

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:

portofbenton.com/commission

For those unable to access the internet, please call 509-375-3060 by 8 a.m. on December 14, 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., December 14, 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 November 8, 2022 Commission Meeting
3. Approval of Vouchers and Certifications, Including Payroll for Month of November Totaling \$1,448,592.46
4. Approval of Project Fund Vouchers and Certifications for the Month of November Totaling \$526,043.81
5. Resolution 22-45, To Cancel Warrant No. 080754 in the Amount of \$736.90, Which Was Issued with Errors

D. PUBLIC COMMENT

E. ITEMS OF BUSINESS

1. Resolution 22-46, Sale of Real Property – Pacific Green Engineering, LLC – Richland Industrial Center
2. Resolution 22-47, Amendment of the Six-Year Transportation Improvement Program (TIP) – Addition of White Bluff Rail – SR 240 Railroad Signal Replacement Project
3. Resolution 22-48, Acceptance of Work Completed by Industrial Constructors, Inc. for the HMiS Buildout Project
4. Resolution 22-49, Acceptance of Work Completed by Railworks Track Systems, LLC for the Derailment Damage Repair Project
5. Resolution 22-50, Acceptance of Work Completed by Railworks Track Systems, LLC for the Van Giesen/SR 224 and Swift/Cemetery Railroad Crossing Replacement Project
6. Resolution 22-51, Declaring Excess Personal Property Surplus to the Future Needs of the Port and Authorize Selling that Personal Property
7. Approval of Contract with Desert Green Lawn & Tree Care for January 2023 - December 2024
8. Performance Review of Executive Director

F. INFORMATION REPORTS

1. Grants Update

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: Real Estate and Personnel

J. ADJOURNMENT

The next regular Port of Benton Commission meeting will be held on Wednesday, January 11, 2023 at the Port of Benton Commission meeting room located at 3250 Port of Benton Blvd., Richland, WA. Visit portofbenton.com for notices and information.

**PORT OF BENTON
COMMISSION MEETING MINUTES
NOVEMBER 8, 2022**

A. CALL TO ORDER: The regular monthly meeting was called to order at 8:31 a.m. at the Port of Benton Commission meeting room, 3250 Port of Benton Boulevard, Richland, Washington

PRESENT: Commissioner Christy L. Rasmussen; Commissioner Roy D. Keck; Commissioner Lori Stevens; Executive Director, Diahann Howard, PPM®; Public Information Officer, Summers Miya; Director of Finance, Danielle Connor; Director of Marketing, Wally Williams; Director of Facilities & Operations, Ron Branine; Senior Accountant, Veronica Serna; Accounting Clerk, Liz Renz; Airport Manager, Quentin Wright; Director of Real Estate, Teresa Hancock; Consultant, Ashley Garza; Theresa Richardson, City of Richland

The following attendees attended via remote communications: Contract Specialist, Sheri Collins; Bryan Condon, Century West Engineering; Port Attorney, David Billetdeaux; Roger Wright, RGW Enterprises; Joshua Lott, Anderson Perry

The Commission meeting and public hearing were 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 November 8, 2022 Commission meeting, approval of minutes from the October 10, 2022 Special Commission Budget Workshop, approval of minutes from the October 11, 2022 Commission meeting, approval of vouchers and certifications, including payroll, for the month of October totaling \$1,317,852.11, approval of project vouchers and certifications for the month of October totaling \$355,609.12 and approval of Resolution 22-36, to cancel U.S. Bank warrant numbers 45449-47300, which were not printed.

D. PUBLIC COMMENT:

There were no comments from the public.

E. PUBLIC HEARING

Commission President Christy Rasmussen opened the public hearing at 8:37 a.m.

1. 2023 Comprehensive Plan of Harbor Improvements

Executive Director, Diahann Howard stated that the Comprehensive Scheme of Harbor Improvements (Comp Plan) is a guideline that advised the public what is coming up in the budget and thanked the team for their assistance and support in preparing the 2023 plan.

Howard highlighted the plan, noting the areas that are noted on the plan's maps that have changed from blue to green, which denotes property that the Port may consider for selling.

Howard reminded the Commission that if there is a change throughout the year, there is a process where the public and Commission is noticed of a public hearing to alter the approved comp plan.

Howard went through the plan highlighting Port properties identified for sale or land lease only and property border and highlighted that there is only one property remaining in Benton City (Subway) and Prosser's Bryson Orchard will be identified as for sale going forward. Howard also featured the barge and rail, recognizing the rail facility as land lease only.

Howard added that the draft comp plan has been available in the Port lobby and on the website since the October meeting.

2. 2023 Port of Benton Budget

Executive Director, Diahann Howard, stated that the draft preliminary budget has been available in the Port lobby and on the website since the October meeting.

Howard highlighted a few notable changes since the preliminary budget was presented:

- Added \$275k additional operational costs/professional services for 2579 Stevens Drive facility and track temporary operations in 2023
- Added \$150k insurance recovery from BNSF derailment
- Added \$410k of FAA AIP airport projects, assuming to be 100% FAA funded
 - \$160k Richland Airport design of asphalt repair and replacement
 - \$250k Prosser Airport design of lighting and runway and taxiway pavement rehab
- Added \$300k Port-funded critical railroad ties repair
- Reduced capital by approximately \$262k with projects on hold:
 - 2345 Stevens Drive exterior painting \$100k - *on hold*
 - 3250 Port of Benton Blvd. interior lighting \$50k - *on hold*
 - Crow Butte pavement maintenance cut in half - \$112k

Commission President Christy Rasmussen closed the public hearing at 8:46 a.m.

F. ITEMS OF BUSINESS

1. Resolution 22-37, 2023 Port of Benton Budget; Resolution 22-38, Certifying the Port's 2022 Levy for 2023 Collection; Resolution 22-39, Port of Benton's 2023 Comprehensive Scheme of Harbor Improvements

Executive Director explained that this motion will cover Resolution 22-37, 22-38 and 22-39 for adoption of all and the team will then prepare submittal to Benton County.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission adopting Resolution 22-37, Port of Benton Budget; Resolution

22-38, Certifying the Port's 2022 Levy for 2023 Collection; Resolution 22-39, Port of Benton's Comprehensive Scheme of Harbor Improvements

2. Resolution 22-40, Accepting Work Completed by Paintmaster, Inc. at 3100 George Washington Way

Director of Facilities & Operations, Ron Branine informed the Commission that the exterior painting project at 3100 George Washington Way has been completed by Paintmaster, Inc. Branine stated that the contractor has certified the work as completed in accordance with the plans and specifications at a total cost of \$52,500, plus Washington state sales tax, totaling \$57,015.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 22-40, accepting work completed by Paintmaster, Inc. at 3100 George Washington Way.

3. Resolution 22-41, Cascade Natural Gas Pipeline Easement within Railroad Right of Way – Steptoe

Executive Director, Diahann Howard explained that Cascade Natural Gas is extending a natural gas pipeline in south Richland and they need to extend a line near the Columbia Park Trail bridge. Howard explained that the Port is recommending allowing them to use a portion of the track right of way, which will not impact railroad track and will not limit the Port from expanding a second track in the future. Howard added that this is a good community service cooperation between two utilities.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving Resolution 22-41, approving the Cascade Natural Gas Pipeline Easement within Railroad Right of Way – Steptoe.

4. Interstate Concrete (ICAC) / AMR 12.73 Acre Ground/Aggregate Lease Amendment – Richland Business Park

Executive Director, Diahann Howard stated that American Rock Products is coming to an end of the available aggregate in the Port's mining area, but the Port has land that has now opened up adjacent to the existing mine that could be used for aggregate if the Port approves a lease amendment. Howard provided a visual reference to the Commission of the area in reference.

Howard explained that the benefit to the Port is the additional aggregate royalty and additional land pre-leveled for future industrial. Howard added that the Port will need to assist American Rock Product with a special use permit approval with the City of Richland and recommended that the Commission provided preliminary approval of the lease amendment so American Rock can begin the permitting process.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving the Interstate Concrete (ICAC) / AMR 12.73 acre ground/aggregate lease amendment in the Richland Business Park.

5. Revision of Resolution 22-32, City of Richland Interlocal Agreement for Railroad Maintenance to Resolution 22-35

Executive Director, Diahann Howard explained that this is a housekeeping item, as at the last meeting Resolution 22-32 was presented as the City of Richland Interlocal agreement for railroad maintenance, but Resolution 22-32 was previously approved. Howard asked the Commission to approve changing this resolution to Resolution 22-35.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens and unanimously passed by the Commission approving the amendment to Resolution 22-32, City of Richland Interlocal Agreement for Railroad Maintenance, to Resolution 22-35.

6. Resolution 22-42, Approval of Richland Airport Land Lease Rates

Executive Director, Diahann Howard stated as requested by commission appraisals were conducted to establish Richland Airport land lease rates have been completed.

Director of Real Estate, Teresa Hancock reminded the Commission that at the February Special Commission meeting workshop, staff discussed updates to airport budget, rules, regulations, design guidelines, leases and current and comparable lease rates for both Richland and Prosser airports.

Hancock added that the updated airport regulations and minimum standards, standard airport lease and hangar rental agreement, along with airport leasing policies were formally approved at the May 18, 2022 Commission meeting, pending airport appraisal for fees.

Hancock stated that property rates are defined as aeronautical improved, aeronautical non-improved (future) and non-aeronautical. Hancock provided an overview of the rates:

- Aeronautical Improved Land – .26 - .32, up to 2+ acres
- Aeronautical Unimproved Land - .22 - .28, up to 2+ acres
- Non-Aeronautical Land - .32 - .40, up to 2+ acres

Hancock stated that Resolution 22-42 outlines the rates recommended by the report for updating land lease rates at the Richland Airport Park and added that the Port finds these rates as comparable and consistent with Port appraisals and market information for airport property.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 22-42, approval of Richland Airport land lease rates.

