

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

For those unable to access the internet, please call 509-375-3060 by 8:00 a.m. on August 10, 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., August 10, 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 June 15, 2022 Commission Meeting
3. Approval of Minutes from the July 13, 2022 Commission Meeting
4. Approval of Vouchers and Certifications, Including Payroll for Month of July
Totaling \$646,019.27
5. Approval of Project Fund Vouchers and Certifications for the Month of July
Totaling \$6,348.47

D. PUBLIC COMMENT

E. PUBLIC HEARING

1. Six-Year Transportation Improvement Program - Public Hearing
2. Action - Following the Public Hearing, Resolution 22-25, Approving the Port of Benton's Six-Year Transportation Improvement Program for the Years 2023-2028 Inclusive

F. ITEMS OF BUSINESS

1. Resolution 22-26, Authorizing the Selection of an Energy Services Company through Washington State Department of Enterprise Services
2. Consent to Assignment – RAP – Herb Brayton to Jeremy Hailey
3. Approval of Lease (5+ years) – Westinghouse Electric Company, LLC
4. Acceptance of Bid Received from Paintmaster, Inc. for 3100 George Washington Way Exterior Painting Project for \$57,015.00

G. INFORMATION REPORTS

1. Grants Update
2. Richland Airport Lighting Project Update
3. Rail Update

H. COMMISSIONER REPORTS/COMMENTS

I. 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

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

K. ADJOURNMENT

The next Port of Benton Commission meeting is Wednesday, September 14, 2022 at the Walter Clore Wine & Culinary Center at 2140 Wine Country Road, Prosser Washington, 99350. Visit portofbenton.com for notices and information.

**PORT OF BENTON
COMMISSION MEETING MINUTES
JUNE 15, 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; Director of Real Estate, Teresa Hancock; Clif Dyer, Sundance Aviation; Mike Luzzo, Community Member, Troy Stokes, HiLine Engineering; Kris Giroux, HiLine Engineering

The following attendees attended via remote communications: Contract Specialist, Sheri Collins; Senior Accountant, Veronica Serna; Port Attorney, David Billetdeaux; Clif Dyer, Roger Wright, RGW Enterprises; Bryan Condon, Century West Engineering; Theresa Richardson, City of Richland; Jeff Strickler

The Commission meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Commission President Christy Rasmussen 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 agenda for the June 15, 2022 Commission meeting, with the removal of Item #4, (re: Westinghouse Electric Company, LLC Lease Agreement), May 18, 2022, Commission Meeting Minutes, approval of vouchers and certifications, including payroll, for the month of May totaling \$805,177.17, approval of project vouchers and certifications for the month of May totaling \$36,586.77 and approval of Resolution 22-20, to cancel warrant number 079833, which was printed in error.

D. PUBLIC COMMENT:

Community Member, Mike Luzzo commented on the current work on Columbia Park Trail and is asking for the construction process to include open face culverts.

It was noted that the Port of Benton is not involved in this project.

E. ITEMS OF BUSINESS

1. Tenant Spotlight – Troy Stokes, HiLine Engineering

Executive Director, Diahann Howard introduced the owner/operator of HiLine Engineering and longtime Richland Airport tenant, Troy Stokes, thanking him for the investment in his business and participation in CESA.

Troy Stokes introduced HiLine with a history of the business, noting that HiLine was incorporated in 1995 by two engineers previously employed at Westinghouse Hanford. Stokes stated that HiLine started with three employees in a 4,000 sq ft shop, but today employs over 100 employees with multiple engineering, fabricating and testing facilities, totaling 45,000 sq ft.

Stokes explained that “Custom manufactured equipment that meets the needs and expectations of our clients.” is the mission of HiLine.

Stokes provided more detail on what HiLine does, stating that HiLine is a team of engineers (mechanical, electrical, controls, chemical, computer science) and skilled craft (welders, machinists, engineering technicians, electrical technicians, operators) that design and fabricate equipment that meets, or hopefully exceeds, customer’s expectations.

Stokes provided examples of major regional projects in addition to past projects.

Stokes displayed imagery and provided explanations of many current fabrications.

Stokes informed that HiLine provides engineering, fabrication testing and integration services across an array of industries with clients that include: Boeing, Amazon, Department of Energy sites and prime contractors, Energy Northwest, farms and food processors, landfills and superfund sites, generation IV nuclear power.

Stokes displayed imagery of current and future facilities, with explanation on capabilities of each.

2. Richland Airport Electrical Replacement Project – Construction Administration Contract with Century West Engineering

Executive Director Diahann Howard reminded the Commission that the Port was awarded \$3.1M from the FAA towards the Electrical Replacement Project at the Richland Airport and Century West Engineering has completed the design work for this project and Sierra Electric was recently awarded the construction work by competitive bid.

Howard noted that FAA requires an independent Fee Evaluation (IFE) for any professional services contracts and the Port engaged Precision Approach Engineering to complete that IFE and they determined a fee up to \$438k was allowable. Howard added that Century West’s budget submitted was exactly \$400k, which is under Precision Approach’s estimate. Howard added that this task order is under Century West’s current contract with the Port.

Howard stated that the Port has submitted the IFE to FAA and anticipate their approval prior to the next Commission meeting. Howard reminded the Commission that this project, including Century West’s fees, is 100% reimbursable by FAA.

Howard asked for a motion accepting Century West’s scope of work and fee proposal for the Richland Airport Electrical Replacement Construction Administration Services contract up to a maximum of \$400,000.

After no further discussion, a motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens and unanimously passed by the Commission, approving Century West Engineering’s scope of work and fee proposal for the Richland Airport Electrical Replacement – Construction Administration Services contract up to a maximum of \$400,000.

3. Van Giesen and Swift Railroad Crossing – HDR Construction Administration Contract

Executive Director Diahann Howard reminded the Commission that the Van Giesen and Swift Blvd./Cemetery entrance crossing project was recently awarded to Railworks Track Systems, and work is anticipated to begin on the project in July. Howard reminded that the Commission previously approved a contract with HDR, Inc. for \$67,800 to design the improvements of the two crossings.

Howard added that given the large amount of project work being performed by the Port this summer, and given the fact that these two crossings require full road closures with significant traffic control and public notification, the Port is relying on HDR to perform more work than they ordinarily perform on construction projects. Howard noted that given the effort required, with an hourly rate estimate, HDR is requesting \$79,872 for construction administration, including weekend inspection activities on the railroad crossing projects.

Howard stated that the Port is requesting Commission approval for a construction administration contract of \$79,872 for HDR, Inc. to complete the rail crossing projects.

After no further discussion, a motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck and unanimously passed by the Commission, approving a construction administration contract for HDR Construction for the Van Giesen and Cemetery/Swift Blvd. rail crossings.

~~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

Executive Director Diahann Howard announced to the Commission that Sundance Aviation has come back to the Port with a counteroffer on the 1865 Bronco building and have expressed concerns about increasing cost in operations, ability to make rent at the market levels and the upcoming electrical project's benefits and short term impacts.

