

The Port of Benton Commission Meetings are open to the public.

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

For those unable to access the internet, please call 509-375-3060 by 8:00 a.m. on June 15, 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., June 15, 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 May 18, 2022 Commission Meeting
3. Approval of Vouchers and Certifications, Including Payroll for Month of May  
Totaling \$805,177.17
4. Approval of Project Fund Vouchers and Certifications for the Month of May  
Totaling \$36,586.77
5. RESOLUTION 22-20, To Cancel Warrant No. 079833, Which Was Printed in  
Error

**D. PUBLIC COMMENT**

## E. ITEMS OF BUSINESS

1. Tenant Spotlight – Troy Stokes, HiLine Engineering
2. Richland Airport Electrical Replacement Project – Construction Administration Contract with Century West Engineering
3. Van Giesen and Swift Railroad Crossing – HDR Construction Administration Contract
4. Westinghouse Electric Company, LLC Lease Agreement (8.23 Acres Land, 15,660sf Building and Warehouse) - Technology & Business Campus
5. 1865 Bronco Building and Land Lease Agreement - Richland Airport

## F. INFORMATION REPORTS

1. Grants Update
2. Vintners Village Website

## G. COMMISSIONER REPORTS/COMMENTS

## H. DIRECTOR REPORTS/COMMENTS

1. Airports
2. Facilities & Operations
3. Real Estate
4. Marketing
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 Airport for a tour of the site of the Richland Airport Electrical Replacement Project.

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

L. ADJOURNMENT

The next Port of Benton Commission meeting is Wednesday, July 13, 2022. Visit [portofbenton.com](http://portofbenton.com) for notices and information.

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
MAY 18, 2022**

**A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:30 a.m. at the Port of Benton offices, 3250 Port of Benton Blvd., Richland, Washington

**PRESENT:** Commissioner Christy L. Rasmussen; Commissioner Roy D. Keck; Commissioner Lori Stevens; Executive Director, Diahann Howard, PPM®; Public Information Officer, Summers Miya; Director of Economic Development & Governmental Affairs, Miles Thomas; Director of Finance, Danielle Connor; Director of Marketing, Wally Williams; Director of Facilities & Operations, Ron Branine; Scott Keller, Community Member; William O'Neil, Community Member; Bob Schuetz, Energy Northwest; Josh Lozano, Energy Northwest; Michelle Holt, Benton-Franklin Council of Governments

**The following attendees attended via remote communications:** Contract Specialist, Sheri Collins; Accounting Clerk, Liz Renz; Senior Accountant, Veronica Serna; Port Attorney, David Billetdeaux; Clif Dyer, Sundance Aviation; Roger Wright, RGW Enterprises; Bryan Condon, Century West Engineering; Theresa Richardson, City of Richland; John Cadwell, Jr., Richland Airport User

The Commission meeting was noticed as required by RCW 42.30.070.

**B. PLEDGE OF ALLEGIANCE:** Director of Marketing, Wally Williams led those present in reciting the Pledge of Allegiance.

**C. CONSENT AGENDA:**

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving the April 13, 2022, Commission Meeting Minutes, approving the May 3, 2022, Special Commission Meeting Minutes, approval of vouchers and certifications, including payroll, for the month of April totaling \$987,843.35, approval of project vouchers and certifications for the month of April totaling \$109,884.50.**

**D. PUBLIC COMMENT:**

Community Member, Scott Keller announced that he would like to make a public comment on the White Bluffs Archive & Storage Facility and stated that he did not feel it was a good use of public funds to build a storage facility for another public entity that does not create jobs.

**E. ITEMS OF BUSINESS**

**1. Welcome and Update from Michelle Holt, Benton-Franklin Council of Governments**

Executive Director of the Benton-Franklin Council of Governments (BFCOG), Michelle Holt provided a PowerPoint presentation on an overview of what BFCOG is, including information on when it was founded (1966) and its vision of "providing a forum for improved communication, multi-

jurisdictional decision making, regional planning, and a lead agency capacity for provision of multi-jurisdictional programs.”

Holt explained that BFCOG currently fulfills the following designations on behalf of the Benton-Franklin region: Regional Planning Commission, Conference/Council of Governments, Regional Transportation Planning Organization, Metropolitan Planning Organization/Transportation Management Area, Economic Development District.

Holt provided detailed explanations of what a council of governments is and how they are unique, highlighting that BFCOG acts as a convener to local governments to collaboratively plan, fund and administer solutions to shared community needs.

Holt provided details on regional planning capabilities, resources available to local government, and a funding source overview.

Holt provided an overview of support provided to the Port of Benton and a refresh of current dues from the Port to BFCOG, which are \$10,457, with a total assessment investment since 1997 at \$237,447. Holt added that this is a five-year ROI with \$5 return for every \$1 invested.

Holt added that BFCOG dues will be raised in the coming year and asked the Port for continued support.

## **2. Welcome and Update from Energy Northwest CEO, Bob Schuetz**

CEO of Energy Northwest, Bob Schuetz provided an overview of Energy Northwest through a PowerPoint presentation. Schuetz introduced the executive team and explained that Energy Northwest is a joint operating agency of the state of Washington, authorized to operate generating facilities, or provide energy services in any state, but the focus is mostly on the Northwest. Schuetz explained that members include public utility districts and municipalities in Washington but have projects with participants in six states.

Schuetz explained the authorities of a Joint Operating Agency, which include: To generate, produce, transmit, deliver, exchange, purchase or sell electric energy and to enter into contracts for any or all such purposes. Construct or acquire facilities for the generation and/or transmission of electric energy and enter into contracts for the purchase, sale, exchange, transmission or use of electric energy and act as an agent for the purchase and sale at wholesale of electricity for any city or district.

Schuetz provided a look at current projects, members and explained that Energy Northwest offers: Operations & Maintenance Services, Energy Services, Professional Services, Lab Services and Nuclear Operations & Development.

Schuetz provided a look at the many advantages of nuclear energy: Nearly 20% of the nation’s electricity is generated by 93 reactors in 28 states, more than 50% of the nation’s carbon-free electricity is generated by nuclear reactors and nuclear energy produces 24/7 emission-free energy.

Schuetz provided a detailed explanation on used nuclear fuel storage, tank waste and resource adequacy and the challenges faced.

Schuetz described Energy Northwest’s goals on advanced and small modular reactors and highlighted X-energy and TerraPower’s contributions.

Schuetz stated that Energy Northwest is working to help the Tri-Cities lead the clean energy transformation and asked the Port for support on this mission.

