

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 September 13, 2023 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., September 13, 2023

2140 Wine Country Road, Prosser, WA 99350

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. CONSENT AGENDA

1. Approval of Agenda
2. Approval of Minutes from the August 9, 2023 Commission Meeting
3. Approval of Minutes from the August 21, 2023 Special Commission Meeting
4. Approval of Vouchers and Certifications, Including Payroll for Month of August Totaling \$1,125,748.14
5. Approval of Project Fund Vouchers and Certifications for the Month of August Totaling \$5,110.52

D. PUBLIC COMMENT

E. PUBLIC HEARING

1. For the Purpose of Receiving Public Comment Concerning Declaring Property Excess to the Future Needs of the Port and the Advisability of Potential to Sell, Lease, Transfer or Otherwise Exchange Real Property and Improvements Owned by the Port and the City of Richland.

F. ITEMS OF BUSINESS

1. Resolution 23-30, A Resolution Amending the Comprehensive Plan of Improvements and Declaring Real Property Surplus in North Horn Rapids and Richland Business Park
2. Welcome and Update from Tom Glover, City of Prosser
3. Welcome and Update from John-Paul Estey, Prosser Chamber of Commerce
4. Welcome and Update from Neal Ripplinger, Prosser Economic Development Association
5. Welcome and Update from Melinda De Santo, Historic Downtown Prosser
6. Resolution 23-31, A Resolution of the Port of Benton Commission Regarding Travel Policies and Procedures
7. Resolution 23-32, A Resolution of the Port of Benton Commission Governing the Issuance of Charge Cards and the Payment of Charge Card Expenses for Travel and Other Business Expenses
8. Resolution 23-33, A Resolution Amending Resolution 23-23
9. Resolution 23-34, A Resolution of the Port of Benton Relating to a Disbursement Agreement for the Use of Rural County Capital Funds Between Benton County and the Port of Benton
10. Resolution 23-35, A Resolution of the Sale of Real Property and Authorizing a Purchase and Sale Agreement with HiLine Engineering, LLC

G. INFORMATION REPORTS

1. Grants Update

H. COMMISSIONER REPORTS/COMMENTS

I. DIRECTOR REPORTS/COMMENTS

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

J. EXECUTIVE SESSION

K. ADJOURNMENT

A Special Commission Budget Workshop will be held Monday, October 9, 2023 at 8:30 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Blvd., Richland, WA.

The next regular Port of Benton Commission meeting will be held on Wednesday, October 18, 2023 at 8:30 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Blvd., Richland, WA.

Visit portofbenton.com for notices and information.

PORT OF BENTON
COMMISSION MEETING MINUTES
August 9, 2023

A. CALL TO ORDER: The regular monthly meeting was called to order at 8:30 a.m. at the Port of Benton Commission meeting room, located at 3250 Port of Benton Boulevard, Richland, Washington.

PRESENT: Commissioner Christy L. Rasmussen; Commissioner Lori Stevens; Commissioner Roy D. Keck; Executive Director, Diahann Howard, PPM®, PPX®; Port Attorney, David Billetdeaux; Director of Real Estate, Teresa Hancock; Public Information Officer, Summers Miya; Director of Marketing, Wally Williams; Director of Facilities & Operations, Ron Branine; Accounting Clerk, Liz Renz; Airport Manager, Quentin Wright; Director of Finance, Jeff Lubeck; Senior Accountant, Veronica Serna; Scott Keller, Community Member; Mayor Pro Tem Theresa Richardson, City of Richland; Randy Slovic, Community Member

The following attendees attended via remote communications: Contract Specialist, Sheri Collins; Roger Wright, RGW Enterprises; Bryan Condon, Century West Engineering; Wendy Culverwell, Tri-City Herald; Joshua Lott, Anderson Perry; Nick Zamantakis, Columbia Rail; Project and Construction Manager, Bryan Bell

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 Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving the agenda for the August 9, 2023 Commission meeting, approval of minutes from the July 12 ,2023 Commission meeting, approval of vouchers and certifications, including payroll, for the month of July totaling \$920,287.05, approval of project vouchers and certifications for the month of July totaling \$30,253.92.

D. PUBLIC COMMENT:

There were no comments from the public.

E. ITEMS OF BUSINESS

1. White Bluffs Rail SR 240 Rail Crossing – Approval of Consultant Agreement – KPFF Consultants, \$164,788 Design of Improvements Only

Executive Director Diahann Howard stated that the approval of this consultant agreement with KPFF Consultants in the amount of \$164,788 for the design of improvements only for the White Bluffs Rail SR 240 rail crossing will allow KPFF to move forward with the design contract.

Howard reminded the Commission that these funds are tied to the federal grant of approximately \$865K and construction will likely take place in mid-2024.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving the consultant agreement for KPFF Consultants, \$164,788, design of improvements only.

2. Resolution 23-24, A Resolution of the Port of Benton Appointing the Port Finance Director as the Port Treasurer

Port Counsel David Billetdeaux stated that the finance team recently met with the Benton County treasurer's office and reminded the Commission that the treasurer's office does not do ACH because of a past fraud case. Billetdeaux stated that the Port, however, can do their own ACH if the Port appoints a treasurer.

Billetdeaux added that the Port would like to create a small account for ACH transactions only, which will help expedite payments to tenants and contractors. Billetdeaux noted that there is a bond of \$50K.

Billetdeaux noted that this does not change anything else and is a minor accounting change.

Director of Finance Jeff Lubeck added that this addition will cut down on float time and will move the Port into the modern era.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving Resolution 23-24, appointing the Port Finance Director as the Port Treasurer.

3. Resolution 23-25, A Resolution of the Port of Benton Authorizing Promotional Hosting Expenditures, Specifying Procedures Therefore and Superseding Resolution Numbers 67-1, 79-30, and 82-8

Port Counsel David Billetdeaux stated that it was recently discovered that the promotional hosting policy was last updated in 1982 and was created in 1967.

Billetdeaux added that the updated policy will bring the Port up to current day and also update the name of the auditor to Director of Finance, Jeff Lubeck.

Billetdeaux added that the grid provided in the meeting packet breaks down what is and isn't allowed per the updated policy, adding that the updated policy is forward-looking and added that year-by-year, money is set aside that is not required to be used, but is put in to the appropriate place.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 23-25, authorizing promotional hosting expenditures, specifying procedures therefore and superseding Resolution Numbers 67-1, 79-30, and 82-8.

4. Resolution 26-26, A Resolution Adopting Amendment of the Interlocal Cooperation Agreement and Bylaws of the Benton-Franklin Council of Governments

Port Counsel David Billetdeaux stated that Benton-Franklin Council of Government (BFCOG) started amending bylaws in 2020 and completed the updates in May 2023. Billetdeaux added that the updates do not affect the Port greatly, but did have outdated Port contacts. Billetdeaux added that former Commissioner Robert Larson has been removed as a contact and updated with the current president as the new liaison.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving Resolution 23-26, a resolution adopting an amendment of the Interlocal Cooperation Agreement and Bylaws of the Benton-Franklin Council of Governments.

F. INFORMATION REPORTS

1. Grants Update

Executive Director Diahann Howard pointed out that the grants report was included in the meeting packet and highlighted the following:

Item 9 – Washington State Department of Commerce – Evergreen Manufacturing Growth Grant, Completed, resulted in site visit. Reimbursement submitted to state and received. This item will be removed next month.

Item 16 – 2023-2025 State Capital Appropriation, Approved \$1,212,500 grant, completing cultural and environmental work prior to execution of contract. This project will be used to install 3,000 – 4,000 new ties in the Port's railroad track.

Item 17 – Tech Hubs, Letter of support submitted to EDA. Potential facility in north Richland. In alignment with advanced manufacturing, clean energy initiatives.

2. 2023 Budget Update

Director of Finance, Jeff Lubeck reviewed the agenda, noting he would provide a standard financial report, budget vs. actual update through June 30, 2023 and 2023 budget status update with a new detailed model.

Lubeck provided a PowerPoint presentation.

Lubeck displayed an visual of the financial status report with three columns that represent available, reserve and the project account, noting that the project account has steadily declined as project wraps up and the final bills are processed. Lubeck stated that there were no significant changes from the displayed graph to July 2023.

Lubeck provided an overview on recent cash activity:

- July 2023 cash receipts – general fund: \$960,245
- July 2023 cash disbursements – general fund: \$920,287
 - \$197K payroll-related
 - \$723K A/P
 - \$551K outstanding A/P as of 8/7/2023, higher due to insurance renewal upcoming in September
 - \$67K excluding insurance renewal, consistent

Lubeck provided an overview of current accounts receivable as well as an update on current major finance initiatives which include the Voyager – Intacct integration automation. Lubeck added that he is working with vendor and Columbia Basin IT on establishing secure file transfer protocol. Lubeck added that GASB 87 compliance is also a focus.

Lubeck noted that the CERB-130673 loan was fully paid off in July, which was a loan from July

2008 for \$205K for 2345 Stevens Drive building improvements.

Lubeck updated that he has established common account groups among departments, which enables easy tracking analysis at summary or detail level and will also the user to drill down account by account.

Lubeck announced that budget vs. actual reporting is now live in Intacct, which will now allow to easily compare operating revenues and operating expense budget to actual monthly, adding that next year the individual property level will be available to drill down into.

Lubeck provided an overview of total expenses by department, featuring the charges associated with the Facilities, Maintenance and Operations department.

Lubeck noted that it is important to capture cost at a detailed level and budget at a higher level, which allows for budgeting at a more detailed level.

Lubeck provided a look at a Budget to Actual Variance as of June 30, 2023.

- Operating revenues ahead of budget by \$1.0M (continuing trend of increased lease revenue)
- Operating expenses below budget by \$100K
- Operating revenues exceeding by OpEx by \$38,800
- Non-Operating revenues are \$2.5M below budget, highly related to capital reimbursements and timing of grants and loan
- Non-Operating outflows are \$197K under budget, timing of debt service payments
- Capital expenses are \$3.1M under budget, primarily timing of grant-funded projects
- Net inflows are \$1.9M ahead of budget, budgeted outflow was conservatively budgeted at \$1.1M, actual inflow of \$740K

Lubeck provided a detailed overview of lease revenue as of June 30, 2023, stating that operating revenues are ahead of budget by \$1.0M, primarily due to Bio-Gro, Interstate Concrete (aggregate) and Columbia Rail. Lubeck noted that Director of Real Estate Teresa Hancock is doing a great job at reevaluating leases and providing appropriate market rate adjustments.

Lubeck provided more detail on OpEx by department as of June 30, 2023, pointing out that there are some variances, which are trending above and due to how the Port budgets for labor and wages. Lubeck also pointed out that Crow Butte appears to be under budget, which accounts for the allotted staff not spending 100% of their time there and fewer camp hosts.

Lubeck noted that a better budget is better to manage and is also driving underspending in other departments.

Lubeck provided an overview of major Port capital items as of June 30, 2023:

- McKinstry assessment underway, no bills received yet. \$300K budgeted for 2023.
- Steptoe interchange effort starting soon, working with developer currently.
- Critical tie repair, started in July.
- Pavement maintenance at Westinghouse & Crow Butte, likely deferred to 2024, lease stipulations require completion in 2024. Postponed to offset rail expenditures.

