



PORT OF BENTON

3250 Port of Benton Blvd., Richland Wa. 99354

Supplemental Information for Appointment to Port of Benton Commissioner District 2

Thank you for your interest in serving as a Commissioner for the Port of Benton. The position vacancy is for District 2 and must be filled by a resident of District 2; residency requirements must be met by the time of appointment to the commission. To be considered, your application must be submitted in-person (in a sealed envelope) at **3250 Port of Benton, Richland, WA 99354** or by email to david@portofbenton.com no later than 12:00 p.m. on Friday, November 19, 2021. Applications received after 12:00 pm will not be accepted. Additional written information after this date will not be accepted, unless requested by the Port of Benton Commission.

In-Person Application: Delivery of applications in-person must be received between 8:00 a.m. and 4:00 p.m. Monday through Thursday (OR) between 8:00 a.m. and 12:00 p.m. on Friday, with the last opportunity to submit in-person at 12:00 p.m. on Friday, November 19, 2021.

Emailed Application: Applications submitted by email must be received by email at 12:00 p.m. on Friday, November 19, 2021. If submitting by email, all included attachments must not exceed 10MB total and be formatted as a PDF, DOC, or DOCX file type. Please attach your application and supporting materials to an email and send to david@portofbenton.com.

To verify whether you reside in District 2, please view the map at www.portofbenton.com/commissionmap. In addition to residency in District 2 you must be a current registered voter in Benton County.

The Port Commission will review all applications for content and for completeness. The Commission will, at a special commission meeting on November 22, 2021, review applications and narrow the pool down to a handful of finalists. The exact number of finalists selected will be at the discretion of the Commission. The Port Commission will interview each finalist, in open session, on November 29, 2021. The questions to be asked of the finalists will not be provided in advance.

Monday, November 8, 2021 at 10:00 a.m.	Applications posted on the Port of Benton Website and available in the Port offices
Friday, November 19 by 12:00 p.m.	Deadline to submit application for vacancy
Monday, November 22 at 9:00 a.m.	Special Commission Meeting to review applications and announce finalists for interview
Monday, November 29 at 8:30 a.m.	Final Interviews held at special commission meeting and announcement of appointment of District 2 Commissioner

Commissioner Eligibility, Requirements & Public Disclosure

To be eligible to be appointed to the Port of Benton Commission, you:

- Must be a resident within District 2* of the Port of Benton district boundaries; and
- Must be a registered voter in Benton County.

Please Note that:

- Once a Commissioner application is filed with the Port of Benton, it is a public record available to the public per RCW 42.56.
- The applications received from all candidates who meet the minimum requirements of state law, along with the answers to the supplemental questions, may be posted on the Port of Benton’s website the week of the final interviews.

- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).

Commissioner Duties & Compensation

The Port of Benton is a municipal corporation which exercises local governmental powers. The Port has a three-member Commission which acts as the Port's policy making and regulatory body. The Commission duties include adopting a plan for harbor improvements, creating industrial development districts, establishing lease rates for port facilities, setting compensation levels and expense reimbursement for Port staff, adopting the Port budget, levying taxes, providing promotional hosting expenditures, and executing contracts. Information on the legal authority of Port districts and the role of Port Commissioners is available through the Municipal Research and Services Center (MRSC) and Washington Public Ports Association (WPPA).

The duties of a Port Commissioner will likely involve an average minimum commitment of 8-12 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Commission duties include, but are not limited to:

- Required attendance at regular Port Commission meetings, which are generally held on the second Wednesday of each month, from 8:30 am to 12:30 pm and occasionally later. From time to time, the Port of Benton Commission President may call special Commission meetings to handle Port business.
- Commissioners are expected to serve on regional boards and commissions, and to represent the Port Commission at various community functions. These various meetings and functions normally occur during weekdays, but may also occur occasionally on weekends, and during the evening.
- Advise the Executive Director on long-range planning. Approve basic long- and short-range operating plans and budgets as recommended by the Executive Director in keeping with established direction, objectives, and policies.
- Decide on matters which exert major influence on the manner in which the Port's business is conducted; and in general, protect and make the most effective use of the Port of Benton's assets.

The monthly Commissioner salary as of January 1, 2021 is \$1,500 per month. In addition, Commissioners are paid \$128 per meeting up to 96 meetings per year.