7. Resolution 22-43, Resolution 22-43, Consenting to Assignment of Ground Lease (RAP), Herbert and Jennifer Brayton to Hangar 2060 LLC, 2060 Butler Loop

Director of Real Estate, Teresa Hancock stated that this item pertains to a 50-year lease, dated October 25, 2005 (20-year, + three 10-year option renewals terms) and the ground lease consists of 24,829 square feet.

Hancock stated that Herbert and Jennifer Brayton have requested to assign the ground lease to hangar 2060 LLC, a membership association, with the Brayton's remaining the primary obligator and manager of the association.

Hancock added that at the May meeting, the Commission approved updated lease forms, design guidelines and rules and regulations of which any change in the leasehold affecting the obligated

property, requires prior approval by submittal of a request form. Hancock added that Port staff has discussed the change in policy and provided the form to Mr. Brayton. Hancock stated that Port staff is recommending approval of Resolution 22-43, pending receipt of the signed and completed form as requested.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving Resolution 22-43, consenting to assignment of ground lease at Richland Airport, Herbert and Jennifer Brayton to Hangar 2060 LLC, 2060 Butler Loop, per the receipt of the signed form.

8. Resolution 22-44, Consenting to Assignment of Ground Lease (RAP), Herbert and Jennifer Brayton to Hangar 2120 LLC, 2120 Butler Loop

Director of Real Estate, Teresa Hancock stated that this item pertains to a 50-year lease, dated April 26, 2013 (30-year, + two 10-year option renewal terms) and the ground lease consists of 12,338 square feet for multi-t hangar improvements.

Hancock stated that Herbert and Jennifer Brayton have requested to assign the ground lease to Hangar 2120 LLC, a membership association, with the Brayton's remaining the primary obligator and manager of the association.

Hancock added that the Brayton's have been made aware of the change in policy, noted in Resolution 22-43 and have been provided the form to Mr. Brayton. Hancock added that Port staff is recommending approval of Resolution 22-44, pending receipt of the signed and completed form as requested.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 22-44, consenting to assignment of ground lease at Richland Airport, Herbert and Jennifer Brayton to Hangar 2120 LLC, 2120 Butler Loop.

F. INFORMATION REPORTS

1. Grants Update

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

- Richland Airport – Airfield Signage and Lights – Construction is nearly complete and lights on both runways should be fully functional by November 10. PAPIs and the emergency generator are not planned for delivery for several months. The transition to a more sustainable airport with all LED lighting is complete!
- Consolidated Rail Infrastructure & Safety Improvement (CRISI) – Over \$1.4B available and application is in process, due. December 1, 2022.

Howard added that there is a lot of grant activity and reminded the Commission that 2022 had the highest number of capital projects in Port history.

G. COMMISSIONER REPORTS/COMMENTS

Commissioner Lori Stevens announced that she recently had the opportunity to attend a guided Hanford tour, which was extremely informative and included a tour of the control room at the Vitrification plant.

Commissioner Stevens added that she attended the Tri-Cities Regional Chamber of Commerce monthly luncheon with each city's update from the mayor.

Commissioner Stevens noted that Prosser has a number of upcoming holiday events, including the Bubbles & Bites event, which will take place at the Walter Clore Center this Saturday, November 12, a Veteran's Day parade and Shop Local event after Thanksgiving.

Commissioner Stevens added that she attended a recent ribbon-cutting at the John L. Scott real estate office and noted that there are a few new businesses moving into the previous Food Depot location.

Commissioner Roy Keck announced that he attended the PNWA Annual Meeting in Vancouver and the news of the dams is ongoing and added that he is part of the team related to pushback of the dam takeout.

Commissioner Keck added that he also recently attended the AAPA Annual Meeting and noted that one big takeaway from that event was learned that the United States is losing international recognition and business to Canada due to the west coast supply chain issue and Vancouver, BC is also maxed out which is opening up opportunity for Canadian ports.

Commissioner Keck added that he also attended the recent Public Power Forum and noted that the Port and region are well-suited for next generation clean energy, particularly the nuclear baseload. Commissioner Keck added that it is fortunate that the Port has pertinent assets related to this opportunity and we are at the right place at the right time to get us from clean up to clean energy!

Commissioner Christy Rasmussen stated that she also attended the PNWA Annual Meeting and felt they offered amazing and informative sessions. Commissioner Rasmussen added that she also attended the recent Public Power Forum.

Commissioner Rasmussen noted that she recently read an article on the supply chain for nuclear from the American Nuclear Society and encouraged all to read it as well.

Commissioner Rasmussen added that she also attended the Hanford Communities board meeting and the Congressman Newhouse and Kilmer Roundtable where a discussion was led on how best to support each other.

H. DIRECTOR REPORTS/COMMENTS:

1. AIRPORTS

Executive Director, Diahann Howard introduced the new Airport Manager, Quentin Wright to the Commission. Howard announced that Quentin's first day was Monday, November 7 and Quentin most recently worked for a California company, Wisk Aero, on a flight test team developing electric vehicle takeoff and landing aircraft. Howard added that Quentin also holds an airframe and powerplant mechanic license with inspection authorization privileges. Howard stated that Quentin is a pilot himself and also a user of the Richland Airport and the team is extremely excited to have him on board.

Howard provided an overview on Richland Airport updates, adding that the team is very pleased with Century West and Sierra Electric for their work and cooperation during the electrical replacement

project. Howard stated that the PAPs and emergency generator are delayed until 2023, but installation will not affect airport operations once received. Howard added an appreciation to Sundance Aviation for their assistance throughout the project.

Howard stated that during the runway closure, Richland Fire Department performed some training exercises, which garnered very positive feedback from the department. Howard reminded the Commission that the long term plan at the airport includes a fire facility.

Howard thanked Quentin for his assistance over the weekend with the facilities team and cleanup involved from the windstorm.

2. FACILITIES & OPERATIONS:

Director of Facilities & Operations, Ron Branine updated the Commission on the recent incident at highway 240 at the rail crossing, stating that a dump truck with its bed up, traveling 40 mph, went over the crossing and totally annihilated the cantilever. Branine stated that the team was able to repair the arm, but the cantilever remains broken until spring when it is replaced as part of the crossing replacement project. Branine added that there was a separate incident that affected the track, involving a truck. Branine stated that Railworks was working nearby and was able to repair the affected track right away.

Executive Director, Diahann Howard notified the Commission that HDR has recommended the immediate replacement of several dozen railroad ties due to safety hazards. Howard pointed out that due to supply chain delays, the Port would like to purchase 1,600 ties immediately to replace many damaged ties.

Howard stated that a motion is needed to order 1,600 ties now but the Port will not be invoiced until 2023.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving a railroad tie order of \$120,000 with a 10% contingency, which will be paid for in 2023.

Howard added that once the State Route 240 crossing has been replaced, the speed limit can be raised, but for that to happen at least 1,000 ties must also be replaced. Howard added that in order to reach 25 mph, 10,000 ties need replacement. Howard noted that there are 36k ties across the Port track and at this time, every third tie will be replaced. Howard added that the average lifespan of a tie is 35 years.

Howard noted that 11 proposals for the short term rail operator were received and four interviews have been scheduled before Thanksgiving. Howard added that the agreement will be a one-year agreement and the selected business will still have to compete for the long term operator position.

Branine provided an update on the work at 2345 Stevens Drive, the HMiS facility. Branine noted that the work has started in phases and all doors have been installed with completion expected on Friday. Branine added that the racking system has been installed and the electrical part of the project will be starting this week.

Branine stated that two fire panels have recently failed, one at 3190 George Washington Way and the other at 2345 Stevens Drive. Branine noted that one has been replaced at this time.

Branine provided a visual presentation of the damage caused by the recent windstorm,

featuring several downed trees, roof damage, a 20-foot enclosed trailer that rolled over, airplanes loose from tie-downs and three crossing arms that needed reset.

Branine stated that 80 work orders have been turned in since the October 11, 2022 Commission meeting and the team is seeing an average of 100 work orders a month, with this number fluctuating and then declining once the preventative maintenance program is underway. Branine stated that 821 work orders have been turned in since September 2021, with 70 open work orders. Branine estimates that the work order system is only capturing 50% of what the department is actually doing.

Branine provided an update on Crow Butte Park, noting that the two smart parking meters to capture day use fees are on order with installation planned for the fall. Branine added that the water has been shut off in the park and rained with leaf pickup serving as an ongoing project throughout the season. Branine added that throughout the winter, further cleanup will take place, including a deep cleaning of the buildings and equipment, including training of the new staff.

3. REAL ESTATE:

Director of Real Estate, Teresa Hancock stated that she recently attended the AAPA conference in Orlando, Florida and found the conversation on offshore power, fuels and renewables interesting.

Hancock stated that it has been a busy month and has had four recent showings of properties, which include brewery and commercial fleet interest, hangar sites at both airports, fuel station renewal discussion with operator and an extension of a cell tower lease.

Hancock added that the fuel station lease renewal is in discussion with Washington VERTical initiatives.

4. MARKETING:

Public Information Officer, Summers Miya provided a visual presentation highlighting recent projects in the Marketing & Communications department.

Miya stated that one press release was sent out on October 18, 2022 announcing the State Audit Report, the hardcopy fall newsletter was sent out October 19, including website and social media posting. Miya added that weekly communication has continued for the Richland Airport electrical replacement project and a press release has been scheduled announcing its completion.

Miya added that weekly Port eNews has continued, as well as bi-monthly VERTical eNews.

Miya provided imagery of the completed riverfront kiosks which feature Port properties, STEM tourism assets in the area and the regional bike map.

Miya added that she has also been working on the upcoming Entrepreneurial Awards event, which is taking place next Tuesday, November 15. Miya noted that she attended the WPPA Small Ports event in Leavenworth.

Miya added that she continues to work on Washington VERTical projects, Walter Clore contracts, including the upcoming Bubbles & Bites event and A/V issues at the Clore.