### **3. Airport Rules & Regulations, Design Guidelines and Standard Leases (Prosser and Richland Airports)**

Port Attorney, David Billetdeaux stated that the updated airport rules, regulations, design guidelines and standard leases have been presented to the Commission at a prior date, have been reviewed by consultant Century West Engineering and have been posted to the Port website for several months and to date, very little public comment has been received.

Commissioner Roy Keck added that at the recently attended WAMA (Washington Airport Management Association) conference, it was made clear that detailed and specific airport leases and guidelines are strongly encouraged and will prevent future miscommunication and issues. Commissioner Keck complimented the Port staff for coordinating with other airports and consultants on this process, to ensure that the proper steps are taken.

Commissioner Christy Rasmussen complimented the diligence of the staff and consultants for following FAA guidelines related to grants.

Commissioner Stevens inquired on the timeline in setting of airport rates and Executive Director Diahann Howard stated that the Port continues to wait on the availability of airport appraiser.

Billetdeaux added that the recently announced WAMA "Airport Manager of the Year" was involved in the review of the updated rules, regulations, design guidelines and standard leases.

**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 airport rules and regulations, design guidelines and standard leases for the Prosser and Richland Airports.**

### **4. Resolution 22-17, Consent to Assignment of Hangar Land Lease to Jaeger to Cadwell (Richland Airport)**

Director of Real Estate, Teresa Hancock stated that the current agreement has been in place since September 2000, but current lessee, Mark Jaeger is relocating outside of the area and has identified a viable buyer, who is well known to the Port, John Cadwell. Hancock added that Cadwell is an avid aviator and owns his own aircraft. Hancock stated that Jaeger and Cadwell have agreed to the terms on the aeronautical only agreement.

Hancock added that Section 10 of the agreement does state that the Port will have first opportunity to purchase and there will be no assignments or subletting. Hancock stated that she felt comfortable bringing forward to the Commission for approval.

**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 consent to assignment of a hangar land lease to Jaeger to Cadwell at the Richland Airport.**

### **5. Presentation of RFP for 1865 Bronco Lane Lease (Richland Airport)**

Executive Director, Diahann Howard thanked Sundance Aviation, Clif Dyer and Devin Alder for their support and partnership and reminded the Commission that the 1865 RFP is for 14,400 sq ft facility that includes 2,400 sf (+/-) of office, 11,977 sf of high bay-hangar and common area including conference and reception. Howard added that the RFP received does incorporate the best use of the space, will provide a valuable service. Howard added that the current county assessment of the property

reflects \$1.369M, (10% \$136, 915 per year base \$11,409/ month or \$9.92/psf). Base rent is typically expressed as a rate or return on the fair market value (appraised value) of property.

Howard reminded the Commission that Sundance Aviation currently resides at 1903-1905 Terminal Drive and is the only FBO (Fixed Base Operator) at the Richland Airport and manages a private fueling island (100LL / Jet A fuel).

Howard provided data on Sundance Aviation's current operations shared by them within their response to the RFP, stating that the current lease terms for 1903-1905 are up for renewal in June 2024 with an option to renew, \$8k/year. Howard added that in 2012, the Port invested \$110k in the pilot's lounge construction to the building and 2021 \$8k in lighting upgrades. Sundance has invested \$420k in private investment towards the business including fuel equipment. Howard stated that Sundance Aviation's annual revenue is \$1M and added that there is no current ground lease for fuel island and based upon reports provided by Sundance, flowage revenue totals approximately \$28k annually. Howard added that Sundance also collects tie-down revenue and Quonset hut covered aircraft storage with employment between 2006-2021 ranges between 5 – 13 employees.

Howard thanked Sundance for their continued support at the airport, including the recent airside emergency with a glider and assistance with transient aircraft relocation to safe area.

Howard stated that Sundance has offered to lease the Port's facility for a (1) ten-year term, (2) 5-year terms and requested an option to cancel within the first 30 months (about 2 and a half years). Howard added that the Port has proposed \$2k/month in the first year and \$3k/month in the second year with a request to access financial reports. 1.39 acres of paved parking area \$1,110.05 per year/.22c pst, plus LET with annual CPI increases.

Howard reminded the Commission that in 1993, the lease to Airborne to rent was \$2,100/month and in 2002 it increased to \$3k/month.

Sundance Aviation's, Clif Dyer thanked the Port for the opportunity and added that the current unprecedented times have been unlike anything he has seen in 30 years in the industry and hopes to work towards an agreement on numbers, as Sundance is currently the only FBO to provide a service to the Richland Airport.

## **6. Social Media Policy**

Port Attorney, David Billetdeaux stated that he has presented the policy to the Commission on two occasions and has also reviewed in alignment with the state policy. Billetdeaux noted that he has not received further comments.

**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 social media policy.**

## **7. Acceptance of Freight Rail Investment Board \$260,000 Loan**

Engineer Roger Wright stated that the Port applied for the Freight Rail Investment Board (FRIB) \$250k low interest loan and FRIB came back with a \$260k offer. Wright reminded the Commission that they have already approved the application for the loan, but now seeks formal approval to accept the loan, which is a ten-year loan with 1% interest. Wright added that the contracts are drafted and ready to sign.

**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 acceptance of the Freight Rail Investment Board \$260,000 loan.**

#### **8. Van Giesen and Cemetery Railroad Crossing Project**

Engineer Roger Wright stated that there are a number of rail projects that need to happen, as the Port does not want another derailment. Additionally, these two crossings are in extremely poor condition and have been out of service at times requiring the railroads to “Stop and Protect”.

Wright stated that the City of Richland plans to assist with the rail crossing projects, in particular the cemetery crossing which is currently extremely rough and the City will grind the asphalt prior to Memorial Day. Wright reminded the Commission that the current crossings were placed in the mid 1990's, when the DOT was using rubber crossings and all rubber crossings have ultimately failed. Wright added that inspections have found that repair is needed immediately. Wright stated that the projects were advertised for bid, with a requirement that the work is performed on two separate weekends, as full closures of the track and road will be necessary.

Wright noted that in the 20 years bidding projects for the Port, he has never seen bidding conditions worse with all projects coming in very high.

Wright announced that Railworks was the apparent low bidder at \$771,002.04 and added that costs have gone up 25-30% since the project was budgeted. Wright asked the Commission to approve a 5% contingency for change orders that the Executive Director is approved to sign.

Executive Director Diahann Howard added that the Port continue to seeks all options of rail grants, adding that port direct investment will help with these future requests.

