

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, which is noted below. The meeting agenda and minutes from past meetings can also be found at portofbenton.com/commission.

For those unable to access the internet, please call 509-375-3060 by 8:00 a.m. on April 13, 2022 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.

**PORT OF BENTON
REGULAR COMMISSION MEETING
Agenda**

8:30 a.m., April 13, 2022

3250 Port of Benton Blvd., Richland, WA 99354

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. CONSENT AGENDA

1. Approval of Agenda
2. Approval of Minutes from the March 9, 2022 Commission Meeting
3. Approval of Minutes from the March 23, 2022 Special Commission Meeting
4. Approval of Vouchers and Certifications, Including Payroll for Month of March Totaling \$555,417.11
5. Approval of Project Fund Vouchers and Certifications for the Month of March Totaling \$30,294.00
6. Resolution 22-13, To Cancel Warrant No. 079460, in the Amount of \$350, Which Was Deemed to be Issued with Errors

7. Resolution 22-14, To Cancel Warrant No. 079519, in the Amount of \$521.43, Which Was Deemed to be Issued with Errors

D. PUBLIC COMMENT

E. ITEMS OF BUSINESS

1. TRIDEC Update - Karl Dye, President/CEO
2. Washington VERTical Update - David McCormack, CESA Executive Director
3. Interlocal Agreement with the City of Richland
4. Redistricting Process Review and Presentation of Draft Maps

F. INFORMATION REPORTS

1. Crow Butte Park Update
2. 2022 Year to Date Budget Status Report
3. Grants Update
4. Rail Overview - Tour Following Meeting

G. COMMISSIONER REPORTS/COMMENTS

H. DIRECTOR REPORTS/COMMENTS

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

I. EXECUTIVE SESSION: Ongoing Litigation, Real Estate and Personnel

- J. BREAK: Teleconference and Zoom options will terminate at this time. Commission and staff will take this time to travel to the Richland rail for a tour.

K. TOUR OF RICHLAND RAIL: Open to public attendance. No action will take place during or after the public tour of the rail.

L. ADJOURNMENT

A special meeting is scheduled for Tuesday, May 3, 2022 at 8:30 a.m.

The next regularly scheduled Port of Benton Commission meeting is Wednesday, May 18, 2022. Visit portofbenton.com for notices and information.

**PORT OF BENTON
COMMISSION MEETING MINUTES
MARCH 9, 2022**

A. CALL TO ORDER: The regular monthly meeting was called to order at 8:30 a.m. at the Walter Clore Wine & Culinary Center, 2140 Wine Country Road, Prosser, Washington.

PRESENT: Commissioner Christy L. Rasmussen; Commissioner Roy D. Keck; Commissioner Lori Stevens; Executive Director, Diahann Howard, PPM®; Executive Administrator, Summers Miya; Director of Economic Development & Governmental Affairs, Miles Thomas; Port Attorney, David Billetdeaux; Director of Finance, Danielle Connor; Director of Marketing, Wally Williams; Director of Real Estate, Teresa Hancock; Director of Facilities & Operations, Ron Branine; Senior Accountant, Veronica Serna; Roger Wright, RGW Enterprises; Tom Glover, City of Prosser; John-Paul Estey, Prosser Chamber of Commerce

The following attendees attended via remote communications: Contract Specialist, Sheri Collins; Neal Ripplinger, Prosser Economic Development Association; Scott Keller; Chris Herman, Washington Public Ports Association

The Commission Meeting was conducted using the CDC (Centers for Disease Control) recommended social distancing protocols for COVID-19 with Commissioners meeting in-person; 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: Executive Director Diahann Howard led those present in reciting the Pledge of Allegiance.

C. CONSENT AGENDA:

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving the February 16, 2022 Commission Meeting Minutes, approving the February 18, 2022 Special Commission Meeting Minutes, approval of vouchers and certifications, including payroll, for the month of February totaling \$755,155.24, approval of project vouchers and certifications for the month of February totaling \$18,333.75.

D. PUBLIC COMMENT:

There were no comments from the public.

E. ITEMS OF BUSINESS

1. Welcome and Update from City of Prosser

City Manager Tom Glover announced that the City is in discussion regarding land they are intending to purchase for the police station and city hall. Glover added there is a possible location downtown, but this area is smaller and would require two separate sites or buildings. Glover stated that

the ideal outcome would be to keep the City Hall and Police Station in the same location.

Glover stated that Public Works received ARPA funds, which will go towards improvements on Bennett Ave. Glover added that the City also received ARPA funding and the City is actively working on a plan that they can offer to the residents.

Glover added that 2021 was overall, a good year that left the City with extra money. Glover stated that they have a list of capital projects and are working with the council on identifying the best options.

Glover added that he plans to attend a meeting later that day which will describe grant funding available to the city.

Executive Director Diahann Howard thanked Glover for his continued partnership and added that the Port continues to work with the City of Prosser team on the recent road closures near Vintners Village. Howard requested information and updates on the expected new homes in the Prosser area, as it helps with prospecting. Howard also thanked the public works team for their assistance on a recent recruitment effort.

2. Welcome and Update from Prosser Chamber of Commerce

Prosser Chamber Executive Director, John-Paul Estey thanked the Port for its support, exclaiming that the recent banquet held at the Clore Center was hugely successful and looks forward to next year's event. Estey added that the Chamber team is looking forward to hosting their annual events again this year. Estey announced that Scottish Fest would take place on June 18 and athletes, bands, events and the dance competition are lined up. Estey added that the Beer + Whiskey Festival will take place on August 27th.

Estey stated that the Chamber was fortunate and membership remained steady throughout COVID. Estey acknowledged that new Port tenant's Narratif and Tirridis have become new Chamber members and thanked the Port for the introduction. Estey added that in recent conversations with Tirridis, a new local event is on the books for November that features sparkling wines.

3. Welcome and Update from Prosser Economic Development Association

Executive Director of the Prosser Economic Development Association, (PEDA), Neal Ripplinger announced that the 2022 Prosser Leadership class is in full swing, stating that the class started in January and will graduate in August as Prosser's 9th leadership class.

Ripplinger stated that along with the Prosser Chamber of Commerce, PEDA plans to launch a Facebook group to promote all available Prosser jobs utilizing the #ProsserWAJobs hashtag, and also cross-posting on Instagram.

Ripplinger announced that the wayfinding banners are project has been completed. Ripplinger explained that the goal was to drive traffic downtown and to promote events and this project was completed through a grant from the City, based on the Community Assessment by HUB. Ripplinger thanked the Port for their support on this project and displayed photos of the five new wayfinding signs that complement existing signage, including additional signage for the Depot/Visitor Center to engage visitors while retaining the color scheme.

Ripplinger announced that the Transportation Committee continues to work with Ben Franklin Transit to evaluate gaps in service and potential new additions and public infrastructure locations, as well as continued efforts to improve safety of SR-221.

Ripplinger provided an update on the Business Retention, Recruitment & Expansion efforts, featuring the Mustang Business Plan that partnered with the Prosser School District for the 11th annual event held in the new high school auditorium.

Ripplinger stated that the TBEX North America event will be taking place in April and thanked Visit Tri-Cities and the Port of Benton for the opportunity to highlight the Prosser community.

Ripplinger added that the PEDAs Annual Meeting details will be sent out this week and asked the group to keep an eye out for updates on the event.

Ripplinger added in follow-up to Diahann Howard's earlier question about the estimate of new homes in the Prosser area, that he expects approximately 1,110 new homes.

Commissioner Rasmussen thanked Ripplinger and PEDAs for their involvement with the Mustang Business Plan, adding that the impact on programs like this are significant.

4. Resolution 22-12, Amending Resolution 22-09, Regarding Authorization of Submittal of an Application to the US Economic Development Administration (EDA)

Director of Economic Development & Governmental Affairs, Miles Thomas explained that a few changes have been made per EDA and the Coalition, adding that the Coalition as a group can request no more than \$75M, with currently two projects regarding hydrogen fueling and entrepreneurs having higher budgets, the Port selected to downsize the Port project to allow for the bigger projects.

Thomas clarified that the plan still includes the 7,500 sf building and can also request .09 funding, which allows the Port to exclude CERB financing.

Thomas clarified that the revised wording on the Resolution will be:

The following items from Resolution 22-09 shall be amended as follows:

A. Provision 1:

Diahann Howard, Executive Director of the Port of Benton or her designee, is authorized to submit an application to the U.S. Economic Development Administration for up to a \$12,000,000 grant for the construction of the Advanced Energy Innovation and Commercialization Center.

The wording in this provision shall be deleted and replaced with the following:

Diahann Howard, Executive Director of the Port of Benton or her designee, is authorized to submit an application to the U.S. Economic Development Administration for up to a \$8,000,000 grant for the construction of the Advanced Energy Innovation and Commercialization Center.

B. Provision 2:

The Port of Benton will contribute a \$500,000 cash match to the total project, and funding of \$2,500,000 if awarded from the Community Economic Revitalization Board.

The wording in this provision shall be deleted and replaced with the following:

The Port of Benton will contribute a \$500,000 cash match to the total project, and funding of \$1,500,000 from Benton County .09 Rural County Capital Fund set aside for the Port of Benton. If further companies/partners are secured in the near future, the Port may seek up to \$2,500,000 from the Community Economic Revitalization Board.

All other provisions, the terms, and conditions of Resolution 22-09 shall remain in full force and effect.

After no further discussion, a motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck and unanimously passed by the Commission, approving Resolution 22-12, amending Resolution 22-09, regarding authorization of submittal of an application to the US Economic Development Administration.

5. HDR Construction Management Contract for Derailment Damage Repair

Engineer Roger Wright reminded the Commission that at the regular Commission meeting in February they approved HDR contracts for the Derailment Damage Repair Rail Project, which includes tie replacement, Columbia Park Trail bridge repair, as well as money for installation of City provided rail ties on the City of Richland industrial railroad track. Wright stated that now the Port needs to approve a construction management contract with HDR to provide management and inspection of the project. Staff is recommending Commission approval of an additional \$60k contract for construction administration and inspection of the derailment damage with HDR Inc. HDR will provide management of the construction contract with the selected low bidder Railworks, will provide submittal review, weekly construction meetings, and on-site inspection services.

After no further discussion, a motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens and unanimously passed by the Commission, approving the \$60k construction management contract with HDR Engineering for Derailment Damage Repair.

F. INFORMATION REPORTS:

1. Grants Update

Executive Director Diahann Howard provided comments on the March Grants Report. Comments were provided on projects with any updates from the February 2022 meeting.