Miya noted that since the Richland Public Library launched their Tumbleweed Tourist program, Triton tours exploded in popularity and Director of Marketing, Wally Williams has been very busy providing tours for over 50 people within just this past month. Miya added that the library staff visited the Port for a personal tour of Triton, which she and Williams led.

Miya added that Williams has been working on a number of various flyers and ads, including building signage.

Miya displayed an image of the “Sleigh the Rose!” in Vintners Village gift basket the Port donated to the United Way Festival of Trees event.

5. ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS:

Executive Director, Diahann Howard welcomed consultant, Ashley Garza to the meeting, recognizing Garza’s work as critical to the success of the Port. Howard added that Garza also assists the City of Richland with surveying, but soon will be 100% Port-focused.

Garza thanked Howard, noting that she is thrilled to be joining the meeting and is very familiar with the history and projects of the Port and looks forward to future projects.

Howard stated that engineer, Roger Wright is moving forward with projects in the Richland Innovation Center (RIC), using Benton .09 funds and to date, \$800k has been spent. Howard reminded the Commission that bids were rejected in 2022 and the team is working on rescoping the project with the plan to advertise for street lights only.

Howard provided an update on the White Bluffs Archive and Storage project, noting that construction is well underway on the walls and the roof is nearly complete with a focus to get the structure enclosed and protected from winter weather as soon as possible, which will allow for interior projects to be completed. Howard noted that HVAC equipment is not likely to arrive until at least March 2023. Howard reminded the Commission that WSU is currently leasing out 2019 Butler Loop for their storage facility needs until the new facility is completed and racking has been installed.

Howard added that the underground storage tank discovered during construction has been mitigated and backfilled with grading proceeding over the top of the tank.

Howard added that the Port will also honor Bob Ferguson in the spring at this building.

6. FINANCE DIRECTOR:

Director of Finance/CPA, Danielle Connor announced that November is open enrollment and packets have been provided to all Commissioners, as well as the team. Connor stated that Senior Accountant, Veronica Serna put together a fantastic presentation to the team yesterday and has some documents to pass along to the Commission for reference as well. Connor added that Serna also overviewed other benefits offered by the Port and upcoming tax changes, including Washington State Long-Term Care changes taking place in July 2023.

Connor added that for an organization the size of the Port, at less than 25 employees, the Port offers very competitive benefits at a reasonable cost to the Port. Connor added that typically health benefits can be very pricey.

Connor stated that the Port has a contract with Washington State Health Care Authority and are grandfathered into their Composite rate, HCA closed contracts for Composite rates several years ago. Connor added that this contract allows the Port to provide very competitive rates at a reasonable price. Connor noted that the Port has entertained other brokers, but are likely not worth it. Connor added that the average full premium cost per person for medical and other benefits is \$1,500/month for a full family.

Connor provided an update on the IAP Voyager project, stating that the lease entry task is essentially complete, but is always a moving target. Connor added how surprising it has been to see the many changes per month with leases. Connor provided examples of the various changes received, which are new leases, lease assignments, renewals, terminations.

Connor noted that there is still work to do on lease entry for the 2579 Stevens building, but this is pending the site plan and floor plan, as well as finalized agreements.

Connor added that parallel billing is taking place in October and thanked Senior Accountant Veronica Serna for her work on the testing, as it is a theoretical and somewhat tedious process.

Connor stated that additional parallel billing will take place in November and the integration was tested last week as part of October parallel testing. Connor stated that the process did uncover some changes that needed to be made and this has been communicated with the Voyager developers. Connor added that a call is lined up with the Intacct developers next week to work through some items on the Intacct side and the finance team aims to do a brief demo at next month's Commission meeting.

Connor announced that "GO LIVE" will kick off on December 1 for January 2023 billing. Connor added that the team will look to layer the GASB 87 piece in December, which should be completed in around 80 hours.

Connor provided a financial scorecard report, highlighting the spending trends for the year with a visual graph. Connor pointed out that the graph highlighted inflows from tenants, grants, property tax and other with another slide featuring outflows. Connor featured outflows from operating, leasehold excise tax, payroll, Port-funded capital projects and grant-funded capital projects.

Connor featured an overview on the 2022 project fund, which is dedicated to the White Bluffs Center project and noted that outflows have picked up significantly in the last five months of the year due to project speed.

Connor moved on to an overview of the current financial status report, stating that there is currently \$30k outstanding in Accounts Payable, with \$4k past due. Connor added that there is \$1.4M outstanding in Accounts Receivable, with \$806k from tenant and \$113k (14%) tenant being 90 days past due. Connor added that there was \$76k (12%) past due in the prior month.

Connor added that she will get the 2023 budget sent off to the County Commissioners, which is due by the end of November and then focus on the Yardi Voyager project, which is so close to the finish line!

Connor added that she does anticipate some post go-live fallout and is planning for a stabilization period of 3-6 months.

Connor stated that a 2023 finance initiative will include a focus on reporting, and the internal cost allocation study will push to planning in late 2023 if possible otherwise to 2024.

Connor added that due to the annual floater holiday change, there will be some work on the backend to configure the system to reflect the change in the personnel policy, but there is an annual support agreement with Criterion to use that is set up for assistance with technical changes.

Connor added that the team also has some backend work related to the new Crow Butte parking boxes.

7. PORT ATTORNEY:

Port Attorney, David Billetdeaux greeted the Commission via Zoom communications, stating that he was attending the AAPA Finance and Administrative Seminar in New Orleans. Billetdeaux added that he was taking good notes to bring back and share with the finance team.

Billetdeaux added that the seminar topics have included facts on a looming recession and the best way to hedge a bet against a recession and to take the best advantage of supply chain issues, found to date, is to invest heavily in inland ports. Billetdeaux added that oceanside ports only have 180 degrees of transportation, whereas inland, trucks and trains can come to inland ports from 360 degrees, allowing congestion to ease and bringing in significant dollars.

Billetdeaux noted that the short-term rail operator RFP has closed and the four finalists selected with hopes to bring a recommendation to the Commission at the December meeting.

Billetdeaux stated that he wanted to let the Commission know that multiple "clean-up" letters to non-compliant hangar tenants at airports have been sent, including the tenant with the trailer that flipped during the recent windstorm. Billetdeaux noted that this is a constant task to reiterate minimum standards and guidelines and the list of tenants has dwindled significantly in the past year.

Billetdeaux added that the Port is lucky to have a new airport manager on staff who will be able to devote more time than staff currently has been able to in regards to the airports.

Billetdeaux noted that insurance claims are in place for the SR240 rail crossing damage, minor repairs to the rail just south of Van Giesen, and for the burglary at the facilities shop last month.

Billetdeaux added that he wanted to take a minute to note that on Sunday night a personal friend of his, and a friend of the Port of Benton, passed away in a car accident. Billetdeaux stated that some staff and Commission knew Alex Pappas, as he was a pilot trained at the Richland and Prosser airports, frequented various Port tenant businesses, and actually applied for the open Commission position now filled by Commissioner Rasmussen. Billetdeaux added that Alex cared deeply about the community and will be sorely missed. On behalf of the Port of Benton, condolences to Alex's family.

Billetdeaux stated that the remainder of his topics are reserved for Executive Session.

8. EXECUTIVE DIRECTOR:

Executive Director, Diahann Howard announced that she recently attended the PNNL Meet & Greet event, as well as the WSU Tri-Cities Career Fair. Howard added that she also attended the recent AAPA Annual Meeting in Orlando and the Public Power Forum.

Howard added that she has been asked to emcee the upcoming Association of Washington Business Energy Solutions Summit, the Entrepreneurial Awards and United Way Festival of Trees event. Howard added that through Rotary International, her family is a host family for an exchange student, which will begin later this month.

Howard added that the team have begun procurement discussions related to the process and flow and the team is taking a recent project to discussion and will outline a visual process. Howard added that the process will be perfected on paper with roles, responsibilities and accountabilities clarified. Howard noted that tightening this procurement process supports the development of the work order software and prepares the team for the State Auditor's Office Lean and leadership discussions.

Howard stated that she recently participated in a meeting with Commerce related to Washington VERTical and she has tightened the strategy going forward. Howard added that the team is working on developing a Washington Nuclear resume and vision document related to the vision.

Howard stated that the next generation focus will be "clean up to clean energy" with the initiatives being new advanced energy and sustainability, deployment and workforce.

Howard added that she has participated in a recent Tri-Cities Research District review and discussion.

Howard announced that she has reserved items related to Atlas and CARB for Executive Session.

I. EXECUTIVE SESSION: The regular Commission Meeting was recessed at 10:15 a.m. and an Executive Session was convened at 10:20 a.m. to discuss 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.

K. BREAK: The Executive Session concluded at 10:50 a.m. and teleconference and Zoom options were terminated. Commission and Port staff took a short break to travel to the 2579 Stevens Drive facility for a tour.

L. TOUR: Port engineer, Roger Wright led a tour of the 2579 Stevens Drive facility, focusing on the expansive interior of the property, as well as the exterior of the building, including storage and equipment in the yard.

The tour consisted of current vacant space as well as occupied space by current tenants.

M. ADJOURNMENT: The Commission meeting was adjourned at 11:55 a.m. with an announcement that the next regularly scheduled Commission meeting would be held on Wednesday, December 14, 2022 at 8:30 a.m. and would be held at the Port of Benton Commission meeting room, 3250 Port of Benton Blvd., Richland, Washington.