Howard explained that following the last meeting, Sundance was requesting to provide business metrics to measure against within the 30 months, which would show economic impact values to the airport. Howard added that Sundance is offering to provide updates every six months on progress, which is the only new proposal, with the remaining terms the same as previously offered and without accountable measurements.

Howard stated that the Port will check-in with the Commission during Executive Session and thanked Sundance for the proposal, noting that the Port continues to share concern regarding cost increases and readiness, which was strongly validated at the recent AAAE conference in Seattle. Howard added that the Port wants to ensure a fiscally conservative approach that serves the airport and the community.

F. INFORMATION REPORTS:

1. Grants Update

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

- 1) National Highway Freight Program (WSDOT portion) – WSDOT has approved \$865k, contracting with Commerce with Port contributing \$135k for SR 240 rail signal crossing reconstruction. City of Richland and the Port are jointly submitting on this project, as the City will be installing a bike/pedestrian path.
- 2) EDA Build Back Better – Miles Thomas provided an update on this item, stating that the Port elected not to do an environmental phase I assessment, which would have added another cost of \$7,500, but has received a positive signal that they like the package presented. This application is led by Maritime Blue and Washington Clean Tech Alliance.

2. Vintners Village Website Update

Public Information Officer Summers Miya and Director of Economic Development & Governmental Affairs, Miles Thomas provided a screenshare of the newly designed Vintners Village website, going through each page of the site and highlighting the site's features, such as the interactive map, information on road detours, calendar of events, each business listing and live Instagram feed.

G. COMMISSIONER REPORTS/COMMENTS:

Commissioner Lori Stevens announced that she has attended Prosser and Benton City Chamber meetings and participated in various community events, including the Three Rivers Building Bridges event. Stevens stated that Benton City has a new venue called Blank Slate.

Stevens added that she attended the recent Finance Seminar at Lake Chelan and found the workshops offered from the State Auditors Office informative, particularly the information on the capital assets and the information on controls to track inflation and costs of capital projects, as well as Tax Increment Financing (TIF).

Executive Director Howard stated that the team will likely learn more about these opportunities in the LEAN trainings scheduled for next week.

Commissioner Roy Keck stated that he also attended the WPPA Finance Seminar, and felt the information validated the Port's strategic vision when going to the market last year. Commissioner Keck added that TIF and other opportunities will help accommodate needs for the foreseeable future.

Commissioner Christy Rasmussen announced that she has been very engaged with the Hanford Communities group and recently attended the National Park tour, which was one of the first tours since the COVID-19 pandemic began.

Rasmussen stated that she participated in a risk assessment with the SAO for the Port and also commented on the Blank Slate space and added that she attended the recent event held at DrewBoy Creative, as well as listening to Ginger Wireman's "Let's Talk About Hanford" discussion.

Rasmussen added that the AAAE conference was really good and valuable information was received on FBOs.

Executive Director Howard added that a possible B Reactor/full Hanford site tour is a strong possibility for the Port team to participate in in the future.

H. DIRECTOR REPORTS/COMMENTS:

1. AIRPORTS:

Director of Facilities & Operations, Ron Branine announced that the team has been busy mowing at both airports and dealing with typical wildlife issues, including coyotes, rock chucks and seagulls. Branine added that wildlife control is typically managed through the USDA contract, but the team has been assisting due to liability issues. Branine stated that ammo blanks are becoming just as difficult to obtain as actual ammo.

Commissioner Keck added that there have been several break-ins reported inside the fence in the last month, including the theft of seven catalytic converters and encouraged tighter security. Commissioner Keck complimented the recent airport cleanup, encouraging even more cleanup.

Director of Real Estate, Teresa Hancock announced that the appraisal for airport land and two CARB loan leases has been initiated with Strickland & Associates, adding that the appraisal fee is within the Executive Director's delegation of authority.

2. FACILITIES & OPERATIONS:

Director of Facilities & Operations, Ron Branine stated that the team is still waiting on approval from HMiS for their additional work, which includes a large pallet rack system, battery charging stations, floor striping, approximately 30 new doors and other miscellaneous work. Branine added that the Port has received bids for the work and HMiS is reviewing.

Branine announced that access controls have been installed at 3250, using the same platform as previously. Branine added that there have been minor issues to work through, but the system now works great and allows for better security, real time from anywhere, as it can be controlled and monitored from a mobile phone application.

Branine stated that the facilities team is going to start painting curbs, parking lot lines and Crow Butte parking areas and roads. Branine added that paint has been received, but not enough product due to supply chain issues.

Branine added that there have been 42 work orders so far in June, and the team should be receiving about 100 per month. Branine explained that this number will fluctuate, but will be consistent until we start getting ahead of things through the preventative maintenance program. Branine added that total work orders received since September 2021 is 458, adding that there are 27 current outstanding workorders, with the oldest being related to parking lot striping at the Richland Business Park, which they can now take care of thanks to the recent paint acquirement.

Branine noted that the work order system is capturing approximately 50% of total department tasks and projects.

3. REAL ESTATE:

Director of Real Estate, Teresa Hancock provided a current overview of the real estate report, stating that the pending leases she is working on include 31,632 sq ft, 2345 Stevens, 2019 Butler Loop and 3100 George Washington Way. Hancock added that the pending sale negotiations include 43+ acres of land in addition to several single hangar or development sites pending infrastructure plans. Hancock added that there are also several ongoing renewal, extension, or lease modifications for rent or area changes, including a possible expansion at TEC.

Hancock provided an update on the land sales between the Port and Horizon Land, LLC, which is located north of Battelle Blvd. and west of Apogee and 8.52 acres. Hancock added that the property is encumbered by a 30' irrigation easement and overall property is served by the Industrial Development District for marginal lands. Hancock added that the sale or conveyance of property may occur if deemed in the best interest of the district, as authorized by RCW 53.25.110. Hancock added that a pre-application meeting is scheduled between the Port, Horizon and the City of Richland for June 22, 2022 to determine if the property is feasible for the project. Hancock stated that she hopes to return this item to the Commission for formal approval at the July Commission meeting.

Hancock stated that she will have additional real estate matters to discuss during Executive Session.

4. MARKETING:

Director of Marketing, Wally Williams announced that the Port's spring newsletter is out and he has also been working with Engineer, Roger Wright on maps for the Prosser and Richland airports, that identify building addresses and owners for emergency responders. Williams noted that he has also been working with Roger and Ron on railroad signs and the construction sign for the White Bluffs construction project. Williams added that he completed the ad that highlights the wineries in Vintners Village that will be on display at the Seattle Airport.

Public Information Officer, Summers Miya added that the ad for Vintners Village will be on display for Q3 in concourse C of the Seattle Airport and shared the image via screenshare. Miya complimented the wineries who without hesitation donated a bottle of their rosé for the "We'll Make You Blush" ad.

Miya added that she submitted a completed application and PowerPoint presentation for the AAPA Lighthouse Awards in Communications/Special Events for the Triton ceremony, noting that the Lighthouse Awards Ceremony will take place at AAPA's annual meeting in Orlando in October.

