard, warrant has been a printer error, and

WHEREAS, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

NOW THEREFORE, the Port Commission hereby resolves to cancel Warrant No. 078275.

DATED AND SIGNED at Richland, Washington July 14, 2021.

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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 21-29**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

WHEREAS, General Expense Fund Warrant No. 078276, in the amount of zero dollars, which was issued to Robert Larson, warrant has been a printer error, and

WHEREAS, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

NOW THEREFORE, the Port Commission hereby resolves to cancel Warrant No. 078276.

DATED AND SIGNED at Richland, Washington July 14, 2021.

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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 21-30**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

WHEREAS, General Expense Fund Warrant No. 078277, in the amount of zero dollars, which was issued to Roy Keck, warrant has been a printer error, and

WHEREAS, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

NOW THEREFORE, the Port Commission hereby resolves to cancel Warrant No. 078277.

DATED AND SIGNED at Richland, Washington July 14, 2021.

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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 NO. 21-31

**A RESOLUTION of the Port Commission of the Port of Benton, Benton County, Washington, relating to contracting indebtedness; authorizing the issuance of a not to exceed \$1,500,000 principal amount tax-exempt limited tax general obligation note of the Port to evidence a revolving line of credit to be used to provide funds for certain infrastructure projects of the Port; fixing the date, form, maturity, interest rate, terms and covenants of the note; creating certain funds and accounts; authorizing the execution and delivery of the note to Cashmere Valley Bank; and providing for other matters properly relating thereto.**

BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF BENTON, BENTON COUNTY, WASHINGTON, as follows:

Section 1.      Recitals. The Port Commission (the “Commission”) of the Port of Benton, Benton County, Washington (the “Port”), hereby makes the following findings and determinations:

(a) Pursuant to RCW 53.36.030, a port district may at any time contract indebtedness or borrow money for port district purposes and may issue general obligation bonds therefor not exceeding an amount, together with any existing indebtedness of the port district not authorized by the voters thereof, of 1/4th of 1% of the value of the taxable property in the port district to be ascertained by the last assessment for state and county purposes previous to the incurring the indebtedness, and 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 2021 is \$7,456,139,402, and the Port has outstanding indebtedness as of July 1, 2021, in the approximate amount of \$9,847,186.

(b) RCW 39.46.050 provides that a local government authorized to issue bonds may establish lines of credit with any qualified depository to be drawn upon in exchange for its obligations.

(c) The Port is in need of funds to pay the cost of certain infrastructure projects, including public roads, street lighting, sidewalks and related improvements at the Port’s Richland Innovation Center; airfield pavement rehabilitation, construction of taxiways and airfield lighting facilities, airfield signage replacement, and other improvements at the Port’s Richland and Prosser Airports; certain rail improvements desirable for the Port’s rail trackage; and other public infrastructure improvements and facilities within the Port (the “Projects”), the cost of which is estimated to be at least \$1,500,000.

(d) In the manner provided by law and after a public hearing thereon, the Commission has approved a Comprehensive Scheme and Plan of Harbor and Industrial Improvements and any necessary revisions thereof (the “Comprehensive Scheme”) to provide a comprehensive scheme for the development of the Port’s facilities, including the Projects, which Comprehensive Scheme is on file at the offices of the Port.

(e) It is in the best interest of the Port and necessary that, pending the availability of other sources of funds, the Port incur indebtedness by the issuance of a single tax-exempt limited tax general obligation note authorized herein in order to provide interim short-term financing for the Projects in accordance with the provisions of chapter 39.50 RCW in the total principal amount of not to exceed \$1,500,000 (the “Note”), and to pay the costs of issuance and sale of the Note. The Note shall be paid from taxes levied each year upon the taxable property within the Port within the constitutional and statutory tax levy limitations provided by law without a vote of the electors of the Port or from other money legally available and to be used for that purpose deposited in the Note Account.

(f) The Port has received a proposal in the form of a term sheet dated July 8, 2021, from Cashmere Valley Bank of Cashmere, Washington (the “Bank”), proposing a structure for the Note under the terms and conditions of this resolution, which terms and conditions are further specified in the form of an agreement to purchase the Note attached hereto as Exhibit A (the “Note Purchase Agreement”).