Lori Stevens
Commission Secretary

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

General Expenses

Accounts Payable Warrants #:	80701	-	80803	\$	1,268,403.12
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Electronic Payments:				\$	-
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Total General Expenses				\$	<u>1,268,403.12</u>
------------------------	--	--	--	----	---------------------

Payroll

Direct Deposit:					
ACH				\$	102,357.87

Electronic Payments:					
IRS Payroll Tax Deposit				\$	37,001.89
Other Payroll Related Payments				\$	40,829.58

Total Payroll				\$	<u>180,189.34</u>
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Total General Expenses and Payroll				\$	<u>1,448,592.46</u>
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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

Port of Benton Check Register

Date	Payee	Document No	Amount
	Bank: BCT MAIN - KeyBank National Association	Account No: 6631-6601101	
11/08/2022	10017--Roemeling, Cory	080701	341.64
11/08/2022	VEN00012--AFLAC	080702	603.11
11/08/2022	VEN00024--AMERIGAS PROPANE LP	080703	506.15
11/08/2022	VEN00044--BENTON PUD	080704	2,058.96
11/08/2022	VEN00069--BRUTZMAN'S INC	080705	100.57
11/08/2022	VEN00075--CASCADE NATURAL GAS CORP	080706	240.44
11/08/2022	VEN00071--CITY OF PROSSER	080707	6,357.60
11/08/2022	VEN00077--COLUMBIA BASIN IT	080708	2,207.25
11/08/2022	VEN00582--DAVINA ARNOLD	080709	925.00
11/08/2022	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	080710	1,108.74
11/08/2022	VEN00009--GEO WAY ACE HARDWARE	080711	411.39
11/08/2022	VEN00540--GLACIER SUPPLY GROUP, LLC	080712	896.22
11/08/2022	VEN00601--GRAVIS LAW PLLC	080713	205.00
11/08/2022	VEN00196--HARBOR FREIGHT TOOLS, INC.	080714	18.02
11/08/2022	VEN00223--JOHNSTONE SUPPLY	080715	547.45
11/08/2022	VEN00229--KELLEY'S TELE-COMMUNICATION, INC.	080716	171.41
11/08/2022	VEN00542--MCCORMACK CONSULTING, LLC	080717	6,337.50
11/08/2022	VEN00258--MOON SECURITY SERVICES, INC	080718	1,361.53
11/08/2022	VEN00283--PACIFIC BACKFLOW SERVICES LLC	080719	8,427.31
11/08/2022	VEN00303--PACIFIC NW WATERWAYS ASSOC.	080720	840.00
11/08/2022	VEN00301--PITNEY BOWES, INC	080721	217.00
11/08/2022	VEN00326--RGW ENTERPRISES P.C. INC	080722	24,120.00
11/08/2022	VEN00331--RICHLAND ROTARY CLUB	080723	340.00
11/08/2022	VEN00464--ROCKABILLY ROASTING CO.	080724	95.00
11/08/2022	VEN00608--SIERRA ELECTRIC, INC	080725	443,144.36
11/08/2022	VEN00581--TERRY ARNOLD	080726	1,750.00
11/08/2022	VEN00298--TRI-CITY COMPUTER CONSULTING LLC	080727	3,044.04
11/08/2022	VEN00402--UNDERGROUND CREATIVE, LLC	080728	200.00
11/08/2022	VEN00404--UNITED WAY OF BENTON/FRANKLIN COUNTY	080729	121.67
11/08/2022	VEN00414--VERIZON	080730	1,779.23
11/08/2022	VEN00449--ZIPLY FIBER	080731	1,315.14
11/17/2022	10026--Stevens, Lori	080732	201.12
11/17/2022	VEN00029--ARCHIBALD & COMPANY ARCHITECTS	080733	138.75
11/17/2022	VEN00044--BENTON PUD	080734	615.06
11/17/2022	VEN00053--BENTON RURAL ELEC ASSOCIATION	080735	787.31
11/17/2022	VEN00069--BRUTZMAN'S INC	080736	188.01
11/17/2022	VEN00290--CI-PW, LLC (Paradise Bottled Water)	080737	20.63
11/17/2022	VEN00052--CITY OF BENTON CITY	080738	136.43
11/17/2022	VEN00089--CITY OF RICHLAND	080739	26,745.04
11/17/2022	VEN00093--CLAYTON-WARD CO.,	080740	55.00
11/17/2022	VEN00105--CONNELL OIL, INC	080741	2,515.33
11/17/2022	VEN00121--DEAN'S AUTOMOTIVE REPAIR	080742	847.86
11/17/2022	VEN00131--DESERTGREEN LAWN & TREE CARE	080743	1,217.45
11/17/2022	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	080744	17.39
11/17/2022	VEN00147--ECOMODUS, LLC	080745	11,087.40
11/17/2022	VEN00180--GENSCO, INC	080746	429.08
11/17/2022	VEN00009--GEO WAY ACE HARDWARE	080747	390.48
11/17/2022	VEN00588--IC CONSULTING CORPORATION	080748	9,990.00
11/17/2022	VEN00258--MOON SECURITY SERVICES, INC	080749	2,378.04
11/17/2022	VEN00603--PARAMOUNT COMMUNICATIONS, INC	080750	4,053.42
11/17/2022	VEN00297--PERSONAL TOUCH CLEANING, INC.	080751	19,234.74
11/17/2022	VEN00306--PROMINENCE PUBLIC RELATIONS	080752	5,790.00
11/17/2022	VEN00334--SANITARY DISPOSAL, INC.	080753	1,454.40
11/17/2022	VEN00385--THE HOME DEPOT CRC/GEFC	080754	736.90
11/17/2022	VEN00390--TIRE FACTORY	080755	44.50
11/17/2022	VEN00399--TRIDEC, INC.	080756	2,083.33
11/17/2022	VEN00408--U.S. BANK	080757	930.22
11/17/2022	VEN00405--UPS	080758	44.57
11/17/2022	VEN00410--USDA APHIS	080759	825.34
11/17/2022	VEN00449--ZIPLY FIBER	080760	420.38
11/22/2022	10025--Rasmussen, Christy	080761	1,982.70
11/22/2022	10007--Keck, Roy	080762	3,793.22
11/22/2022	VEN00006--ABADAN, INC	080763	594.12
11/22/2022	VEN00583--ADVANCE SIGNAL & CONTRACTING LLC	080764	1,635.94
11/22/2022	VEN00590--AMERICAN ASSOCIATION OF AIRPORT EXEC- UTIVES	080765	550.00
11/22/2022	VEN00024--AMERIGAS PROPANE LP	080766	862.78
11/22/2022	VEN00044--BENTON PUD	080767	19.73
11/22/2022	VEN00059--BENTON-FRANKLIN HEALTH DEPT	080768	25.00
11/22/2022	VEN00007--BLUEROOM	080769	253.00

Port of Benton Check Register

Date	Payee	Document No	Amount
11/22/2022	VEN00069--BRUTZMAN'S INC	080770	236.91
11/22/2022	VEN00597--BUSINESS RADIO INC	080771	271.75
11/22/2022	VEN00469--CENTURY WEST ENGINEERING CORP	080772	65,836.32
11/22/2022	VEN00083--CENTURYLINK	080773	107.94
11/22/2022	VEN00321--CI INFORMATION MANAGEMENT	080774	92.87
11/22/2022	VEN00089--CITY OF RICHLAND	080775	68.89
11/22/2022	VEN00234--CITY OF RICHLAND LANDFILL	080776	30.00
11/22/2022	VEN00074--CIVIL AIR PATROL MAGAZINE	080777	705.00
11/22/2022	VEN00093--CLAYTON-WARD CO.,	080778	55.00
11/22/2022	VEN00077--COLUMBIA BASIN IT	080779	793.15
11/22/2022	VEN00107--COOK'S ACE HARDWARE	080780	41.28
11/22/2022	VEN00113--CROWN PAPER & JANITORIAL INC.	080781	142.84
11/22/2022	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	080782	239.14
11/22/2022	VEN00595--DISCOUNTCELL, INC	080783	98.95
11/22/2022	VEN00607--EASTERN WASHINGTON TRANSPORTATION	080784	1,950.00
11/22/2022	VEN00151--ELECTRICAL UNLIMITED, INC	080785	3,565.03
11/22/2022	VEN00166--FERGUSON ENTERPRISES, INC.	080786	456.60
11/22/2022	VEN00180--GENSCO, INC	080787	685.29
11/22/2022	VEN00009--GEO WAY ACE HARDWARE	080788	145.13
11/22/2022	VEN00196--HARBOR FREIGHT TOOLS, INC.	080789	72.26
11/22/2022	VEN00200--HDR ENGINEERING, INC	080790	23,777.05
11/22/2022	VEN00201--HEALTH CARE AUTHORITY	080791	34,051.77
11/22/2022	VEN00586--INDUSTRIAL CONSTRUCTORS, INC.	080792	71,360.10
11/22/2022	VEN00222--JOHN DEERE FINANCIAL (RDO EQUIPMENT)	080793	457.33
11/22/2022	VEN00223--JOHNSTONE SUPPLY	080794	282.97
11/22/2022	VEN00258--MOON SECURITY SERVICES, INC	080795	3,200.00
11/22/2022	VEN00261--MP CONSTRUCTION, INC.	080796	871.77
11/22/2022	VEN00592--PRO FIRE LLC	080797	274.41
11/22/2022	VEN00608--SIERRA ELECTRIC, INC	080798	444,775.94
11/22/2022	VEN00346--THE SHERWIN-WILLIAMS CO.	080799	73.00
11/22/2022	VEN00394--TREASURE VALLEY COFFEE	080800	72.22
11/22/2022	VEN00412--VALLEY PUBLISHING COMPANY	080801	548.84
11/22/2022	VEN00570--VITAL RECORDS CONTROL	080802	219.47
11/22/2022	VEN00447--YAKIMA HERALD-REPUBLIC	080803	694.40
11/04/2022	VEN00215--INTERNAL REVENUE SERVICE	11042022	2,687.94
11/10/2022	VEN00215--INTERNAL REVENUE SERVICE	11102022	16,842.43
11/23/2022	VEN00215--INTERNAL REVENUE SERVICE	11232022	17,471.52
11/28/2022	VEN00239--WASHINTGON STATE DEPT OF REVENUE	B&O10-2022	4,250.75
11/10/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP102822	4,530.44
11/21/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP111022	4,509.61
11/04/2022	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW10282022	2,060.12
11/29/2022	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW11102022	1,989.35
11/18/2022	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS102022	23,489.31
11/21/2022	VEN00385--THE HOME DEPOT CRC/GECF	Voided - 080754	(736.90)
Total for BCT MAIN			<u>1,346,234.59</u>

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

Project Fund

Accounts Payable Warrants #	900041	-	900046	\$	526,043.81
Electronic Payments				\$	-
Total Project Fund Expenses				\$	<u>526,043.81</u>
Total Project Fund Expenses				\$	<u><u>526,043.81</u></u>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Port of Benton and that I am authorized to authenticate and certify to said claim.