Miya announced that she attended the LIGO ribbon-cutting event to welcome the LeXC Center with Executive Director Diahann Howard.

Miya provided a screenshare of the Vintners Village website, which will be officially launched to the tenants on June 16 and there will be an open period to obtain feedback and encouragement engagement to the site. Miya added that she will share a link to the site with all Commissioners at the conclusion of the meeting and is open for any and all feedback.

5. ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS:

Director of Economic Development & Governmental Affairs, Miles Thomas complimented the current Journal of Business article that features the White Bluffs construction project. Thomas explained that he provided information to the Journal and was pleased with their final result.

Thomas announced that the project itself is a bit behind schedule because of a water line issue and because a tank had been uncovered, which was likely a remnant from Camp Hanford. Thomas added that this tank is likely cooking oil, as preliminary testing has not indicated anything of hazardous material, but all required testing is currently underway.

Thomas announced that he has joined the board of the Diversity and Inclusion Council, which will start next month. Thomas added that this council started in March 2020 with \$38 in the bank, and has grown in the last two years and is currently providing consulting on the Build Back Better grant proposal.

6. FINANCE DIRECTOR:

Director of Finance/CPA, Danielle Connor announced that the 2021 Annual Report was completed and filed with the State Auditor's Office in late May, within the due date. Connor added that the annual report for the Port's Economic Development Corporation has also been filed.

Connor announced that the 2021 audit entrance conference was held earlier this week and the handouts from that meeting have been provided to the Commission. Connor explained that consistent with past years, it is only the standing Commission President that is invited to attend the audit conferences along with internal management and other key stakeholders involved with the audit. Connor added that any handouts and information provided are then shared to with the rest of the Commission.

Connor added that the Port will undergo three audits this year, the financial statement, federal grant compliance and accountability audits.

Connor noted that initial focus will be on financial statement and federal grant compliance to meet the September 30 due date. Connor added that because they were able to get started early, all is well on track, the initial planning is complete and there have been nearly 200 transaction requests thus far just this week. Connor thanked Senior Accountant, Veronica Serna who has handled the majority of those requests, along with Teresa Hancock for her effort on the lease selections. Connor stated that the team is on track to file in late July/early August.

Connor added that the accountability audit will be delayed until later this year, estimated late September/early October with the due date being December 31.

Connor provided an update on the IAP project, noting that progress has slowed this month, as Liz has been focusing on baseline mission critical items and Tiffany has had other commitments. Connor informed that the team is now up to 152 (69%) leases entered, of an estimated 220 leases total.

Connor noted that the kickoff call with BakerTilly Development was held on June 6 and they are in the beginning development stage of the integration. Connor added that the point of contact is in the south, but the developers are in Romania, so it will take a bit of coordination with international time zones. Connor stated that weekly calls will kickoff in the coming weeks.

Connor added that current focus of the IAP project continues to be lease entry, then moving to GASB 87 module configuration, billing testing, pre-go-live cutover items and reconciliations.

Connor stated that the team is still aiming for an October 1st go-live, and will reassess for readiness as there is planned contingency if needed. Connor added that there is lease entry rework and updates needed, as well as additional milestones necessary prior to official go-live.

Connor provided a financial status PowerPoint presentation highlighting the available general operating funds as \$3.8M and the project fund also at \$3.8M.

Connor announced that there were \$1.3M in cash receipts for May and \$805k in cash disbursements, with the prior month being at \$988k.

Connor noted that there is currently \$44k outstanding in Accounts Payable with \$0 past due and \$504k outstanding in Accounts Receivable, \$501k being tenant.

Connor stated that the entire finance team attended the WPPA Finance Seminar last week which was excellent and other focuses for the finance team are the 2021 audit, the upcoming LEAN consulting and the 2023 budget kickoff in June and July.

7. PORT ATTORNEY:

Executive Director, Diahann Howard announced that David is currently on business travel, attending an AAPA event that is required for his PPM certificate and will be joining the meeting for Executive Session only.

8. EXECUTIVE DIRECTOR:

Executive Director, Diahann Howard announced that she recently attended a dinner with Senator Murray's regional and D.C offices where key initiatives were covered. Howard added that there are currently 579 congressional requests and only two will be selected.

Howard stated that she attended the Western Caucus led by Newhouse's office and the Port is in the beginning stages of planning for a fall rail caucus tor led by the Ports of Benton and Pasco.

Howard added that she recently presented to the FRIB board and a local Retired Public Employees group along with the Richland Rotary club.

Howard announced that she attended the recent AAAE Annual Meeting, which was held in Seattle, and was very impressed with the level of professionalism and leadership and the available mentorships. Howard added that great connections were made regarding a future airport manager.

Howard added that she attended the Low Carbon Advisory Board who had presenters from the tribes, which led to a good discussion.

Howard stated that she has been working on Washington VERTical and is coordinating with the United States Nuclear Industry Council, Association of Washington Business and Energy Community Alliance.

Howard noted that current grant to NSF for the VERTICAL could provide \$1M in planning for Tier 1 with a potential for Tier 2 that is \$16M per year for ten years, which will continue to help fund VERTICAL in the future.

Howard noted that she has been in coordination talks with Pacific Northwest Aerospace and Clean Tech Cluster in addition to conversations with PNNL and WSU Tri-Cities regarding support to PNNL net zero laboratory initiative.

I. EXECUTIVE SESSION: The regular Commission Meeting was recessed at 10:05 a.m. and an Executive Session was convened at 10:15 a.m. to discuss ongoing and potential litigation, real estate and personnel matters. It was announced that Executive Session would take 1 hour and if any action was required, the Regular Commission Meeting will reconvene and bring forward the item at that time.

At 11:15 a.m., **a motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens and unanimously passed by the Commission, permitting the Port to continue negotiations for a settlement agreement with TCRY, and authorize the Port to sign said agreement as previously presented to the Port Commission and with understanding that time is of the essence.**

J. BREAK:

With no further business, the meeting was recessed and teleconference and Zoom options were terminated. Commission and staff traveled to the Richland Airport for a tour led by Engineer Roger Wirght.

K. TOUR OF RICHLAND AIRPORT:

Engineer Roger Wright led the Port Commission and staff on a tour of the Richland Airport, highlighting the following:

- 1865 Bronco Lane – Tour of building, explanation of helipads and planned corporate hangars
- End of Runway 1 – Lighting and localizer, runway equipment and asphalt condition

- Intersection of runways, review electrical replacement project, including runway closures and the displaced threshold, which is a shortened runway during intersection closure.
- Airport Tower – Tour of the airport tower and overview of the airport. Point out the FBO and Quonset hut.

L. ADJOURNMENT: The Commission meeting was adjourned at 12:36 p.m. with an announcement that the next regularly scheduled Port of Benton Commission meeting would be held at 8:30 a.m. on July 13, 2022.