**After no further discussion, a motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck and unanimously passed by the Commission, approving Railworks as the lowest responsive bidder for the Van Giesen and Cemetery Railroad Crossing Projects.**

#### **9. Resolution 22-18, Acceptance of Work Completed by Luke's Carpet for 2345 Stevens Drive Carpet Replacement Project for \$73,380.05.**

Director of Facilities & Operations, Ron Branine announced that phase II of the carpet replacement project at 2345 Stevens Drive has been completed in accordance with the approved plans and specifications by Luke's Carpet, LLC, with a total project amount of \$73,380.05, including Washington state sales tax.

**After no further discussion, a motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens and unanimously passed by the Commission, approving Resolution 22-18, acceptance of work completed by Luke's Carpet for 2345 Stevens Drive Carpet Replacement Project for \$73,380.05.**

#### **10. Resolution 22-19, National Highway Freight Project \$865,000 Grant and \$135,000 in Port Matching Funds for SR240 Rail Signal and Crossing Reconstruction**



Engineer Roger Wright stated that the Port has submitted an application to the National Highway Freight Program for SR240 rail reconstruction for a \$865k grant, with the Port providing \$135k in matching funds, for a total of \$1M in project costs.

Wright added that the Port has already applied for this grant with Commissioner review and is just seeking formal approval from the Commission.

Wright added that the project will likely not commence until late 2023, possibly 2024.

**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 22-19, National Highway Freight Program \$865,000 grant and \$135,000 in Port matching funds for SR240 Rail Signal and Crossing Reconstruction.**

#### **11. Commitment Letter for Participation in Drive Clean Rural USA Project**

Director of Economic Development & Governmental Affairs, Miles Thomas stated that the Port has been given the opportunity to partner with the Drive Clean Rural USA project to receive US DOE project funded support, including educational information, fleet analysis assistance, and access to alternative fuel vehicles for fleet demonstrations.

Thomas stated that the Port is interested in partnering with the Drive Clean Rural USA because it is engaging with government leaders, business owners, fleet managers and a cross-section of heavy-duty transportation and agricultural operators to remove barriers and accelerate access to clean fuel solutions that deliver financial savings, clean air and economic opportunity to rural communities.

Thomas added that the partnership does not cost anything to the Port and will allow a Port employee to attend a Clean Fuels event and to also permit acceptance of a short-term lease of an electric vehicle, which the Port is hoping the Facilities team can utilize for the Crow Butte commute.

**After no further discussion, a motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens and unanimously passed by the Commission, authorizing the Executive Director to sign the Commitment letter to participate in the Drive Clean Rural USA Project.**

#### **F. INFORMATION REPORTS:**

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

Executive Director, Diahann Howard provided updates on the projects featured on the May grants report.

- 1) Richland Airport Master Plan – Waiting approval from the FAA
- 2) Richland Innovation Center Rural County Capital Funds – Working on re-scoping the project to bring closer to the budgeted numbers and working to install streetlights only this summer.
- 3) Richland Airport Signage and Lights (Phase I) – Working with Sierra Electric on schedule of work and reviewing submittals. Anticipating project start date of July 11, 2022. Working with Life Flight and FBO to minimize impacts to their businesses.

- 4) Railroad Improvements – FRIB low interest loan – \$260k awarded and approved at today's Commission meeting.
- 5) Innovation Cluster Accelerator Program Application – No change from previously reported update.
- 6) Infrastructure Investment and Jobs Act – No change from previously reported updated.
- 7) Community Aviation Revitalization Board (CARB) – Awaiting appraiser availability.
- 8) EDA Build Back Better – Miles to lead presentation to the EDA later this month with formal notice expected September 2022. Largest grant in Port history at \$8M.
- 9) National Highway Freight Program (WSDOT portion) – Responding to questions from WSDOT.
- 10) Washington State Department of Transportation Aviation Division/Airport Grants – Pursuing the possibility of purchasing electrical ground support equipment replacing gas powered equipment.

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

Commissioner Lori Stevens recognized the Port team and Public Information Officer, Summers Miya for an amazing USS Triton Recognition Ceremony, which was held on Thursday, May, 12<sup>th</sup>. Stevens complimented the team's organization and orchestration of the event.

Stevens announced that she had recently participated in a Benton City Chamber scholarship committee event and stated that Benton City has a lot of great events planned.

Stevens stated that she attended a recent ribbon-cutting in Prosser for the housing project that will bring 1,000 residents to the town.

Stevens informed that the hospital groundbreaking has been delayed until next year, as additional funding will need to be secured.

Stevens stated that the Prosser Farmers' Market will be starting soon, and the Scottish Festival will be held in June.

Stevens announced that one of the two grocery stores in Prosser will be closing. Stevens stated that the Prosser leadership class project is to install an orbital Neptune marker at the Prosser Wine and Food Park.

Stevens noted that she attended the WPPA Spring meeting and attended the airport session, which she felt was a really informative and great session and appreciated the airport updates from Walla Walla, Moses Lake and Wenatchee. Stevens added that the WPPA Compass award winner was Rep. Matt Boehnke.

Stevens also encouraged Port staff to take a look at the recent PNWA slide deck on grant opportunities.

Commissioner Roy Keck congratulated the Port team on an incredible Triton event. Commissioner Keck added that he also recently attended the WPPA Spring Meeting and noted that the face of WPPA is very dynamic and changing.

Commissioner Keck stated that he recently attended the WAMA Annual Meeting and added that the WPPA Attorney's presentation on airport guidelines encouraged a great amount of detail of expectations in airport leases and requirements to tenants, adding that he feels encouraged by the direction the Port of Benton is going related to the specifics of the airport leases, guidelines and design. Commissioner Keck stated that he looks forward to continued growth and success at the airports.

Commissioner Keck noted that low-led fuel will be going away and Director of Real Estate added that fuel tax will be added to aircrafts in the future and some airports may need to consider carrying more than one fuel.

Commissioner Christy Rasmussen stated that she enjoyed the Tri-City Regional Chamber's recent legislative luncheon, including the VIP reception. Commissioner Rasmussen stated that she appreciates the Port's continued work on legislative issues.

Commissioner Rasmussen stated that she also attended the WPPA Spring Meeting and enjoyed the event.

Commissioner Rasmussen congratulated the Port on the Triton event, adding that it was a joyous event and an important part of history that the Port continues to play a part in.

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

### **1. PORT ATTORNEY:**

Port Attorney, David Billetdeaux announced that the long-awaited hearing, that has been rescheduled six times, will take place at 11 a.m. with Judge Ekstrom, who is leaving his current position in a matter of weeks. Billetdeaux stated that he was grateful the hearing would proceed while Ekstrom was still in position as it would further delay the hearing. Billetdeaux stated that he hoped to provide an update on the outcome of the hearing during Executive Session.