1. Richland Airport Master Plan – Still waiting on FAA’s review of the final draft of the airport Master Plan. Likely will not see approval until late March 2022.
2. Richland Innovation Center Rural County Capital Funds – Fermi Avenue is complete. Sidewalk has been extended and bid is due March 16, 2022 with hopes to award on March 23, 2022.
3. Richland Airport Airfield Signage and Lights (Phase I) – Design is complete and submitted to the FAA.
4. Richland Airport Airfield Signage and Lights (Phase I) – Project is out for bid and due March 22, 2022. A special Commission meeting is scheduled for March 23, 2022 to discuss the bids received. A mandatory walk-through of the site is scheduled for Monday.
5. EDA Build Back Better – Awarded Phase I, now to draft Phase II for Ports project due March 5, 2022 to Maritime Blue for submittal. Possibly use .09 money for match as discussed during Item No. 4, RES 22-12.
6. National Highway Freight Program (WSDOT Portion) – Grant application due March 11, 2022 with an award in late 2022 and construction in 2023. FRIB \$250k loan is available and being considered for upcoming crossing project.
7. WSDOT Freight Rail Investment Board (FRIB) \$250k low interest loan is available and being considered by WSDOT and could be awarded to the Port for replacement of the Van Giesen and Swift/Cemetery Railroad crossings.

2. Prosser Airport Presentation:

Engineer Roger Wright provided a thorough overview of the Prosser Airport through a PowerPoint presentation including information on the history of the airport, important and key dates, integral moments, operators and design, including a present-day look at the airport along with plans for future growth and development.

Wright provided historical components of the airport, including a brief history of Judge George O. Beardsley, in which the airport is officially named after.

3. Discussion of Standard Airport Lease Agreement Draft

Port Attorney, David Billetdeaux provided a thorough review of a draft lease via screenshare which included detail on hangar use, residential use, (which the FAA does not allow), new designs, terms, subleases and assignment of leases, rental terms, land rental rates, appraisals, reversionary clauses, late charges, maintenance and repair to protect the Port, written consent, compliance with laws, consistency and in-line with the FAA, L&I injury issues, (per WPPA recommendations), mortgages, right to audit, inspection and accessibility, copies of as builds, building guidelines, permits secured, FAA guidelines, environmental and hazardous concerns.

Billetdeaux stated that the draft lease would be posted to the website and available for interested parties to review in full.

G. COMMISSIONER REPORTS/COMMENTS:

Commissioner Roy Keck complimented the team on the State of the Ports video, which was recently displayed at the Regional Chamber's membership luncheon.

Commissioner Lori Stevens welcomed the group to Prosser. Stevens stated that she recently attended the Prosser Rotary meeting, which was held at the Prosser Museum. Stevens also complimented the State of the Ports video.

Commissioner Christy Rasmussen remarked on the WPPA Legislative report, highlighting the fixed bill in which building permits will not be needed in-hand for grant work. Rasmussen commented on the National Park committee meeting and news, as well as the Department of Commerce news release on Maritime Blue, which referenced clusters.

Rasmussen stated that she attended the recent DOE Roundtable with Ike White, as well as Regional Chamber of Commerce and Visit Tri-Cities meetings.

H. DIRECTOR REPORTS/COMMENTS:

1. AIRPORTS:

Director of Facilities & Operations, Ron Branine announced that he had nothing further to add regarding airports.

2. FACILITIES & OPERATIONS:

Director of Facilities & Operations, Ron Branine announced that the 2345 Stevens Drive Lighting

Project is 100% complete, adding that this was a \$226k project approved in 2021. Branine added that due to the supply chain issues, the project took longer than expected to complete, but over 2,000 lighting fixtures have been replaced.

Branine stated that Phase II of the carpet installation project at 2345 Stevens will begin this month and will replace carpet on the south end of the building and upstairs.

Branine added that the HMIS buildout at the old Intermech space is still under review. Branine noted that they are looking into building several offices, a breakroom, very large pallet rack system and battery charging station for their electric forklifts, or an elevator installed.

Branine announced that the HVAC unit for the Total Site Services on Salk has finally been received and installation will take place soon. Branine added that the turnover at 2880 Lee Road, Suite B at the Prosser Wine & Food Park is complete, which included painting, wall portion removal, door repair/replacement, testing of all HVAC components, floor cleaning and refinish and other small finish work. Branine added that access controls were added at the 2345 Stevens Drive building's exterior doors, reminding the Commission that this system was previously managed by Atkins, but because of Atkins' recent reduction of space, the Port had to takeover access control.

Branine provided an update on Crow Butte, reminding the Commission that the park is six days away from opening for the season. Branine announced that the team has trenched the entire 1,000 ft through the park and have buried the new conduit. Branine noted that they are waiting on the electrician to get the wire in and make the needed connections. Branine reminded the group that the main electrical line from the pump dock to the pump house lost two out of the three legs early last year and the break was unable to be located. Branine stated that because of the age of the line and the fact that the line is direct bury cable, not conduit, along with the many tree roots being an issue, the team will trench 1,600 ft and put 2" conduit for the new wire to be pulled through, which will better ensure that the line will remain intact for the future. Branine added that they have ordered two smart parking meters to help with capturing day use fees without having to manage the process manually. Branine reminded the Commission that they are still waiting for Army Corps approval of these meters, with plans being submitted last October.

3. REAL ESTATE:

Director of Real Estate, Teresa Hancock stated that she has been working with HMIS on a possible lease amendment.

Hancock announced that the final walk-through with the new tenant, Tirridis at 2880 Lee, Suite B in Prosser will take place on Thursday. Hancock noted that this facility remained 100% filled throughout COVID and immediately back-filled once Wit Cellars relocated to their new home in Vintners Village.

Hancock stated that she has been in land sale discussions with prospects who are looking for a location for a 50-rail tap house, e-bikes and event facility geared to family fun. Hancock thanked Neal Ripplinger, with PEDA for collaborating and sharing additional Prosser information for this attraction.

Hancock added that the site criteria includes 3,500-5,000 sf with a central/visible location to pathways, tourism and local customers (ideally a build-to-suit) land lease with investors. Hancock added that the e-bikes can travel 30-60 miles and that the prospect is also looking in the Yakima area.

Hancock provided an update on the land update negotiations in Vintners Village West that herself and Executive Director Diahann Howard are involved in. Hancock noted that this includes 20 acres presently farmed by Rock Bottom Ranches/Terry Christensen and are on a portion of the Bohlke

property. Hancock provided the information received from the Port appraiser (\$1.75 - \$2 sf/Frontage \$2.50 - \$3 psf), as well as the buyer appraisal (\$1.24 psf), a different of \$146k.

Hancock explained that key deal points to navigate prior to bringing forward a purchase and sale agreement for board approval or consideration, which include that the purchaser is to construct a pathway to Vintners Village, irrigation pond language and electrical pole service for adjacent port users, subdivision timing involving 3 acres of the 20 acre and 3 acres of Bohlke pasture.

Hancock stated that staff will continue to finalize with hopes of bringing forward at the April regular scheduled meeting.

4. MARKETING:

Director of Marketing, Wally Williams announced that he has been working on the WA VERTICAL tradeshow materials, which will be held the first week of April. Williams noted that these items include a brochure, fact card and logo hand sanitizer.

Williams added that he has been working on full page magazine ads for Trade & Industry to help promote WA VERTICAL, in addition to an ad for the Visit Tri-Cities Visitor Guide, which will promote Vintners Village and replace the ad for Crow Butte. Williams added that he has also been working on a half-page ad for the Journal of Business, which will appear in the Hanford edition and feature properties that are for sale.

Williams stated that he continues to work on updating the airport signage with Roger Wright and Teresa Hancock, along with the facilities team at the Prosser and Richland Airports.

Williams noted that he has begun working on the spring newsletter with Summers Miya.

5. ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS:

Director of Economic Development & Governmental Affairs, Miles Thomas thanked the Commission for the approval of Resolution 22-12, which work on this grant application has been taking up the majority of his time.

Thomas added that he continues to pursue real estate leads.

6. FINANCE DIRECTOR:

Director of Finance/CPA, Danielle Connor announced that Liz Renz has been hired to fill the Accounting Clerk position, which was newly created. Connor stated that Liz has previously worked at the Tri-City Regional Chamber of Commerce and comes with experience in accounts payable, accounts receivable, audit, HR and facilities experience. Connor added that she is working on building out the onboarding plan and transition with her and Summers Miya along with the timing. Connor noted that Liz's role will be a focus on Accounts Payable, along with other tasks with some capacity for the IAP project.

Connor provided an update on the IAP project, stating that the team continues to make progress on the Voyager implementation phase of the project and up to 52% of leases entered, (114). Connor added that the Yardi remote user conference is going on this week, which is available to all users.

Connor provided an update on the upcoming year end project, stating that she has contacted contractor, Teresa Hanford, who will assist with the 2021 annual report compilation. Connor thanked Contract Specialist, Sheri Collins in her assistance with lining up Teresa Hanford. Connor stated that she expects to schedule Teresa Hanford in the next few weeks to assist. Connor noted that she is identifying a few weekends this year to come in and reconcile and post the year end entries and reconcile and accrue project and grant related costs (project percentage completion accruals).

Connor noted that the 2021 financial statement package is due to the SAO by the end of May.

Connor added that there were over \$750k in federal expenditures in 2021 (around \$820k prior to accruals), in which all were FAA related, so the Port will be planning for a single audit in addition to the financial statement audit for 2021, which means audit timing for 2022 will hopefully be between July – September, as the single audit deadline is September 30, 2022.

Connor stated that the January reports from the Benton County Treasurer were received last Friday and current, unreconciled general operating cash balance, including reserved cash, is \$3.8M, \$2.4M available for operating and capital.

Connor added that the first half of property taxes will be received in April and will be approximately \$1M. Connor reminded of the approximate debt payments due in June of \$180k and December \$575k.

Connor stated that February produced \$178k in receipts, \$19k was received from the FAA, the remaining \$159k received was from tenants.

Connor noted that general expenditures for February were approximately \$755k.

Connor announced that Accounts Payable currently sits at \$45k outstanding, with approximately \$3k past due.

Connor added that Accounts Receivable is currently sitting at \$340k, with about 33%, or \$111k, of tenant AR aged greater than 90 days and made up of several tenants and a continued effort is in place to develop a standard protocol for communication.

Connor highlighted Senior Accountant, Veronica Serna's efforts, stating that much of the detailed reporting the team is now able to present is due to Veronica's efforts and attention to details of the data. Connor added that Veronica has identified some great insights and also does a great job with payroll.

Connor added that her and her team are still working on reconciling and finalizing 2021 year end and we will bring the final 2021 budget status report forward in the April or May Commission meeting. Connor added that cadence of budget status report outs will continue to be quarterly in 2022, so we will also bring the 2022 YTD budget status report in April.

Connor identified current goals, which include monitoring the cash forecast into 2022, inputting the 2022 budget into Intacct, with the buildout of reporting to follow and a focus on management reporting.

7. PORT ATTORNEY:

Port Attorney, David Billetdeaux noted that the March 12th cutoff date for mask-wearing was approaching, which would alter the format of Port Commission meetings. Billetdeaux recommended continuing with a hybrid format and keeping Zoom an option for attendees, as well as an in-person option.

Commissioner Rasmussen stated that she appreciated that the Port would be open to keeping the hybrid format, as it allows all to have access.