Section 2. Authorization, Description and Delivery of Note. To provide interim financing for the costs of carrying out the Projects and to pay costs of issuance of the Note, the Port shall issue and sell the Note to evidence the Port’s obligations under a line of credit to be provided by the Bank in the aggregate principal amount of not to exceed \$1,500,000 at any one time outstanding.

The Note shall be designated as the “Limited Tax General Obligation Note, 2021 (Revolving Line of Credit),” of the Port; shall be in the aggregate principal amount of not to exceed \$1,500,000; shall be dated the date of its initial delivery to the Bank; shall be numbered R-1; and shall be in fully registered form. Each loan draw on the Note shall bear interest (computed on the basis of a 360-day year of 30-day months) at the rate of 1.00% (the “Interest Rate”). Interest on the outstanding principal of each loan draw of the Note shall be payable semiannually on each June 1 and December 1, commencing December 1, 2021. The Note shall mature on December 31, 2023 (the “Maturity Date”). The Maturity Date of the Note may be extended upon the mutual agreement by the Port and the Bank.

The outstanding principal of each loan draw of the Note is payable on the Maturity Date or the date of prior prepayment. If the Note is not paid when properly presented for payment on the Maturity Date or date of prior prepayment, the Port shall be obligated to pay interest on the Note at the Interest Rate from and after the Maturity Date or prior prepayment date until the Note, both principal and interest, is paid in full or until sufficient money for that payment in full is on deposit in the Note Account.

Section 3. Loan Draws, Designation of Officer to Make Loan Draws. The Port may make loan draws upon the Note at any time during the term of the Note by written request to the Bank, which request may be submitted electronically. Loan draws requested prior to 11:00 a.m. Pacific Time and confirmed by the Bank will be funded on that business day.

Unless otherwise approved by the Bank, each loan draw must be in an amount greater than or equal to \$25,000; provided, that the first loan draw must be in an amount greater than or equal to

\$50,001. No loan draw may exceed the total amount of the costs of the Projects to be paid from such loan draw, and the proceeds of each loan draw shall be used to pay those costs.

Loan draws shall be recorded on the draw record attached to the Note, or in such other form as the Port and the Bank may agree. Loan draws are not subject to approval by the Bank (except with respect to loan draws in an amount less than \$25,000), but the aggregate principal amount of loan draws on the Note that have not been repaid shall at no time exceed \$1,500,000.

The Director of Finance of the Port, or such other person as the Director of Finance of the Port may designate, is authorized to make loan draws on the Note in the amounts and at the times as he or she may determine hereafter, those loan draws to be made in accordance with the terms and provisions of this resolution.

Section 4. Registration and Transfer of the Note, Note Registrar. The Note shall be issued only in registered form as to both principal and interest and shall be recorded on a Note Register maintained by the fiscal agent of the State of Washington (the "Fiscal Agent"), acting as Note Registrar. The Note Register shall contain the name, mailing address and taxpayer identification number of the registered owner of the Note. The Note may not be assigned or transferred by the Bank, except that the Bank may assign or transfer the Note to any successor to the business and assets of the Bank. When the Note has been paid in full, both principal and interest, the Note shall be surrendered by the Bank to the Note Registrar, who shall cancel the Note. The Note Registrar shall keep, or cause to be kept at its office, sufficient books for the registration of the Note, which shall at all times be open to inspection by the Port. The Note Registrar shall serve as the Port's authenticating agent, registrar and paying agent for the Note and shall comply fully with all applicable federal and state laws and regulation respecting the carrying out of those duties. The Note Registrar is authorized, on behalf of the Port, to authenticate and deliver the Note in accordance with the provisions of the Note and this resolution, to serve as the Port's paying agent for the Note, and to carry out all of the Note Registrar's powers and duties under this resolution.

The Note shall state on its face that the principal of and interest on the Note shall be paid only to the owner thereof registered as such on the Note Register as of the record date set forth therein and to no other person or entity, and that the Note may not be assigned except on the Note Register.