Lubeck overviewed budgeted projects:

- Richland Airport CARB loan – hangar purchase, \$750K, possibly close in January 2024
- Richland Innovation Center - .09 funds, \$500K, timing of projects.
- Rail CRISI, \$8M request

- Rail SR240 crossing, National Highway Freight Program grant, \$865K with minimum Port match of \$135K
- Airports AIP projects, \$1.1M

Lubeck provided some mid-year takeaways, highlighting that the port is operating a balanced budget, managing conservatively, capital projects are picking up, ability to easily monitor expenses are in place and July and August results will drive 4th quarter decisions.

Lubeck provided an overview of the 2024 budget calendar, stating that 1:1 with Commission will take place the week of Sept. 18, adding:

- 10/9 – Budget workshop
- 10/19 – Budget released for public comment
- 11/8 – Commissioners approve budget
- 11/21 – Budget filed with county commissioners
- 11/21 – Certify levy amounts, (official deadline is 11/30)

Commissioner Keck complimented Lubeck, noting the use of graphs and charts, adding that a good project schedule allows for better forecasting.

Commissioner Rasmussen added that she appreciates the level of detail shows today, as it is so important and great to continue to assure the Port is transparent and clear.

G. COMMISSIONER REPORTS/COMMENTS

Commissioner Roy Keck announced that he attended the recent WPPA Commissioners Seminar and would like to share some of the reports that were shared during the meeting with the other Commissioners regarding a Commissioners roles and responsibilities, plus key takeaways from the event.

Commissioner Keck added that he would also like to share the recent TRIDEC board packet, as there is information on the formation of the nuclear caucus and the many other clean energy initiatives related to advanced clean energy and manufacturing that TRIDEC is currently involved in.

Commissioner Keck added that he felt the team did a great job hosting the recent tenant appreciation BBQ and is glad to see the event brought back.

Commissioner Lori Stevens thanked Commissioner Keck for sharing the presentations from the Commissioners Seminar.

Commissioner Keck stated that the Prosser Whiskey Festival is coming up on Saturday, August 26. Commissioner Stevens added that there has been discussion at recent Prosser Economic Development Association meetings about possible EV chargers coming to Prosser.

Commissioner Christy Rasmussen stated that the tenant appreciation BBQ was a fabulous event and felt it was a great opportunity, and fun, to meet the Port tenants.

Commissioner Rasmussen added that she attended the Benton City Chamber of Commerce July meeting, adding that Benton City is focusing on community events.

Commissioner Rasmussen stated that she attended the Chamber of Commerce's Diversity Summit, which consisted of an electric group from across the region. Rasmussen added that one of the messages from the day focused on inclusion and how to make all feel welcome and how to interact with

those who we do not share commonalities with.

Commissioner Rasmussen announced that she attended the nuclear caucus, which was a packed event and encompassed one end of energy to the other. Rasmussen stated that this was a great event that she enjoyed.

H. DIRECTOR REPORTS/COMMENTS:

1. AIRPORTS

Airport Manager Quentin Wright announced that that gates at Prosser Airport are scheduled to close on September 1, adding that an announcement header has been added to the Prosser Airport pages on the website, as well as the recent Airport eNews and emergency services. Wright noted that the new code corresponds with the current AWOS code.

Wright added that the closure of the gates comes after numerous events affecting the safety of the airport and the closure is more of a deterrent as the fence does not quite go around the entire airport.

Wright announced that he attended a kickoff meeting involving the City of Richland regarding an airport overlay district.

Wright added that the kickoff meeting with Century West for the design phase of many future airport projects took place yesterday and progress is in motion.

Wright stated that he attended the Moses Lake aviation caucus earlier in the month, which had a great turnout and displayed some of their VIP overhaul facilities. Wright added that a presentation on advanced manufacturing took place.

2. FACILITIES & OPERATIONS

Director of Facilities & Operations Ron Branine stated that parking lot painting and cleaning continues at the 2579 Stevens Drive facility.

Branine added that a 4" main irrigation line broke on Battelle Blvd. near Willow Pointe, which required an emergency repair. Branine added that additional irrigation pump repairs took place at Prosser Wine & Food Park and blowouts along Port of Benton Blvd.

Branine noted that there have been several HVAC-related issues due to the high temperatures in the last month. Branine stated that he has learned that many of the units installed during the pandemic are failing due to inadequate parts or assembly. Branine added that they have also run across warranty issues with finding used motors installed in new units, or units that were wired backwards.

Branine added that many trees surrounding Port-owned buildings have been trimmed and cleanup and organization throughout the shops continues.

Branine announced that the work order system is live, specifying that this allows them to use the "work order" side of the system, noting that training has started on the preventative maintenance, inspection and equipment modules. Branine added that the team has started inputting the limited asset data available to them into the system, which will allow tracking of the preventative maintenance schedules. Branine added that it is a great system and the team is molding it to fit Port operations.

Branine stated that 70 work orders have been added since the June meeting and there are 24 open work orders currently. Branine reminded the Commission that the current system is still only capturing 40% of what the department is doing.

Branine informed of two separate kiosk issues at Crow Butte Park that resulted in the kiosks being offline for a few days. Branine added that the facilities team worked with ParkingBoxx on a resolution, but several days of revenue were lost in the process. Branine added that he is working to determine if the part that failed is a normal failure, or if a backup kiosk is needed at the park to avoid future disruption.

Executive Director Diahann Howard explained that the HDR miscellaneous repair contract, which allows for repair work and inspection on rail joints needs an amendment, as there are several current projects, including the completion of design work at the Steptoe rail signal and the 2023 FRAP crossing projects at Airport Way, Saint Street and Kingsgate.

Howard noted that the amendment will bring HDR's total contracted work to \$246,336.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving an amendment to the HDR Miscellaneous contract which will allow for HDR to complete the design of the Steptoe rail signal and the 2023 FRAP crossing projects at Airport Way, Saint Street and Kingsgate. With amendment, total contract will change to \$246,336.

Howard added that the White Bluffs Storage & Archive facility has officially been turned over to WSU, as the project is complete.

Howard added that the American Rock Products (ARP) special use permit was approved and ARP has begun to move dirt and is placing berms around the excavation area. Howard added that ARP also plans to continue to complete reclamation of the approximately 100 acres north of their operations area, which is unanticipated revenue for the Port and will help regenerate the aggregate fee.

Commissioner Christy Rasmussen thanked the Port for continuing to protect taxpayer money.

3. REAL ESTATE

Director of Real Estate Teresa Hancock announced that she attended a Benton City Chamber event recently.

Hancock announced that she currently has three leases out for signature, which will result in unanticipated revenue for the Port.

Hancock added that appraisals in Prosser have been completed and the Hopp sale (2000 Logston Blvd., Richland) sale closed on 7/31/2023. Hancock added that the transition is taking place in phases, as there are logistics with the Port's lease with Central Plateau to be taken care of.

Hancock noted that she is involved in some minor title work with City of Richland.

4. MARKETING:

Director of Marketing Wally Williams announced that work has begun on the fall 2023 newsletter.

Williams added that he is involved in a project to update and replace a number of Port signs across the district and continues hosting several Triton tours a week.

Public Information Officer, Summers Miya took a moment to recognize that the Port is a sponsor of Benton City Daze, which will take place September 8-10, 2023.

Miya thanked the Commission for attending the tenant appreciation BBQ and also thanked Wally Williams for taking on the role of Triton tour guide during the event. Miya added that Port of Pasco sent nine employees to support the BBQ and all of them went on the Triton tour!

Miya informed the Commission that the Clore hosted the Bob Stevens Community Tribute the previous Saturday, as Stevens was an integral factor in the inception of the Clore and played a vital role in economic development initiatives in Prosser for many years. Miya added that nearly 200 people attended the event.

Miya stated that the Clore will be hosting the Wine Commission this week and has recently hosted Washington Tree Fruit and JM Smucker.

Miya noted that as Airport Manager, Quentin Wright stated earlier, a monthly airport eNews has been added to the eNews cycle and will hit inboxes the first Tuesday of the month going forward, adding that there is a lot of airport-related news that is important to share with tenants and users!

Miya announced that the first Entrepreneurial Awards committee meeting took place on 8/8 and the event will take place on Tuesday, November 7 in partnership with Richland Rotary and the other committee members that include: TRIDEC, Tri-City Regional Chamber, Fuse, Tri-Cities Hispanic Chamber and new to the committee this year, Benton-Franklin Workforce Development Council.

Miya stated that she has been invited to attend the USS Triton reunion in October, where she will have the opportunity to present on what Triton is up to today, future plans and also provide a rendering of a plaque that displays all Triton submariners listed, which is nearly 900. Miya added that the Veterans have expressed an interest to assist with the plaque and Miya hopes to plan an event to unveil the plaque in 2024.

Miya added that the communications team is working on a plan to add video interviews/success stories to the website, so stay tuned for more information and updates on that project.

5. FINANCE DIRECTOR:

Director of Finance Jeff Lubeck stated to the Commission that his updates were included in the earlier budget update.

Executive Director Diahann Howard took the opportunity to compliment Jeff Lubeck for the efforts he has put forth related to finance. Howard added that Lubeck also has taken the initiative to take the lead on follow-up from the SAO Lean process the team went through in June, adding that Lubeck will work on a process plan with “next steps” and continue to have conversations that clarify roles and responsibilities.

6. PORT ATTORNEY:

Port Attorney David Billetdeaux informed the Commission that Banner Bank is in need of minutes with clear language identifying contacts and users for Port credit cards.

Billetdeaux stated that he is seeking a motion for the Port Commission to remove Danielle Connor as a credit card contact, and Jeff Lubeck and Veronica Serna are added as credit card contacts and Jeff Lubeck, Veronica Serna and Bryan Bell are added as credit card holders with Banner Bank.

Billetdeaux added that these measures are related to heightened security initiatives.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving that the Port Commission moves to remove

Danielle Connor as a credit card contact, and Jeff Lubeck and Veronica Serna are to be added as credit card contacts and Jeff Lubeck, Veronica Serna and Bryan Bell are added as credit card holders.

Billetdeaux explained that he would be seeking another motion related to HDR Engineers. Billetdeaux noted that no additional money would be added to any of the contracts, as the motion will only ask to partner with Tapteal Properties, LLC for the Steptoe design process to move forward, and \$35K is expected to be expensed by the Port in design, submittal review, and inspection with a total Port contribution of \$100K for the project.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving a contract to move forward with Tapteal Properties, LLC for the Steptoe design process, for a total of \$100K, with \$35K for equipment.

Billetdeaux added that he learned earlier that morning that he was selected to serve on the Judicial Records Committee, which is involved in selected all federal judges for the state of Washington.

7. EXECUTIVE DIRECTOR:

Executive Director Diahann Howard announced that she recently had a 1:1 with Senator Murray's office as a follow-up on the Port rail, adding that the Northwest Seaport Alliance has submitted a letter of support related to rail to the Federal Department of Transportation, with an outcome expected within 60 days, adding that it is not uncommon to take several tries before receiving funding.

Howard stated that she met with Joan Giese of WSU Tri-Cities regarding the small business, workforce development program and sponsorship, adding that the Port would like to continue supporting these efforts.

Howard added that she recently met with two local Small Business Development Council representatives, who are involved in import/export and also agriculture and local business. Howard added that this is such an important service to provide to the community and it is great to have them back. Howard added that she offered office space in Richland and Prosser for any meetings in the Port district, as the Port will continue to support their economic development efforts.

Howard stated that the Port recently hosted a portion of the visit Japanese leaders, who were in the area for a reconstruction agency meeting. Howard added that the Port also hosted the Northwest Seaport Alliance and also presented to Prosser Rotary.