Attest: _____

Director of Finance/Port Auditor

We, the undersigned Commissioners of the Port of Benton, Benton County, Washington, do hereby certify the following vouchers/warrants have been certified and approved for payment, this the _____ day of _____, 2022.

President

Vice President

Secretary

Port of Benton Check Register

Date	Payee	Document No	Amount
	Bank: BCT PROJECT - KeyBank National Association	Account No: 6634-6601401	
11/08/2022	VEN00519--ARCHITECTS WEST, INC.	900041	9,459.88
11/08/2022	VEN00326--RGW ENTERPRISES P.C. INC	900042	2,100.00
11/08/2022	VEN00505--RLR CULTURAL RESOURCES, LLC	900043	5,840.00
11/17/2022	VEN00578--BOOTH AND SONS CONSTRUCTION INC	900044	501,056.54
11/17/2022	VEN00089--CITY OF RICHLAND	900045	60.24
11/17/2022	VEN00342--SHANNON & WILSON, INC.	900046	7,527.15
	Total for BCT PROJECT		<u>526,043.81</u>

RESOLUTION 22-45
A RESOLUTION OF THE PORT OF BENTON, WASHINGTON
TO CANCEL A WARRANT

WHEREAS, General Expense Fund Warrants No. 080754 in the amount of \$736.90 which was issued to The Home Depot CRC/GECF the warrant has been deemed to be issued with errors, and

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

NOW THEREFORE, the Port Commission hereby resolves to cancel Warrants No. 080754.

DATED AND SIGNED at Richland, Washington on this 14th day of December 2022.

Christy Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION NO. 22-46

**A RESOLUTION OF THE PORT OF BENTON
AUTHORIZING THE SALE OF REAL PROPERTY
PACIFIC GREEN ENGINEERING LLC (PGE)**

WHEREAS, the Port of Benton acquired property within the Richland Innovation Center to promote economic development for industrial purposes and has previously determined property within this development surplus by Resolution 19-13; and

WHEREAS, port staff properly advertised and published notice to the public to consider advisability of sale, pursuant to RCW 53.20.010 and RCW 53.25.130; and

WHEREAS, PACIFIC GREEN ENGINEERING LLC (Purchaser) has offered to purchase 2.00 acres of real property as depicted on Attachment 1, within the Port's Richland Innovation Center as legal described, for the sum of \$174,240.00 in accordance with Development Plan hereto as Attachment 2; and

WHEREAS, the sale of property will support and enhance the Port's economic development mission by facilitating further development, job creation and utilization of this property through private investment capital; and

WHEREAS, Port staff and the Port attorney have reviewed the proposed Purchase and Sale Agreement and find it is in proper form and is in the Port's best interest; and

WHEREAS, the Port of Benton Commission held a public hearing on December 14, 2022 to take comment upon the advisability of amending the Comprehensive Plan of Improvements to remove the real property described on Attachment 1.

WHEREAS, after taking public comment the Port Commission hereby authorize the sale of real property and improvements within the Richland Innovation Center and deem property surplus to the Port's needs and the proposed sale is consistent with previous Port policies, including its Comprehensive Scheme of Harbor Development, now therefore,

IT IS FURTHER RESOLVED that the Board of Commissioners hereby approve Resolution 2022-46 authorizing the Port's Executive Director to execute all necessary documents related to the sale of real property to Pacific Green Engineering LLC (PGE) in the sum of \$174,240.00 in accordance with the statutes governing sales of real estate in the port district.

BE IT FURTHER RESOLVED Port of Benton's Comprehensive Plan of Improvements is hereby amended to remove the real property described on Attachment 1 from the Comprehensive Plan.

ADOPTED BY THE PORT OF BENTON COMMISSION this 14th day of December, 2022.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

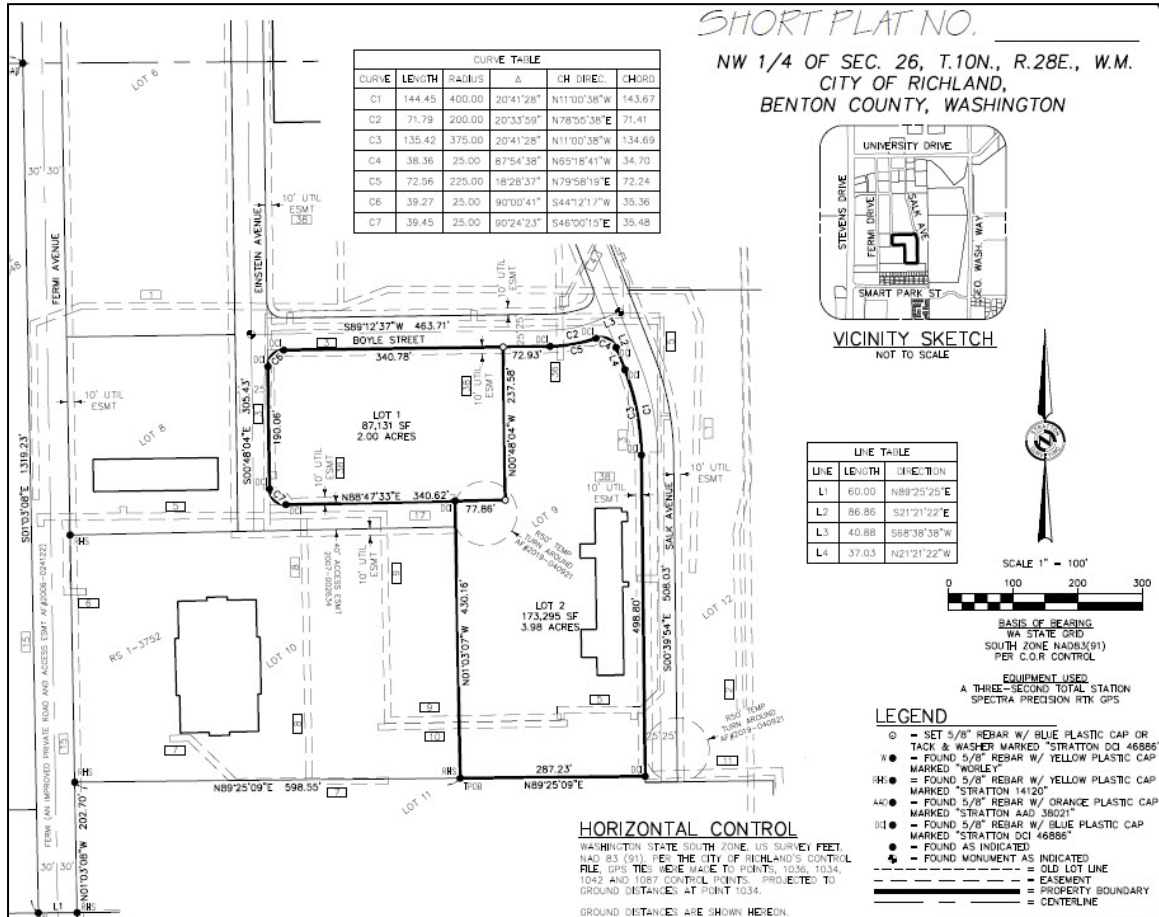
ATTACHMENT 1
To RESOLUTION 22-46
AUTHORIZING A SALE OF UNIMPROVED REAL PROPERTY
WITH PACIFIC GREEN ENGINEERING LLC (PGE)

TBD Einstein Avenue, Richland WA 99354

2.00 Acres (+/-)

Lot 1 – Improved Vacant Land

LEGAL DESCRIPTION TO BE UPDATED PRIOR TO SALE CLOSING
SALE PRICE MAY BE ADJUSTED BASED UPON ACTUAL SURVEY PARCEL



CONTAINING 2.00 ACRES, MORE OR LESS.

TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS AND
 RESTRICTIONS OF RECORD AND IN VIEW.

**ATTACHMENT 2
To RESOLUTION 22-46
AUTHORIZING A SALE OF IMPROVED REAL PROPERTY
WITH PACIFIC GREEN ENGINEERING LLC (PGE)
Development Plan**

Building plan

Molecule Works Inc.