Billetdeaux asked for a motion to reopen Port of Benton Commission meetings to the hybrid format.

After no further discussion, a motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens and unanimously passed by the Commission, approving the Port of Benton to move forward with offering a hybrid meeting option for future public meetings.

Billetdeaux stated that his second item of business was to discuss the Tri-Cities Steel Band with the Commission, but Billetdeaux announced that the Steel Band recently hired counsel and received a

signed lease this morning.

Billetdeaux stated that the signed lease received was in-line with what the Port had provided and asked the Commission for a motion to accept the previously approved lease.

After no further discussion, a motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck and unanimously passed by the Commission, approving the lease with the Tri-Cities Steel Band.

8. EXECUTIVE DIRECTOR:

Executive Director, Diahann Howard stated that she participated in a meeting with White House officials regarding the dams and also recently attended a wheat growers meeting, which defended the dams.

Howard noted that she continues to follow key state bills, noting that the transportation bill is up in the air and there are concerns due to the limited eastern Washington projects.

Howard noted that the bill related to workforce housing did pass, which puts .09 dollars at risk .

Howard stated that she recently met with WPPA Executive Director James Thompson and plans to meet a group of Port Executives at Seatac in a few weeks for further discussion.

Howard informed that she will be attending the Advanced Reactor Summit the first week of April in Idaho, stating that the Port is sharing a booth with TRIDEC and Washington VERTical.

I. EXECUTIVE SESSION: The regular Commission Meeting was recessed at 11:11 a.m. and an Executive Session was convened at 11:15 a.m. to discuss ongoing and potential litigation, real estate and personnel matters. It was announced that Executive Session would take 20 minutes and if any action was required, the Regular Commission Meeting will reconvene and bring forward the item at that time.

At 11:35 a.m., Commission announced that no action was required to be taken relating to any items discussed within Executive Session.

J. BREAK: With no further business, the meeting was recessed and teleconference and Zoom options were terminated. Commission and staff traveled to the Prosser Airport for a tour.

K. TOUR OF PROSSER AIRPORT: Engineer, Roger Wright led the Port Commission and staff on a tour of the Prosser Airport, highlighting buildings, grounds, runways, taxiways, lighting, project sites. The tour was open to public attendance and no action took place during or after the tour of the airport.

L. ADJOURNMENT: The Prosser Airport tour concluded at 12:20 p.m. and the Commission meeting was adjourned.

Lori Stevens
Commission Secretary

**PORT OF BENTON
SPECIAL COMMISSION
MEETING MINUTES
MARCH 23, 2022**

A. CALL TO ORDER: The Special Commission Workshop meeting was called to order at 8:31 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington.

PRESENT: Commissioner Lori Stevens; Commissioner Roy Keck, Commissioner Christy Rasmussen, Executive Director, Diahann Howard, PPM®; Director of Finance, Danielle Connor, Director of Operations & Facilities, Ron Branine; Director of Real Estate, Teresa Hancock; RGW Enterprises, Roger Wright; Executive Administrator, Summers Miya; Port Attorney, David Billetdeaux; Director of Marketing, Wally Williams

The following attendees attended via remote communications: Contract Specialist, Sheri Collins; Accounting Clerk, Liz Renz; Senior Accountant, Veronica Serna; McKay Larrabee, Flo Analytics; Emma Swanson, Flo Analytics; Bryan Condon, Century West Engineering; Wendy Culverwell, Tri-Cities Area Journal of Business; Dave Furtado, KEPR Action News; David Fritz, Community Member;

The Commission Meeting was conducted as a hybrid meeting with Commissioners meeting in-person; public attending both remotely and in-person, and Port staff members participating in-person and remotely, and said meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Commissioner Roy Keck led those present in reciting the Pledge of Allegiance.

C. ITEMS OF BUSINESS

1. Richland Industrial Center Sidewalk and Street Light Project

Engineer Roger Wright stated that as part of the Richland Innovation Center (RIC), Rural County Capital Funds Project, the Port recently advertised for bids to complete the final portion of the work including the sidewalks and streetlights installation. Wright announced that six bids were received for this project and recommended that the Commission reject all bids received.

Wright explained that the first part of the RIC projects was completion of the Fermi Avenue widening project and to date, finance reports that the Port has spent approximately \$623k. Wright added that he expects that once all costs to date have been paid and recorded, he expects that number to be approximately \$750k of the \$1.1M.

Wright noted that during the design of the sidewalks and streetlights project, the design consultant identified the details of the needed construction and the cost estimate of the work continued to rise. Wright stated that the Port felt that the bids would still come in close to what was remaining in the budget, but the actual bids that came in were much higher and in the range of \$530k - \$838k. Wright added that the apparent low bidder did not have a complete bid package and had to submit an additional document late.

Wright clarified that the reasons to recommend rejection of all bids and for the Port to break apart and re-scope the project and then re-bid in smaller phases was because the apparent low bid had a portion of their bid documents submitted late and the apparent low bid was more than the available budget.

Wright also clarified that the advertised bid documents, Section 16, states that *“The Owner reserves the right to reject any or all bids...”* and added that the Port believes it is in the best interest of the Port to reject all bids for this project and allow for the Port to break apart and rescope the project to allow it to be completed within the Port’s available funds.

After no further discussion, a motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens and unanimously passed by the Commission, rejecting all bids received for the Richland Innovation Center Sidewalk and Streetlight Improvements Project.

2. Richland Airport Electrical Replacement Project

Engineer Roger Wright reminded the Commission that the FAA awarded \$3.1M towards mostly lighting improvements for the Richland Airport.

Wright stated that advertisements for bid went out and a mandatory walk-through of the site was performed with potential bidders on Monday, March 14 ,2022.

Wright announced that two bids were received for the project, with Sierra Electric being the apparent low bidder with a \$1,432,235.53 (with tax) bid. Wright stated that Sierra did omit contractor information in one form but provided the information asked for in another spot, which is a waivable irregularity. Wright noted that Century West contacted the Port of Pasco because Sierra Electric is involved currently in a project for them and received positive feedback about the work being performed. Wright added that Century West feels confident moving forward with accepting the bid received from Sierra Electric.

Wright reminded the Commission that all work for this project will be performed on the taxiway, runways, tower and also the addition of an emergency generator in the tower.

Wright stated that there is an approximate three-week time period when all runways lights will be inoperable and for approximately two weeks both runways will need to be closed Monday - Friday due to the project, which will impact the airport users significantly. Wright noted that information has been provided to tenants and owners but no detailed schedule will be available until the contractor is in place and has provided a definite construction schedule.

Wright stated that the hope is to start the project in July, but there may be a delay due to materials delivery. Additionally, the bidder who provided the second bid has stated they may submit a formal protest and if this is the case, the Commission may need to come back to discuss and review the bids and protest.

After no further discussion, a motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck and unanimously passed by the Commission, approving the Executive Director to award the Richland Airport Electrical Replacement Project bid to the lowest responsive and responsible bidder, Sierra Electric, who provided a \$1,432,235.53 (with tax) bid, after any bid protests were completed.

3. Redistricting Process Review and Presentation of Draft Maps

Port Attorney, David Billetdeaux introduced consultants, McKay Larrabee and Emma Swanson of Flo Analytics, who have been hired to prepare and present the updated districts and boundaries. Billetdeaux reminded the Commission redistricting is required to take place every ten years, following the census, with the goal to properly represent the constituents of the county.

Consultant, McKay Larrabee presented a slideshow of the redistricting overview.

Larrabee explained that the process includes the following steps:

1. Data collection
2. Draft map – public hearing testimony and email comments
3. Final map

Larrabee explained that the US Census adjusted database was released in the fall of 2021 and Flo Analytics began the project initiation and data gathering in January 2022, with the development of draft scenarios happening in February 2022. Larrabee stated that the draft maps were published to the Port website on March 15, 2022 and now being presented at the March 23, 2022 Special Commission meeting and available for public comment.

Larrabee provided redistricting requirements:

- Districts must be population balanced
- Districts must be contiguous
- Redistricting must be drawn in compliance with all local, state, and federal laws, including the Federal Voting Rights Act
- Redistricting must not be done to favor or disfavor a protected class or political party
- Districts should be as compact as possible
- Districts should preserve communities of mutual interest
- Districts should preserve the use of existing natural boundaries
- Districts should not split census blocks

Larrabee explained that when balancing population, the total population must be considered, which reflects the principle that an elected body represents all residents, not only those who are eligible to vote. Larrabee added that the key metric is deviation range from the “ideal population” with ideal population being the total population divided by the number of districts, add together the % deviation of the most and least populous districts to determine the deviation range.

Larrabee stated that the deviation range must be below 10% and should be below 5% and always aspire toward 0%.

Larrabee highlighted redistricting criteria:

- No islands, with an exception of real or jurisdictional islands which then must be functionally connected.
- Districts should not be unnecessarily thin or serpentine

- Compactness will be measured
- Existing or natural boundaries utilized and include: major streets and roads, rivers, lakes, mountains, lines that are already being used as boundaries

Larrabee explained the importance of preserving communities and added that a community of interest is a population that shares common social and economic interests that should be included within a single district for purposes of its effective and fair representation. Larrabee highlighted that redistricting should preserve communities. Larrabee stated that examples of communities include: Cities and towns, school districts, military installations, neighborhoods, homeowners associations, census-designated places, utility districts, geographically concentrated minority populations.

Larrabee provided an overview of the current districting conditions, which is currently at an overall range of 22%. Larrabee provided draft map 1, which brings the range to 4.8% and draft map 2, which brings the range to 0.4%.

After discussion, the Commission requested Flo Analytics to continue work on drafting boundary maps with a stringent focus on keeping communities together, to be as close to 0% as possible and no jumping over contiguities.

Billetdeaux reminded the Commission that the Port has until November 15, 2022 to present the final boundaries, but will plan to present updated maps at the regular Commission meeting on April 13, 2022.

D. ADJOURNMENT: With no further business, the meeting was adjourned at 9:21 a.m. with a note that the draft maps presented at today's Workshop are currently posted to the website.

Lori Stevens
Commission Secretary

**Port of Benton, Benton County, Washington
Voucher Certification and Approval
for the Month of March 2022**

General Expenses

Accounts Payable Warrants #:	79422	-	79572	\$	369,265.29
Electronic Payments:				\$	-
Total General Expenses				\$	<u>369,265.29</u>

Payroll

Direct Deposit:					
ACH				\$	90,610.91
Electronic Payments:					
IRS Payroll Tax Deposit				\$	34,946.62
Other Payroll Related Payments				\$	60,594.29
Total Payroll				\$	<u>186,151.82</u>
Total General Expenses and Payroll				\$	<u>555,417.11</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 _____, 2022.