Howard added that Noel Schulz has been named director of the Institute for Energy Futures, which is a phenomenal opportunity for the region.

Howard stated that Atlas Agro continues to proceed forward with their permitting and City of Richland and recently a great discussion was held with the Tribes and LIGO.

Howard added that she will attend the upcoming ECA Manhattan Project National Historical Park meeting in Los Alamos, where Commissioner Rasmussen will be participating in the Hanford Community update.

Howard stated that Framatome is expecting to host a global site visit in the coming weeks, where a possible announcement tied to fuels will be made.

Howard added that she has been invited by AAPA / American Bureau of Shipping, to present at the Washington DC meeting in September on the role of advanced nuclear technologies in maritime energy transition, adding that this trip is an unbudgeted item.

Howard added that the Prosser leadership dedication event will take place this Friday.

Howard provided maps to the Commission and attendees of 2579 Stevens Drive, American Rock

and surrounding area, that highlighted the upcoming tour.

I. EXECUTIVE SESSION: The regular Commission meeting was recessed at 9:53 a.m. with an announcement that an Executive Session was not needed.

J. BREAK: Teleconference and Zoom options were terminated after an announcement was made that the next regularly scheduled Commission meeting would be held on Wednesday, September 13, 2023 at 8:30 a.m. at the Walter Clore Wine & Culinary Center, located at 2140 Wine Country Road, Prosser. It was noted that a Special Commission Meeting would take place on Monday, August 21 at 3 p.m. at the Port of Benton Commission meeting room, located at 3250 Port of Benton Blvd., Richland.

K. TOUR OF NORTH RICHLAND PROPERTY: Open to public attendance. No action was taken during or after the public tour of 2579 Stevens Drive and surrounding area.

L. ADJOURNMENT: The meeting was adjourned at 11:55 a.m. at the conclusion of the tour of North Richland property.

Lori Stevens
Commission Secretary

**PORT OF BENTON
SPECIAL COMMISSION MEETING
AND PUBLIC HEARING MINUTES
AUGUST 21, 2023**

- A. CALL TO ORDER:** The Port of Benton Special Commission Meeting was called to order at 3:00 p.m. at the Port of Benton Commission meeting room, 3250 Port of Benton Boulevard, Richland, Washington.

PRESENT: Commissioner Christy Rasmussen; Commissioner Roy Keck; Commissioner Lori Stevens; Executive Director, Diahann Howard; Port Attorney, David Billetdeaux; Director of Finance, Jeff Lubeck; Public Information Officer, Summers Miya; Director of Facilities & Operations, Ron Branine; Construction Project Manager, Bryan Bell; Director of Real Estate, Teresa Hancock; Airport Manager, Quentin Wright; Accounting Clerk, Liz Renz

THE FOLLOWING PARTICPATED VIA REMOTE COMMUNICATIONS: Sara Schilling, Tri-Cities Area Journal of Business

- B. PLEDGE OF ALLEGIANCE:** Commissioner Lori Stevens led those present in reciting the Pledge of Allegiance.

C. PUBLIC COMMENT:

There were no comments from the public.

D. PUBLIC HEARING:

Commission President Christy Rasmussen opened the public hearing at 3:03 p.m.

1. For the Purpose of Receiving Public Comment Concerning Amending the Comprehensive Scheme of Harbor Improvements for the Possibilities of Building Improvements at Richland Airport, finding land surplus to Port needs, and land transfer exchanges with the City of Richland.

Port Attorney David Billetdeaux explained that the discussion today pertains to the 1845 Terminal Drive building at Richland Airport, which will be discussed in more detail when the first item of business is explained. The building is an improvement owned by Bob and Cheryl Moe, on Port land. When the Port may be expending money on land, buildings, improvements, etc., the Port needs to update the Comprehensive Scheme of Harbor Improvements, and to do that, we hold a public hearing with proper notice to seek any comments or concerns from the public.

Billetdeaux stated that the other item pertains to the Special Joint Workshop held in June with the City of Richland City Council and a potential land transfer or exchange between the Port and the City, and highlighted the potential areas of land to be transferred/exchanged.

Billetdeaux added that the Port would like to seek public comment, as well as be prepared and ready if further movement is taken on these items.

Billetdeaux stated that this will ultimately place the land in surplus, which will then be brought forward in more detail at a future meeting.

Commission President Christy Rasmussen closed the public hearing at 3:06 p.m.

E. ITEMS OF BUSINESS:

1. Resolution 23-27, A Resolution for the Acquisition of Real Property at the Richland Airport, 1845 Terminal Drive

Port Attorney David Billetdeaux explained that the acceptance of Resolution 23-27 allows the Port to amend the Comprehensive Scheme of Harbor Improvements by adding real property.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 23-27, A Resolution for the Acquisition of Real Property at the Richland Airport, 1845 Terminal Drive.

2. Resolution 23-28, A Resolution of the Port of Benton authorizing the acquisition of real property/leasehold improvements, Robert & Cheryl Moe.

Director of Real Estate Teresa Hancock explained that 1845 Terminal Drive is the original airport terminal constructed in 1977 and this resolution is an administrative piece which will allow the Port to move forward with the potential purchase of the building. Hancock added that the building has been held privately for a number of years. Hancock stated that it is a great opportunity for the Port to pursue purchase, as the building can prove to be a viable revenue source for the Port.

Executive Director Diahann Howard added that the acceptance of this resolution will also show the CARB board that all steps have been taken and the correct documents are in place, as the Port may consider pursuing a \$1.1M loan from CARB for this purchase.

Howard added that applicable reports, including tenant list, rent roll, etc. have been obtained and added that the building has many possibilities, including a future space for a new pilot's lounge. Howard added that the building currently serves as office space and future plans may consider an aviation and office space combination to support growth of the airport.

Howard stated that if the Port does obtain the building, proper time will be taken for the future planning.

Port Attorney Billetdeaux added that any purchase and/or sale is contingent on receipt of the CARB loan.

Airport Manager Quentin Wright added that the purchase and revitalization of the building fits with the current airport master plan.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving Resolution 23-28, A Resolution of the Port of Benton authorizing the acquisition of real property/leasehold improvements, Robert & Cheryl Moe.

3. Resolution 23-29, A Resolution of the Port of Benton to Amend the Comprehensive Scheme of Harbor Improvements

Port Attorney David Billetdeaux stated that this item is a follow-up from the public hearing and allows the Port the ability to transfer an exchanged between City of Richland and Port of Benton, adding that the acceptance of this resolution puts the land into the Comprehensive Scheme of Harbor Improvements.

Visuals were provided to the Commission and Executive Director Diahann Howard featured the

Special Commission Meeting & Public Hearing
Minutes
August 21, 2023

City and Port land that would be exchanged, adding that the Port land in the North Horn Rapids (1,341 acres) does not involve any land that Atlas Agro is considering.

Howard added that some of the City land is next to American Rock land, which further puts the Port in a good position in moving forward.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 23-29, A Resolution of the Port of Benton to Amend the Comprehensive Scheme of Harbor Improvements

4. Award of Port of Benton Blvd. East Lane Repair Project – Inland Asphalt

Construction Project Manager Bryan Bell explained that this project pertains to the northbound lane of Port of Benton Blvd. from University St. to Hill St., and will be the first section of three to be repaired, with the other sections to be repaired in later years.

Bell added that this project will focus on 15,400 feet of road that is failing and in need of repair. Bell added that they will also investigate the reason for the road failure, which may be due to running water. Bell clarified that the issues were not from a construction defect.

Bell stated that bids were received for the Port of Benton Blvd. East Lane Repair Project and the Port would like to move forward with a contract for \$96,890 plus \$8,429.43 in tax for a total of \$105,319.43 to Inland Asphalt.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving the award of the Port of Benton East Lane Repair project to Inland Asphalt for a total of \$105,319.43.

F. EXECUTIVE SESSION: The regular Commission meeting was recessed at 3:19 p.m. and an Executive Session was convened at 3:21 p.m. to discuss real estate for 15 minutes. It was noted that if any action was required, Commissioners will reconvene the regular meeting and bring forward any item at that time.

G. ADJOURNMENT: With no further business, the meeting was adjourned at 3:36 p.m. with an announcement that the next regularly scheduled Commission meeting would be held on Wednesday, September 13, 2023, at 8:30 a.m. at the Walter Clore Wine & Culinary Center, located at 2140 Wine Country Rd., Prosser, Washington.

Lori Stevens
Commission Secretary

**Port of Benton, Benton County, Washington
Voucher Certification and Approval
for the Month of August 2023**

General Expenses

Accounts Payable Warrants #:	81865	-	82014	\$	947,295.33
Electronic Payments:				\$	3,616.29
Total General Expenses				\$	<u>950,911.62</u>

Payroll

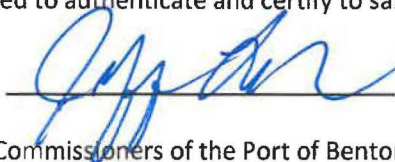
Direct Deposit:				\$	
ACH				\$	104,655.36
Electronic Payments:					
IRS Payroll Tax Deposit				\$	38,759.28
Other Payroll Related Payments				\$	31,421.88
Total Payroll				\$	<u>174,836.52</u>

Total General Expenses and Payroll

\$ 1,125,748.14

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 _____, 2023.