May 2021

Confidential

Site requirements

Must

1. Quite area without significant ground vibration, away from main truck-riding roads and large construction machine operation.
2. Electrical power line: 50kW for phase I, 1000 kw for phase II
3. Water and sewage
4. Access by cargo trucks for shipment of equipment, raw materials, and products
5. UPS and FedEx deliveries, gas cylinder deliveries

Desirable:

- Low dust
- Natural gas supply

Lot at corner of Einstein Avenue and Boyle Street in Benton Innovation Park



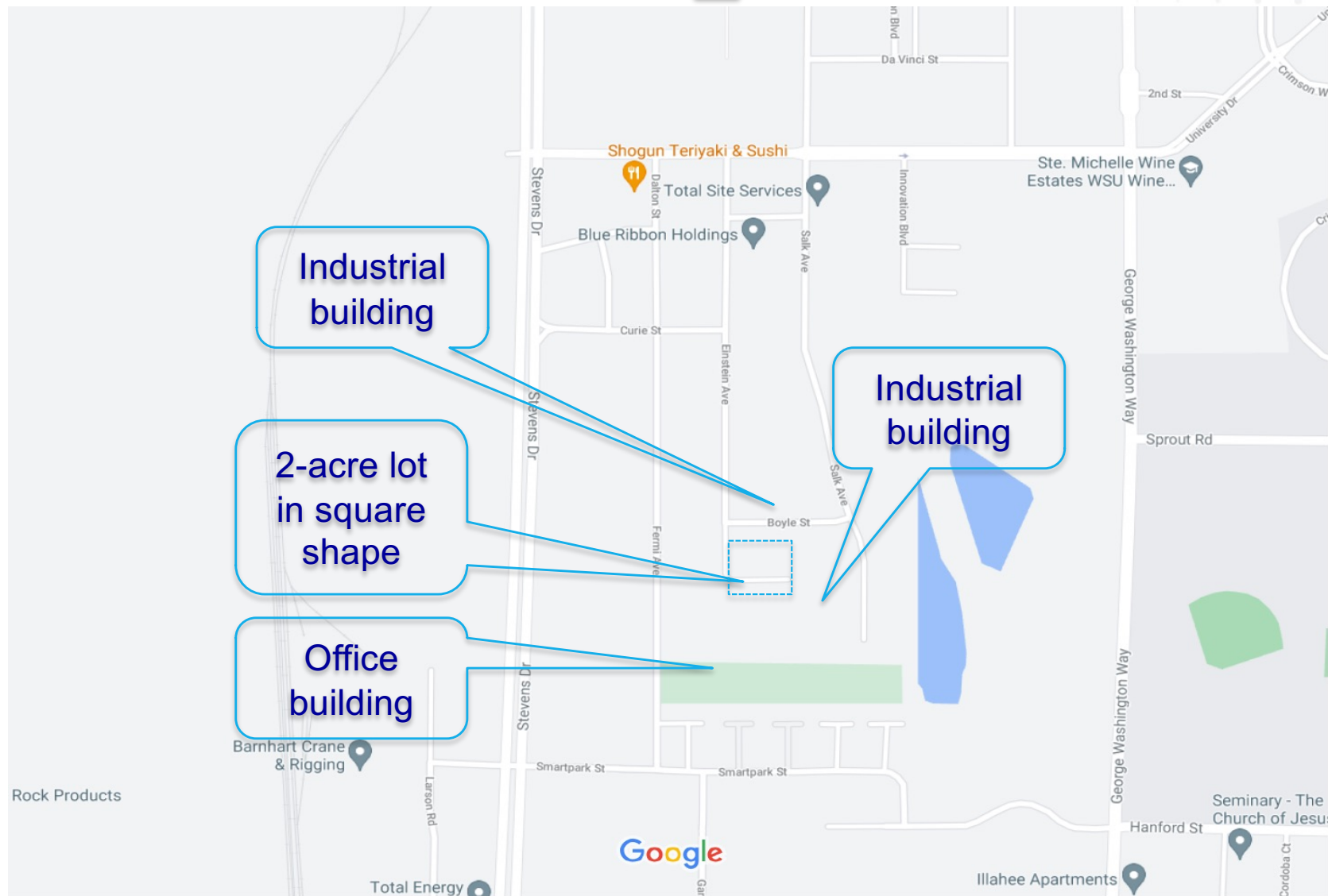
Site map



North
1-mile away from PNNL

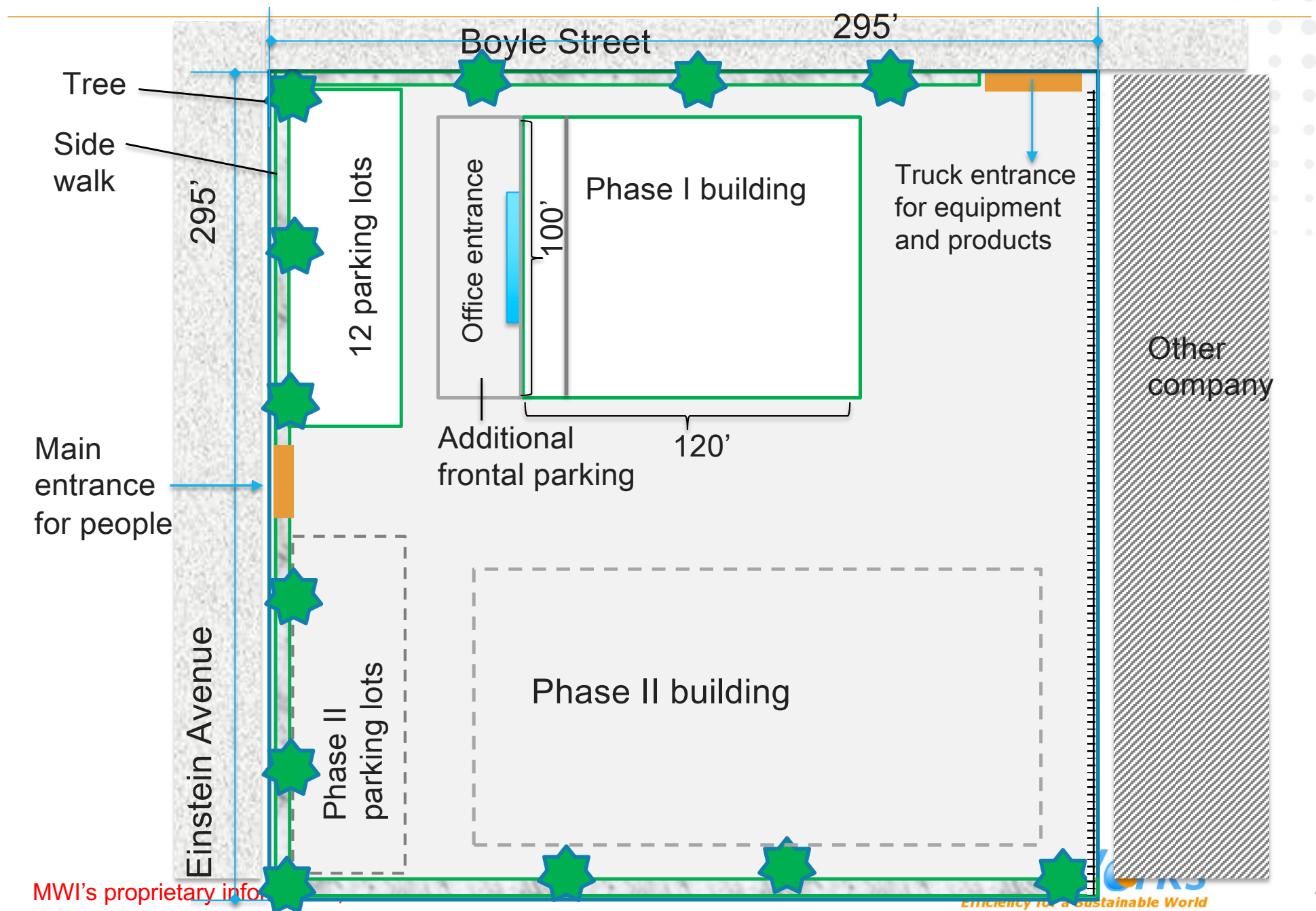


WSU
campus
1-mile away

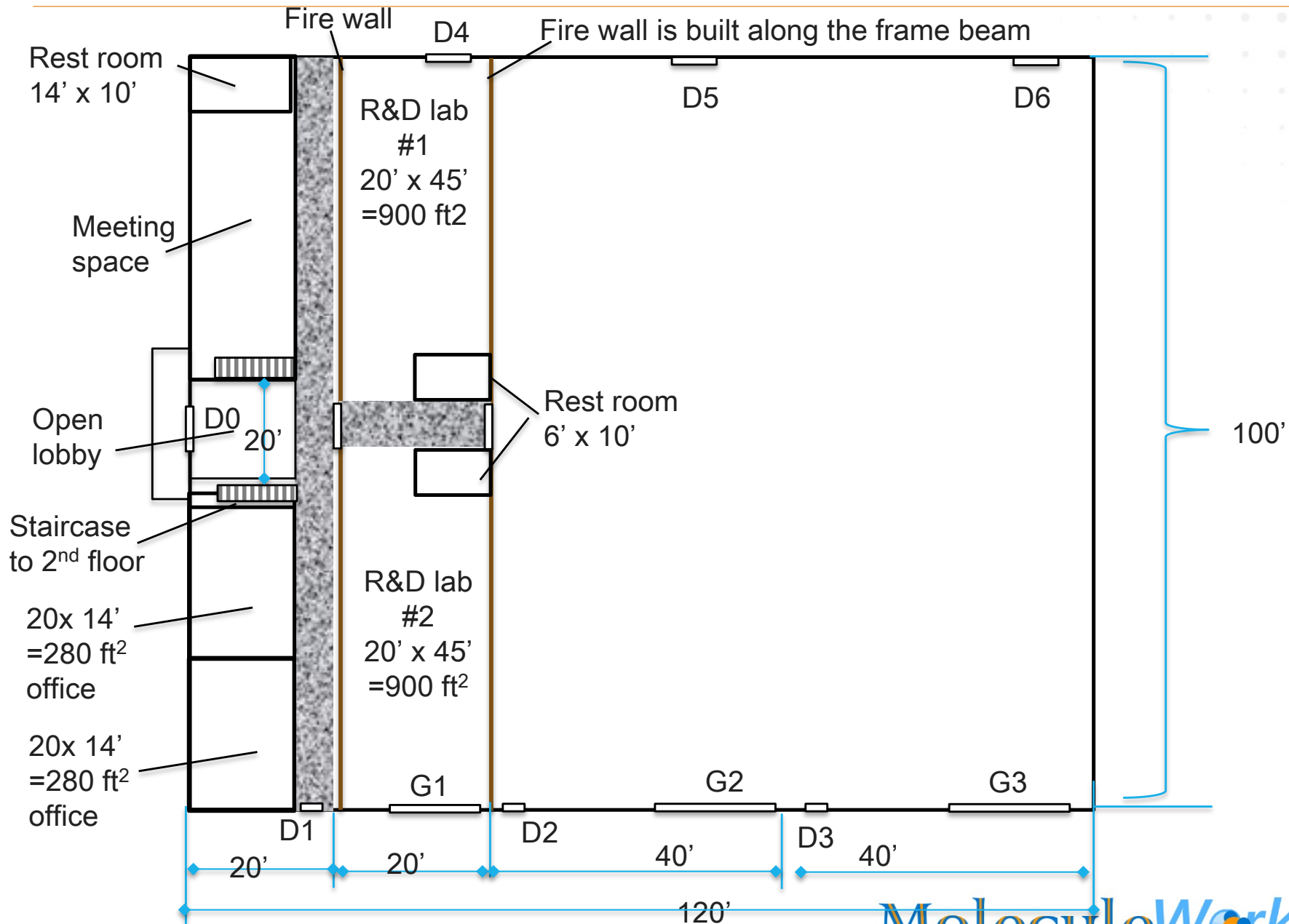


Map data ©2021 500 ft

Draft Lot Plan



Phase 1: Building floor layout (120' length x 100' depth x 18' height)