President

Vice President

Secretary

Port of Benton Check Register

Date	Payee	Document No	Amount Cleared
	Bank: BCT MAIN - KeyBank National Association	Account No: 6601101	
03/02/2022	VEN00215-INTERNAL REVENUE SERVICE	CP134B	221.31 In Transit
03/04/2022	VEN00215-INTERNAL REVENUE SERVICE	03042022	16,732.25 In Transit
03/07/2022	VEN00215-INTERNAL REVENUE SERVICE	03042022C	1,391.02 In Transit
03/07/2022	VEN00268-NATIONWIDE RETIREMENT SOLUTION	NW02042022	2,690.25 In Transit
03/07/2022	10022-Connor, Danielle	Voided - 079460	(350.00) In Transit
03/07/2022	10006-Howard, Diahann	079461	224.97 In Transit
03/07/2022	10022-Connor, Danielle	079460	350.00 In Transit
03/07/2022	10021-Thomas, Miles	079463	69.04 In Transit
03/07/2022	10013-Williams, Wallace	079464	254.57 In Transit
03/07/2022	10026-Stevens, Lori	079462	136.25 In Transit
03/07/2022	VEN00298-TRI-CITY COMPUTER CONSULTING LLC	079455	1,737.60 In Transit
03/07/2022	VEN00321-CI INFORMATION MANAGEMENT	079431	245.24 In Transit
03/07/2022	VEN00542-MCCORMACK CONSULTING, LLC	079447	4,862.50 In Transit
03/07/2022	VEN00541-TIFFANY SANGER	079453	1,962.50 In Transit
03/07/2022	VEN00100-COFFEY REFRIGERATION	079433	2,521.25 In Transit
03/07/2022	VEN00424-WASHINGTON AIRPORT MGMT. ASSOC	079458	375.00 In Transit
03/07/2022	VEN00291-KENNEWICK RANCH AND HOME	079446	134.62 In Transit
03/07/2022	VEN00398-TRI-CITY SIGN & BARRICADE	079456	249.96 In Transit
03/07/2022	VEN00092-CLARK HILL PLC	079432	200.00 In Transit
03/07/2022	VEN00487-AMAZON CAPITAL SERVICES, INC.	079423	127.54 In Transit
03/07/2022	VEN00166-FERGUSON ENTERPRISES, INC.	079440	27.77 In Transit
03/07/2022	VEN00540-GLACIER SUPPLY GROUP, LLC	079442	3,186.27 In Transit
03/07/2022	VEN00231-KENNEWICK INDUSTRIAL & ELECTRICAL SUP-PLY	079445	116.97 In Transit
03/07/2022	VEN00164-FASTENAL COMPANY	079439	74.74 In Transit
03/07/2022	VEN00306-PROMINENCE PUBLIC RELATIONS	079450	2,700.00 In Transit
03/07/2022	VEN00326-RGW ENTERPRISES P.C. INC	079451	17,030.00 In Transit
03/07/2022	VEN00258-MOON SECURITY SERVICES, INC	079448	299.66 In Transit
03/07/2022	VEN00414-VERIZON	079457	1,193.38 In Transit
03/07/2022	VEN00151-ELECTRICAL UNLIMITED, INC	079437	2,876.03 In Transit
03/07/2022	VEN00149-EFC EQUIPMENT FEED PET SUPPLY	079436	86.45 In Transit
03/07/2022	VEN00225-JUB ENGINEERS, INC	079444	1,643.63 In Transit
03/07/2022	VEN00520-ANDERSON PERRY & ASSOCIATES, INC.	079425	18,446.25 In Transit
03/07/2022	VEN00377-TRI-CITY AREA JOURNAL OF BUSINESS	079454	880.00 In Transit
03/07/2022	VEN00077-COLUMBIA BASIN IT	079434	1,000.44 In Transit
03/07/2022	VEN00044-BENTON PUD	079427	3,656.97 In Transit
03/07/2022	VEN00449-ZIPLY FIBER	079459	512.31 In Transit
03/07/2022	VEN00075-CASCADE NATURAL GAS CORP	079429	12,760.60 In Transit
03/07/2022	VEN00083-CENTURYLINK	079430	102.74 In Transit
03/07/2022	VEN00200-HDR ENGINEERING, INC	079443	36,032.91 In Transit
03/07/2022	VEN00346-THE SHERWIN-WILLIAMS CO.	079452	1,482.93 In Transit
03/07/2022	VEN00162-FARMERS EXCHANGE	079438	29.78 In Transit
03/07/2022	VEN00024-AMERIGAS PROPANE LP	079424	565.64 In Transit
03/07/2022	VEN00009-GEO WAY ACE HARDWARE	079441	43.31 In Transit
03/07/2022	VEN00509-DUE NORTH CONSULTING, INC.	079435	2,500.00 In Transit
03/07/2022	VEN00066-BNSF RAILWAY COMPANY	079428	16,382.21 In Transit
03/07/2022	VEN00040-BATTERIES PLUS BULBS	079426	220.30 In Transit
03/07/2022	VEN00549-ORCHARD & VINEYARD SUPPLY, LLC	079449	2,225.11 In Transit
03/07/2022	VEN00012-AFLAC	079422	1,469.73 In Transit
03/08/2022	VEN00268-NATIONWIDE RETIREMENT SOLUTION	NW02182022	2,685.23 In Transit
03/08/2022	VEN00557-JOSEPH WALKER	079466	6.33 In Transit
03/08/2022	VEN00556-JOHN HAAKENSON	079465	31.24 In Transit
03/09/2022	VEN00268-NATIONWIDE RETIREMENT SOLUTION	NW03042022	2,679.87 In Transit
03/15/2022	VEN00399-TRIDEC, INC.	079497	3,750.00 In Transit
03/15/2022	VEN00404-UNITED WAY OF BENTON/FRANKLIN COUNTY	079499	121.67 In Transit
03/15/2022	VEN00258-MOON SECURITY SERVICES, INC	079489	773.03 In Transit
03/15/2022	VEN00229-KELLEY'S TELE-COMMUNICATION, INC.	079485	129.49 In Transit
03/15/2022	VEN00334-SANITARY DISPOSAL, INC.	079493	230.74 In Transit
03/15/2022	VEN00233-KONE INC.	079487	2,953.06 In Transit
03/15/2022	VEN00402-UNDERGROUND CREATIVE, LLC	079498	200.00 In Transit
03/15/2022	VEN00245-LUKE'S CARPET	079488	441.78 In Transit
03/15/2022	VEN00550-SAGACITY MEDIA, INC.	079492	2,090.00 In Transit
03/15/2022	VEN00297-PERSONAL TOUCH CLEANING, INC.	079491	5,986.63 In Transit
03/15/2022	VEN00093-CLAYTON-WARD CO.,	079477	55.00 In Transit
03/15/2022	VEN00390-TIRE FACTORY	079496	1,916.39 In Transit
03/15/2022	VEN00469-CENTURY WEST ENGINEERING CORP	079472	14,380.97 In Transit
03/15/2022	VEN00272-NORTHWEST RENTALS	079490	284.53 In Transit
03/15/2022	VEN00228-KELLER ROHRBACK LLP	079484	395.00 In Transit
03/15/2022	VEN00166-FERGUSON ENTERPRISES, INC.	079481	112.19 In Transit
03/15/2022	VEN00136-DIGITAL IMAGE TRI-CITIES, INC.	079480	380.10 In Transit

Port of Benton Check Register

Date	Payee	Document No	Amount Cleared
03/15/2022	VEN00359--STEEBER'S LOCK SERVICE, LLC	079494	213.67 In Transit
03/15/2022	VEN00044--BENTON PUD	079469	546.48 In Transit
03/15/2022	VEN00075--CASCADE NATURAL GAS CORP	079471	1,483.33 In Transit
03/15/2022	VEN00053--BENTON RURAL ELEC ASSOCIATION	079470	771.94 In Transit
03/15/2022	VEN00196--HARBOR FREIGHT TOOLS, INC.	079483	18.44 In Transit
03/15/2022	VEN00449--ZIPLY FIBER	079500	1,152.29 In Transit
03/15/2022	VEN00052--CITY OF BENTON CITY	079475	94.36 In Transit
03/15/2022	VEN00290--CI-PW, LLC (Paradise Bottled Water)	079474	11.94 In Transit
03/15/2022	VEN00015--AIREFCO, INC.	079467	461.35 In Transit
03/15/2022	VEN00087--CHUKAR CHERRY CO.	079473	1,258.60 In Transit
03/15/2022	VEN00071--CITY OF PROSSER	079476	5,910.38 In Transit
03/15/2022	VEN00113--CROWN PAPER & JANITORIAL INC.	079479	2,754.08 In Transit
03/15/2022	VEN00291--KENNEWICK RANCH AND HOME	079486	217.18 In Transit
03/15/2022	VEN00009--GEO WAY ACE HARDWARE	079482	126.45 In Transit
03/15/2022	VEN00487--AMAZON CAPITAL SERVICES, INC.	079468	81.44 In Transit
03/15/2022	VEN00363--STONEWAY ELECTRIC SUPPLY INC	079495	882.93 In Transit
03/15/2022	VEN00105--CONNELL OIL, INC	079478	1,418.83 In Transit
03/15/2022	10025--Rasmussen, Christy	079501	33.93 In Transit
03/15/2022	10015--Billetdeaux, David	079503	389.79 In Transit
03/15/2022	10007--Keck, Roy	079504	294.07 In Transit
03/15/2022	10022--Connor, Danielle	079502	350.00 In Transit
03/16/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS20422	11,051.74 In Transit
03/17/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP020422	4,210.91 In Transit
03/17/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	Voided - DCP2042022	(4,201.91) In Transit
03/17/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP2042022	4,201.91 In Transit
03/18/2022	VEN00215--INTERNAL REVENUE SERVICE	03182022	16,823.35 In Transit
03/22/2022	10020--Miya, Summers	079533	480.50 In Transit
03/22/2022	VEN00540--GLACIER SUPPLY GROUP, LLC	079520	889.42 In Transit
03/22/2022	VEN00491--LOWE'S CREDIT/SYNCHRONY FINANCIAL	079525	39.83 In Transit
03/22/2022	VEN00163--FASTSIGNS	079517	54.30 In Transit
03/22/2022	VEN00295--PROSSER ECON DEV ASSOCIATION	079527	12,500.00 In Transit
03/22/2022	VEN00419--GRAINGER	079521	646.07 In Transit
03/22/2022	VEN00358--STATE AUDITOR'S OFFICE	079528	1,021.68 In Transit
03/22/2022	VEN00040--BATTERIES PLUS BULBS	079506	82.43 In Transit
03/22/2022	VEN00102--COLUMBIA BASIN PAPER & SUPPLY	079513	866.09 In Transit
03/22/2022	VEN00006--ABADAN, INC	079505	277.07 In Transit
03/22/2022	VEN00439--WOOD'S NURSERY & GARDEN STORE	079532	108.33 In Transit
03/22/2022	VEN00164--FASTENAL COMPANY	079516	95.20 In Transit
03/22/2022	VEN00166--FERGUSON ENTERPRISES, INC.	079518	14.36 In Transit
03/22/2022	VEN00044--BENTON PUD	079507	17.64 In Transit
03/22/2022	VEN00107--COOK'S ACE HARDWARE	079514	55.98 In Transit
03/22/2022	VEN00370--SUNBELT RENTALS	079529	52.87 In Transit
03/22/2022	VEN00321--CI INFORMATION MANAGEMENT	079510	44.83 In Transit
03/22/2022	VEN00297--PERSONAL TOUCH CLEANING, INC.	079526	657.50 In Transit
03/22/2022	VEN00228--KELLER ROHRBACK LLP	079523	10,331.96 In Transit
03/22/2022	VEN00196--HARBOR FREIGHT TOOLS, INC.	079522	13.02 In Transit
03/22/2022	VEN00089--CITY OF RICHLAND	079511	23,954.94 In Transit
03/22/2022	VEN00077--COLUMBIA BASIN IT	079512	262.50 In Transit
03/22/2022	VEN00113--CROWN PAPER & JANITORIAL INC.	079515	38.79 In Transit
03/22/2022	VEN00508--BJ PAINT & CARPET, INC.	079508	65.32 In Transit
03/22/2022	VEN00069--BRUTZMAN'S INC	079509	451.68 In Transit
03/22/2022	VEN00401--TWIN CITY METALS, INC	079531	394.22 In Transit
03/22/2022	VEN00385--THE HOME DEPOT CRC/GECF	079530	1,056.01 In Transit
03/22/2022	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUP-PLY	079524	5,827.93 In Transit
03/22/2022	VEN00009--GEO WAY ACE HARDWARE	079519	521.43 In Transit
03/23/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	Fee	3.00 In Transit
03/23/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS02-22	21,951.95 In Transit
03/24/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP2182022	4,194.73 In Transit
03/25/2022	VEN00038--BANNER BANK - Credit Card	079534	14,137.80 In Transit
03/28/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	032822	113.94 In Transit
03/28/2022	VEN00009--GEO WAY ACE HARDWARE	Voided - 079519	(521.43) In Transit
03/29/2022	VEN00425--WASHINGTON STATE SUPPORT REGISTRY	03-2022	68.00 In Transit
03/29/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP030422	4,210.91 In Transit
03/29/2022	VEN00239--STATE OF WA DEPT OF REVENUE	02-2022	3,829.90 In Transit
03/29/2022	VEN00258--MOON SECURITY SERVICES, INC	079567	1,144.30 In Transit
03/29/2022	VEN00305--POCKETINET COMMUNICATIONS, INC.	079570	240.00 In Transit
03/29/2022	VEN00119--DAY WIRELESS SYSTEMS	079564	369.06 In Transit
03/29/2022	VEN00237--LES SCHWAB TIRE CENTER QUEENSGATE DR	079566	932.38 In Transit
03/29/2022	VEN00266--NATIONAL BUSINESS FURNITURE, LLC	079568	2,303.41 In Transit