President

Vice President

Secretary

Company name: Port of Benton
Report name: Check register
Created on: 9/6/2023

Bank	Date	Payee	Document no.	Amount
BCT MAIN - KeyBank National Association Account no: 6631-6601101				
	8/3/2023	VEN00006--ABADAN, INC	81865	589.68
	8/3/2023	VEN00015--AIREFCO, INC.	81866	1,213.41
	8/3/2023	VEN00035--ASSOCIATION OF WASHINGTON BU	81867	379.00
	8/3/2023	VEN00469--CENTURY WEST ENGINEERING COR	81868	17,557.93
	8/3/2023	VEN00083--CENTURYLINK	81869	106.89
	8/3/2023	VEN00087--CHUKAR CHERRY CO.	81870	296.92
	8/3/2023	VEN00290--CI-PW, LLC (Paradise Bottled Water	81871	44.52
	8/3/2023	VEN00089--CITY OF RICHLAND	81872	193.91
	8/3/2023	VEN00074--CIVIL AIR PATROL MAGAZINE	81873	705.00
	8/3/2023	VEN00113--CROWN PAPER & JANITORIAL INC.	81874	924.43
	8/3/2023	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	81875	354.36
	8/3/2023	VEN00149--EFC EQUIPMENT FEED PET SUPPLY	81876	16.29
	8/3/2023	VEN00162--FARMERS EXCHANGE	81877	234.69
	8/3/2023	VEN00009--GEO WAY ACE HARDWARE	81878	61.04
	8/3/2023	VEN00419--GRAINGER	81879	27.05
	8/3/2023	VEN00231--KENNEWICK INDUSTRIAL & ELECTR	81880	565.35
	8/3/2023	VEN00644--LEAF	81881	197.07
	8/3/2023	VEN00258--MOON SECURITY SERVICES, INC	81882	1,938.09
	8/3/2023	VEN00262--MR. ROOTER PLUMBING	81883	2,040.32
	8/3/2023	VEN00272--NORTHWEST RENTALS	81884	25.79
	8/3/2023	VEN00549--ORCHARD & VINEYARD SUPPLY, LLC	81885	1,811.08
	8/3/2023	VEN00302--PLATT ELECTRIC SUPPLY, INC	81886	47.76
	8/3/2023	VEN00305--POCKETINET COMMUNICATIONS, IN	81887	240.00
	8/3/2023	VEN00398--TRI-CITY SIGN & BARRICADE	81888	48.92
	8/3/2023	VEN00129--WASHINGTON STATE DEPT OF ENTI	81889	1,080.00
	8/3/2023	10004--Moore, Jeffrey	81890	24.99
	8/11/2023	VEN00209--4IMPRINT, INC	81891	2,162.05
	8/11/2023	VEN00044--BENTON PUD	81892	2,608.11
	8/11/2023	VEN00597--BUSINESS RADIO INC	81893	1,087.00
	8/11/2023	VEN00075--CASCADE NATURAL GAS CORP	81894	174.23
	8/11/2023	VEN00290--CI-PW, LLC (Paradise Bottled Water	81895	34.75
	8/11/2023	VEN00071--CITY OF PROSSER	81896	6,656.72
	8/11/2023	VEN00077--COLUMBIA BASIN IT	81897	2,520.46
	8/11/2023	VEN00105--CONNELL OIL, INC	81898	2,255.01
	8/11/2023	VEN00107--COOK'S ACE HARDWARE	81899	99.02
	8/11/2023	VEN00639--CWW LLC (COLUMBIA RAIL)	81900	3,691.52
	8/11/2023	VEN00009--GEO WAY ACE HARDWARE	81901	38.02
	8/11/2023	VEN00196--HARBOR FREIGHT TOOLS, INC.	81902	42.34
	8/11/2023	VEN00223--JOHNSTONE SUPPLY	81903	241.34
	8/11/2023	VEN00510--LIFESECURE INSURANCE COMPANY	81904	1,666.66
	8/11/2023	VEN00245--LUKE'S CARPET	81905	194.66
	8/11/2023	VEN00499--MID-COLUMBIA COMMERCIAL DOOF	81906	217.40
	8/11/2023	VEN00253--MINUTEMAN PRESS OF KENNEWICK	81907	1,020.35
	8/11/2023	VEN00648--ONPOINT COMMUNICATIONS, LLC	81908	13,000.00
	8/11/2023	VEN00471--OSBORN CONSTRUCTION & DESIGN	81909	1,016.36
	8/11/2023	VEN00302--PLATT ELECTRIC SUPPLY, INC	81910	776.10
	8/11/2023	VEN00326--RGW ENTERPRISES P.C. INC	81911	15,080.00
	8/11/2023	VEN00614--STRATEGIC GOVERNMENT RESOURC	81912	2,244.72
	8/11/2023	VEN00390--TIRE FACTORY	81913	14.98
	8/11/2023	VEN00298--TRI-CITY COMPUTER CONSULTING I	81914	1,902.25
	8/11/2023	VEN00402--UNDERGROUND CREATIVE, LLC	81915	1,750.00
	8/11/2023	VEN00414--VERIZON	81916	1,673.26
	8/11/2023	VEN00532--VIC'S AUTO PARTS & SUPPLY	81917	13.03
	8/11/2023	VEN00444--WASHINGTON STATE DEPT OF LABO	81918	50.00
	8/11/2023	VEN00140--WASHINGTON STATE DEPT OF TRAI	81919	364.00

8/30/2023	VEN00006--ABADAN, INC	81980	293.72
8/30/2023	VEN00038--BANNER BANK - Credit Card	81981	14,929.31
8/30/2023	VEN00044--BENTON PUD	81982	73.37
8/30/2023	VEN00075--CASCADE NATURAL GAS CORP	81983	14.11
8/30/2023	VEN00083--CENTURYLINK	81984	106.93
8/30/2023	VEN00105--CONNELL OIL, INC	81985	2,123.04
8/30/2023	VEN00107--COOK'S ACE HARDWARE	81986	238.05
8/30/2023	VEN00113--CROWN PAPER & JANITORIAL INC.	81987	161.05
8/30/2023	VEN00120--DBT TRANSPORTATION SERVICES L	81988	2,941.50
8/30/2023	VEN00143--DSD BUSINESS SYSTEMS	81989	35,229.12
8/30/2023	VEN00147--ECOMODUS, LLC	81990	1,798.99
8/30/2023	VEN00166--FERGUSON ENTERPRISES, INC.	81991	375.15
8/30/2023	VEN00172--FOSTER GARVEY PC	81992	411.00
8/30/2023	VEN00009--GEO WAY ACE HARDWARE	81993	285.95
8/30/2023	VEN00540--GLACIER SUPPLY GROUP, LLC	81994	4,096.00
8/30/2023	VEN00419--GRAINGER	81995	219.05
8/30/2023	VEN00196--HARBOR FREIGHT TOOLS, INC.	81996	74.97
8/30/2023	VEN00201--HEALTH CARE AUTHORITY	81997	35,181.20
8/30/2023	VEN00231--KENNEWICK INDUSTRIAL & ELECTR	81998	358.39
8/30/2023	VEN00291--KENNEWICK RANCH AND HOME	81999	391.29
8/30/2023	VEN00644--LEAF	82000	205.08
8/30/2023	VEN00585--LENNOX INDUSTRIES INC.	82001	313.34
8/30/2023	VEN00380--MCCLATCHY COMPANY	82002	276.40
8/30/2023	VEN00499--MID-COLUMBIA COMMERCIAL DOOF	82003	590.24
8/30/2023	VEN00258--MOON SECURITY SERVICES, INC	82004	948.94
8/30/2023	VEN00471--OSBORN CONSTRUCTION & DESIGN	82005	2,755.55
8/30/2023	VEN00305--POCKETINET COMMUNICATIONS, IN	82006	240.00
8/30/2023	VEN00663--PURI-WELDING & FABRICATION LLC	82007	2,946.06
8/30/2023	VEN00636--SENSKE LAWN & TREE CARE LLC	82008	12,682.95
8/30/2023	VEN00359--STEEBER'S LOCK SERVICE, LLC	82009	96.74
8/30/2023	VEN00385--THE HOME DEPOT CRC/GECF	82010	2,340.71
8/30/2023	VEN00346--THE SHERWIN-WILLIAMS CO.	82011	263.90
8/30/2023	VEN00376--TRI-CITY REGIONAL CHAMBER	82012	270.00
8/30/2023	VEN00488--ULTRA-CHEM, INC.	82013	613.25
8/30/2023	VEN00440--WASHINGTON PUBLIC PORTS ASSO	82014	405.00
8/4/2023	VEN00215--INTERNAL REVENUE SERVICE	8042023	20,754.24
8/18/2023	VEN00215--INTERNAL REVENUE SERVICE	8182023	18,005.04
8/25/2023	VEN00239--WASHINTGON STATE DEPT OF REVI	B&O07-2023	3,616.29
8/22/2023	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP0804223	3,892.46
8/8/2023	VEN00268--NATIONWIDE RETIREMENT SOLUTIO	NW080423	2,303.43
8/24/2023	VEN00268--NATIONWIDE RETIREMENT SOLUTIO	NW081823	2,302.68
8/21/2023	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS072023	22,923.31
Total for BCT MAIN			1,021,092.78

**Port of Benton, Benton County, Washington
Voucher Certification and Approval
for the Month of August 2023**

Project Fund

Accounts Payable Warrants #	900082	-	900088	\$	5,110.52
Electronic Payments				\$	-
Total Project Fund Expenses				\$	<u>5,110.52</u>
Total Project Fund Expenses				\$	<u><u>5,110.52</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 _____, 2023.

President

Vice President

Secretary

Company name:

Report name:

Created on:

Bank

Port of Benton

Check register

9/6/2023

BCT PROJECT - KeyBank National Associatio

Date

Account no: 6634-6601401

	Payee	Document no.	Amount
8/3/2023	VEN00009--GEO WAY ACE HARDWARE	900082	91.29
8/11/2023	VEN00326--RGW ENTERPRISES P.C. INC	900083	3,913.46
8/11/2023	VEN00359--STEEBER'S LOCK SERVICE, LLC	900084	44.55
8/17/2023	VEN00588--IC CONSULTING CORPORATION	900085	270.00
8/30/2023	VEN00038--BANNER BANK - Credit Card	900086	23.88
8/30/2023	VEN00499--MID-COLUMBIA COMMERCIAL DOOF	900087	118.22
8/30/2023	VEN00385--THE HOME DEPOT CRC/GECF	900088	649.12

Total for BCT PROJECT

5,110.52

RESOLUTION NO. 23-30
A RESOLUTION AMENDING THE COMPREHENSIVE PLAN OF
IMPROVEMENTS AND DECLARING REAL PROPERTY SURPLUS
IN NORTH HORN RAPIDS AND RICHLAND BUSINESS PARK

WHEREAS, it is the Port's mission to encourage private sector investment within the Port District in a manner which will foster economic development, trade, and tourism within the district, supporting community strategic objectives; and

WHEREAS, the Port of Benton desires to amend the Comprehensive Scheme of Harbor Improvements to make available portions of real property within the North Horn Rapids and Richland Business Park areas in the intent that they may be transferred or exchanged, and to amend the Comprehensive Scheme of Harbor Improvements to reflect the acquisition of real property and/or improvements from the City of Richland; and

WHEREAS, on August 9, 2023 and on September 13th, 2023, the Port Commission held a public hearing to take comment on the advisability of amending the Comprehensive Scheme of Harbor Improvements for real property determined no longer needed for Port purposes as well as the potential acquisition of real property owned by the City of Richland; and

WHEREAS, the Port Commission having considered the public comments, staff recommendations and the interest of the constituents of the Port of Benton, the Port Commission finds:

1. It is appropriate and in the best interests of the Port of Benton and its constituents for the Port to amend the Comprehensive Scheme of Harbor Improvements to remove the real property described in Exhibit 1; and,
2. The real property is deemed excessive to the Port's needs and will further support and enhance the Port's economic development mission by facilitating the development and utilization of property to be acquired via transfer, interlocal, or other form of agreement from the City of Richland; and,
3. It is appropriate and in the best interests of the Port of Benton and its constituents for the Port to amend the Comprehensive Scheme of Harbor Improvements to acquire the real property described in Exhibit 1. The real property received from the transfer or exchange of the property will allow the Port to pursue further economic development opportunities within the District; and,
4. The Port's Executive Director is authorized to continue negotiations with the City of Richland to facilitate a land exchange as described, or portions of land as described, on Exhibit 1.

IT IS HEREBY RESOLVED that the Port of Benton Commission hereby authorizes the Executive Director to negotiate with the City of Richland and execute any documents necessary to facilitate the transfer or exchange of real property as provided by law in the best interest of the Port of Benton.

ADOPTED BY THE PORT OF BENTON COMMISSION this 13th day of September, 2023.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

EXHIBIT 1
To RESOLUTION NO. 23-30
LEGAL DESCRIPTION

The real property, located in City of Richland, Benton County, Washington, described as follows:

PORT OF BENTON PARCEL NO. 127081013570001 (ALL)

LOT 1, SHORT PLAT 3570, RECORDED UNDER AUDITOR'S FILE NUMBER 2018-016835, RECORDS OF BENTON COUNTY, WASHINGTON.

CONSISTING OF APPROXIMATELY 11 ACRES

PORT OF BENTON PARCEL NO. 103084000001000 & 134183000001000 (ALL)

PARCEL "B" AS DESCRIBED IN DEED RECORDED UNDER AUDITOR'S FILE NUMBER 2019-018734, RECORDS OF BENTON COUNTY, WASHINGTON.