Lori Stevens
Commission Secretary

**PORT OF BENTON
COMMISSION MEETING MINUTES
JULY 13, 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®; Port Attorney, David Billetdeaux; Accounting Clerk, Liz Renz; 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; Director of Real Estate, Teresa Hancock; Roger Wright, RGW Enterprises; Jessica Munnell, Wautoma Springs Winery; Kerwin Jensen, City of Richland; Mike Luzzo, Community Member; Joshua Lott, Anderson Perry

The following attendees attended via remote communications: Contract Specialist, Sheri Collins; Bryan Condon, Century West Engineering; Theresa Richardson, City of Richland; Wendy Culverwell, Tri-Cities Area Journal of Business

The Commission meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Commission Vice-President Roy Keck 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 agenda for the July 13, 2022 Commission meeting, approval of vouchers and certifications, including payroll, for the month of June totaling \$902,691.08, approval of project vouchers and certifications for the month of June totaling \$33,895.07, approval of project fund vouchers and certifications for 97 bond expenses for the month of June totally \$169,929.00, approval of Resolution 22-21, to cancel warrant number 079826, in the amount of \$1,000, which was printed with errors, approval of Resolution 22-22, to cancel warrant number 079975, in the amount of \$175.50, which was printed with errors, approval of Resolution 22-23, to cancel warrant number 079979, in the amount of \$0, which was printed with errors and approval of Resolution 22-24, to cancel warrant number 079952, in the amount of \$382.71, which was printed with errors.

D. PUBLIC COMMENT:

There were no comments from the public.

E. ITEMS OF BUSINESS

1. Tenant Spotlight – Wautoma Springs Winery

Executive Director, Diahann Howard introduced Jessica Munnell of Wautoma Springs Winery and recognized that Jessica opened Wautoma during the COVID-19 pandemic in phase II of Vintners Village, 236 Port Avenue, Suite C. Howard added that Jessica represents not just Vintners Village, but the Prosser community and the state of Washington and is a key, signature property in Prosser.

Munnell provided a PowerPoint presentation highlighting Wautoma Springs Winery. The presentation introduced the Wautoma team, which includes co-owners (Jessica Munnell) and Tom Merkle. Munnell explained that she also is the winemaker and Tom Merkle the grape grower. Munnell also introduced Rachel Mercer as the Tasting Room Manager.

Munnell presented photos of the tasting room, explaining that the signature grape vine on their wall was a vine from 1984. Munnell explained that Wautoma produces approximately 2,500 cases of wine annually and reviewed each wine, label and price point. Munnell also showcased the art for the bottles, noting that they use two different artists for their red and white wines.

Munnell highlighted the tapas menu and Tasting Room Manager, Rachel Mercer's talent. Munnell also explained that there is a fresh sheet which features fresh, seasonal ingredients, which is available to guests.

Munnell added that wine club dinners are offered about once a month and the tasting room also sells gift baskets, which can be customized to the customer's liking using items found in the tasting room. Munnell highlighted the wide variety of chocolates available and displayed an image of the fridge loaded with delicious treats that are available to grab and go. Munnell added that Wautoma did not want to compete with the eateries in the Village.

Munnell featured Wautoma's involvement with the community, stating that she sits on the Auction of Washington Wines board and is also a Prosser Economic Development Association board member.

F. INFORMATION REPORTS:

1. Grants Update

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

- Richland Airport – Airfield Signage and Lights (Phase I) – Project delayed until July 18 because the sign barricades were not delivered. Additional barricades have been lined up from the Port of Pasco if the delay continues.
- Railroad improvements – FRIB Low Interest Loan – Construction planned for the first half of August 2022. This project is on track to be completed before school starts.
- National Science Foundation – Submitted June 30, will find out if selected to partner on full application with others by August.
\$1M from National Science Foundation for planning potential Tier 2 \$16M per year for 10 years to help support VERTical cluster and WSU TC programming. Looking into how to best collaborate with other proposals that are working in the clean energy sector.

2. Rail Update

Port Attorney David Billetdeaux provided an update on the recent changes with Port of Benton rail tenant, TCRY. Billetdeaux explained that the Port and TCRY have been involved in a multi-years' long legal battle over the rail and in June, 2022, the Port won the motion of summary judgment, which allowed the Port to officially evict TCRY as a Port tenant, which would mean that TCRY would no longer be able to operate Port-owned track and would also vacate the 2579 Stevens Building.

Billetdeaux explained that if the Port continued to trial to seek damages and reimbursement of legal costs, TCRY would likely turn around and immediately file bankruptcy and the Port would only add to the legal fees.

Billetdeaux explained that instead, he negotiated a Settlement Agreement that provides TCRY 45 days to transfer out of the facility, remove property and make arrangements, which would give the Port total control of the building on August 1, 2022. Billetdeaux stated that TCRY is already in the process of moving out of the building and added that the settlement was clear on what would be transitioned.

Billetdeaux stated that for now, the Port is in the process of installing cameras in all rail bungalows and have updated all emergency, phone and contacts with Port contact information.

Billetdeaux added that at this time there is an issue with an area of rail near SR240, which has taken up a great deal of facilities time.

Billetdeaux said that weekly and monthly maintenance and inspections are currently under contract with HDR and the tracks are being walked or driven regularly. Billetdeaux added that communication has been provided to all associated with the rail and all partners.

Billetdeaux noted that he has been working on an RFP to acquire an operator for the Port-owned track, as well as regular inspections.

Billetdeaux added that these contracts fall under the delegation of authority for Executive Director approval.

Billetdeaux added that currently about 12 interested parties have already contacted the Port.

Billetdeaux stated that the primary focus at this time was performing an accurate inventory and Engineer Roger Wright and Ron Branine are holding everything rail-related together, but a short-term emergency contract is needed. Billetdeaux said that the current RFP he has put together is 38-pages, as he is being extremely thorough, and he will be meeting with WPPA's Chris Herman throughout the process. Billetdeaux stated that he expects the RFP process to be lengthy and likely will not be completed until November or December, thus an emergency short-term contract is vital for current needs. Billetdeaux added that as he works on the development of the RFP, he will garner input from partners, rail shippers, city, industry and will work so the contract will meet the needs of the entire region.

Billetdeaux stated that the Commission will be deeply involved in the RFP process for the rail operator.

Director of Facilities & Operations, Ron Branine added that rail cameras have been installed, all signage replaced, bungalow locks have been replaced and he has been trained on signal crossings.

The Commission granted their approval to support an interim contract until an operator is found.

Billetdeaux added that a company, Top Rail, has close to 100 cars on the track and he is working

on a contract right now for demurrage and has also issued a letter to all subtenants notifying them that the Port will be taking over as building landlord on August 1, 2022.

3. 2022 Year to Date Budget Report

Director of Finance/CPA, Danielle Connor provided an update on the 2022 budget through June 30, 2022.

Connor stated that lease revenue is currently ahead of budget, recognizing the excellent efforts made by Director of Real Estate, Teresa Hancock.

Connor noted that the aggregate is also currently ahead of budget.

Connor noted that the finance team will adjust the Crow Butte budget for seasonality, which was not done for the 2022 budget.

Connor added that Operations & Maintenance was slightly under budget and the Crow Butte expenses are currently under budget but expected to use it all.

Connor noted that the airports are currently below budget and general and administration is \$400k below budget due to timing of payroll and consulting.