Port of Benton Check Register

Date	Payee	Document No	Amount Cleared
03/29/2022	VEN00231-KENNEWICK INDUSTRIAL & ELECTRICAL SUP-079565 PLY		1,225.02 In Transit
03/29/2022	VEN00141-THE DRAIN SURGEON	079571	366.53 In Transit
03/29/2022	VEN00376-TRI-CITY REGIONAL CHAMBER	079572	60.00 In Transit
03/29/2022	VEN00272-NORTHWEST RENTALS	079569	28.86 In Transit
03/29/2022	VEN00107-COOK'S ACE HARDWARE	079563	37.64 In Transit
03/29/2022	VEN00073-CAMPBELL & COMPANY	079539	2,674.82 In Transit
03/29/2022	VEN00225-JUB ENGINEERS, INC	079552	3,939.10 In Transit
03/29/2022	VEN00532-VIC'S AUTO PARTS & SUPPLY	079561	42.88 In Transit
03/29/2022	VEN00096-CNA SURETY DIRECT BILL	079542	1,750.00 In Transit
03/29/2022	VEN00533-GEOPHYSICAL SURVEY, LLC	079550	4,500.00 In Transit
03/29/2022	VEN00069-BRUTZMAN'S INC	079538	70.84 In Transit
03/29/2022	VEN00136-DIGITAL IMAGE TRI-CITIES, INC.	079545	1,219.31 In Transit
03/29/2022	VEN00151-ELECTRICAL UNLIMITED, INC	079547	1,141.41 In Transit
03/29/2022	VEN00012-AFLAC	079535	603.11 In Transit
03/29/2022	VEN00301-PITNEY BOWES, INC	079556	195.48 In Transit
03/29/2022	VEN00306-PROMINENCE PUBLIC RELATIONS	079557	2,700.00 In Transit
03/29/2022	VEN00044-BENTON PUD	079537	51.35 In Transit
03/29/2022	VEN00359-STEEBER'S LOCK SERVICE, LLC	079558	238.92 In Transit
03/29/2022	VEN00162-FARMERS EXCHANGE	079548	797.32 In Transit
03/29/2022	VEN00517-PACIFIC STEEL & RECYCLING	079555	348.00 In Transit
03/29/2022	VEN00380-MCCLATCHY COMPANY	079553	1,011.43 In Transit
03/29/2022	VEN00447-YAKIMA HERALD-REPUBLIC	079562	233.16 In Transit
03/29/2022	VEN00083-CENTURYLINK	079541	207.82 In Transit
03/29/2022	VEN00108-CORWIN FORD TRI-CITIES	079544	269.43 In Transit
03/29/2022	VEN00201-HEALTH CARE AUTHORITY	079551	32,363.27 In Transit
03/29/2022	VEN00105-CONNELL OIL, INC	079543	2,745.99 In Transit
03/29/2022	VEN00370-SUNBELT RENTALS	079559	1,026.39 In Transit
03/29/2022	VEN00024-AMERIGAS PROPANE LP	079536	1,464.38 In Transit
03/29/2022	VEN00009-GEO WAY ACE HARDWARE	079549	195.96 In Transit
03/29/2022	VEN00551-CASCADE SIGN & FABRICATION	079540	2,036.89 In Transit
03/29/2022	VEN00451-TWO RIVERS TERMINAL	079560	5,787.26 In Transit
03/29/2022	VEN00147-ECOMODUS, LLC	079546	26,119.78 In Transit
03/29/2022	VEN00262-MR. ROOTER PLUMBING	079554	1,028.72 In Transit
03/30/2022	VEN00268-NATIONWIDE RETIREMENT SOLUTION	NW031822	2,682.55 In Transit
	Total for BCT MAIN		464,806.20

**Port of Benton, Benton County, Washington
Voucher Certification and Approval
for the Month of March 2022**

Project Fund

Accounts Payable Warrants #	90010	-	900011	\$	30,294.00
Electronic Payments				\$	-
Total Project Fund Expenses				\$	<u>30,294.00</u>
Total Project Fund Expenses				\$	<u><u>30,294.00</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 _____, 2022.

President

Vice President

Secretary

Port of Benton Check Register

Date	Payee	Document No	Amount
	Bank: BCT PROJECT - KeyBank National Association	Account No: 6601401	
03/07/2022	VEN00326--RGW ENTERPRISES P.C. INC	900010	960.00
03/29/2022	VEN00519--ARCHITECTS WEST, INC.	900011	29,334.00
	Total for BCT PROJECT		30,294.00

RESOLUTION 22-13
A RESOLUTION OF THE PORT OF BENTON, WASHINGTON
TO CANCEL A WARRANT

WHEREAS, General Expense Fund Warrants No. 079460, in the amount of \$350.00 issued to Danielle Connor, warrant has been deemed to be issued with errors, and

WHEREAS, said warrants 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 Warrants No. 079460.

DATED AND SIGNED at Richland, Washington on this 13th day of April 2022.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION 22-14
A RESOLUTION OF THE PORT OF BENTON, WASHINGTON
TO CANCEL A WARRANT

WHEREAS, General Expense Fund Warrants No. 079519, in the amount of \$521.43 issued to Danielle Connor, warrant has been deemed to be issued with errors, and

WHEREAS, said warrants 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 Warrants No. 079519.

DATED AND SIGNED at Richland, Washington on this 13th day of April 2022.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

WHEN RECORDED RETURN TO:
Richland City Clerk
625 Swift Boulevard, MS-07
Richland, WA 99352

INTERLOCAL COOPERATIVE AGREEMENT
Between
THE CITY OF RICHLAND AND THE PORT OF BENTON
Re: Street Maintenance

THIS INTERLOCAL COOPERATIVE AGREEMENT is entered into this _____ day of _____, 2022 (the “Effective Date”), by and between the **City of Richland**, a Washington municipal corporation, (hereafter “Richland” or “City”), and the **Port of Benton**, a political subdivision of the state of Washington (hereafter “Port”). Richland and the Port are also herein referred to individually as a “Jurisdiction” and collectively as “the Jurisdictions.”

I. RECITALS

WHEREAS, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to RCW 39.34.080, each Jurisdiction is authorized to contract with any one or more public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform; provided that such contract shall be authorized by the governing body of each Jurisdiction to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the contracting parties; and

WHEREAS, the City of Richland prepares and executes an annual pavement preservation program to extend the service life of the city streets; and

WHEREAS, the Port of Benton owns, operates and maintains a system of streets servicing its properties; and

WHEREAS, the Port of Benton owns, operates and maintains the Richland airport which includes asphalt pavement requiring similar maintenance as the Port’s streets; and

WHEREAS, the Port’s streets and airport maintenance programs are small in comparison to the City’s program; and

WHEREAS, the Jurisdictions, by their respective governing bodies, have determined that street and airport maintenance work may be best implemented on a shared basis in a manner deemed most efficient and effective for the Jurisdictions.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Jurisdictions agree as follows:

II. AGREEMENT

Section 1. Purpose and Scope of Work: The purpose of this Agreement is to assist the Port of Benton in preserving portions of Port-owned streets and its airport by adding Port work to the City Pavement Preservation Program when Port or City staff determine this approach to be in each Jurisdiction's best interest.

Section 2. Administration: The Richland City Manager or designee and the Port Executive Director or designee will administer this Agreement on behalf of each Party, and will be responsible for:

- a. Establishing policies for implementing this Agreement;
- b. Providing periodic progress reports to the elected officials of each Jurisdiction; and
- c. Monitoring progress of the Jurisdictions and other agencies in the fulfillment of their respective responsibilities.

Section 3. Funding: For each project, City shall be designated as the lead agency and assume the role of issuing a contract for the work consistent with City's procurement processes or performing work with its own labor force and equipment. Port shall be designated the participating jurisdiction. Each party shall be responsible for fully funding the work performed on its own facilities. In addition, Port shall pay reasonable costs for project development and construction management when those functions are performed by City or City's contractors. Reasonable project development and construction management costs shall be based on documented actual costs or estimates based on similar projects conducted by City.