CONSISTING OF APPROXIMATELY 503 ACRES

LESS ANY PORTION OF THAT PROPOSED LEASED NEGOTIATED WITH TUCCI POWER (+/-300-340 ACRES)

PORT OF BENTON PARCEL NO. 110081000001004 (PORTION)

A PORTION OF THAT PARCEL "C" AS DESCRIBED IN DEED RECORDED UNDER AUDITOR'S FILE NUMBER 2019-018734, RECORDS OF BENTON COUNTY, WASHINGTON.

CONSISTING OF APPROXIMATELY 110 ACRES

CITY OF RICHLAND PARCEL NO. 1128081000002023 (ALL)

A PORTION OF THAT PARCEL AS DESCRIBED IN DEED RECORDED UNDER AUDITOR'S FILE NUMBER 2021--022784, RECORDS OF BENTON COUNTY, WASHINGTON.

CONSISTING OF APPROXIMATELY 244 ACRES

CITY OF RICHLAND PARCEL NO. 13408200000800 (ALL)

A PORTION OF THE EAST 780 FEET OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 10 NORTH, RANGE 28 EAST, W.M., LYING SOUTH OF SNYDER ROAD AND NORTH OF SAINT STREET, EXCEPT THE SOUTH 415.94 FEET MORE OR LESS.

CONSISTING OF APPROXIMATELY 17 ACRES

EXHIBIT 1
To RESOLUTION NO. 23-30

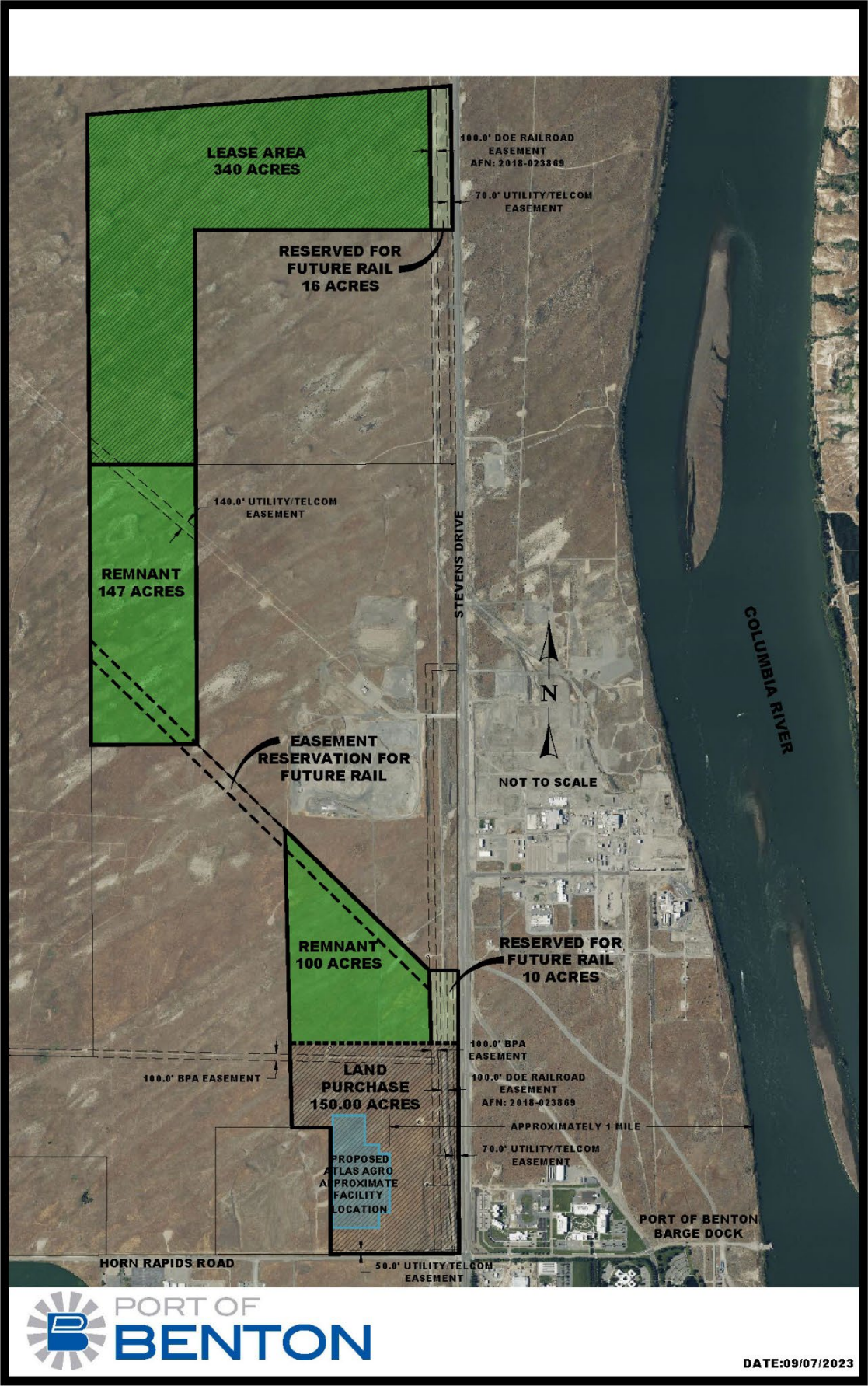
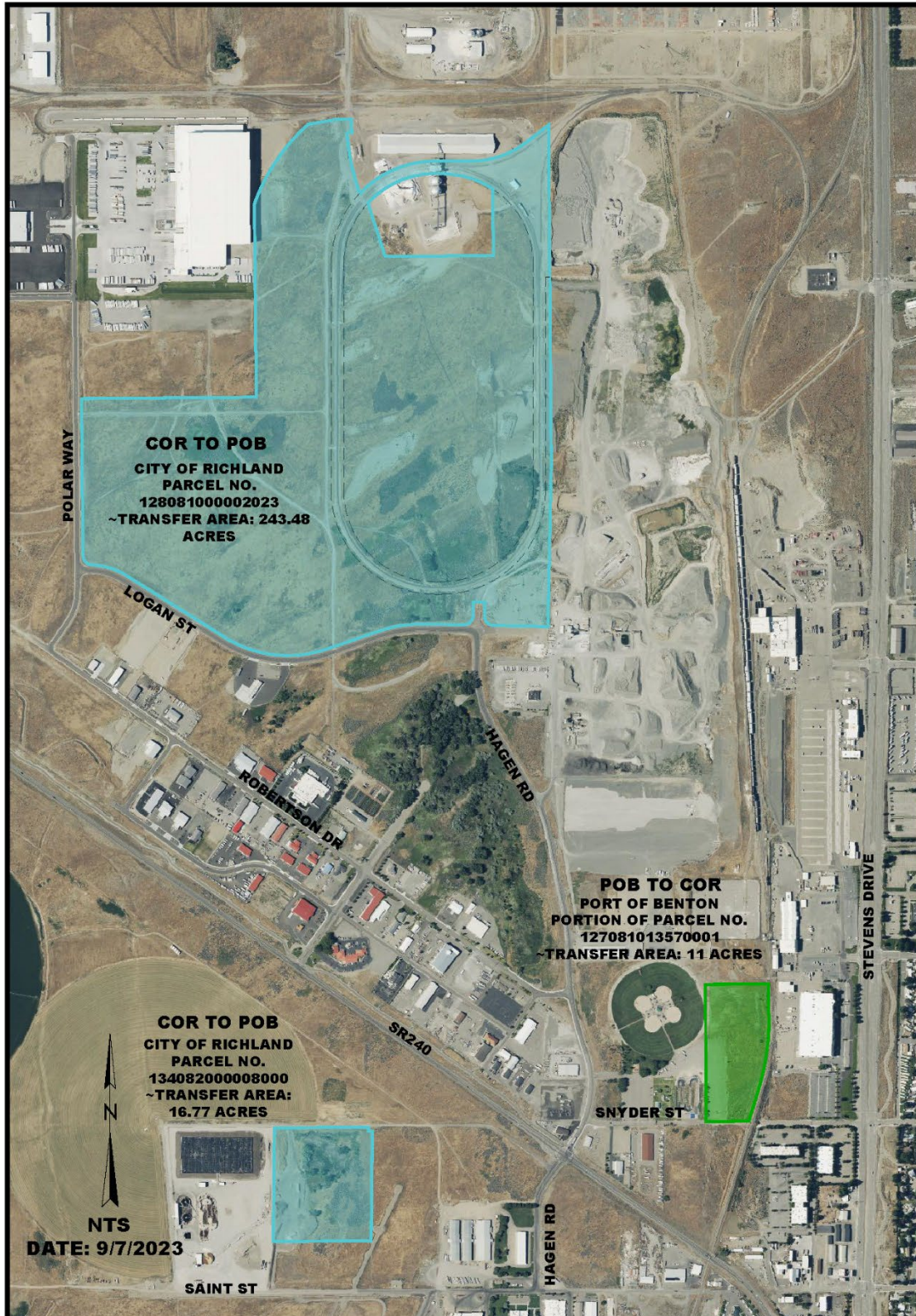


EXHIBIT 1 (cont.)
To RESOLUTION NO. 23-30



RESOLUTION 23-31

A RESOLUTION OF THE PORT OF BENTON COMMISSION REGARDING TRAVEL POLICIES & PROCEDURES

WHEREAS, Commissioners and employees of the Port of Benton routinely are engaged in official activities on behalf of the Port, and

WHEREAS, often times those official business activities involve travel, and

WHEREAS, the Port wishes to comply with all federal, state and local laws governing the travel by employees; and

WHEREAS, this Resolution of the Port of Benton supersedes all previous resolutions on this subject, establishes the basic rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers, employees and representatives;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF BENTON, AS FOLLOWS:

1. Resolution 14-02 is hereby repealed.
2. Port Commissioners and employees are expected to exercise prudent judgment when incurring expenses on behalf of the Port. These policies and procedures shall provide clear and cogent rules for employees and Commissioners to follow so that they may remain good stewards of public funds.
3. The Executive Director or her designee shall adopt such additional procedures, from time to time, as may be necessary or desirable to implement the provisions of this resolution.
4. The attached Travel Policy & Procedures are hereby approved.

ADOPTED by the Port Commission of the Port of Benton at a regular meeting thereof held this 13th day of September, 2023.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

PORT OF BENTON

TRAVEL POLICY & PROCEDURES

I. PURPOSE

This policy applies to Port of Benton Commissioners and Port employees traveling or incurring expenses on Port business.

The purpose of this policy is to define allowable Port business expenses and establish protocols for incurring and obtaining reimbursement for reasonable travel, local Port business expenses, and educational expenses when engaged in official Port business. It is expected that costs incurred are reasonable and necessary. It is also the purpose of this policy to comply with various RCWs for payment of claims for expenses (RCW 42.24), and to comply with RCW 53.08 which relates to reimbursement of expenses for Commissioners. This Travel Policy supersedes all previous Port of Benton Travel Policies and supplements the Port's Credit And Charge Card Use Policy & Procedures [Resolution 23-32].

II. POLICY

It is the policy of the Port that all Commissioners and employees of the Port of Benton (hereafter, collectively referred to as "Port Personnel") shall receive their reasonable and necessary travel and other business expenses when engaged in official Port business.

III. PROCEDURE OVERVIEW

As a general rule, all travel and business expenses must be claimed by the person incurring the expenses. Itemized receipts are required along with supporting documentation. If expenses also cover other Port Personnel, then the documentation must clearly show who participated in the event/meal. In the event the Port has prepaid expenses for which services are not ultimately rendered, the Port Commissioner or employee is responsible to obtain the related charges or refunds. This normally occurs in connection with pre-paid transportation or accommodation expenses, where the itinerary or method of travel may require last-minute changes after purchase and payment.

