

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
NOVEMBER 22, 2021**

**A. CALL TO ORDER:** The Special Commission meeting was called to order at 8:35 a.m. at the 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 & Governmental Affairs, Miles Thomas

**The following attendees attended via remote communications:** Commissioner Roy D. Keck; Port Attorney, David Billetdeaux; Danielle Connor, Director of Finance/CPA; 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; Scott Keller, Community Member; Lori Stevens, Commission Elect and Airfield Estates Winery; Gareth Nisbett, Community Member; Barbara Johnson, Community Member; Joel Rogo, Community Member; Karen Miller, Community Member

The Commission Meeting was conducted using the Centers for Disease Control (CDC) 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.

**B. PLEDGE OF ALLEGIANCE:** Commissioner Jane Hagarty led those present in reciting the Pledge of Allegiance.

Executive Director Diahann Howard noted that because two Items of Business are listed on the agenda, a Public Comment item will need to be added to the agenda.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission approving the addition of Public Comment to the agenda for the 11/22 Special Commission Meeting.**

**C. PUBLIC COMMENT**

There were no comments from the public.

**D. ITEMS OF BUSINESS:**

**1. Approval of 2345 Stevens Drive Painting Project**

Director of Facilities & Operations, Ron Branine explained that the 2345 Stevens Drive interior painting project is for the Atkins space and a total of nine requests for bids were sent out to qualifying companies and a total of one company turned in a bid. Branine added that the bid received was from Paintmasters and the total quoted with taxes was \$77,974.80 for the 21,000 square feet of interior painting.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission approving the 2345 Stevens Drive painting project.**

**2. Resolution 21-55, Sale of .0286 acres Real Property in Benton City**

Director of Real Estate Teresa Hancock provided a screenshare image of the featured property, pointing out that the .0286 acre area was land only with the 9<sup>th</sup> Street Studio to the south, residential to the west, Edith Street to the north and 9<sup>th</sup> Street to the east. Hancock explained that the property has sat unoccupied for many years, as was purchased by the Port in 2017 with the Port having plans to redevelop and rehabilitate the space for future business development. Hancock explained that because of cost, the original building was removed entirely.

Hancock noted that Greg and Sharon (Shae) Frichette have been in contact with the Port for a few years, as they have a strong interest to bring a small business to the downtown core of Benton City by 2022. Hancock added that the property brought forth today will be sold for \$15k with a closing of 12/31/2022. Hancock added that it was in alignment with the Port's strategic and comprehensive plan to move forward with the sale of this property.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission approving Resolution 21-55, approving the sale of .0286 acres of real property in Benton City.**

**E. EXECUTIVE SESSION:** The Special Commission Meeting was recessed at 8:50 a.m. and an Executive Session was convened at 9:00 a.m. to evaluate the qualifications of the nine candidate applications that were received for the vacant Commission seat, per RCW 42.30.110(1)(h). It was announced that the Executive Session would take 1.5 hours and the Special Commission Meeting would reconvene at 10:30 a.m.

The Special Commission Meeting was reconvened at 10:30 a.m. and Port Attorney, David Billetdeaux announced a few housekeeping-related items. Billetdeaux stated that the finalists selected today would be interviewed next Monday, November 29<sup>th</sup> at the Port offices. Billetdeaux asked that each candidate come to the Port of Benton's office in-person for the interview.

Billetdeaux stated that the Washington Public Ports Association was holding new Commissioner training at their upcoming Annual Meeting, which will take place in Bellevue November 30 and December 1, 2021. Billetdeaux asked the candidates to review their calendars to ensure attendance was possible for this important training.

Executive Director Diahann Howard thanked the Commission, as well as each candidate who submitted an application for their time and effort related to the process. Howard added that the Port is looking for a dedicated individual focused on making the port better, good policy and supportive of the staff and existing work culture to represent the Port of Benton.

Commissioner Jane Hagarty thanked the applicants and stated that nine great applications were received and it was difficult to filter down to four. Hagarty stated that she focused on an individual who will be able to continue with the great partnerships the Port has developed as well as someone who

understands that the Port does not work alone and has many strong partnerships and these partnerships within the region help to share the vision and accomplish Port goals.

Commissioner Roy Keck thanked the nine incredible applicants and stated that he felt it was important to select an individual who understands and shares the Port vision, particularly the goals set for the next 10-20 years. Keck added that the individual should understand policies and the Port budget that will help enable the support of the vision and serve the entire region.

Port Attorney Billetdeaux read each of the final candidates in order of when their application was received:

- 1) Scott Keller
- 2) Obie Amacker
- 3) Justin Raffa
- 4) Christy Rasmussen

Billetdeaux added that each candidate will be hearing from him later today with information and next steps.

#### **F. ADJOURNMENT**

With no further business, the meeting was closed at 10:38 a.m.

  
Roy D. Keck  
Commission Secretary