Section 4. Development and Bid Award Requirements: Each Jurisdiction hereby commits to the following with respect to work to be completed by contract:

- a. At least ninety (90) calendar days before advertising for bids for maintenance work under City's Pavement Preservation Program, City will notify Port and offer participation in the project.
- b. Port shall notify City no later than forty-five (45) calendar days after notification of its intent to participate.
- c. Port shall identify its proposed scope of work and funding capacity no later than sixty (60) calendar days after City's notification.
- d. City shall include Port's scope of work in its bid documents. Port's scope of work may be presented as a bid alternate to preserve City's decision-making flexibility with regard to executing the work.
- e. City shall share the bid results with Port within two (2) business days of the bid opening.
- f. Based on review of the bid results, Port shall, within two (2) business days, provide written correspondence directing City to either award the contract to include their scope of work, or to exclude their scope of work from the contract award. Written direction to award Port's scope of work shall constitute a firm commitment to pay City for all associated costs for Port's work.
- g. The City shall issue regular invoices and supporting documentation to Port, but no more frequently than once per month.

- h. Port shall promptly pay invoices for its scope of work and supporting project development and construction management costs.
- i. City shall notify Port of significant project meetings, such as pre-construction meetings and any meetings to negotiate significant project changes involving Port's scope of work.
- j. City shall notify Port when Port's scope of work is complete to enable a final inspection by Port.
- k. Port shall notify City of its acceptance of the work or of any required corrections to the work within ten (10) business days of City's notification.
- l. The jurisdictions shall cooperate to achieve successful resolution of any deficiencies identified in the work. In the event of a dispute about the compliance of the work with the contract terms, City shall retain full authority to administer the close out process of its contract.

Section 5. Additional Provisions Regarding Work Performed by City of Richland. Each jurisdiction commits to the following with respect to work completed by City of Richland staff and equipment for Port of Benton:

- a. Upon receipt of a request from Port for City services, the City Public Works Department will determine its availability after considering the potential impact to City needs. If City determines that staff and equipment can support Port's requested work, City will notify Port of that determination within thirty (30) calendar days of receipt of the request.
- b. Port shall be responsible for planning, scheduling, and provision of necessary site safety and logistical support needed by City staff.
- c. City will prepare an invoice for the work performed using its standard labor, equipment and overhead rates.
- d. Port shall pay City's invoice in a timely manner.
- e. The jurisdictions shall cooperate to achieve successful resolution of any deficiencies identified in the work. Port waives any right to recover damages or to require a warranty for work or materials provided by City.

Section 6. Modification: Amendments to this Agreement must be in writing and executed by the duly authorized representative for each Jurisdiction. Said amendments may be executed by the Richland City Manager and Port of Benton Executive Director without further legislative action.

Section 7. Term of Agreement and Termination:

- a. The term of this Agreement, commencing on the Effective Date, shall become effective on full execution hereof, and upon posting on at least one Jurisdiction's website as provided in RCW 39.34.040. Either Jurisdiction may choose to record this Agreement at its own expense, but recordation is not required.
- b. This Agreement may be terminated upon thirty (30) calendar days' written notice of either party. Termination of this Agreement shall not void or alleviate the terminating party's obligations for work in progress or under executed contract at the time notice of termination is given.

Section 8. Disclaimer/No Liability

Neither party shall be liable to the other for the quality or timeliness of work performed by any contractor procured under this Agreement.

Section 9. Inspection of Records: The records and documents with respect to all matters covered by this Agreement shall be subject to inspection by any Jurisdiction during the term of this Agreement, and shall be maintained thereafter in accordance with the retention schedule established by the State of Washington for municipal records.

Section 10. No Separate Legal Entity: By this Agreement, the Jurisdictions do not intend to form a separate legal entity to conduct the cooperative undertaking. Further, no acquiring, holding or disposing of real or personal property will occur under this Agreement.

Section 11. Severability: In the event any term or condition of this Agreement or application thereof to any person, entity or circumstance is held invalid, such invalidity shall not affect any other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.

Section 12. Venue, Applicable Law and Personal Jurisdiction: All questions related to this Agreement shall be resolved under the laws of the State of Washington. In the event that either Jurisdiction deems it necessary to institute legal action arising from this Agreement, such action shall be instituted in Benton County Superior Court.

Section 13. Authority To Execute: Each person executing this Agreement on behalf of another person, corporation, partnership, company, or other organization or entity represents and warrants that he or she is fully authorized to so execute and deliver this Agreement on behalf of the entity for which he or she is signing. The Jurisdictions hereby warrant to each other that each has full power and authority to enter into this Agreement and to undertake the actions contemplated herein, and that this Agreement is enforceable in accordance with its terms.

Section 14. Counterpart Originals: Execution of this Agreement and any amendment or other document related to this Agreement may be by electronic signature and in any number of counterpart originals, including portable document format (.pdf), each of which shall be deemed to constitute an original agreement, and all of which shall constitute one whole agreement.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Jurisdictions have entered into this Agreement as of the day and year first written above.

CITY OF RICHLAND

PORT OF BENTON

Jon Amundson, ICMA-CM
City Manager

Diahann Howard, Executive Director

Attest:

Attest:

Jennifer Rogers, City Clerk

By:

Approved as to form:

Approved as to form:

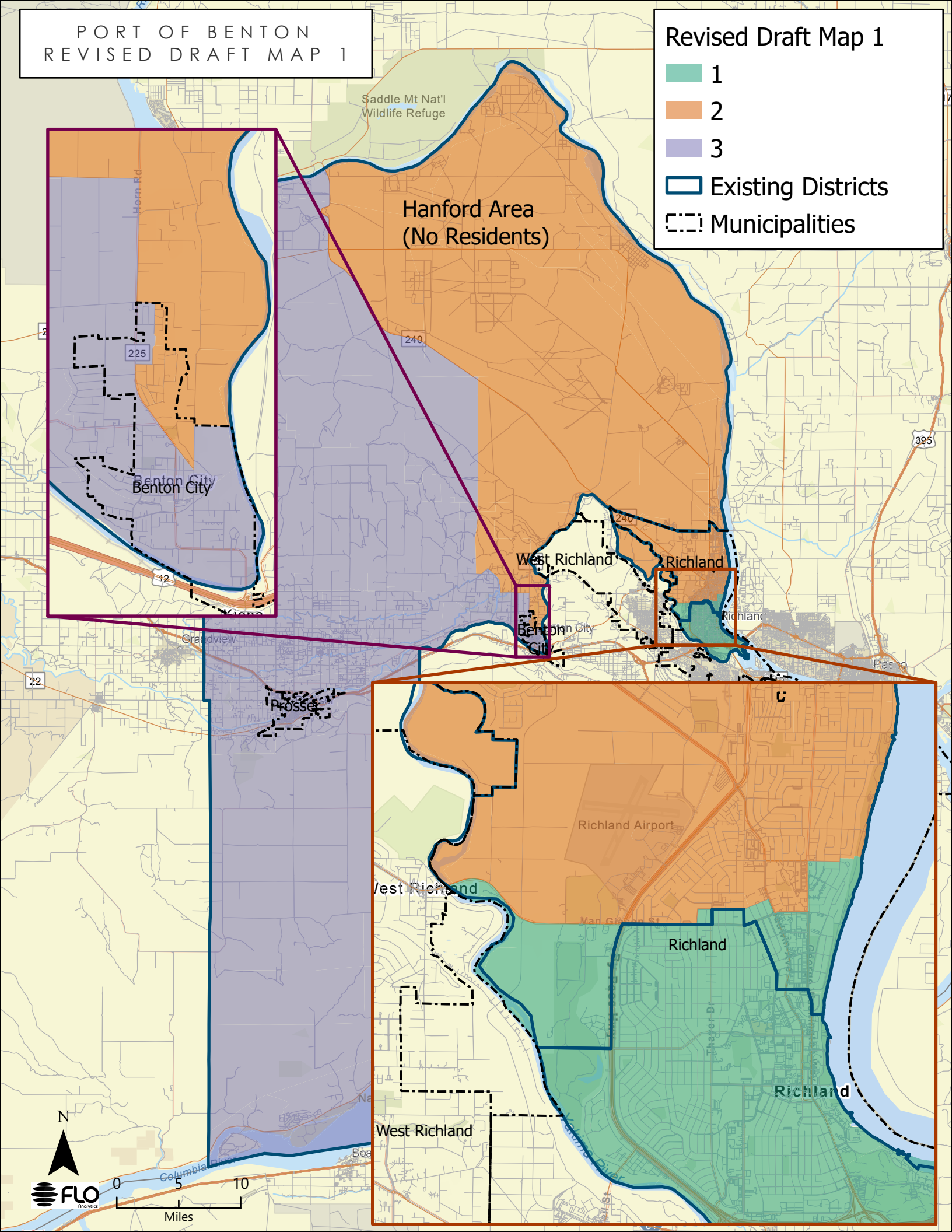
Heather Kintzley, City Attorney

David Billetdeaux, Port Counsel

PORT OF BENTON
REVISED DRAFT MAP 1

Revised Draft Map 1

- 1
- 2
- 3
- Existing Districts
- Municipalities



Port of Benton Redistricting Summary Statistics

Revised Draft Map 1 – Commission Voting Districts Summary Statistics

03/25/2022



Ideal Population Criterion

Ideal Population		18,575
Overall Range		0.2%
< 5.0%	5.0 - 10.0%	> 10.0%

2020 Census P.L. 94-171 Redistricting
Data Summary Files - Total Population.

Total Population & Deviation per District

District ID	Total Population	Over / Under Ideal	Deviation From Ideal
1	18,558	(17)	(0.1)%
2	18,586	11	0.1%
3	18,582	7	0.0%

Total Population by Race/Ethnicity per District

District ID	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Pacific Islander	Some Other Race	Two or More Races	Hispanic/Latino
1	72.7%	1.4%	0.7%	2.0%	0.3%	0.7%	6.5%	15.7%
2	71.3%	1.5%	0.4%	5.8%	0.2%	0.6%	5.0%	15.2%
3	50.5%	0.4%	0.7%	0.9%	0.1%	0.4%	3.2%	43.8%