Travel expenses while on Port business should be paid for using the Port issued charge card if available. If a Port charge card is not available, Port Personnel may pay travel expenses with a personal credit card, cash, or check and thereafter make a claim for reimbursement. A detailed receipt is required in addition to the form of payment (credit card slip, cancelled check).

Travel advances may be obtained by submitting an authorized Travel Advance Request Form to the accounting department. Expense details must be accounted for on a Travel-Expense Claim Form to settle the advancement of funds with the actual expenses incurred during the course of travel.

IV. TRAVEL PLANNING

- a. Authorization: Port employee travel outside of the State of Washington, Oregon, or Idaho must be approved in advance, and approval should be in writing, by the Executive Director. Employee travel within Washington, Oregon, and Idaho must be approved in advance, and may be approved verbally or in writing by the department director or the Executive Director. In the event travel is authorized verbally, the signed and approved Travel Expense Claim form will serve as proof of authorization.

Commissioner travel within Washington, Oregon, and Idaho does not require approval from the Port Commission. Commissioner travel outside Washington, Oregon, and Idaho must be approved in advance by the Port Commission. Port Personnel travel expenses in excess of \$10,000.00 per individual must receive prior Commission approval.

- b. Domestic Travel: Travel within the United States is treated as domestic travel for purposes of this policy.
- c. International Travel: All international travel, including Canada, must be authorized in advance by:
 - i. the Executive Director as to Port employees
 - ii. the Port Commission, in an open public meeting, as to Commissioners.

Please see 'Section XI. Travel Insurance' for further guidance.

- d. Travel Rewards Programs: Travel reward programs such as frequent flier mileage, certificates for travel when bumped from a flight and hotel points programs are recognized as the Port Personnel's personal property. In no instance should the acquisition of such rewards cause the Port to incur additional expenses.

V. ALLOWABLE EXPENSES

- a. Receipts and Documentation: In general, itemized receipts are required for all expenses over \$25. Original receipts and supporting documentation must be retained for six years to comply with the State of Washington records retention schedule. The Port business purpose and location for all expenditures must be explained and documented.
- b. Business Travel Combined with Personal on non-Port Travel: Personal/non-Port charges on Port charge cards by Port Personnel constitute a lending of the Port's credit, and thus are strictly prohibited. Any misuse that results in a suspected or actual loss will be

reported to the State Auditor's Office and could include revocation of the charge card and other progressive measures as deemed appropriate.

- c. Clear Separation Between Port Business and Non-Port Business Travel: Any time travel to a destination for Port business is combined with non-Port travel before and/or after the duration of travel for official Port business, all services rendered on a Port issued charge card must start and stop on the start and end date of Port business travel. Utilizing any services during the extended duration involving personal or non-Port travel, such as lodging, rental car, parking and meals, must be billed separately and paid for personally.

Any time air travel to a destination for Port business is also combined with personal or non-Port travel before and/or after the duration of travel for official Port business, the costs must be properly segregated between the Port business and personal or non-Port travel portions. The Port business portion should be charged to the Port travel charge card. All personal or non-Port related costs must be charged separately to a personal charge card, at the time of incurring the costs.

Combined business and extended personal or non-Port travel, and time away by Port employees must be authorized in advance by the Executive Director. The Port assumes no responsibility or liability for personal or non-Port travel taken in conjunction with Port business travel.

VI. AIR TRAVEL

- a. Flight Class: Authorized air travel arrangements shall be "Coach Class" or equivalent.
- b. Exceptions: The Executive Director for Port employees or the Port Auditor or Deputy Port Auditor for Commissioners may authorize a class change to economy plus if available, business or first class or equivalent under the following conditions:
- When it is essential to conduct Port business during the travel route with a customer who is ticketed in a class other than coach.
 - Where the scheduled flight time, including connecting flights and change of planes, is in excess of 10 hours.
 - When regularly scheduled flights between origin/destination points provide only economy plus, business or first-class accommodations, in which case the least cost upgrade would be allowed, or when time is of the essence and no coach class or equivalent rate or space is available.
 - When a special condition or circumstance exists such as a physical or medical condition, or carry-on requirements (packages or equipment), which cannot be accommodated by coach class travel, or if the Commissioner or employee or employee will be immediately conducting business upon arrival.
 - When the class change results in an overall cost savings to the Port by avoiding additional subsistence costs, overtime or lost productive time while awaiting coach-class accommodations.

- If the Port Personnel personally pays for the upgraded accommodation up front with their own funds, and when seeking reimbursement, only applies for the cost of the Coach Class, which shall be documented by printing out both the Coach Class and the upgraded accommodation rates.
- c. Group Travel: When traveling on Port business with a group, such as a trade or study mission, the traveler should attempt, if possible, to travel together with the group.
 - d. Cost vs. Reasonable Flight Itinerary: The most economical airfare should be purchased that also provides a practical flight itinerary and meets the requirements of the trip, with a preference for non-stop flights. Total cost consideration can also weigh the advantages of airline frequent traveler benefits, such as baggage charge waivers, and business travel efficiency. Inquiry must be made about government discounts, travel agent discounts, and special rates when making reservations, as applicable. Port Personnel must provide legitimate Port business justification where airfare purchased is notably higher than the lowest available fare providing a reasonable flight itinerary.
 - e. Flight/Itinerary Changes: When necessary, Port Personnel may change an itinerary for legitimate Port business reasons. Reimbursement claims for change fees shall be reviewed by, and may be approved by, the Executive Director as to Port employees and the Port Auditor or Deputy Port Auditor as to Commissioners. Any reimbursements or payments received as a result of the change must be submitted to the Port. Ensure the carrier/service provider makes all payments payable to: "Port of Benton." All change fees or other charges imposed for changes made by Port Personnel to the itinerary for personal or non-Port related reasons, whether in advance of travel or while travelling, are the personal responsibility of the traveler. Reminder, personal or non-Port charges are prohibited on Port charge cards.
 - f. Excess Luggage/Baggage: Charges for excess business or personal/non-Port luggage are not allowed unless it is necessary to carry out official Port business and at a reasonable cost.

VII. LODGING

- a. Accommodations:
Use of prudence is required when selecting accommodations (hotel, motel, residence inn, etc.) appropriate to carry out the Port business purpose of travel. The location, conference hotel, overall costs, availability and quality of facilities must also be taken into consideration. Lodging will be reimbursed at cost when accompanied by an itemized receipt from the place of stay and an approved travel authorization.
- b. Same Day Travel: To ensure the safety and alertness of Port Personnel travelling to a conference/meeting/training where they would have to leave their worksite or home address (whichever is less) before 7 am, hotel accommodations the night before are allowed and reimbursable. Similarly, if a Commissioner or employee concludes a

conference/meeting/training after 4 pm, hotel accommodations are allowed and reimbursable.

- c. Discounts: Inquiry should be made about any special rates or discounts available to the Port by the lodging establishment or service provider.
- d. Resort or Fitness Facility Fees: Resort or facility use fees, such as for a fitness center, included in the standard rate or imposed by the hotel or place of stay are covered as a Port business-related lodging expense. However, 'discretionary' guest fees for the use of facilities offered by the hotel or place of stay are a non-allowed, non-reimbursable business expense and should be segregated where possible.
- e. Hotel Parking: Actual expenses incurred for hotel parking, as appropriate, are allowable. Original receipts must accompany reimbursement requests. The cost of parking charges at the hotel must be considered when deciding whether to rent a vehicle while travelling. Valet parking will be reimbursed at the self-park rates unless self-park is full, it is the only available parking, or it is approximately the same rate given the length of stay or need for in/out access.
- f. Non-Port Expenses: All personal or non-Port expenses included on a lodging bill must be paid separately and personally, at the time of checkout by the Port Commissioner or employee. Request must be made to have the business and personal/non-Port charges split into separate bills for payment. Reminder, personal or non-Port charges are prohibited on Port charge cards.

VIII. RENTAL VEHICLES

- a. Need for Vehicle: When necessary to carry out Port business, a rental vehicle may be authorized while travelling. The Port business need for use of a rental vehicle must be substantiated and documented. If the event/purpose of Port business travel is held at the same location as the hotel or within reasonable walking distance, or if necessary travel is only between the airport and hotel, a rental vehicle is not allowed. In those situations, a shuttle van, taxi, or ride-share such as Uber or Lyft should be used.
- b. Vehicle Class and Costs: A compact or mid-size vehicle should be rented, except when there are justified circumstances, such as customer, physical, or group requirements. Authorized rental vehicle expenses include: the cost of rental, mileage, gasoline, and insurance as specified under Insurance Protocols.
- c. Rental Vehicle Insurance Protocols: The Port's auto insurance policy covers Port Personnel for both liability and physical damage while renting a car for Port business in the United States. If a loss should occur while renting a car on Port business, the Port's auto insurance policy is primary and an employee's personal auto insurance will be secondary or utilized on an excess basis. Port Personnel are encouraged to confirm and read their personal auto insurance policy as it pertains to renting a car for business purposes. Port Personnel must 'decline' the Supplemental Liability Insurance offered by the rental car agency and the Loss Damage Waiver (or the Collision Damage Waiver) as

offered. Any other insurance offered by car rental companies must be declined as these insurance costs will not be reimbursed.

- d. Payment Method: Vehicle rentals while on Port business should be paid for using the Port issued charge card if available. A copy of the rental contract must be included with other receipts upon filing a travel expense report. If the Commissioner or employee does not have a Port-issued charge card, a personal credit card can be used.
- e. Accidents & Drive Safety Policy: In case of an accident, the appropriate authority such as local Police and the rental agency must be informed. The Port's General Counsel must also be informed within 24 hours following an incident. An Accident/Incident Report Form will be completed by the Port employee within 48 hours of the accident.
- f. Rental Vehicle Usage: Rental vehicles shall be used for Port business purposes only; however, depending on the location, approximately 30-mile radius within the vicinity may be considered de minimis personal use (drive to a restaurant, shopping center, local point of interest, etc.).
- g. Uber/Lyft or other Ride Share: The Port recognizes the convenience and flexibility that these services offer and aims to ensure safe, efficient, and cost-effective transportation options for its employees. Employees and Commissioners may use ride-sharing services for business travel when it is more cost-effective, convenient, or efficient compared to other transportation options. All ride-share expenses must be reasonable and directly related to the business purpose of the trip. Employees are responsible for booking their own ride-sharing services. Port credit cards may be used to cover ride-share expenses. Receipts must be submitted for reimbursement. Reasonable and necessary ride-sharing expenses, such as transportation between airports, meetings, and hotels, will be reimbursed. The Port may establish limits on ride-sharing expenses, and employees should be aware of these limits before booking their rides.

IX. BUSINESS MEETINGS/CONFERENCES/SEMINARS/TRAINING

“Business Meetings” are defined as meetings with Port customers or potential customers or of official groups in which the Port holds memberships or is otherwise affiliated for the purposes of promotion, education, research, or joint action. Legitimate expenses may include, but are not limited to, registration fees, printed materials, business phone calls, baggage handling, or such other miscellaneous items as may be reasonable and necessary in order to participate in the official proceedings.