Connor stated that with revenue ahead of budget and expenses under budget, overall, the Port is breaking even for general operations.

Connor added that \$60k of PILT funds were received in June and grant revenue is also picking up with upcoming quarterly reimbursements. Connor said that the Benton County Treasurer's report notes a .05% interest earning and the debt service payments are on track. Connor stated that the cash reserve was increased in May and more grant funded project expenditures are expected and there is \$500k left in the Port funded capital budget.

Connor stated that other projects are rail-related, with \$675k left in the rail budget which is forecasted to be fully expended.

Connor noted that the Port is currently sitting \$1.5M ahead in cash from the beginning of the year as Benton .09 funds were received along with the first half of property taxes.

G. COMMISSIONER REPORTS/COMMENTS:

Commissioner Roy Keck stated that he recently attended a TRIDEC reception welcoming the Lt. Governor of Washington, noting that the reception message supported dams and nuclear, with less emphasis on windmill farm support.

Commissioner Lori Stevens announced that she attended the PNWA Summer Conference at the Davenport Hotel in Spokane and found the presentation from the US Army Corps of Engineers on the Snake River dams in alignment with the local messaging.

Commissioner Stevens stated that the food depot building in Prosser is currently vacant, but there has been recent interest and there has been recent development off of I-82 near Tom Denchel.

Commissioner Stevens announced that she would be attending the ribbon-cutting for Prosser Wine & Food Park tenant, Tirridiss on Friday.

Commissioner Christy Rasmussen stated that she also attended the recent PNWA Summer Conference in Spokane. Commissioner Rasmussen noted that she has been very involved with the Tri-Cities National Park committee and added that the tours are filling up fast.

Commissioner Rasmussen noted that she attended the Department of Energy Roundtable as well as the Vista Field grand opening.

H. DIRECTOR REPORTS/COMMENTS:

1. AIRPORTS:

Director of Facilities & Operations, Ron Branine announced that the facilities team has been busy mowing both airports and prepping for the electrical project at the Richland Airport. Branine added that there was a recent incident with an airplane at Richland, which resulted in the team physically pushing a plane back to the owner's hangar.

Director of Real Estate Teresa Hancock added that she has been handling ongoing tenant relations related to both airports.

2. FACILITIES & OPERATIONS:

Director of Facilities & Operations, Ron Branine stated that they are still waiting on HMiS approval for their additional work, but the facilities team has started to initiate some of the work, which includes a large pallet rack system, battery charging stations, floor striping, approximately 27 new doors and other miscellaneous items. Branine added that the Westinghouse pavement maintenance will be taking place soon.

Branine added that there has been 82 work orders turned in since the June 15th Commission meeting and an average of approximately 100 per month is expected. Branine stated that the number will fluctuate up and down, but will be consistent until the team can get ahead of things through the preventative maintenance program.

Branine added that there have been a total of 540 work orders since September 2021 and there are currently 44 open work orders. Branine noted that only 50% of orders are being captured at this time.

Branine announced that the two new camp hosts at Crow Butte Park are working out great. Branine stated that he worked the July 4th weekend. Branine added that the park wasn't full, but it was very busy. Branine noted that the biggest issue at the park is younger kids driving too fast, parking where they shouldn't park and open containers. Branine added that he is working with the Sheriff's office to get them to do more regular drive-throughs.

Branine noted that the Army Corps has not yet given their approval on the addition of the two new smart parking meters to assist with the capturing of day use fees and to not have to process each transaction manually. Branine reminded the Commission that this request was submitted last October.

Branine announced that four new cameras have been installed at the main railroad crossings and all signage has been changed from TCRY to Port of Benton at all crossings. Branine noted that he has uncovered a few more signs that need updating. Branine added that the bungalow locks have been changed to Port-managed locks and he has been trained on what to do with signal and crossing issues. Branine added that he has responded to five rail-related emergencies or issues in the last two weeks.

3. REAL ESTATE:

Director of Real Estate, Teresa Hancock stated that she is moving forward with contracts for HMiS and HMiS is concerned about the cost increase. Hancock added that the lease amendment has received necessary HMiS approvals and they are working through DOE, which is an anticipated two

week timeframe.

Hancock added that contractors need to pre-order to meet the scope as soon as approval is received and all are hoping to keep costs down and lighten the load for the Facilities team, given railroad and airport projects are underway simultaneously.

Hancock stated that the lease modification is effective July 1, 2022, so funding and holding of space will be paid through amendment effective date July 1, 2022, once the final pass-through funding is approved.

Hancock reminded the Commission that HMiS has wanted this work done since last October.

Hancock added that at the last Commission meeting, a potential land sale with Horizon Land, LLC was mentioned, and they are currently working through parcel segregation and development plans to bring forward resolution in the future.

Hancock announced that she is currently in discussion regarding eight land sales, with three in Prosser, five in Richland and four new leases. Hancock thanked the team for all their support and assistance.

Hancock added that the team is working on an updated lease for Westinghouse and will hopefully bring forward at the August Commission meeting.

4. MARKETING:

Director of Marketing, Wally Williams announced that the Port of Seattle/Seattle Airport ad has been completed and he is now working on updating the river kiosks with updated materials. Williams added that he has also been assisting with Washington VERTical, projects for Roger Wright, the Richland Airport and the railroad. Williams added that the construction sign is now up for the White Bluffs Center project as well as the wayfinding signage on the river trail.

Public Information Officer shared a screenshare of the Seattle Airport “We’ll Make You Blush” ad, which is on display through quarter three in concourse three of the Seattle Airport.

Miya thanked the team for their support in recent weeks.

5. ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS:

Director of Economic Development & Governmental Affairs, Miles Thomas stated that he has been working on Washington VERTical, as well as a Tri-Cities Clean Energy Convening event hosted by the Port, VERTical and other Tri-Cities organizations. Thomas stated that this event will be held on Tuesday, July 26th from 8 a.m. – 1 p.m. in the Collaboration Hall at WSU Tri-Cities.

Executive Director Diahann Howard thanked Thomas for his work on the Convening event, adding that this is a great opportunity to collaborate with local energy leaders.

Thomas added that he has been working on the RFP for the railroad and included alternative design options for the building, which will stagger out the improvements to sufficiently meet the current needs. Thomas noted that he worked in tandem with the City of Richland design programs.

Thomas announced that new leases are moving into 3100 and 2019 Butler Loop and reminded the Commission that the White Bluffs Center project will not have an HVAC unit delivered until December at the earliest.

6. FINANCE DIRECTOR:

Director of Finance/CPA, Danielle Connor provided an update on the 2021 audit, which was

recently performed by the State Auditor's Office (SAO). Connor stated that the federal single audit and financial statement audit is wrapping up and the SAO auditor was onsite for approximately a week and a half. Connor stated that the SAO requested about 260 transactions with an additional 70 information request items. Connor stated that there were a few exit items, which will be followed-up on, but nothing concerning. Connor noted that there was no management letter or findings.

Connor stated that she hopes to schedule the exit conference the week of July 18 or July 25, with just the standing Commission president and it will take about two weeks for report publishing after the exit conference.