The Note Registrar shall be responsible for its representations contained in the Note Registrar's Certificate of Authentication on the Note.

Section 5. Payment of the Note. Both principal of and interest on the Note shall be payable in lawful money of the United States of America and shall be paid by check, draft or electronic transfer sent to the Bank solely out of the Note Account from taxes levied each year upon the taxable property within the Port within the constitutional and statutory tax levy limitations provided by law without a vote of the electors of the Port or from other money legally available and to be used for that purpose, and the Port irrevocably pledges to redeem the Note on the Maturity Date from the proceeds of such taxes or other money available for that purpose.

Section 6. Prepayment Provisions. The Port reserves the right and option to prepay the Note prior to its Maturity Date, as a whole or in part, at any time upon providing the Bank with

notice thereof at least 10 business days before the date selected for such prepayment. Prepayment amounts on the Note will be applied first to interest and then to principal. Interest on the portion of the Note prepaid shall cease to accrue on the date of prepayment. Principal may be reborrowed under the Note until the Maturity Date of the Note, as it may be extended. In the event of prepayment of all of the outstanding principal of the Note prior to its Maturity Date, the Note nonetheless shall be deemed to remain outstanding and available to the Port for subsequent loan draws on the Note, absent a written notice given by the Port to the Bank that the Note shall no longer be treated as outstanding and available for further draws thereon by the Port.

Section 7. Pledge of Taxes; Security for the Note. The Port irrevocably covenants and pledges that it will levy taxes annually, within the constitutional and statutory tax limitations provided by law without a vote of the electors of the Port, upon all the taxable property within the Port in an amount sufficient, together with other money of the Port, including proceeds of grants, available for such purpose, to pay the principal of and interest on the Note as the same shall become due, and the full faith, credit and resources of the Port are pledged irrevocably for the prompt payment of such principal and interest.

Section 8. Form and Execution of the Note. The Note shall be printed or lithographed in a form consistent with the provisions of this resolution and Washington law, and shall be signed by the President and the Secretary of the Commission, either or both of whose signatures may be manual or in facsimile.

Only a Note bearing a Certificate of Authentication in substantially the following form, manually signed by the Note Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this Resolution:

#### CERTIFICATE OF AUTHENTICATION

This Note is the fully registered Port of Benton, Benton County, Washington, Limited Tax General Obligation Note, 2021 (Revolving Line of Credit), described in the Bond Resolution.

By [specimen]  
WASHINGTON STATE FISCAL AGENT,  
as Registrar

The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Note so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

If any officer whose signature appears on the Note ceases to be an officer of the Port authorized to sign bonds before the Note bearing his or her manual or facsimile signature is authenticated or delivered by the Note Registrar or issued by the Port, that Note 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. The Note also may be signed on behalf of the Port by any person who, on the actual date of signing of that Note, is an officer of the Port authorized to sign bonds, although he or she did not hold the required office on the date of issuance of the Note.

Section 9. Payment of Note; Deposit of Loan Draws. The Benton County Treasurer as *ex officio* Treasurer of the Port (the “Treasurer”) has previously created and established in the office of the Treasurer a fund of the Port that is used for the payment of general obligation indebtedness of the Port (the “Bond Fund”), and the Director of Finance of the Port is authorized to create a separate account within the Bond Fund (the “Note Account”) to be used for the payment of the Note. The principal of and interest on the Note shall be paid out of the Note Account, and, pending expenditure, money therein may be invested and the earnings used for the purpose of that fund.

Loan draws on the Note shall be deposited in a separate account within the Port’s general fund previously created and established in the office of the Treasurer of the Port and shall be used only to pay costs of the Projects, interest on loan draws for the Projects and costs of issuance of the Note.

Section 10. Reporting Requirements. For so long as the Note is outstanding and held by the Bank, the Port shall provide or make available its annual financial statements to the Bank, including audited annual financial statements if and when available.

Section 11. Preservation of Tax Exemption for Interest on Note. The Port covenants that it will take all actions necessary to prevent interest on the Note 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 Note or other funds of the Port treated as proceeds of the Note at any time during the term of the Note which will cause interest on the Note to be included in gross income for federal income tax purposes.