- a. Business Need: The travel authorization must document legitimate Port business purpose for attendance. The cost of the travel must be considered as part of the decision to attend. Inquiry should be made whether the same business meeting, conference, seminar, or training will be provided in-state and/or via internet using Zoom/Teams/WebEx or equivalent. If the same business meeting, conference, seminar or training is available in-state or online, attendance should be in-state or online, unless job requirements or circumstances preclude that out-of-state attendance is an integral and necessary part of the job. Documenting the basis for the decision to authorize travel out-of-state is required.

- b. Arrangements and Cost: Business meetings, conference, seminar, and training arrangements may be made by the attendee or by administrative staff. Necessary and reasonable business expenses are reimbursable at cost when proper authorization to attend is received. Other miscellaneous expenses related to authorized travel may be reimbursed as incurred when accompanied by receipt and justification.

X. MEALS

a. Meal Expenses:

Meals while traveling on Port business should be based on reasonable costs for the area of travel. The following provisions apply to meal reimbursement:

1. In an effort to create efficiencies in the reimbursement process when Port business travel requires overnight lodging, the Port will allow Port Personnel to choose between providing itemized receipts or receiving GSA/OFM per diem allowance for the area of travel. However, when a Port issued credit card is used, Port Personnel meal reimbursements must be based upon provided detailed receipts.
2. In the event an itemized receipt is not available, the following options are available:
 - a) Port Personnel may submit a "Substitute Receipt" form, or
 - b) Port Personnel may elect to be paid the GSA per diem allowance for out-of-state travel or the Washington State Office of Financial Management (OFM) per diem rate for in-state travel.

In any case, no reimbursement may exceed the GSA per diem allowance for the area of travel. Current federal per diem meal rates for out-of-state travel can be found at <http://www.gsa.gov/portal/category/100120> and OFM per diem rates for in-state travel may be found at: <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables>

3. Meals should not exceed approximately 200% of the federal per diem rate (or OFM rate) in the area of travel. If the meal costs exceed 200% of the per diem meal rate for the area of travel, Port Personnel must provide a legitimate business reason and receive the written approval of the Executive Director or Director of Finance. If a legitimate business reason and approval is not provided, Port Personnel will pay the difference or not be reimbursed.
4. If the travel includes international locations, the Department of State Foreign Per Diem rates may be used. Those rates can be found at <https://aoprals.state.gov/web920/per diem.asp>.
5. If an employee or Commissioner deems it is more beneficial to the Port to have a meeting with colleagues, business partners, consultants, or to work remotely versus

attending a prepaid conference meal, the employee or Commissioner should provide an explanation when requesting a meal reimbursement which is substituted for a conference meal. The Port also recognizes that continental breakfasts are not always a healthy or acceptable option; in this case an itemized receipt for the substitute meals is required.

6. Reimbursement for business meals on the first and last day of travel will be allowed per the following schedule:

Summary of Overnight Travel Scenarios: Travel Time	Breakfast Reimbursed	Lunch Reimbursed	Dinner Reimbursed
Leave before 7am	Yes	Yes	Yes
Leave after 7am, before 12pm	No	Yes	Yes
Leave after 12pm, before 7pm	No	No	Yes
Return before 12pm	Yes	No	No
Return after 12pm, before 7pm	Yes	Yes	No
Return after 7pm	Yes	Yes	Yes

7. Reimbursement for business meals during same day travel will be allowed per the following schedule:

Summary of Same Day Travel Scenarios: Travel Time	Breakfast Reimbursed	Lunch Reimbursed	Dinner Reimbursed
Leave before 7am, return before 1pm	Yes	No	No
Leave before 7am, return before 7pm	Yes	Yes	No
Leave before 7am, return after 7pm	Yes	Yes	Yes
Leave before 12pm, return after 7pm	No	Yes	Yes
Leave after 12pm, return before 7pm	No	Yes	No
Leave after 1pm, return before 7pm	No	No	No

8. Meal reimbursements for same day travel are considered taxable employee benefits and will be paid through payroll. If business was conducted during the meal, the meal reimbursement is not taxable (IRS Publication 15-8). Please refrain from charging a taxable meal on a Port charge card since it will be reimbursed through payroll.
9. Promotional hosting and business meals are excluded from these requirements.
- b. Combined Employee Expenses: In general, Port Personnel may not pay expenses of other Port Personnel and be reimbursed for such expenses, unless they are a participant in the same event and it is necessary for practical purposes such as a combined restaurant bill or hotel expenses of staff attending the same event. Itemized receipts are

required along with supporting documentation clearly showing who participated in the event/meal.

- c. Business Meal Expenses: If an employee or Commissioner deems it is more beneficial to the Port to have a meeting over a meal with a colleague, business partner, consultant, or customer, the actual expenses will be utilized for reimbursement. The business purpose and names and titles of the attendees must be substantiated on the Travel Expense Claim form and receipt.
- d. Meals While Not Travelling: Expenses incurred for meals and refreshments exclusively between and among Port Personnel are not reimbursable while not travelling, except that expenses for meals and refreshments may be reimbursed for official Port business purposes as follows:
 - Meals and refreshments consumed for Port staff meetings or Port Commission meetings, retreats, workshops, or meetings lasting more than a half day or extending past 12 pm for lunch and 5 pm for dinner.
 - Meals and refreshments consumed on-site when an integral part of a job-related meeting (consultant, attorney or business partner is present and business is continued through the meal period), conference, convention or training.
 - Working meetings with or between Port Commissioners, where Port business schedules necessitate.
 - Meals to encourage voluntary participation over the lunch hour to participate in a business meeting, training, or other information gathering.
 - Occasional meals and refreshments to facilitate working late (in excess of 10 hours) or weekend hours (in excess of 6 hours) to meet deadlines or complete an important project, grant application, etc.
 - Department level recognition meals per the Port's Employee Recognition Policy.
- e. Special Exceptions for Working Meals: Expenses incurred for meals and refreshments during a public safety emergency, storm, or event that requires deployment of Port Personnel, where it is not in the public safety interest for them to leave their assignment for meal breaks, may be reimbursed when approved by Executive Director.
- f. Not Allowable and Non-Reimbursable: Alcohol is not reimbursable, unless such expense is incurred during promotional hosting activities. Refer to Port Policy on Promotional Hosting for appropriate guidelines. Occasionally, when a meal is provided and paid for as part of a conference, training, seminar or a lodging package, costs for a related meal elsewhere are not allowable unless sufficient justification is provided and it is approved by the Executive Director for Port employees, or the Port Auditor or Deputy Port Auditor for Port Commissioners.

XI. TRAVEL INSURANCE

Travel insurance is not an allowable or reimbursable Port business expense.

- a. International Travel: Before traveling outside of the country on Port business, contact the Port's Director of Finance or General Counsel to obtain a Foreign Travel Insurance Card and to understand the claim process for health care services. The Port provides Travel Accident and Sickness Insurance Coverage for Port Personnel traveling outside of the United States on Port business. The insurance policy provides 24-hour protection for Port Personnel for medical and other emergency needs.

XII. FOREIGN TRAVEL DOCUMENTS

- a. Visa: For all foreign travel that requires an entry visa, the Port will reimburse the cost of obtaining a business visa.
- b. Passport: The Port will not normally allow costs for passport expenses, with the exception for Port Commissioners or any other situations approved in advance by the Executive Director. Regardless, it is the responsibility of the traveler to ensure that the passport is valid for the travel period as required by the country of destination.

XIII. MISCELLANEOUS EXPENSES

Necessary and reasonable miscellaneous expenses are reimbursable at cost when accompanied by receipts and Port business justification.

- a. Phone/Internet: All such business-related expenses are reimbursable at cost. Within the continental United States, one reasonable-length toll charge personal phone call per day is reimbursable. 'Reasonable-length' is generally considered approximately 10 minutes. For travel outside the continental United States, one toll charge personal call is allowed every two days. Receipts are required for all phone/fax/internet expenses. Airplane phones should be used only when absolutely necessary for Port business that cannot wait until after the plane lands.
- b. Laundry and/or Dry Cleaning: Laundry and dry-cleaning costs are allowable when travelling in excess of five days. Reasonable costs are reimbursable when accompanied by a receipt and should be based on the number of days and the location of travel.
- c. Tipping/Baggage Handling: Reimbursement will be made for customary tips and gratuities. Tips for meals are authorized at up to 20% and are to be included as part of the meal cost. Tips of a nominal amount are authorized for taxi drivers, bellhops, housekeeping, parking attendants, etc. All tips, other than for meals, are to be accounted for as miscellaneous expenses. If available, receipts should be attached to the Travel Expense Claim Form.
- d. Public Transportation (Airline, Railroad, Bus, or Waterborne): The passenger copy of the transportation itinerary or ticket must be submitted to receive reimbursement.

- e. Loss Incurred While Traveling: The Executive Director may, in his/her discretion, authorize the reimbursement of up to \$1,000 to Port Personnel for costs incurred as a result of property damage or loss suffered by Port Personnel during travel for official Port business. Any such claim by the Executive Director shall be reviewed and may be approved by the Port Auditor or Deputy Port Auditor.

XIV. PRIVATE VEHICLE USAGE AND MILEAGE

Port Personnel are encouraged to use a Port vehicle for Port business whenever possible. However, an employee may be authorized to use his/her private vehicle for conducting Port business as determined by the Executive Director. If a Port vehicle is not available, reimbursement for mileage shall be based upon the Internal Revenue Service mileage reimbursement rate for business miles in effect at the time of travel. In the event the employee prefers to use his/her private vehicle for out-of-town travel in lieu of an available Port vehicle, the employee shall receive prior approval, which may be verbal, to be reimbursed for mileage.

For all private vehicle mileage reimbursement requests, details on the date of travel, the starting and ending destinations, the purpose of travel, the miles driven, tolls, and parking costs incurred must be provided and recorded on a Travel Claim Expense Form. Private vehicle mileage will not be reimbursed unless the driver has a valid and properly classed driver's license.

- a. Regular Commute: For the purposes of this policy, an employee's regular commute in his/her private vehicle to and from his/her regular work station during the regular work week of Monday through Friday is not eligible for mileage reimbursement. Additionally, an employee's regular commute is also not considered to be 'Port business' and therefore not subject to the insurance (section XIV.b.) provision below. For exempt Port employees, mileage will be reimbursed for commuting to a Port facility when weekend work of at least two (2) hours is required.
- b. Insurance: Port Personnel who use their private vehicle for Port business shall have a valid driver's license and vehicle insurance to protect the Port in the event of an accident. In the event of an accident or loss while driving a private vehicle on Port business, the following will occur:
- The Executive Director and, as applicable, the employee's immediate supervisor will be notified of the accident or loss within 24 hours.
 - The Commissioner's or employee's automobile insurance will be viewed as the primary insurance since the insurance follows the automobile. The Port's insurance policies may provide coverage in the event that the primary auto insurance policy is not adequate.
 - If a Port employee is injured in an auto accident while on official Port business, the employee is covered by the Port's worker's compensation coverage through the Washington State Department of Labor & Industries ("L&I").

- Any injured passengers in the private vehicle driven by a Port Commissioner may be covered by the driver's auto insurance, unless the injured passenger is a Port employee, in which case coverage through L&I would apply.
- An Accident/Incident Report Form shall be completed by the employee or Commissioner within 48 hours after the accident or loss, or as soon thereafter as is practicable.

When a Port vehicle is available, Port Personnel are encouraged to utilize the Port vehicle for Port business.