Connor added that the accountability audit will be delayed until later this year and is estimated to begin in late September/early October with a due date of December 31, 2022.

Connor thanked Senior Accountant, Veronica Serna for her heavy lifting of pulling and providing transaction documentation, as well as Teresa Hancock, Liz Renz, Sheri Collins and David Billetdeaux for their assistance with audit requests. Connor added a thank you to the entire team, stating that the audit process is not just a finance effort, it's a team effort.

Connor stated that the 2023 budget preparation is underway, with an initial draft of revenue forecast, which has been kept conservative. Connor stated that she will be meeting with the facilities team this Thursday to collect a list of needs and wants and she will be meeting with the rest of the team to review the current list of capital projects, which they will build on and prioritize. She will also begin working on the operating expenditures budget and meeting with the team to review in more detail.

Connor provided an update on the IAP project, stating that there are currently 189 active leases and 156 have been entered into Voyager, which is 83%. Connor added that there are 33 leases remaining to enter, with some at 3100 and 2345, which will need work to set up these particular properties.

Connor noted that the consultant hired to input the leases did not renew her contract, which expired in June, but Accounting Clerk, Liz Renz is up to speed on the system and has been entering leases as a core initiative in addition to A/P.

Connor noted that the current focus is still on lease entry, and the team will also have to capture any lease changes since lease entry began and then they will move to GASB 87 module configuration, billing testing, pre go-live cutover items and reconciliation.

Connor announced that the team is still aiming for an October 1, 2022 go-live date and will reassess for readiness, as there is some contingency planned if needed.

Connor stated that initial development setup tasks have started with BakerTilly and the team is currently working toward a mid-August deliverable date. Connor noted that the team will be connecting with the point of contact next week and weekly calls will begin in the next few weeks.

Connor provided an overview on the current financial status, highlighting the available general operating cash is \$3.55M, project fund at \$3.8M. Cash receipts for June were \$503k and cash disbursements, \$905k. Accounts payable currently is at \$118k outstanding with \$27k past due. Accounts receivable is at \$336k current outstanding with \$53k (16%) being tenant AR >90 days past due.

Connor informed that since the Lean consulting was postponed from June, she will look to reschedule to later in the year, possibly November once projects slow down.

Connor added that other focus points include the 2023 budget and heavy focus on the Voyager project.

7. PORT ATTORNEY:

Port Attorney, David Billetdeaux announced that the five-year court battle with TCRY has ended in the Port's favor, as noted earlier in the rail update.

Billetdeaux added that he is working on updating the Washington State Heat Exhaustion policy,

which he will finish and provide this week.

Billetdeaux noted that he will begin work on a policy related to the hiring of interns next.

8. EXECUTIVE DIRECTOR:

Executive Director, Diahann Howard asked if the commission would like to have an updated resolution related to the lower snake river dams, this will support ongoing requests for support.

Howard welcomed Ashley Garza consultant Drafter and Project Coordinator to the team, who will be helping to support projects and real estate via GIS/CAD.

Howard noted that she attended the Vista Field opening event and Sundance Aviation was provided with a follow-up letter and will meet with them later in the year. Howard noted that she also attended a recent Tri-Cities Hispanic Chamber event with Secretary of State Hobbs and will be presenting at the next Hispanic Chamber luncheon.

Howard noted that she attended the recent WPPA legislative priorities meeting.

Howard thanked the team for the recent support received throughout Howard's time out with COVID-19.

Howard added that the Airport Manager position is almost complete and will be posted this week to the Port website, and also shared with WAMA and AAAE.

Howard stated that she has been collaborating with Washington VERTical and TRIDEC on hosting an USNIC Ready for Nuclear event in the Tri-Cities estimated with approximately 150 attendees, which will be state-focused.

Howard noted that the Association of Washington Business will be in the Tri-Cities November 2-3, 2022, hosting a State of Energy Summit.

Howard added that she will be attending and presenting the Tri-Cities Case Study along with others at the ECA Forum in Salt Lake City the first week of August, where Commissioner Rasmussen will be moderating a panel.

Howard noted a possible upcoming site visit related to the Department of Energy.

Howard stated that she has reserved items related to Prosser, Vintners Village and Horn Rapids for Executive Session.

I. EXECUTIVE SESSION: The regular Commission Meeting was recessed at 10:13 a.m. and an Executive Session was convened at 10:15 a.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.

J. ADJOURNMENT: The Commission meeting was adjourned at 10:45 a.m. with an announcement that the next regularly scheduled Port of Benton Commission meeting would be held at 8:30 a.m. on August 10, 2022.

Lori Stevens
Commission Secretary

ORIGINAL

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

General Expenses

Accounts Payable Warrants #: 80024 - 80142 \$ 330,942.25

Electronic Payments: \$ -

Total General Expenses \$ 330,942.25

Payroll

Direct Deposit:
ACH \$ 97,908.22

Electronic Payments:
IRS Payroll Tax Deposit \$ 38,527.34
Other Payroll Related Payments \$ 178,641.46