Billetdeaux noted that current insurance provider, Enduris, is currently meeting all Port insurance requirements, and is also recommended by WPPA, but there have been a number of issues and the Port feels they may not be the best fit for the Port of Benton. Billetdeaux suggested that it may be a valuable experience to begin an RFP process in order to learn about other providers and what else is offered. Billetdeaux added that the experience may just solidify that Enduris is, in fact, the best choice for the Port of Benton, but feels it a good business decision to see what else is available. Billetdeaux added that if a new provider is selected, it would also allow the Port to spread out the large insurance payments throughout the year, rather than one big payment during heavy project time.

Billetdeaux added that it is important to come up to speed with ransomware and also obtain cyber insurance in an updated policy.

### **2. AIRPORTS:**

Director of Facilities & Operations, Ron Branine stated that notices regarding airport cleanup were sent to the airport users and this continues to be a work in progress. Branine added that the facilities team will be working on 2019 Butler Loop in preparation for leasing the non-aeronautical facility. Branine stated that he recently attended the WAMA conference and learned a lot about airport management and also has expanded his networking connections and capabilities.

Director of Real Estate, Teresa Hancock added that she is working with the sub-tenants in and outside of the fence on the cleanup process. Hancock added that she also attended the WAMA conference and learned a great deal about the capital grant opportunities for airports and added vetting leads for the 2019 Butler Loop facility.

Executive Director, Diahann Howard thanked Branine and Hancock for their follow-up on the cleanup process, because overall, the tenants do want the airport looking great.

### **3. FACILITIES & OPERATIONS:**

Director of Facilities & Operations, Ron Branine announced that the 2345 Stevens Drive, phase II carpet installation is 100% complete and added that this project was for the south half of the upstairs area.

Branine stated that 1865 Bronco Lane at the Richland Airport has been painted inside and the Triton has also been fully repainted, adding that the next painting projects on the list are 2019 Butler Loop and the stairways at 2345 Stevens Drive.

Branine announced that HMiS has turned in another scope of work for a very large pallet rack system, battery charging stations, floor striping and other miscellaneous items and bids have been received in which HMiS is still reviewing.

Branine stated that the access controls at 3100 have been installed, along with two main exterior doors and the server room door. Branine added that the access control install will begin at 3250 later this week using the same platform. Branine explained that the benefits of one platform allow management of any of the buildings remotely from anywhere in the world, adding that this will also allow system managers the ability to lock or unlock doors at any time, deactivate a termed employee and set up schedules for automatic locking and unlocking. Branine added that the system also provides a paper trail for any audits that may be needed. Branine added that the Port is also installing a video doorbell system called AlphaTouch on both buildings, which will allow delivery drivers, visitors and others to find who they need a touch screen directory, and the system will call them directly through an app. Branine noted that using the app will allow the tenant to decide whether or not to unlock the door for the visitor, or to speak to them through two-way video communication. Branine added that visitors will also have the ability to call the main number, which will give the Port the ability to verify access and the need to unlock the doors.

Branine informed that the two smart parking meters have been ordered for Crow Butte, which will assist with capturing day use fees without having to manage the process manually. Branine noted that the Port is still waiting Army Corp approval for the installation of the parking meters and reminded the Commission that plans were submitted in October for this project.

Branine added that the park looks great and is full every weekend.

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

Director of Real Estate, Teresa Hancock added to Branine's information on the HMiS buildout, stating that HMiS will be moving up in the building and taking over the entire space upstairs. Hancock added that she plans to bring an amendment to the lease for an additional 23,990 square feet for the vacated office space resulting from COVID-19 Atkins reduction, in June for this leasing change, which will be a positive \$285k impact.

Hancock stated that the Westinghouse lease is set to expire in January of 2023 and she is in the negotiation stage with their executive staff for a longer-term lease.

Hancock announced that Foodies has moved a food truck into the Technology & Business Campus and will be operating with minimal hours.

Hancock added that she recently met with potential Vintners Village new business prospects and hopes to bring a land sale forward soon.

Hancock added that she will be working with Bombing Range Brewing Company on an updated lease and continues to work towards filling vacancies.

### **5. MARKETING:**

Director of Marketing, Wally Williams noted that he is working on finishing up the spring newsletter, Washington VERTical and the Clean Energy Supplier Alliance fact sheets and has also been working with Engineer, Roger Wright to develop maps that identify building addresses at the Prosser and Richland airports.

Williams announced that he has started working on the 2022 Entrepreneurial Event with Summers and Diahann, which will be held on November 15, 2022.

Williams added that there have been an influx of Triton tour requests since the Triton event and he is working to schedule and manage the requests. Williams added that he was able to speak with a Triton veteran who had first-hand torpedo knowledge and will continue to pursue efforts to obtain a torpedo to display in the Port lobby and future Visitor Center.

Public Information Officer, Summers Miya stated that she is assisting Williams with the spring newsletter and will write a Triton follow-up piece for the cover story. Miya added that she is putting together packets to mail to the crew who attended, as well as those who were unable to attend the event. Miya stated that the Port will be submitting an entry for the AAPA Lighthouse Awards in Communications/Special Events for the Triton ceremony, which includes a compilation of data on the event including, news, press, feedback, challenges and rewards.

Miya noted that she has been working with consultant, Rochelle Olson on a Triton archiving project and together, are identifying materials to request from the National Archives. Miya added that photos were recently purchased from the Naval Institute. Miya informed the Commission that she received an email from the son-in-law of one of the sailors who served during Operation Sandblast, who encouraged the Port to reach out to his father-in-law to request the water samples he took while aboard Triton. Miya explained that the samples were previously on display at a naval museum in Connecticut, but have been put in storage. Miya stated that she planned to send the sailor a Triton packet with the official request for the samples, adding that if the samples were obtained, the team would work with the Hanford History Project for proper archiving options.

Miya announced that the Port was selected to advertise in Q3 at the Seattle Airport at a discounted rate and the team is working to put together an ad that highlights Vintners Village.

Miya stated that she has been working with the Communications team on the completion of the Vintners Village website and Miles Thomas presented the nearly completed website to the Commission via screenshare.

Miya stated that she attended the TBEX Post-BEX event on April 22 in Prosser with Miles Thomas and is working with photographer, Ross James, to identify photos taken during the event that will be useful in displaying on the Vintners site and social channels.

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

Director of Economic Development & Governmental Affairs, Miles Thomas stated that he has been working on future development opportunities for the 1,341 acres.

Thomas stated that he has been working with WSU Tri-Cities regarding Walter Clore live stream potential and has also been working a potential tasting room operator for the Clore Center.