2020 Census P.L. 94-171 Redistricting Data Summary Files - Total Population by Race and Hispanic/Latino Origin.

CVAP by Race/Ethnicity per District

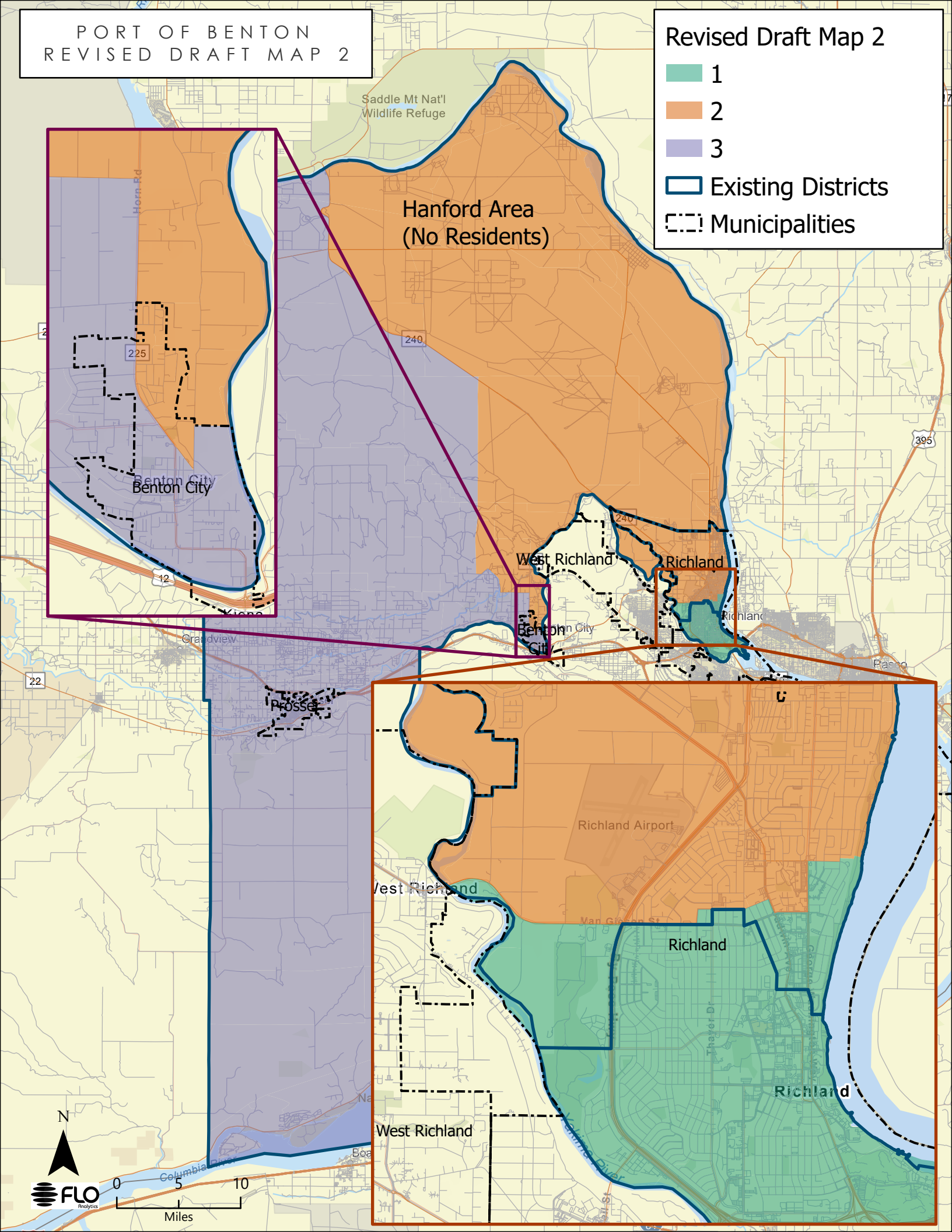
District ID	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Pacific Islander	Two or More Races	Hispanic/Latino
1	80.2%	2.2%	0.9%	1.4%	0.0%	2.7%	12.6%
2	82.2%	1.7%	0.7%	3.5%	0.0%	3.7%	8.2%
3	71.2%	0.4%	1.9%	0.1%	0.1%	0.8%	25.5%

2015-2019 American Community Survey Citizen Voting-age Population (CVAP) by Race and Ethnicity Special Tabulation. Rounding of estimates may lead to summation of race/ethnicity percentages not equal to 100% (+/- 1%)

PORT OF BENTON
REVISED DRAFT MAP 2

Revised Draft Map 2

- 1
- 2
- 3
- Existing Districts
- Municipalities



Port of Benton Redistricting Summary Statistics

Revised Draft Map 2 – Commission Voting Districts Summary Statistics

03/25/2022



Ideal Population Criterion

Ideal Population	18,575	
Overall Range	1.6%	
< 5.0%	5.0 - 10.0%	> 10.0%

2020 Census P.L. 94-171 Redistricting
Data Summary Files - Total Population.

Total Population & Deviation per District

District ID	Total Population	Over / Under Ideal	Deviation From Ideal
1	18,558	(17)	(0.1)%
2	18,737	162	0.9%
3	18,431	(144)	(0.8)%

Total Population by Race/Ethnicity per District

District ID	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Pacific Islander	Some Other Race	Two or More Races	Hispanic/Latino
1	72.7%	1.4%	0.7%	2.0%	0.3%	0.7%	6.5%	15.7%
2	71.3%	1.5%	0.4%	5.7%	0.2%	0.6%	5.0%	15.3%
3	50.4%	0.4%	0.6%	0.9%	0.1%	0.4%	3.2%	43.8%

2020 Census P.L. 94-171 Redistricting Data Summary Files - Total Population by Race and Hispanic/Latino Origin.

CVAP by Race/Ethnicity per District

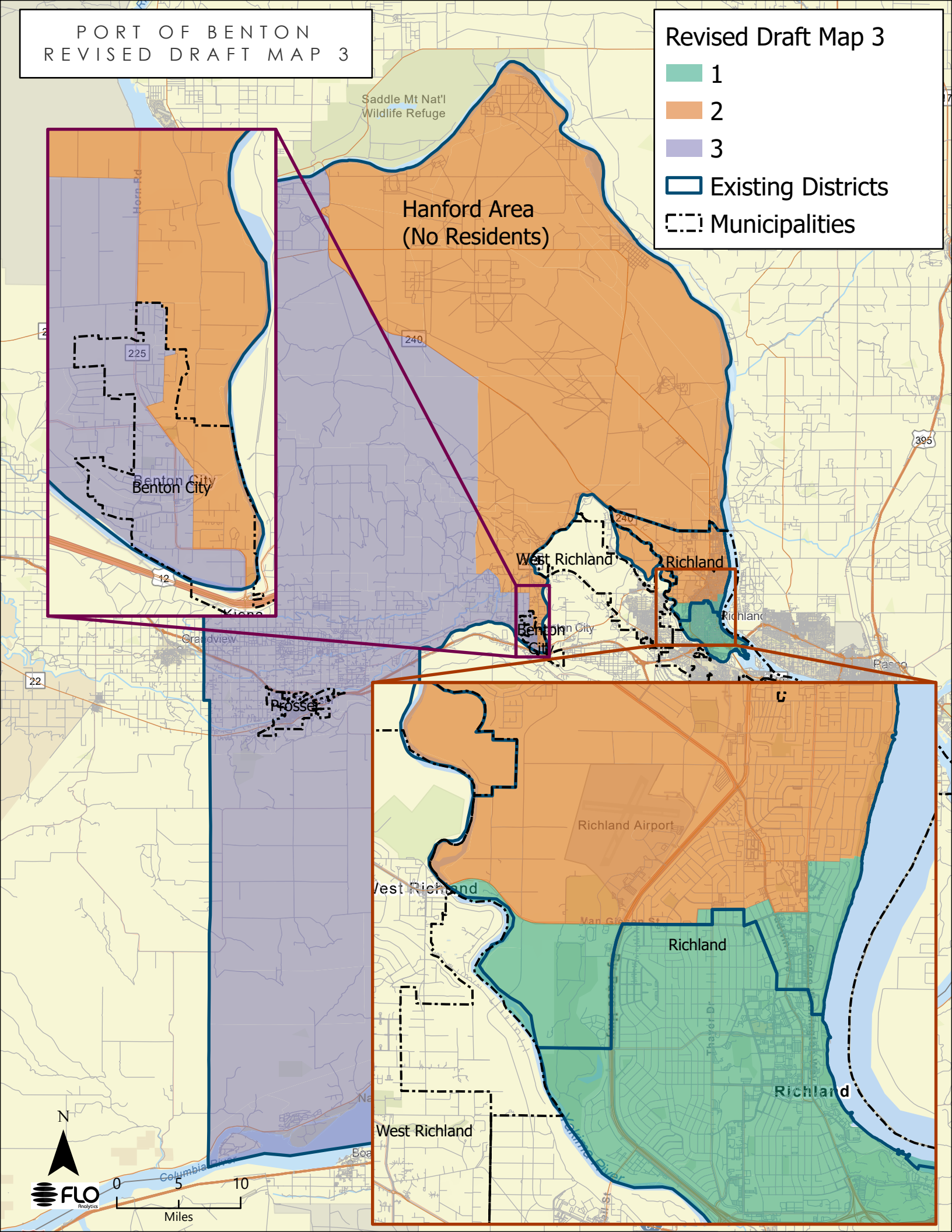
District ID	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Pacific Islander	Two or More Races	Hispanic/Latino
1	80.2%	2.2%	0.9%	1.4%	0.0%	2.7%	12.6%
2	82.2%	1.6%	0.8%	3.4%	0.0%	3.7%	8.3%
3	71.1%	0.4%	1.9%	0.1%	0.1%	0.7%	25.6%

2015-2019 American Community Survey Citizen Voting-age Population (CVAP) by Race and Ethnicity Special Tabulation. Rounding of estimates may lead to summation of race/ethnicity percentages not equal to 100% (+/- 1%)

PORT OF BENTON
REVISED DRAFT MAP 3

Revised Draft Map 3

- 1
- 2
- 3
- Existing Districts
- Municipalities



Port of Benton Redistricting Summary Statistics

Revised Draft Map 3 – Commission Voting Districts Summary Statistics

03/25/2022



Ideal Population Criterion

Ideal Population	18,575	
Overall Range	0.4%	
< 5.0%	5.0 - 10.0%	> 10.0%

2020 Census P.L. 94-171 Redistricting
Data Summary Files - Total Population.

Total Population & Deviation per District

District ID	Total Population	Over / Under Ideal	Deviation From Ideal
1	18,558	(17)	(0.1)%
2	18,620	45	0.2%
3	18,548	(27)	(0.1)%

Total Population by Race/Ethnicity per District

District ID	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Pacific Islander	Some Other Race	Two or More Races	Hispanic/Latino
1	72.7%	1.4%	0.7%	2.0%	0.3%	0.7%	6.5%	15.7%
2	71.1%	1.5%	0.4%	5.7%	0.2%	0.6%	4.9%	15.6%
3	50.7%	0.4%	0.7%	1.0%	0.1%	0.4%	3.3%	43.4%

2020 Census P.L. 94-171 Redistricting Data Summary Files - Total Population by Race and Hispanic/Latino Origin.

CVAP by Race/Ethnicity per District

District ID	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Pacific Islander	Two or More Races	Hispanic/Latino
1	80.2%	2.2%	0.9%	1.4%	0.0%	2.7%	12.6%
2	82.5%	1.6%	0.6%	3.4%	0.0%	3.6%	8.2%
3	70.7%	0.4%	2.1%	0.1%	0.1%	0.9%	25.7%

2015-2019 American Community Survey Citizen Voting-age Population (CVAP) by Race and Ethnicity Special Tabulation. Rounding of estimates may lead to summation of race/ethnicity percentages not equal to 100% (+/- 1%)

The below is a draft for discussion purposes only to provide to the Port of Benton Commission on April 13, 2022 for input, thoughts, and clarifications.