Total Payroll \$ 315,077.02

Total General Expenses and Payroll \$ 646,019.27

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

ALL

Date	Payee	Document No	Amount
	Bank: BCT MAIN - KeyBank National Association	Account No: 6601101	
07/05/2022	VEN00012--AFLAC	080024	603.11
07/05/2022	VEN00015--AIREFCO, INC.	080025	375.15
07/05/2022	VEN00044--BENTON PUD	080026	1,828.57
07/05/2022	VEN00075--CASCADE NATURAL GAS CORP	080027	976.46
07/05/2022	VEN00290--CI-PW, LLC (Paradise Bottled Water)	080028	41.22
07/05/2022	VEN00107--COOK'S ACE HARDWARE	080029	21.71
07/05/2022	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	080030	515.85
07/05/2022	VEN00164--FASTENAL COMPANY	080031	30.82
07/05/2022	VEN00166--FERGUSON ENTERPRISES, INC.	080032	100.63
07/05/2022	VEN00513--FLO ANALYTICS	080033	10,000.00
07/05/2022	VEN00009--GEO WAY ACE HARDWARE	080034	345.46
07/05/2022	VEN00540--GLACIER SUPPLY GROUP, LLC	080035	232.39
07/05/2022	VEN00419--GRAINGER	080036	47.15
07/05/2022	VEN00200--HDR ENGINEERING, INC	080037	1,113.73
07/05/2022	VEN00228--KELLER ROHRBACK LLP	080038	20,239.99
07/05/2022	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUP-PLY	080039	238.22
07/05/2022	VEN00291--KENNEWICK RANCH AND HOME	080040	173.75
07/05/2022	VEN00242--LIBERTY LAWN & SAW	080041	345.31
07/05/2022	VEN00471--OSBORN CONSTRUCTION & DESIGN, LLC	080042	1,922.22
07/05/2022	VEN00306--PROMINENCE PUBLIC RELATIONS	080043	3,150.00
07/05/2022	VEN00394--TREASURE VALLEY COFFEE	080044	72.22
07/05/2022	VEN00414--VERIZON	080045	1,334.05
07/05/2022	VEN00532--VIC'S AUTO PARTS & SUPPLY	080046	141.17
07/05/2022	VEN00440--WASHINGTON PUBLIC PORTS ASSOCIATION	080047	2,350.00
07/05/2022	VEN00449--ZIPLY FIBER	080048	527.78
07/12/2022	VEN00015--AIREFCO, INC.	080049	1,538.31
07/12/2022	VEN00044--BENTON PUD	080050	376.08
07/12/2022	VEN00053--BENTON RURAL ELEC ASSOCIATION	080051	848.61
07/12/2022	VEN00075--CASCADE NATURAL GAS CORP	080052	95.31
07/12/2022	VEN00071--CITY OF PROSSER	080053	6,607.09
07/12/2022	VEN00089--CITY OF RICHLAND	080054	21,913.58
07/12/2022	VEN00093--CLAYTON-WARD CO.,	080055	55.00
07/12/2022	VEN00077--COLUMBIA BASIN IT	080056	1,210.45
07/12/2022	VEN00105--CONNELL OIL, INC	080057	3,403.28
07/12/2022	VEN00107--COOK'S ACE HARDWARE	080058	55.66
07/12/2022	VEN00582--DAVINA ARNOLD	080059	675.00
07/12/2022	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	080060	521.28
07/12/2022	VEN00157--ENDURIS WASHINGTON	080061	1,000.00
07/12/2022	VEN00162--FARMERS EXCHANGE	080062	42.85
07/12/2022	VEN00164--FASTENAL COMPANY	080063	170.28
07/12/2022	VEN00166--FERGUSON ENTERPRISES, INC.	080064	51.53
07/12/2022	VEN00009--GEO WAY ACE HARDWARE	080065	221.39
07/12/2022	VEN00278--GERALD G. OLSON	080066	2,500.00
07/12/2022	VEN00540--GLACIER SUPPLY GROUP, LLC	080067	951.30
07/12/2022	VEN00223--JOHNSTONE SUPPLY	080068	128.49
07/12/2022	VEN00467--JOLENE YACONETTI	080069	1,350.00
07/12/2022	VEN00279--KATHRYN S. OLSON	080070	2,810.43
07/12/2022	VEN00229--KELLEY'S TELE-COMMUNICATION, INC.	080071	182.12
07/12/2022	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUP-PLY	080072	504.66
07/12/2022	VEN00291--KENNEWICK RANCH AND HOME	080073	390.93
07/12/2022	VEN00242--LIBERTY LAWN & SAW	080074	217.19
07/12/2022	VEN00258--MOON SECURITY SERVICES, INC	080075	24,166.93
07/12/2022	VEN00262--MR. ROOTER PLUMBING	080076	1,689.66
07/12/2022	VEN00302--PLATT ELECTRIC SUPPLY, INC	080077	121.21
07/12/2022	VEN00363--STONEWAY ELECTRIC SUPPLY INC	080078	190.85
07/12/2022	VEN00370--SUNBELT RENTALS	080079	328.30
07/12/2022	VEN00581--TERRY ARNOLD	080080	875.00
07/12/2022	VEN00385--THE HOME DEPOT CRC/GEFC	080081	1,904.23
07/12/2022	VEN00541--TIFFANY SANGER	080082	600.00
07/12/2022	VEN00298--TRI-CITY COMPUTER CONSULTING LLC	080083	1,737.60
07/12/2022	VEN00378--TRI-CITY CONSTRUCTION CO.	080084	14,118.00
07/12/2022	VEN00398--TRI-CITY SIGN & BARRICADE	080085	1,268.47
07/12/2022	VEN00402--UNDERGROUND CREATIVE, LLC	080086	200.00
07/12/2022	VEN00404--UNITED WAY OF BENTON/FRANKLIN COUNTY	080087	121.67
07/12/2022	VEN00449--ZIPLY FIBER	080088	764.03
07/12/2022	10015--Billetdeaux, David	080089	401.45
07/12/2022	10021--Thomas, Miles	080090	138.08
07/12/2022	10007--Keck, Roy	080091	1,509.30