Thomas noted that he recently met with the Women in Washington Wine, who hopes to hold their event at the Clore Center in March 2023 and added that many of the women who will be attending and recognized worked with Dr. Clore and it is important for the group to hold the event at the Clore facility.

Thomas added that he is working around potential changes from now until next March

pertaining to the operations of the Clore.

Thomas added that Washington Wine Tech and the Washington Wine Commission will be meeting at the Clore in the coming weeks and a formal use agreement is in place with the Wine Commission.

Thomas stated that fiber is now installed at the main building and pavilion.

Thomas noted that he will be out of the office June 6-7 for a Pacific Northwest Commerce Summit. Thomas noted that the Port is a meeting sponsor and have invited colleagues to attend as well.

Thomas stated that the Clean Tech Alliance is hosting a hybrid meeting on June 30, 2022 and offering four satellite locations and the Port will be the eastern Washington location, with 50 in-person attendees expected. Thomas added that the meeting coincides with the Clean Energy Supplier Alliance and Washington VERTical. Thomas explained that the Clean Tech Alliance is also a cluster, (BUILT) and there is a lot of valuable overlap with the meetings, as the Alliance is also involved in the Build Back Better grant.

Thomas stated that wage compliance has been received for the White Bluffs Archive & Storage Facility building and the contract is ready to be executed fully.

## **7. FINANCE DIRECTOR:**

Director of Finance/CPA, Danielle Connor provided a presentation on the final unaudited 2021 Budget to Actual Report, highlighting certain items that 16% of the legal budget line item was spent in 2021, the non-operating inflow from the Dufresne Redding and Benton City sales, as well as approximately \$500k of insurance recoveries. Connor added that the reserve was increased by \$100k in 2021 and the Port ended the year \$1.3M ahead in cash attributed to the highlighted items above.

Connor noted that she will provide a 2022 quarterly budget update at the July Commission meeting.

Connor stated that the team continues to make progress on the Yardi Voyager implementation phase of the IAP project and the team is now up to 150 leases entered, which is 68%. Connor reminded the Commission that there are a total of 220 estimated leases, with an approximate of three hours per lease of data entry. Connor added that consultant, Tiffany continues to come in and Liz Renz is also able to spend approximately one day per week on data entry and Renz has also worked a few weekends to progress the project.

Connor said that the team will continue to rework items associated with the project and also perform billing testing, work on integration, perform cutover tasks and address the GASB 87 requirements.

Connor noted that the team is aiming to go live by October 1<sup>st</sup> and will reassess for readiness and allow for some contingency if needed.

Connor announced that a proposal was received from Intacct development firm, BakerTilly, for the integration between Voyager and Intacct systems and have proposed an annual subscription-based contract, as opposed to a one-time T&M that was initially expected. Connor added that the subscription will ultimately provide more continuity as software is continually changing and maintenance and support will be included. Connor noted that the annual cost for the integration is proposed at \$15k per year and although the contract periods are annual, it is expected the Port will require the integration in conjunction with the use and licenses of the current system. Connor noted that a motion is not needed but did ask the Commission for a nod to continue negotiations as she moves forward to finalize the subscription contract. The Commission provided their approval to continue negotiations.

Connor provided an overview on 2021 year end and the annual report, stating that the team is almost complete with the process and consultant Teresa Hanford should be providing a draft report by the end of the week. Connor thanked Veronica for her work on year end and the additional hours

devoted to the project, as the project took longer than initially anticipated because of the several capital projects and asset sales in 2021. Connor stated that Teresa Hanford did come on site for two weeks to prepare the GASB year end entries and draft the statements, which will be received soon and then will move to file with the SAO by the end of May to meet the deadline.

Connor added that the finance team will also be filing with the SAO for the Port's Economic Development Corporation as required.

Connor announced that the SAO reached out early last week to begin the audit, which was a welcome surprise to the finance team even though there was not much of a break from the 2019 and 2020 audits! Connor noted that the team will work to begin the 2021 audit as soon as possible. A single federal audit will be required, as federal expenditures were over the \$750k threshold, with actual being right under \$1M; all FAA AIP related and of which \$127k COVID-19 related. A 2021 financial statement audit and accountability audit will also be performed this year. Connor noted that the team is working towards a September 30, 2022 deadline for all audits, but particularly the single audit, which is required and will also meet bond disclosure requirements. Connor added that the SAO mentioned that they are currently planning to come onsite this year, which will help with the progress.

Connor provided a PowerPoint presentation of the Financial Status Report.

- Available general operating \$3M
- Project Fund - \$3.8M
- Cash receipts for April - \$1.3M
- Cash disbursements for April - \$988k
- A/P - \$72k current outstanding/no past due
- A/R - \$1.4M outstanding A/R

Connor stated that quarter two goals include finishing the 2021 annual report, 2021 audits, 2023 budget kick-off in June/July, SAO Lean Consultant onsite in late June, along with the WPPA Finance Seminar in June, which the full finance team will be attending.

#### **8. EXECUTIVE DIRECTOR:**

Executive Director, Diahann Howard announced that she recently participated with the City of Richland on the selection of the local fire department's leadership. Howard added that she also recently met with City Manager, Jon Amundson and the port is able to partner with the City on the leadership workshops they were offering to city employees. Howard noted that the Port will be continuing with the workshops in September and the entire staff has been invited and encouraged to attend. Howard added that she will be meeting with a consultant in July to discuss the needs of the Port of Benton team and they may decide to do something specific that relates to the Port team leadership development.

Howard added that she attended the WPPA Spring Meeting and felt that there was good information presented with great discussion.

Howard stated that she will be participating in upcoming legislative meetings for both congressional and state in the fall.

Howard informed the Commission that the State Rail Caucus contacted the port about hosting an in-person rail caucus, including tours later this year.

Howard added that Washington VERTical is working with the WSU Career Center and is considering hiring interns that are paid by the grant to assist with VERTical.

**I. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 11:42 a.m. and an Executive Session was convened at 12:00 p.m. to discuss ongoing and potential litigation, real estate and personnel matters. It was announced that Executive Session would take 30 minutes and if any action was required, the Regular Commission Meeting will reconvene and bring forward the item at that time.

At 12:30 p.m., Commission announced that no action was required to be taken relating to any items discussed within Executive Session.

**L. ADJOURNMENT:** The Commission meeting was adjourned at 12:30 p.m. with an announcement that the next regularly scheduled Port of Benton Commission meeting would be held at 8:30 a.m. on June 15, 2022.