Section 12. Small Governmental Issuer Arbitrage Rebate Exception and Designation of Note as a “Qualified Tax-Exempt Obligation.” The Port finds and declares that (a) it is a duly organized and existing governmental unit of the State of Washington and has general taxing power; (b) the Note is not a “private activity bond” within the meaning of Section 141 of the United States Internal Revenue Code of 1986, as amended (the “Code”); (c) at least 95% of the net proceeds of the Note will be used for local governmental activities of the Port (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the Port); (d) the aggregate face amount of all tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) issued by the Port and all entities 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) during the calendar year in which the Note is issued is not reasonably expected to exceed \$5,000,000; and (e) the amount of tax-exempt obligations, including the Note, 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 Note is issued does not exceed \$10,000,000. The Port therefore certifies that the Note is eligible for the arbitrage rebate exception under Section 148(f)(4)(D) of the Code and designates the Note as a “qualified tax-exempt obligation” for the purposes of Section 265(b)(3) of the Code.

Section 13. Acceptance of Note Purchase Agreement. The Commission finds that accepting the terms and conditions of the Note Purchase Agreement to purchase the Note is in the Port’s best interest and therefore authorizes the Executive Director of the Port or the President of the

Commission to accept such proposal on behalf of the Port and execute the final form of the Note Purchase Agreement.

The Note will be prepared at the Port's expense and will be delivered to the Bank in accordance with this resolution and the Note Purchase Agreement, with the approving legal opinion of Foster Garvey P.C., municipal bond counsel of Seattle, Washington, regarding the Note. The proper Port officials are authorized and directed to do everything necessary for the prompt delivery of the Note to the Bank and for the proper application and use of the loan draws thereon. No recourse shall be had for any claim based on this resolution or the Note against any Port Commissioner, officer or employee, past, present or future, of the Port or of any successor body as such, either directly or through the Port or any such successor body, under any constitutional provision, statute or rule of law or by the enforcement of any assessment or penalty or otherwise.

Section 14.     Severability. If any provision of this resolution shall be declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Note.

Section 15.     Effective Date. This resolution shall become effective immediately upon its adoption.

ADOPTED by the Port Commission of the Port of Benton, Benton County, Washington, at a regular open public meeting thereof held on July 14, 2021, the following Commissioners being present and voting in favor of the resolution.

PORT OF BENTON, BENTON COUNTY,  
WASHINGTON

\_\_\_\_\_  
President and Commissioner

\_\_\_\_\_  
Secretary and Commissioner

\_\_\_\_\_  
Commissioner



**Exhibit A**

**[form of] Note Purchase Agreement**

## CERTIFICATION

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

1. The foregoing Resolution No. 21-31 (the “Resolution”) is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Commission held at the regular meeting place thereof on July 14, 2021 (the “Meeting”), as that Resolution appears on the minute book of the Port;

2. Pursuant to various proclamations and orders issued by the Governor of the State of Washington, 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; and

3. 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, a quorum was present throughout the Meeting and a sufficient number of members of the Commission so present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 14<sup>th</sup> day of July, 2021.

PORT OF BENTON, BENTON COUNTY,  
WASHINGTON

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Secretary of the Commission

**RESOLUTION 21-32**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**ESTABLISHING JUNE 19 OF EACH YEAR, JUNETEENTH, AS A PAID**  
**HOLIDAY FOR PORT OF BENTON EMPLOYEES ELIGIBLE FOR**  
**LEAVE BENEFITS, AND AMENDING THE CURRENT PORT**  
**EMPLOYEE HANDBOOK TO REFLECT THE SAME**

WHEREAS, This nation experienced a new birth of freedom with the emancipation of persons held in enslavement before the American Civil War, 1861 to 1865. The end of enslavement profoundly changed the nation, remaking the political system, restructuring its economy, restoring its honor in the community of progressive nations and renewing its national promise absent the stain of slavery. While a complex and troubled racial environment was to mark the nation's path for the time to come, and while, in many ways, the way forward remains a difficult one in racial terms, still, the physical shackles have been removed. African Americans, who achieved freedom as a result of the Civil War, have traditionally celebrated the date of June 19, 1865, which is the date that the end of enslavement was proclaimed in the State of Texas, two years after the Emancipation Proclamation and two months after the surrender of Confederate forces at Appomattox Courthouse in Virginia.