Port of Benton Check Register

Date	Payee	Document No	Amount
07/19/2022	VEN00006--ABADAN, INC	080092	307.00
07/19/2022	VEN00029--ARCHIBALD & COMPANY ARCHITECTS	080093	138.75
07/19/2022	VEN00518--BAKER TILLY US, LLP	080094	814.50
07/19/2022	VEN00044--BENTON PUD	080095	1,503.78
07/19/2022	VEN00063--BLEYHL CO-OP	080096	83.58
07/19/2022	VEN00321--CI INFORMATION MANAGEMENT	080097	46.43
07/19/2022	VEN00114--CRYSTAL SPRINGS	080098	565.40
07/19/2022	VEN00120--DBT TRANSPORTATION SERVICES LLC	080099	5,900.00
07/19/2022	VEN00580--DEVIL DOG INSTALLATIONS, LLC	080100	579.39
07/19/2022	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	080101	148.10
07/19/2022	VEN00161--EXPRESS SERVICES, INC.	080102	1,763.91
07/19/2022	VEN00009--GEO WAY ACE HARDWARE	080103	240.83
07/19/2022	VEN00201--HEALTH CARE AUTHORITY	080104	34,277.77
07/19/2022	VEN00245--LUKE'S CARPET	080105	281.49
07/19/2022	VEN00542--MCCORMACK CONSULTING, LLC	080106	950.00
07/19/2022	VEN00258--MOON SECURITY SERVICES, INC	080107	18,058.04
07/19/2022	VEN00297--PERSONAL TOUCH CLEANING, INC.	080108	15,148.35
07/19/2022	VEN00306--PROMINENCE PUBLIC RELATIONS	080109	4,080.00
07/19/2022	VEN00326--RGW ENTERPRISES P.C. INC	080110	10,920.00
07/19/2022	VEN00359--STEEBER'S LOCK SERVICE, LLC	080111	1,053.64
07/19/2022	VEN00346--THE SHERWIN-WILLIAMS CO.	080112	58.37
07/19/2022	VEN00488--ULTRA-CHEM, INC.	080113	755.32
07/19/2022	VEN00410--USDA APHIS	080114	829.34
07/19/2022	VEN00570--VITAL RECORDS CONTROL	080115	416.99
07/19/2022	VEN00125--WASHINGTON STATE DEPARTMENT OF COM- MERCE	080116	15,790.68
07/19/2022	VEN00449--ZIPLY FIBER	080117	424.88
07/19/2022	10021--Thomas, Miles	080118	54.63
07/22/2022	10025--Rasmussen, Christy	080119	2,082.30
07/22/2022	10026--Stevens, Lori	080120	1,086.59
07/22/2022	VEN00004--AMERICAN ASSOCIATION OF PORT AUTHORI- TIES	080121	4,800.00
07/22/2022	VEN00038--BANNER BANK - Credit Card	080122	31,985.05
07/22/2022	VEN00044--BENTON PUD	080123	71.66
07/22/2022	VEN00069--BRUTZMAN'S INC	080124	902.21
07/22/2022	VEN00469--CENTURY WEST ENGINEERING CORP	080125	14,552.00
07/22/2022	VEN00083--CENTURLINK	080126	108.58
07/22/2022	VEN00234--CITY OF RICHLAND LANDFILL	080127	797.78
07/22/2022	VEN00077--COLUMBIA BASIN IT	080128	375.21
07/22/2022	VEN00151--ELECTRICAL UNLIMITED, INC	080129	708.79
07/22/2022	VEN00161--EXPRESS SERVICES, INC.	080130	2,009.53
07/22/2022	VEN00009--GEO WAY ACE HARDWARE	080131	127.19
07/22/2022	VEN00291--KENNEWICK RANCH AND HOME	080132	390.94
07/22/2022	VEN00380--MCCLATCHY COMPANY	080133	719.80
07/22/2022	VEN00261--MP CONSTRUCTION, INC.	080134	162.90
07/22/2022	VEN00303--PACIFIC NW WATERWAYS ASSOC.	080135	1,260.00
07/22/2022	VEN00288--PALMER ROOFING COMPANY	080136	4,887.00
07/22/2022	VEN00497--PRECISION APPROACH ENGINEERING, INC.	080137	3,000.00
07/22/2022	VEN00315--PURCHASE POWER	080138	500.00
07/22/2022	VEN00365--STRATTON SURVEYING & MAPPING	080139	280.00
07/22/2022	VEN00390--TIRE FACTORY	080140	89.43
07/22/2022	VEN00376--TRI-CITY REGIONAL CHAMBER	080141	120.00
07/22/2022	VEN00532--VIC'S AUTO PARTS & SUPPLY	080142	51.56
07/01/2022	VEN00215--INTERNAL REVENUE SERVICE	07012022	3,114.94
07/08/2022	VEN00215--INTERNAL REVENUE SERVICE	07082022	17,842.58
07/22/2022	VEN00215--INTERNAL REVENUE SERVICE	07222022	17,569.82
07/20/2022	VEN00239--WASHINTGON STATE DEPT OF REVENUE	B&Q06-2022	3,376.82
07/13/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP0624202	4,492.35
07/25/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP7082022	4,559.19
07/11/2022	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW06242022	2,483.32
07/11/2022	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW07082022	2,481.94
07/22/2022	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW07222022	2,484.86
07/14/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS062022	23,181.70
07/22/2022	VEN00239--WASHINGTON STATE DEPT OF REVENUE	Q2-2022LET	122,007.05
07/20/2022	VEN00444--WASHINGTON STATE DEPT OF LABOR & IN- DUSTRIES	Q2-2022LNI	7,923.37
07/29/2022	VEN00443--WASHINGTON STATE EMPLOYMENT SECUR- ITY DEPT	Q2-2022SUI	3,393.26
07/20/2022	VEN00171--EMPLOYMENT SECURITY DEPT	Q2PFML	2,257.60
Total for BCT MAIN			548,111.05

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

Project Fund

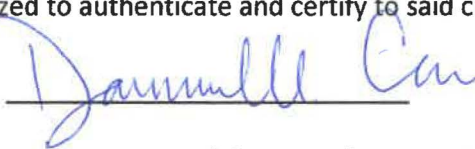
Accounts Payable Warrants #	900022	-	900023	\$	6,348.47
Electronic Payments				\$	-
Total Project Fund Expenses				\$	<u>6,348.47</u>

Total Project Fund Expenses

\$ 6,348.47

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	
07/19/2022	VEN00326--RGW ENTERPRISES P.C. INC	900022	2,280.00
07/22/2022	VEN00519--ARCHITECTS WEST, INC.	900023	4,068.47
	Total for BCT PROJECT		6,348.47

RESOLUTION 22-25
A RESOLUTION OF THE PORT OF BENTON, WASHINGTON,
TO APPROVE THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM
FOR THE PORT OF BENTON
FOR THE YEARS 2023-2028 INCLUSIVE

WHEREAS, pursuant to the requirement of RCW 35.77.010, the Port of Benton, Benton County, Washington prepared a six-year transportation improvement program for the ensuing calendar years of 2023-2028 inclusive, and

NOW THEREFORE, the Commissioners of the Port of Benton, Benton County, Washington, do resolve that the six-year transportation improvement program, set forth as Exhibit A, and attached hereto, and by this reference incorporated herein, is hereby adopted as the SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM for the six years of 2023-2028, inclusive.

DATED and signed at Richland, Washington, this 10th day of August, 2022.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION 22-26
A RESOLUTION OF THE PORT OF BENTON COMMISSION
AUTHORIZING THE SELECTION OF AN ENERGY SERVICES COMPANY
THROUGH WASHINGTON STATE DEPARTMENT OF
ENTERPRISE SERVICES

WHEREAS, the Port of Benton has immediate and long-term needs to assess buildings subject to and potentially subject in the future to the State of Washington Clean Building Performance Standards; and

WHEREAS, the State of Washington Department of Enterprise Services Energy Savings Performance Contracting (ESPC) program was established to assist Washington State agencies to meet, exceed and identify both mandated and non-mandated energy performance improvements; and

WHEREAS, the State of Washington annually solicits requests for qualifications, contracts Master Services Agreements, and provides selection of those qualified candidates based on geography, unique need of the contracting agency, and preference to perform select services; and

WHEREAS, the Port of Benton participates in the Washington State Department of Enterprise Services Cooperative Purchasing Program;

NOW, THEREFORE, BE IT RESOLVED that the Port of Benton Commission does hereby authorize the Executive Director to engage in selection of a prequalified Energy Service Company (ESCO) in order to bring back a scope of work and correlated cost for review and approval by the Commission.

ADOPTED by the Port of Benton Board of Commissioners on August 10, 2022.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

August 2022

Project	Description	Grants Pursued/Received	Comments
1	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 late summer.
2	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 Construction is going well. Intersection closure to begin Sept. 6th. Weekly construction notices are going out to all airport users.
3	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 Van Giesen closure will be Aug 18-22nd. Cemetery closure will be Sept 29-Oct 2nd.
4	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, Communications contracts complete. Website in process. Held Clean Energy Convening and staff attending ECA conference.
5	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.
6	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 At least one private owner has expressed interest in a sale to the Port. Waiting on appraisal information.

PORT OF BENTON
PROJECTS AND GRANTS STATUS

August 2022

Project		Description	Grants Pursued/Received	Comments
7	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.
8	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	WSDOT approval received. Anticipate replacement in first half of 2023.
9	Washington State Department of Transportation Aviation Division - Airport Grants	Environmental Sustainability Grants. Grant provides for purchasing electric ground support equipment.	WSDOT \$50,000 Local Match - \$2,500	Working on an application to purchase electric aircraft handling equipment.
10	National Science Foundation	Type 1 - Budget to build a Type II Application - Planning for Innovation Engine to support Clean Energy facilities and	\$1M NSF	Invited to apply for full Type 1 application (up to \$1M) with partners. Due September 29, 2022.