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Lori Stevens  
Commission Secretary



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

**General Expenses**

Accounts Payable Warrants #:	79727	-	79883	\$	608,496.78
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Electronic Payments:				\$	-
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Total General Expenses				\$	608,496.78
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**Payroll**

Direct Deposit:					
ACH				\$	105,721.00

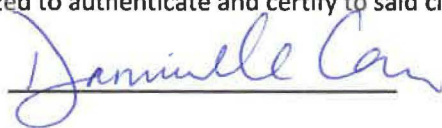
Electronic Payments:					
IRS Payroll Tax Deposit				\$	41,611.36
Other Payroll Related Payments				\$	49,348.03

Total Payroll				\$	196,680.39
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Total General Expenses and Payroll				\$	805,177.17
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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

all

# Port of Benton Check Register

Date	Payee	Document No	Amount
	<b>Bank: BCT MAIN - KeyBank National Association</b>	<b>Account No: 6601101</b>	
05/02/2022	VEN00425--WASHINGTON STATE SUPPORT REGISTRY	04-2022	68.00
05/02/2022	10015--Billetdeaux, David	079727	520.41
05/02/2022	VEN00012--AFLAC	079728	603.11
05/02/2022	VEN00059--BENTON-FRANKLIN HEALTH DEPT	079729	25.00
05/02/2022	VEN00069--BRUTZMAN'S INC	079730	361.44
05/02/2022	VEN00075--CASCADE NATURAL GAS CORP	079731	5,878.23
05/02/2022	VEN00083--CENTURYLINK	079732	103.17
05/02/2022	VEN00119--DAY WIRELESS SYSTEMS	079733	369.06
05/02/2022	VEN00121--DEAN'S AUTOMOTIVE REPAIR	079734	394.21
05/02/2022	VEN00139--DOCUSIGN, INC.	079735	2,997.36
05/02/2022	VEN00143--DSD BUSINESS SYSTEMS	079736	1,137.26
05/02/2022	VEN00147--ECOMODUS, LLC	079737	3,610.95
05/02/2022	VEN00157--ENDURIS WASHINGTON	079738	1,000.00
05/02/2022	VEN00009--GEO WAY ACE HARDWARE	079739	12.26
05/02/2022	VEN00225--JUB ENGINEERS, INC	079740	169.30
05/02/2022	VEN00228--KELLER ROHRBACK LLP	079741	15,716.80
05/02/2022	VEN00245--LUKE'S CARPET	079742	3,447.67
05/02/2022	VEN00258--MOON SECURITY SERVICES, INC	079743	562.31
05/02/2022	VEN00297--PERSONAL TOUCH CLEANING, INC.	079744	1,586.48
05/02/2022	VEN00330--ROSS JAMES PHOTOGRAPHY	079745	629.88
05/02/2022	VEN00334--SANITARY DISPOSAL, INC.	079746	276.77
05/02/2022	VEN00390--TIRE FACTORY	079747	184.11
05/02/2022	VEN00377--TRI-CITY AREA JOURNAL OF BUSINESS	079748	1,850.00
05/02/2022	VEN00399--TRIDEC, INC.	079749	8,333.32
05/02/2022	VEN00404--UNITED WAY OF BENTON/FRANKLIN COUNTY	079750	1,500.00
05/02/2022	VEN00410--USDA APHIS	079751	2,890.09
05/02/2022	VEN00439--WOOD'S NURSERY & GARDEN STORE	079752	97.74
05/02/2022	VEN00449--ZIPLY FIBER	079753	509.89
05/09/2022	VEN00025--AMERICAN ROCK PRODUCTS, INC	079754	12,462.82
05/09/2022	VEN00044--BENTON PUD	079755	2,362.44
05/09/2022	VEN00069--BRUTZMAN'S INC	079756	104.15
05/09/2022	VEN00075--CASCADE NATURAL GAS CORP	079757	594.58
05/09/2022	VEN00071--CITY OF PROSSER	079758	6,407.93
05/09/2022	VEN00077--COLUMBIA BASIN IT	079759	360.00
05/09/2022	VEN00105--CONNELL OIL, INC	079760	1,728.02
05/09/2022	VEN00107--COOK'S ACE HARDWARE	079761	11.49
05/09/2022	VEN00149--EFC EQUIPMENT FEED PET SUPPLY	079762	488.69
05/09/2022	VEN00166--FERGUSON ENTERPRISES, INC.	079763	277.41
05/09/2022	VEN00009--GEO WAY ACE HARDWARE	079764	32.74
05/09/2022	VEN00278--GERALD G. OLSON	079765	2,100.00
05/09/2022	VEN00196--HARBOR FREIGHT TOOLS, INC.	079766	17.68
05/09/2022	VEN00223--JOHNSTONE SUPPLY	079767	710.62
05/09/2022	VEN00467--JOLENE YACONETTI	079768	1,350.00
05/09/2022	VEN00279--KATHRYN S. OLSON	079769	2,745.94
05/09/2022	VEN00229--KELLEY'S TELE-COMMUNICATION, INC.	079770	155.25
05/09/2022	VEN00242--LIBERTY LAWN & SAW	079771	86.19
05/09/2022	VEN00510--LIFESECURE INSURANCE COMPANY	079772	993.42
05/09/2022	VEN00245--LUKE'S CARPET	079773	79.89
05/09/2022	VEN00542--MCCORMACK CONSULTING, LLC	079774	7,375.00
05/09/2022	VEN00251--METALFAB INC	079775	54.30
05/09/2022	VEN00258--MOON SECURITY SERVICES, INC	079776	844.64
05/09/2022	VEN00301--PITNEY BOWES, INC	079777	210.09
05/09/2022	VEN00326--RGW ENTERPRISES P.C. INC	079778	13,440.00
05/09/2022	VEN00572--RICHARD WHITNEY	079779	938.56
05/09/2022	VEN00559--RUTH HILLIER	079780	1,350.00
05/09/2022	VEN00566--TECHNOLOGY ASSOCIATION OF OREGON	079781	2,500.00
05/09/2022	VEN00558--TERRY HILLIER	079782	2,100.00
05/09/2022	VEN00394--TREASURE VALLEY COFFEE	079783	62.22
05/09/2022	VEN00298--TRI-CITY COMPUTER CONSULTING LLC	079784	1,737.60
05/09/2022	VEN00398--TRI-CITY SIGN & BARRICADE	079785	498.52
05/09/2022	VEN00401--TWIN CITY METALS, INC	079786	92.31
05/09/2022	VEN00402--UNDERGROUND CREATIVE, LLC	079787	200.00
05/09/2022	VEN00404--UNITED WAY OF BENTON/FRANKLIN COUNTY	079788	121.67
05/09/2022	VEN00410--USDA APHIS	079789	520.29
05/09/2022	VEN00414--VERIZON	079790	1,334.05
05/09/2022	VEN00532--VIC'S AUTO PARTS & SUPPLY	079791	112.82
05/09/2022	VEN00563--YESCO LLC	079792	3,406.65
05/09/2022	VEN00449--ZIPLY FIBER	079793	735.55
05/09/2022	10007--Keck, Roy	079794	290.88
05/09/2022	10010--Serna, Veronica	079795	555.30