WHEREAS, In acknowledgement of the continuing struggle for racial justice, as well as the seminal national victory that emancipation represents, the date should rightly take its place of honor as an observed holiday for employees of the Port of Benton.

NOW THEREFORE, the Port Commission hereby resolves amend the Port of Benton's Employee Handbook, Rule II – Attendance, Leave, and Holidays, Section 15. Holidays, to read as follows:

15. Holidays: Legal holidays to be observed by the Port are:

1. First day of January (New Year's Day)
2. Third Monday of January (Martin Luther King, Jr. Day)
3. Third Monday of February (President's Day)
4. Last Monday of May (Memorial Day)
5. Nineteenth day of June 19 (Juneteenth)
6. Fourth day of July 4 (Independence Day)
- ((6.)) 7. First Monday in September (Labor Day)
- ((7.)) 8. November 11 (Veteran's Day)
- ((8.)) 9. Fourth Thursday in November (Thanksgiving Day)
- ((9.)) 10. Friday after Thanksgiving (Day after Thanksgiving)
- ((10.)) 11. Twenty-fifth day of December (Christmas Day)
- ((11.)) 12. Employees shall also be entitled to one paid holiday per calendar year in addition to those specific in this section. Each employee may select the day on

which the employee desires to take the additional holiday provided for herein after consultation with the employer pursuant to guidelines to be promulgated by rule of the appropriate personnel authority. Twelve holidays per year maximum are allowable for Ports.

13. For holidays falling on a Saturday, the Friday before shall be a paid holiday. For holidays falling on a Sunday, the Monday following shall be a paid holiday.

14. An employee must be eligible for comprehensive leave benefits and in a pay status on the day before and the day following a holiday to be eligible for holiday pay. However, an employee who has successfully completed at least five years of Port service and who retires at the end of a month in which the last regularly scheduled working day is observed as a holiday, shall be eligible for holiday pay if the employee is in a pay status the day before the day observed as a holiday. An employee otherwise eligible for holiday pay shall not be ineligible as a result of not being in a pay status on the day before or after the holiday due to budgetary furlough.

NOW THEREFORE, The Port Commission hereby resolves that this ordinance takes effect January 1, 2022.

DATED AND SIGNED at Richland, Washington July 14, 2021.

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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  
PROJECTS AND GRANTS STATUS**

July 2021

	Project	Description	Grants Pursued/Received	Comments
1	Richland Airport Master Plan	Master plan update of Airport	FAA \$400,000 POB \$40,000	Currently with FAA for review.
2	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	Fermi widening has been awarded to Inland Asphalt. Construction is planned to start July 26.
3	North Richland Development Building	Construct a 20-35,000 sf development building to support MNP, HHP, Triton and small business/commercialization	FED - \$6M POB - \$3.5M	Submitted Federal budget requests.
4	Richland Airport - Airfield Signage and Lights (PH1)	Replace Airfield Signs, Replace runway lights on RW 8/26 & 1/19 MIRL - DESIGN ONLY	FAA - \$250,000 No Match Required	Awarded, design begins in August 2021.
5	Richland Airport - Airfield Signage and Lights (PH1)	Replace Airfield Signs, Replace runway lights on RW 8/26 & 1/19 MIRL - Construction	FAA - \$3,200,000 No Match Required	Awaiting formal approval in August.
6	Prosser Airport - Taxilane	East Taxilane Construction	FAA - \$600,854 No Match Required	Awarded, project begins in August 2021.
7	Bureau Land Management	Crow Butte: Renovation of one ADA campsite, conversion of two campsites for ADA, and 2,700 lineal feet of path replaced.	FED - \$250,000 POB - 10% match	Submitted, awaiting formal approval.