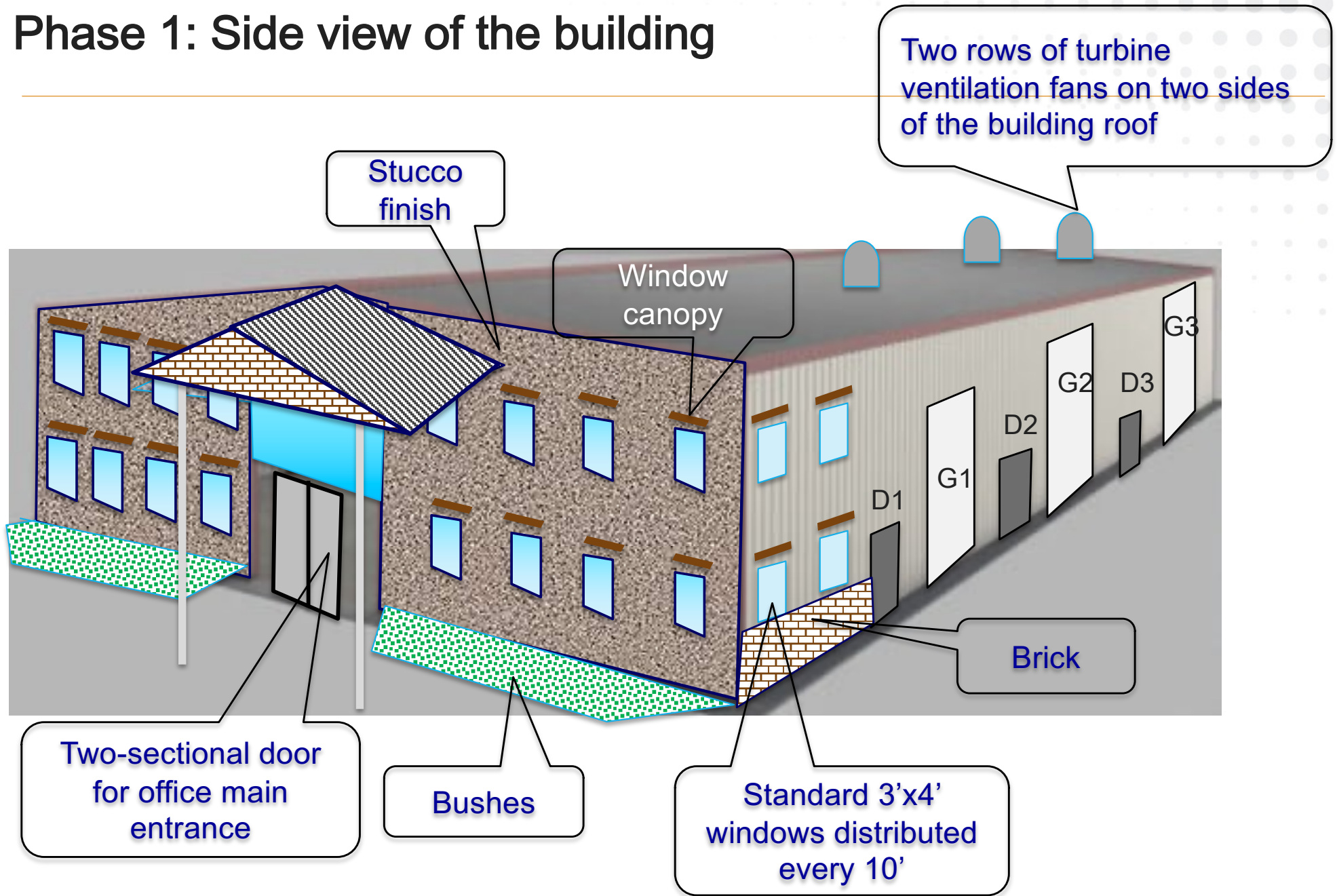


MWI's proprietary information, maintain in confidence

Note about doors

Doors for people		Doors for equipment and goods	
D0	Main entrance to the office, 12' x16" window + door	G1	12' x16' regular garage door for light equipment and working machines
D1-D3	Standard side door, 3' x7'	G2,G3	16' x16' standard garage door for heavy equipment and machines
D4-6	Standard side door for emergency exit, 3'x 7'		

Phase 1: Side view of the building



Examples

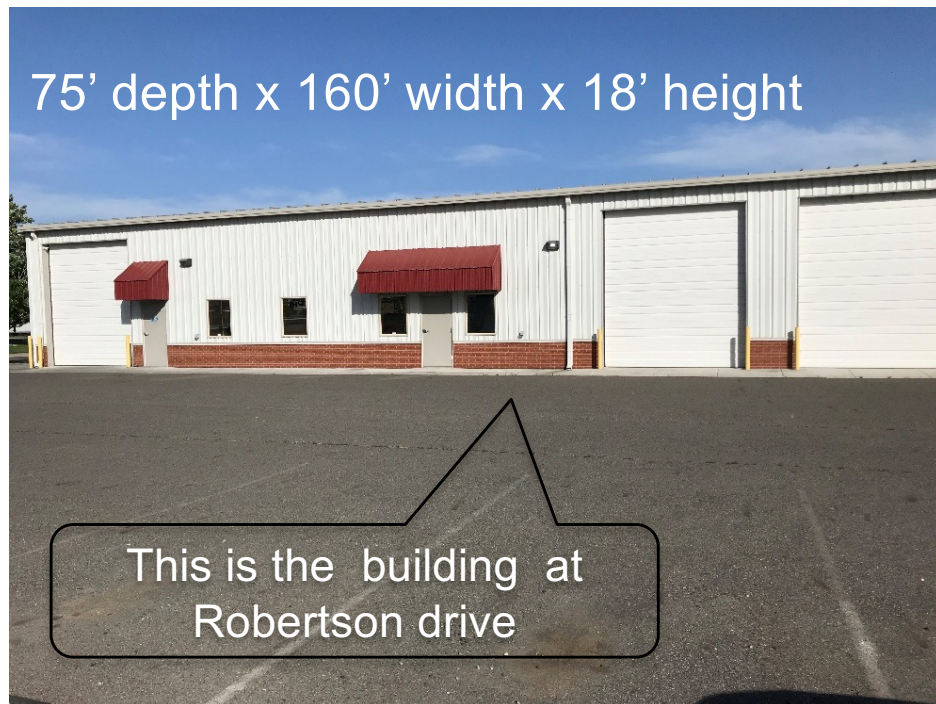
Entrance area is too small

Tall standing foyer looks good

Door is too small



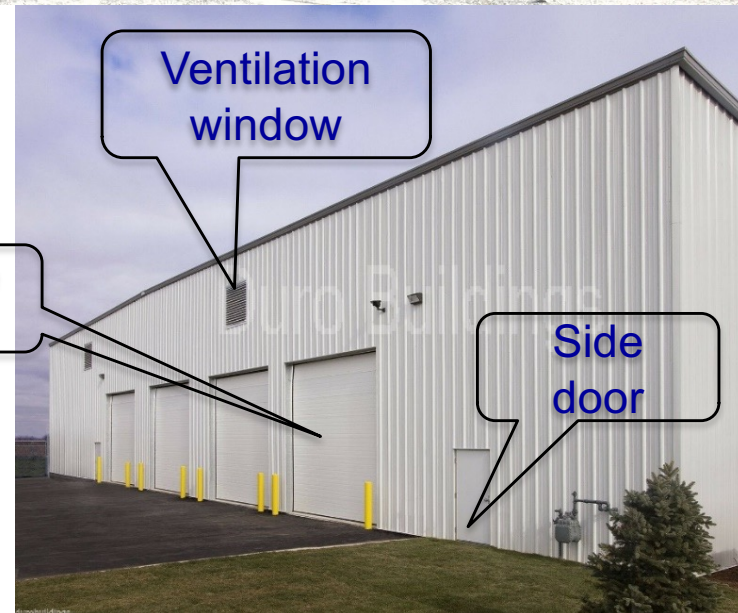
75' depth x 160' width x 18' height



Ventilation window

Garage door

Side door



RESOLUTION 22-47
A RESOLUTION OF THE PORT OF BENTON, WASHINGTON,
TO AMEND 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

WHEREAS, the Port seeks desires to amend the previously approved Resolution 22-25 to include specifically identifying the White Bluff Rail – SR 240 Railroad Signal Replacement Project as its own separate project rather than simply included in the overall signal crossing replacement project as currently drafted, 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 14th day of December, 2022.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION 22-48

A RESOLUTION OF THE PORT OF BENTON ACCEPTING WORK COMPLETED BY INDUSTRIAL CONSTRUCTORS, INC. FOR THE HMIS BUILDOUT PROJECT

WHEREAS, work known as the HMIS Buildout Project upon notification by Industrial Constructors, Inc., that said project has been completed in accordance with the approved plans and specifications, has been duly inspected by the Port of Benton, and the project has been duly inspected by the Director of Facility & Operations, Ron Branine and

WHEREAS, the Contractor has certified that the work has been completed in accordance with the plans and specifications at a total cost of \$125,800.00 plus WSST.