PORT OF BENTON SOCIAL MEDIA POLICIES AND PROCEDURES DIRECTIVE FOR ELECTED OFFICIALS

REFERENCES

EFFECTIVE DATE: April 13, 2022

RCW 40.14, Public Documents, Records and Publications; RCW 41.06.250, Political Activities; RCW 42.17.130, Use of Public Office; RCW 42.17.190, Legislative Activities; RCW 42.30, Open Public Meetings Act; RCW 42.56, Public Records Act; Port of Benton Resolution 18-33 Code of Ethics; Resolution 20-03 Port of Benton Port Commission Rules of Policy and Procedure; and, Port of Benton Public Records Act Disclosure Policy (January 2, 2018)

SUMMARY

This policy outlines the roles, responsibilities, and best practice recommendations for the use of social media/new media by individual Commissioners in their capacity as elected officials. The Port of Benton is committed to open and progressive communications between elected officials and constituents within the limits of the law. To the extent possible, all forms of communication will be embraced and all online technologies are eligible for consideration.

DEFINITIONS

"Social media," aka "Web 2.0," is defined here as the use of third-party hosted online technologies that facilitate social interactions and dialogue. These online technologies are operated by non-Port hosted services and are used by individual Commissioners to communicate with the public. Such third-party hosted services/tools may include, but are not limited to, social networking sites (Facebook/Meta, LinkedIn), micro-blogging tools (Twitter, RSS feeds), audio-visual networking sites (YouTube, Instagram, TikTok), blogs, etc.

These guidelines apply to any social media site or tool used by individual Commissioners in their official capacity to communicate with constituents or the general public. It is the individual Commissioner's responsibility to ensure compliance with this policy.

GENERAL POLICY

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Commission Meetings and other community meetings.

Social media are not to be used as mechanisms for conducting official Port business other than to informally communicate with the public. Examples of business that may not be conducted through social media include making policy decisions, official public noticing, and discussing items of legal or fiscal significance that have not previously been released to the public. Commissioners' social media site(s) should contain links directing users back to the Port's official website (www.portofbenton.com) for in-depth information, forms, documents, or online services necessary to conduct official Port business.

At the discretion of the Executive Director, social media applications, tools, or sites may be limited or banned if they are not or cannot be used in compliance with this policy.

ETHICS AND ELECTIONS RULES COMPLIANCE

All content posted on individual Commissioner social media sites shall comply with Port of Benton Resolution 18-33 Code of Ethics, Resolution 20-03 Port of Benton Port Commission Rules of Policy and Procedure, and Washington State law regulating elected officials.

No content that promotes or advertises commercial services, entities, or products may be posted.

Commissioners shall not post comments or links to any content that endorses or opposes political candidates or ballot propositions, including links to a Commissioner's campaign site (RCW 41.06.250; RCW 42.17.130; RCW 42.17.190).

RECORDS RETENTION ACT COMPLIANCE

State and local records retention laws and schedules apply to social media content. All social media content with retention value must be maintained for the required retention period on a Port server in an easily accessible format that preserves the integrity of the original record to the extent possible. Prior approval of the retention format and procedures for *each social media tool being used* must be received from Port General Counsel, Executive Director, or his/her designee. It is the responsibility of each Commissioner to maintain current, approved retention procedures and to ensure that those procedures are followed.

As with any correspondence sent in his or her capacity as a Commissioner, Commissioner postings to social media sites maintained by others must be retained by the posting Commissioner. Printouts of postings to others' sites may suffice for retention purposes. Commissioners should consult with Port General Counsel for the applicable retention schedule and method.

PUBLIC RECORDS ACT COMPLIANCE

Any content maintained in a social media format, i.e., Facebook/Meta, YouTube, Twitter, etc., that is related to Port business, including communication between an individual Commissioner and constituents or the general public, and a site's listing of "friends" or "followers," may be considered a public record subject to disclosure under the Washington State Public Records Act.

Any social media tools used should clearly state that all content submitted by members of the public is potentially subject to public disclosure pursuant to the Public Records Act RCW 42.56. If it is not possible to display this notice prominently on the site, Commissioners must notify users by including a link from the site to the Public Records Notice set out in Exhibit A, notify new users via response to posts, and/or periodically notify existing users via broadcast message.

Under the Washington State Public Records Act, the Port of Benton is responsible for responding accurately and completely to any public records request, including a request for public records on social media maintained by individual Commissioners. Therefore, it is critical that records have been retained according to approved procedures.

Users and visitors to social media sites shall be notified that public disclosure requests must be directed to the Port of Benton's Public Record's Officer.

OPEN PUBLIC MEETINGS ACT COMPLIANCE

Communication between Commissioners via social media, as with telephone and email, may constitute a "meeting" under the Open Public Meetings Act. For this reason, **Commissioners are strongly discouraged from "friending" other Commissioners.**

In addition, receiving or making comments regarding quasi-judicial matters via social media may violate the Commissioner Rules for Quasi-Judicial Proceeds (contained within Resolution 20-03). **To avoid receiving any constituent comments on quasi-judicial matters that may violate the Appearance of Fairness Doctrine, Commissioners are strongly encouraged to maintain social media sites with settings that can restrict users' ability to post content.**

CONTENT GUIDELINES

Users of social media sites who submit comments should be clearly notified that the intended purpose of the site is to serve as a mechanism for informal communication between Commissioners and the public regarding the topics discussed. If the public is allowed to post comments to a Commissioner's site, the Use Policy set out in Exhibit B must be displayed or made available by hyperlink. Any content removed in compliance with the Use Policy must be retained, including the time, date, and identity of the poster when available. (See above: "Records Retention Act Compliance" section.)

To avoid any concern regarding the content submitted to social media sites, Commissioners are strongly encouraged to maintain social media sites with settings that can restrict users' ability to comment.

EQUAL ACCESS

Sites requiring membership or subscription should be avoided. When posting information or soliciting feedback on such a site, always provide an alternate source for the same information or mechanism for feedback on the Port's public web site, so that those who are not members of the social media site may have equal access. Sites should use the most open settings possible to allow the public to view content without requiring membership or login.

APPENDIX

General Approach

- Maintain data online if possible.
- Use retention processes and tools approved by the Port's Public Records Officer.
- Maintain current documentation of the approved method and schedule for preserving social media content.
- Ideally this process will store data in searchable electronic formats and will store information about transmissions, subscribers, and other metadata associated with the site.
- Maintain original appearance and layout when needed to capture contextual relevance.
- Maintain separate usernames and passwords for all sites to minimize the potential for cross-site hacks and malicious mischief.
- Keep site content relevant with the site identity.
- Consistently monitor activity and posts. Avoid stale or outdated information, respond to questions or responses, quickly remove inappropriate or spam content
- Notify visitors that correspondence conducted by way of Commissioners' social media sites will be considered public records and may be released per RCW 42.56.
- Notify visitors that individual Commissioners' social media sites are not intended to be used to conduct official Port business, and any public records request must be made with the Port's Public Record's Officer.

Special Notes About Text Messaging and Cellular Phones

Regardless of whether the device used is paid or reimbursed by public funds, business conducted in the official capacity as a Commissioner is a public record. Care should be taken to ensure that records created are maintained and can be provided if requested. Know your device's capabilities and devise a strategy for archiving texts, call logs, and other communications.

Use of electronic devices during Commission meetings is discouraged. At the discretion of the Executive Director, certain types of devices or use may be banned or limited.

Blog Use Policy

Commissioners are strongly encouraged to limit the use of blogs when communicating with constituents and/or the general public.

Video Posts

Videos posted by Commissioners are likely to be of historical interest and archival value, as well as being public records. Consult with the Port of Benton's Public Record's Officer regarding storage method and format of these videos so that they can be provided in response to public records requests and later transferred to the Municipal Archives video collection. Because screen capture will not include dynamic content, keep a record of which videos were posted, including dates and host site.

Exhibit A: Public Record's Notice

"All comments or other content posted to this site may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56)."

Exhibit B: Use Policy

"The following content will be removed from this site: (1) comments not related to the topics for discussion; (2) comments in support of or in opposition to political campaigns or ballot measures; (3) profane language; (4) discriminatory comments; (5) solicitations of commerce; (6) sexual content or links to sexual content; (7) encouragement of illegal activity; (8) information that may tend to compromise the safety or security of the public; (9) information that is misleading or against public safety; and (10) content that violates a legal ownership interest of any party."

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

March 2022

Project		Description	Grants Pursued/Received	Comments
1	Richland Airport Master Plan	Master plan update of Airport	FAA \$400,000 POB \$40,000	Still waiting on FAA's review of the final Draft of the Airport Master Plan. FAA anticipated completion April
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 Avenue is complete. Revised bids for sidewalk and street lights pending.
3	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	Design is complete and has been submitted to FAA.
4	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	Bids were received and Sierra Electric was found to be lowest responsive bid. Anticipate starting construction in June 2022.
5	Railroad Improvements - FRIB low interest loan	Provide low interest loan funding of railroad crossings at Van Giesen and Swift/Cemetery	FRIB - \$250,000 1% loan	\$260,000 awarded, contract to be put in place beginning July 1, 2022. This will likely require delaying project slightly.

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

March 2022

6	Innovation Cluster Accelerator Program Application	Washington Dept of Commerce, next evolution of POB, IPZ. Goal to support creation of clean energy industry lead alliance.	State-\$400,000	Project Coordinator and Legal are contracted. Communications RFP complete; awarded to Prominence PR. Web Design RFP graded; in negotiations with apparent successful bidder
Project		Description	Grants Pursued/Received	Comments
7	Infrastructure Investment and Jobs Act - Grant Funds	Direct grants for the improvement of public use airports. Specific projects have not yet been identified.	Richland Airport \$1,480,000 Prosser Airport \$ 790,000	Still waiting on formal approval and information on use of funds.
8	Community Aviation Revitalization Board (CARB)	WSDOT funding to allow the Port of Benton to acquire existing hangars that are near the end of their long term leases and are located within the area in the Master Plan shown for removal.	WSDOT \$750,000 CARB Low interest 20 year loan with initial payment is due in 2026. Interest rate is 2% and hangar revenues cover debt service. Project at Richland Airport	Contracts have been signed and beginning negotiations with initial two hangar owners.
9	EDA Build Back Better	Application led by Maritime Blue and Washington Clean Tech Alliance: POB \$8M for ICC facility focused on advanced energy and hydrogen.	FED - \$8M 20% match CERB - \$2,500,000 - potential POB - \$500,000 COUNTY - \$1.5M	Awarded Phase 1, Phase 2 submitted. Formal notice anticipated Sept 2022

PORT OF BENTON
PROJECTS AND GRANTS STATUS

March 2022

10	National Highway Freight Program (WSDOT portion)	SR 240 rail signal and crossing reconstruction. City of Richland and Port of Benton are jointly submitting on this project. City will be installing a bike/ped path on north side of crossing. WSDOT is planning on widening SR 240 from bypass highway to Hagen Rd.	WSDOT \$865,000 POB \$135,000	Grant application submitted. Award would be late 2022 with construction in 2023.