## Port of Benton Check Register

Date	Payee	Document No	Amount
05/17/2022	VEN00008--ABM JANITORIAL SERVICES	079796	1,630.95
05/17/2022	VEN00520--ANDERSON PERRY & ASSOCIATES, INC.	079797	15,103.50
05/17/2022	VEN00029--ARCHIBALD & COMPANY ARCHITECTS	079798	138.75
05/17/2022	VEN00035--ASSOCIATION OF WASHINGTON BUSINESS	079799	750.00
05/17/2022	VEN00044--BENTON PUD	079800	1,101.77
05/17/2022	VEN00053--BENTON RURAL ELEC ASSOCIATION	079801	682.95
05/17/2022	VEN00069--BRUTZMAN'S INC	079802	511.29
05/17/2022	VEN00469--CENTURY WEST ENGINEERING CORP	079803	13,681.79
05/17/2022	VEN00321--CI INFORMATION MANAGEMENT	079804	46.43
05/17/2022	VEN00052--CITY OF BENTON CITY	079805	137.99
05/17/2022	VEN00093--CLAYTON-WARD CO.,	079806	55.00
05/17/2022	VEN00077--COLUMBIA BASIN IT	079807	11,179.08
05/17/2022	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	079808	190.05
05/17/2022	VEN00151--ELECTRICAL UNLIMITED, INC	079809	447.54
05/17/2022	VEN00164--FASTENAL COMPANY	079810	21.19
05/17/2022	VEN00166--FERGUSON ENTERPRISES, INC.	079811	393.72
05/17/2022	VEN00009--GEO WAY ACE HARDWARE	079812	298.99
05/17/2022	VEN00196--HARBOR FREIGHT TOOLS, INC.	079813	94.51
05/17/2022	VEN00201--HEALTH CARE AUTHORITY	079814	31,097.77
05/17/2022	VEN00223--JOHNSTONE SUPPLY	079815	18.51
05/17/2022	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUP-PLY	079816	561.22
05/17/2022	VEN00291--KENNEWICK RANCH AND HOME	079817	195.46
05/17/2022	VEN00258--MOON SECURITY SERVICES, INC	079818	8,920.62
05/17/2022	VEN00297--PERSONAL TOUCH CLEANING, INC.	079819	13,112.19
05/17/2022	VEN00306--PROMINENCE PUBLIC RELATIONS	079820	2,700.00
05/17/2022	VEN00310--PROSSER CHAMBER OF COMMERCE	079821	315.00
05/17/2022	VEN00369--SUNWEST SPORTSWEAR	079822	101.69
05/17/2022	VEN00385--THE HOME DEPOT CRC/GECF	079823	6,866.71
05/17/2022	VEN00346--THE SHERWIN-WILLIAMS CO.	079824	99.46
05/17/2022	VEN00541--TIFFANY SANGER	079825	1,650.00
05/17/2022	VEN00564--TRI-CITIES DIVERSITY & INCLUSION COUNCIL	079826	1,000.00
05/17/2022	VEN00399--TRIDEC, INC.	079827	2,083.33
05/17/2022	VEN00570--VITAL RECORDS CONTROL	079828	395.04
05/17/2022	VEN00449--ZIPLY FIBER	079829	395.55
05/17/2022	10025--Rasmussen, Christy	079830	250.00
05/23/2022	VEN00559--RUTH HILLIER	079831	914.55
05/23/2022	VEN00558--TERRY HILLIER	079832	1,422.54
05/25/2022	VEN00038--BANNER BANK - Credit Card	079834	9,284.02
05/30/2022	10026--Stevens, Lori	079835	52.66
05/30/2022	VEN00006--ABADAN, INC	079836	351.04
05/30/2022	VEN00024--AMERIGAS PROPANE LP	079837	1,275.38
05/30/2022	VEN00044--BENTON PUD	079838	64.14
05/30/2022	VEN00059--BENTON-FRANKLIN HEALTH DEPT	079839	25.00
05/30/2022	VEN00069--BRUTZMAN'S INC	079840	28.86
05/30/2022	VEN00075--CASCADE NATURAL GAS CORP	079841	4,016.43
05/30/2022	VEN00551--CASCADE SIGN & FABRICATION	079842	1,054.51
05/30/2022	VEN00083--CENTURYLINK	079843	208.10
05/30/2022	VEN00290--CI-PW, LLC (Paradise Bottled Water)	079844	60.74
05/30/2022	VEN00052--CITY OF BENTON CITY	079845	122.41
05/30/2022	VEN00089--CITY OF RICHLAND	079846	24,248.74
05/30/2022	VEN00234--CITY OF RICHLAND LANDFILL	079847	801.02
05/30/2022	VEN00105--CONNELL OIL, INC	079848	2,112.72
05/30/2022	VEN00119--DAY WIRELESS SYSTEMS	079849	369.06
05/30/2022	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	079850	1,992.81
05/30/2022	VEN00149--EFC EQUIPMENT FEED PET SUPPLY	079851	76.01
05/30/2022	VEN00151--ELECTRICAL UNLIMITED, INC	079852	701.34
05/30/2022	VEN00162--FARMERS EXCHANGE	079853	22,444.34
05/30/2022	VEN00164--FASTENAL COMPANY	079854	49.37
05/30/2022	VEN00166--FERGUSON ENTERPRISES, INC.	079855	29.01
05/30/2022	VEN00009--GEO WAY ACE HARDWARE	079856	105.38
05/30/2022	VEN00540--GLACIER SUPPLY GROUP, LLC	079857	223.28
05/30/2022	VEN00196--HARBOR FREIGHT TOOLS, INC.	079858	80.31
05/30/2022	VEN00200--HDR ENGINEERING, INC	079859	9,853.92
05/30/2022	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUP-PLY	079860	157.74
05/30/2022	VEN00291--KENNEWICK RANCH AND HOME	079861	356.54
05/30/2022	VEN00242--LIBERTY LAWN & SAW	079862	399.63
05/30/2022	VEN00510--LIFESECURE INSURANCE COMPANY	079863	928.75
05/30/2022	VEN00380--MCCLATCHY COMPANY	079864	294.52
05/30/2022	VEN00258--MOON SECURITY SERVICES, INC	079865	2,941.69