NOW THEREFORE BE IT RESOLVED that the Port of Benton Commission does hereby accept the work Industrial Constructors, Inc., has completed in accordance with the contract of said project; and

BE IT HEREBY FURTHER RESOLVED that upon presentation and approval of the final invoice for the project, the Executive Director is directed to proceed with the necessary procedures, including required advertisements and government notifications, to finalize the project.

DATED AND SIGNED at Richland, Washington on this 14th day of December 2022.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION 22-49

A RESOLUTION OF THE PORT OF BENTON ACCEPTING WORK COMPLETED BY RAILWORKS TRACK SYSTEMS, LLC FOR THE DERAILMENT DAMAGE REPAIR PROJECT

WHEREAS, work known as the Derailment Damage Repair Project upon notification by Railworks Track Systems, LLC, that said project has been completed in accordance with the approved plans and specifications, has been duly inspected by the Port of Benton, and the project has been duly inspected by the Engineer, HDR Engineering, Inc., and

WHEREAS, the Contractor has certified that the work has been completed in accordance with the plans and specifications at a total cost of \$441,123.00 plus WSST.

NOW THEREFORE BE IT RESOLVED that the Port of Benton Commission does hereby accept the work Railworks Track Systems, LLC, has completed in accordance with the contract of said project; and

BE IT HEREBY FURTHER RESOLVED that upon presentation and approval of the final invoice for the project, the Executive Director is directed to proceed with the necessary procedures, including required advertisements and government notifications, to finalize the project.

DATED AND SIGNED at Richland, Washington on this 14th day of December 2022.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION 22-50

A RESOLUTION OF THE PORT OF BENTON ACCEPTING WORK COMPLETED BY RAILWORKS TRACK SYSTEMS, LLC FOR THE VAN GIESEN – CEMETERY RAILROAD CROSSING REPLACEMENT PROJECT

WHEREAS, work known as the Van Giesen-Cemetery Railroad Crossing Replacement Project upon notification by Railworks Track Systems, LLC, that said project has been completed in accordance with the approved plans and specifications, has been duly inspected by the Port of Benton, and the project has been duly inspected by the Engineer, HDR Engineering, Inc., and

WHEREAS, the Contractor has certified that the work has been completed in accordance with the plans and specifications at a total cost of \$709,947.00 plus WSST.

NOW THEREFORE BE IT RESOLVED that the Port of Benton Commission does hereby accept the work Railworks Track Systems, LLC, has completed in accordance with the contract of said project; and

BE IT HEREBY FURTHER RESOLVED that upon presentation and approval of the final invoice for the project, the Executive Director is directed to proceed with the necessary procedures, including required advertisements and government notifications, to finalize the project.

DATED AND SIGNED at Richland, Washington on this 14th day of December 2022.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION 22-51
A RESOLUTION OF THE PORT OF BENTON,
DECLARING PERSONAL PROPERTY SURPLUS

WHEREAS, the Port of Benton adopted a Policy for the sale and distribution of surplus personal property under Resolution No. 20-36 and in accordance with RCW 53.08.090; and

WHEREAS, the Port may sell and convey any of its personal property valued at more than one thousand dollars when the Port Commission has, by resolution, declared the property to be no longer needed for district purposes; and

WHEREAS, the Port is in possession of various rail equipment and parts that are surplus to the Port's needs, including approximately one 1990 Ford F350 hi-rail pickup truck, not in working order, used locomotive parts of scrap value, used locomotive and rail car parts of scrap value, used locomotive parts of scrap value, small yellow hand carts, used rail equipment, track maintenance equipment with partial components of scrap value, used rail maintenance equipment, used track material no longer usable to the Port, used liquid handling equipment, used bungalows which are no longer equipped to accommodate the railroad signal control equipment, with an estimated total value of approximately \$100,000. See Resolution 22-51, Exhibit A.; now

BE IT HEREBY RESOLVED, the Port Commission authorizes the Port's Executive Director to declare the above-mentioned items of personal property as surplus, identify a scrapper or other purchaser, and sell the items accordingly.

ADOPTED BY THE PORT OF BENTON COMMISSION this 14th day of December, 2022.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

Resolution 22-51, Exhibit A

Port of Benton

Surplus Rail materials

Most of these materials and equipment have been stored on the Port facilities for 30 years or more. None of these materials or equipment have any further use to the Port and their value is for replacement parts for infrastructure the Port no longer has or the material and equipment are only valuable as metal scrap at this point.



1990 Ford F350 hi-rail pickup.
End of life.

Neither the truck or hi-rail
equipment are complete or
are in working order.



Used locomotive parts, scrap
value.



Used locomotive and rail car parts, scrap value.



Used locomotive parts, scrap value.



Used locomotive parts, scrap value.

Small yellow rail hand carts, replacement value.



Used rail equipment, rail cart, portions of rail saw, and small yellow rail hand carts. All have replacement part value.



Used air compressor and track maintenance equipment. Only partial components, scrap or spare parts value.



Used rail maintenance equipment and handling carts. Only partial equipment with spare parts or scrap value.



Used track materials, no longer usable on Port track due to condition or size.



Used track materials, no longer usable on Port track due to condition or size.



Used liquid handling equipment to fill rail cars, left over from former tenant. No longer functional.





Used rail and rail car parts. These has been stored at this location since well before the Port took ownership. Only the 115 lb and 136 lb rail and components will be retained for use on Port track. All remaining materials to be surplus for scrape or reuse value. Some of the existing rail could be reused on specialty rail infrastructure.



Used bungalows for railroad signal controls. These bungalows no longer are equipped to accommodate the railroad signal control equipment. Could be used for other purposes so have reuse value.



Miscellaneous old railroad tools and parts, portions of old rail tools.
Only scrap value remaining.

December 9, 2022

Selection of Architects, Engineers, and Consultants

On December 5th , David Billetdeaux, Port Counsel, Diahann Howard, Executive Director, and Ron Branine, Director of Facilities & Operations, had a meeting to review and score the Statement of Qualifications for the 2023 Calendar Year.

Upon scoring the Statement of Qualifications the following Firms/Companies were selected:

Master Plan Development:

RGW Enterprises
CBRE Heery, Inc.
MacKay Sposito

Architects West
Century West Engineering
Maul Foster & Alongi, Inc.

Airport Planning & Master Plan Updates:

Century West Engineering Corporation
Maul Foster & Alongi, Inc.

MWA Architects
RGW Enterprises

Airport Coordinator

RGW Enterprises

Precision Approach Engineering

AWOS Weather Station Maintenance

DBT Transportation Services
Maul Foster & Alongi, Inc.

Precision Approach Engineering

Architectural Services

Architects West
HDR Engineering
CKJT Architects

Design West Architects
Archibald & Co.

Engineering:

RGW Enterprises
AHBL, Inc.
MacKay Sposito

Maul Foster & Alongi, Inc.
CKJT Architects

Railroad Engineering

RGW Enterprises

KPFF Consulting Services

Miscellaneous Planning Consultant:

RGW Enterprises

Architects West, Inc.

Maul Foster & Alongi

MWA Architects

RH2 Engineering

Surveying Services:

AHBL, Inc.

Century West Engineering

MacKay Sposito

J-U-B Engineers

Geotechnical Consulting

Shannon & Wilson, Inc.

RH2 Engineering

Century West Engineering

Environmental Services:

Century West Engineering

Maul Foster & Alongi

RH2 Engineering

HDR Engineering

Testing Services

GeoProfessional Innovation Corporation

Intermountain Materials Testing & Geotechnical

PLSA Engineering & Surveying

Marketing:

Sprout Partners

Prominence Public Relation

Underground Creative

Cultural/Historical Resources

Century West Engineering

RGW Enterprises

Computer IT & Programming:

Tricity Computer Consulting

CBIT

Information Technology, Internet service & Telephone:

Steel Wheels, Co.

Grant Management:

RGW Enterprises
Maul Foster & Alongi

Century West Engineering
RH2 Engineering

Financial Consulting:

Hanford & Associates

Real Property Services:

HDR Engineering, Inc.

Tierra Right of Way Services, Ltd

Legal Services:

Gravis Law, PLLC

Public Relations:

HDR Engineering
Maul Foster & Alongi

Prominence Public Relations

Selection of Architects, Engineers and Consultants

DocuSigned by:


7048E427584C48C...
David Billetdeaux
Port Counsel

12/7/2022
Date

DocuSigned by:

A3267E873D504D9...
Diahann Howard
Executive Director

12/7/2022
Date


Ron Branine
Director of Facilities & Operations

12-7-22
Date

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

December 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 late summer 2023.
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 nearly complete. Lights on both runways should be on by Nov 10th. PAPI's and emergency generator aren't not planned to be delivered for several months.
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 This project completed. Will be removed from the list next month.
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 Annual Report Submitted, grant ends Oct 2023
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 Appraisal completed.

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

December 2022

Project		Description	Grants Pursued/Received	Comments
7	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 \$865,000 POB \$135,000	WSDOT approval received. Anticipate replacement in first half of 2023.
8	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.
9	Railroad Improvements - FRAP grant	Provide grant funding of railroad crossings, ties and rail	FRAP - \$1,000,000 POB \$250,000	Application submitted will know if moving forward in November
10	Consolidated Rail Infrastructure & Safety Improvement (CRISI)	"White Bluffs Rail" remaining crossings, ties, panels and rail	\$5-\$8M project 80%Fed/20%POB Match	Over \$1.4 billion available; application due December 1. Application in progress.
11	Washington State Department of Commerce Industrial Site Readiness	Per permitting, gravel, lighting and fencing submitted	\$500,000 state POB match \$1,000,000	Application submitted