# Port of Benton Check Register

Date	Payee	Document No	Amount
05/30/2022	VEN00269--NAYLOR, LLC	079866	260.00
05/30/2022	VEN00283--PACIFIC BACKFLOW SERVICES LLC	079867	95.00
05/30/2022	VEN00292--PASCO CHAMBER OF COMMERCE	079868	6,000.00
05/30/2022	VEN00297--PERSONAL TOUCH CLEANING, INC.	079869	385.00
05/30/2022	VEN00302--PLATT ELECTRIC SUPPLY, INC	079870	46.65
05/30/2022	VEN00305--POCKETINET COMMUNICATIONS, INC.	079871	240.00
05/30/2022	VEN00464--ROCKABILLY ROASTING CO.	079872	95.00
05/30/2022	VEN00330--ROSS JAMES PHOTOGRAPHY	079873	758.60
05/30/2022	VEN00334--SANITARY DISPOSAL, INC.	079874	596.26
05/30/2022	VEN00359--STEEBER'S LOCK SERVICE, LLC	079875	244.35
05/30/2022	VEN00369--SUNWEST SPORTSWEAR	079876	49.01
05/30/2022	VEN00376--TRI-CITY REGIONAL CHAMBER	079877	200.00
05/30/2022	VEN00401--TWIN CITY METALS, INC	079878	175.07
05/30/2022	VEN00532--VIC'S AUTO PARTS & SUPPLY	079879	135.01
05/30/2022	VEN00574--WESTON MOUNTAIN ONION	079880	6,210.66
05/30/2022	VEN00496--WINE COUNTRY CONSTRUCTION & LAND-SCAPING, LLC	079881	3,552.90
05/30/2022	VEN00483--YARDI SYSTEMS, INC.	079882	49,104.59
05/30/2022	VEN00449--ZIPLY FIBER	079883	436.31
05/06/2022	VEN00215--INTERNAL REVENUE SERVICE	04302022	2,256.19
05/13/2022	VEN00215--INTERNAL REVENUE SERVICE	05132022	21,362.18
05/27/2022	VEN00215--INTERNAL REVENUE SERVICE	05272022	17,992.99
05/23/2022	VEN00239--WASHINTGON STATE DEPT OF REVENUE	2551Steven	395.16
05/25/2022	VEN00239--WASHINTGON STATE DEPT OF REVENUE	B&O04-2022	2,812.13
05/05/2022	VEN00215--INTERNAL REVENUE SERVICE	CP134B-2	72.93
05/04/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP0513222	4,516.83
05/04/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP4292022	4,500.25
05/20/2022	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW05132022	2,484.02
05/23/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS042022	34,498.71
<b>Total for BCT MAIN</b>			<b>489,134.94</b>



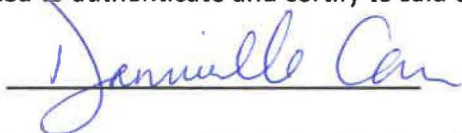
**Port of Benton, Benton County, Washington**  
**Voucher Certification and Approval**  
**for the Month of May 2022**

**Project Fund**

Accounts Payable Warrants #	900015	-	900018	\$	36,586.77
Electronic Payments				\$	-
Total Project Fund Expenses				\$	<u>36,586.77</u>
Total Project Fund Expenses				\$	<u><u>36,586.77</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
	<b>Bank: BCT PROJECT - KeyBank National Association</b>	<b>Account No: 6601401</b>	
05/09/2022	VEN00326--RGW ENTERPRISES P.C. INC	900015	1,320.00
05/25/2022	VEN00038--BANNER BANK - Credit Card	900016	6,018.19
05/25/2022	VEN00089--CITY OF RICHLAND	900017	28,728.40
05/30/2022	VEN00380--MCCLATCHY COMPANY	900018	520.18
	<b>Total for BCT PROJECT</b>		<b>36,586.77</b>

**RESOLUTION 22-20**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

**WHEREAS**, General Expense Fund Warrants No. 079833, in zero dollars printed in error, warrant has been deemed to be issued with errors, and

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

**NOW THEREFORE**, the Port Commission hereby resolves to cancel Warrant No. 079833.

**DATED AND SIGNED** at Richland, Washington on this 15<sup>th</sup> day of June 2022.

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**Christy Rasmussen, President**

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**Roy D. Keck, Vice President**

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**Lori Stevens, Secretary**

**PORT OF BENTON**  
**PROJECTS AND GRANTS STATUS**

June 2022

Project		Description	Grants Pursued/Received	Comments
1	Richland Airport Master Plan	Master plan update of Airport	FAA \$400,000 POB \$40,000	<b>FAA approval received. This project will be closed out.</b>
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	Working on re-scoping the project to bring it into budget. Likely to install street lights first this summer.
3	Richland Airport - Airfield Signage and Lights (PH1)	Replace Airfield Signs, Replace runway lights on RW 8/26 & 1/19 MIRL - <b>CONSTRUCTION</b>	FAA - \$3,200,000 No Match Required	<b>Construction set to begin July 11, 2022. Port staff has walked the airport with Sierra Electric and Sierra is suggesting options to reduce working days.</b>
4	Railroad Improvements - FRIB low interest loan	Provide low interest loan funding of railroad crossings at Van Giesen and Swift/Cemetery	FRIB - \$260,000 1% loan	<b>FRIB loaned approved and currently signing documents with Railworks to complete this work on Van Giesen and Cemetery crossings in July 2022.</b>
5	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, Legal complete. Communications RFP complete awards for communication to Prominence PR, award web to Sprout, contracting complete.
6	Infrastructure Investment and Jobs Act - Grant Funds	Direct grants for the improvement of public use airports.	Richland Airport \$1,480,000 Prosser Airport \$ 790,000	Still waiting on formal approval and information on use of funds.



**PORT OF BENTON  
PROJECTS AND GRANTS STATUS**

June 2022

Project		Description	Grants Pursued/Received	Comments
7	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	WSDOT \$750,000 CARB Low interest 20 year loan with initial payment is due in 2026. Interest rate is 2% and hangar	<b>Letter offers have been sent to the first two hangars. We will begin appraisals shortly.</b>
8	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. Presentation to EDA on project provided this month. Formal notice anticipated Sept 2022.
9	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	WSDOT \$865,000 POB \$135,000	<b>WSDOT approval \$865,000, contracting to commence.</b>
10	Washington State Department of Transportation Aviation Division - Airport Grants	Environmental Sustainability Grants to reduce greenhouse gases. Grant provides for buying electric ground support equipment	WSDOT - \$50,000 Local Match - \$2,500	Working on an application to purchase electrical aircraft handling equipment.