XV. TRIP INTERRUPTION

- a. Extended Stay: While travelling on Port business, the stay may be extended or cut short at the hotel if travel plans are changed due to reasons defined in the following section.
- b. Travel or Event Cancellation: Every reasonable effort must be made to transfer paid travel or event reservations for attendance by another Port representative, with the exception of Port Commissioners who may only transfer event reservations to another Commissioner.

Port Personnel scheduled to travel or attend an event on Port business may cancel without personal cost under the following unforeseen emergencies and conditions:

- Essential Port or Commission business
- Bereavement leave
- Military leave
- Jury duty leave
- Becomes ill or disabled before or during the Port business travel
- Family medical leave
- An immediate family member is injured or becomes ill and requires the care of the Port commissioner or employee.
- Severe weather conditions.
- Employment termination.

Other documented situations, such as legitimate unforeseen business schedule conflicts, as deemed appropriate by the Executive Director for Port employees.

XVI. TRAVEL TIME COMPENSATION FOR FLSA NON-EXEMPT EMPLOYEES

The time Port employees spend commuting to and from their regular place of work each day is not work time; thus, employees are not compensated for this time. Work time does include time spent traveling to another location for a special assignment, travel for an emergency outside the normal working hours, and time spent traveling during regular work hours as part of the employee's principal job duties. Overnight travel or travel away from home is work time when it cuts across the employee's normal workday and/or requires the employee to work on weekends or days when he/she/they would not otherwise be required

to work. Regular meal periods and time spent sleeping or in other leisure activities while traveling is not work time, and employees are not compensated for this time.

XVII. HOW TO OBTAIN REIMBURSEMENT

Reimbursement claims shall be made by submitting a completed Travel Expense Claim form, a copy of which may be obtained from the Finance Department.

Instructions for completing Travel Expense Claim form:

- When practical, all Port charge card expenses should be submitted by the 15th of the month on a Travel Expense Claim form to support the processing of credit card statements.
- Complete and approved Travel Expense Claim forms must be submitted to the accounting department within 30 days after the end of your travel.
- Expenses must be individually itemized by date and type of expenditure with expense descriptions included for items listed under dues, miscellaneous, or other non-specific categories.
- Expenses must be supported by receipts, documents, or other evidence which is specifically required.
- If a conference or training was attended, please attach a detailed copy of the agenda to the Travel Expense Claim form.
- Travel authorization must have appropriate levels.
 - International travel must be authorized by the Commission and supported by documentation, such as the minutes from the Commission meeting.
 - Out-of-state travel must be authorized by the Executive Director either on the expense claim form, by email or other correspondence.
 - Travel expense claims are approved by the employee's supervisor or the Port Auditor for the Port Commissioners.
 - If travel arrangements are made by the Executive Assistant instead of the employee, they may be approved by General Counsel or the Finance Director.
- If a travel advance has been received and is outstanding, a Travel Expense Claim form must be submitted promptly within 15 days following the return from travel per RCW 42.24.150.
- Submit each complete and approved Travel Expense Claim form with appropriate receipts to the accounting department for processing. For travel outside the U.S., submit the Travel Expense Claim form in U.S. dollar amounts and provide documentation of the exchange rate.

XVIII. PROPRIETY OF TRAVEL EXPENSE CLAIMS

In auditing the claim for technical compliance with statutory and Port procedural requirements, the Director of Finance is authorized to refuse payment of any expense claims, or portions thereof, which are not properly authorized or reimbursable, or which are not submitted in accordance with the requirements established in this policy.

XIX. REFERENCES

1. RCW 42.24.115 - Municipal corporations and political subdivisions - Charge cards for officers' and employees' travel expenses.
2. RCW 42.24.080 - Municipal corporations and political subdivisions - Claims against for contractual purposes -Auditing and payment- Forms - Authentication and certification
3. RCW 43.09.2855 - Local governments - Use of credit cards.
4. RCW 53.08.176 - Commissioners, officers, and employees - Regulation of expenses.
5. Promotional Hosting Policy – Port of Benton Resolution #23-25
6. Credit and Charge Card Use Policy – Port of Benton Resolution #23-32

RESOLUTION 23-32

A RESOLUTION OF THE PORT OF BENTON COMMISSION GOVERNING THE ISSUANCE OF CHARGE CARDS AND THE PAYMENT OF CHARGE CARD EXPENSES FOR TRAVEL AND OTHER BUSINESS EXPENSES

WHEREAS, Commissioners and employees of the Port of Benton routinely are engaged in official activities on behalf of the Port, and

WHEREAS, the use of charge cards is a customary and economical business practice to improve cash management and accountability, reduce costs, and increase efficiency, and

WHEREAS, RCW 43.09.2855, which provides for the use of charge cards by municipal corporations, requires the legislative body to adopt a system that provides for the distribution of charge cards, authorization and control of the use of charge card funds, credit limits, payment of bills, and any rule necessary to implement and administer the system;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF BENTON, AS FOLLOWS:

1. The Port Executive Director is authorized to contract for issuance and use of Port charge cards, including establishing policies and procedures, pursuant to RCW 43.09.2855 and RCW 53.08.176 as presently codified or hereafter amended.
2. Port Commissioners and employees are expected to exercise prudent judgment when incurring expenses on Port charge cards. Charge cards issued in the name of the Port shall not bind the Port to payment of sums resulting from the improper use of such cards by Port employees or others.
 - a. Type of Use - Charge cards must be used for official Port business only, and may include the purchase of goods and services and travel expenses. Use of charge cards shall comply with applicable Port resolutions, policies, and procedures regarding travel, business expenses, and promotional hosting.
 - b. Personal/non-Port charges - Any personal charges on Port credit cards by Port commissioners or employees constitute a lending of the Port's credit, and thus are strictly prohibited. Any personal/non-Port charges will establish a lien against the employee's salary for the disallowed charges. Any misuse that results in a suspected or actual loss will be reported to the State Auditor's Office and could include revocation of the charge card and other progressive measures as deemed appropriate.

- c. Documentation - A fully itemized expense claim shall be submitted within 30 days of the billing date. If the charge card is used for travel, then a travel expense claim form shall be submitted.
- d. Credit Limit - The Executive Director or Finance Director will set the single transaction limit and the monthly transaction limit for each charge card based on the needs of the Port. In no case will the monthly limit exceed \$20,000.
- e. Administration - The Executive Director or his/her designee shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution.

ADOPTED by the Port Commission of the Port of Benton at a regular meeting thereof held this 13th day of September, 2023.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

PORT OF BENTON

CREDIT AND CHARGE CARD USE POLICY & PROCEDURES

I. PURPOSE

To Set guidelines for proper use of Port charge cards, to comply with various RCWs for payment of claims for expenses (RCW 42.24), and to comply with RCW 43.09.2855 which requires the legislative body to adopt a system of rules for charge cards. This charge card policy supplements the Port's Travel Policy [Resolution 23-31]. Charge cards include credit cards, purchase cards, procurement cards and other account cards issued in the name of the Port for a Department or individual.

II. POLICY

1. The Port Executive Director is authorized to contract for issuance and use of Port charge cards, including establishing policies and procedures, pursuant to RCW 43.09.2855 and RCW 53.08.176 as presently codified or hereafter amended.
2. Port Commissioners and employees are expected to exercise prudent judgment when incurring expenses on Port charge cards. Charge cards issued in the name of the Port shall not bind the Port to payment of sums resulting from the improper use of such cards by Port employees or others.
 - a. Type of Use - Charge cards must be used for official Port business only and may include the purchase of goods and services and travel expenses. Use of charge cards shall comply with applicable Port resolutions, policies, and procedures regarding travel, business expenses, and promotional hosting.
 - b. Personal/non-Port charges - Any personal charges on Port credit cards by Port commissioners or employees constitute a lending of the Port's credit, and thus are strictly prohibited. Any accidental personal/non-Port charges will establish a lien against the employee's salary for the disallowed charges. Any misuse that results in a suspected or actual loss will be reported to the State Auditor's Office and could include revocation of the charge card and other progressive measures as deemed appropriate.
 - c. Documentation - A fully itemized expense claim shall be submitted within 30 days of the billing date. If the charge card is used for travel, then a travel expense claim form shall be submitted.

- d. Credit Limit - The Executive Director or Finance Director will set the single transaction limit and the monthly transaction limit for each charge card based on the needs of the Port. In no case will the monthly limit exceed \$20,000.
- e. Administration - The Executive Director or his/her designee shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution.

III. PROCEDURE

- 1. Authorization - All charge card transactions must be approved by the card user, and depending on the purchasing authority, the user's supervisor or the Executive Director. If the expenditure is deemed inappropriate, the card user will reimburse the Port. The Port may revoke charge card privileges for inappropriate use or for any reason.
- 2. Issuance - The Finance Director, with approval by the Executive Director, will issue charge cards to individuals or departments based on the needs of the Port.
- 3. Receipts/Verification - Receipts must be obtained for each charge card transaction, and they should be submitted within 30 days of the billing date. If a receipt is lost, the card user must contact the vendor for a replacement receipt or complete a Substitute Receipt form.

Charge card transactions have the same documentation and voucher requirements as any other Port purchase.

- 4. Acceptable Charges
 - a. Travel - Expenditures for conferences and class registrations; hotel reservations and lodging; parking; ferry and toll fees; taxis, including Uber, Lyft, or similar; airline tickets; meals; emergency repairs to Port-owned vehicles; and other reasonable and necessary expenses travel-related expenses.
 - b. Gas - May be charged *for Port-owned vehicles only*. Gas for privately owned vehicles is prohibited as the employee is reimbursed for mileage at rates set by the Port.
 - c. Car Rental - Rental vehicles should be leased using a Port charge card when possible as vehicle insurance is one of its benefits.
 - d. Purchases - Expenditures for ordering materials, equipment, small tools and supplies, including online purchases, subject to the user's authorized limit.
 - e. Other - Any other reasonable and necessary expense while engaged on official Port business.

5. Unacceptable Charges - Personal purchases of any kind; cash advances; fines (traffic citations, parking tickets, etc.); fees for sporting events, sightseeing trips, fitness memberships, beauty/barber shops, valet services, movies tickets, video rentals, gift shop items, child care, or similar items. Some entertainment expenses may be permissible if in compliance with the Promotional Hosting Policy (Resolution 23-25).
6. Non-Port Expenses - All personal or non-Port expenses included on a bill, such as a lodging bill, must be paid separately and personally, at the time of checkout by the Port commissioner or employee. Request must be made to have the business and personal/non-Port charges split into separate bills for payment with the understanding that some establishments may refuse due to their own policies. Reminder, personal or non-Port charges are prohibited on Port credit cards.

IV. CONTROL

1. Documentation - All charge card purchases must be supported by an invoice, receipt, or other proper supporting documentation. If the charge card is used for travel, then a travel expense claim form shall also be submitted.
 - a. Acceptable documentation includes:
 - The receipt from the vendor, e.g. the cash register receipt accompanied by the purchase card receipt
 - A printout from the internet that clearly shows what was purchased, the amount, etc.
 - The hotel invoice that shows the bill was paid by the Port charge card
 - Airline tickets that are printed should have a third page that indicates it is a receipt. Electronic airline tickets, including those purchased online, will also provide a receipt.
 - b. Unacceptable documentation includes:
 - Charge card receipts you sign without the vendor receipt
 - Airline boarding pass
 - Itinerary
 - Reservation
 - Packing slip
 - The documentation listed above is important but is insufficient to meet documentation requirements by itself
2. Responsibilities
 - a. The card user is responsible for contacting vendors when purchased supplies are not acceptable, e.g. incorrect order, damaged goods, etc. and for arranging a return for credit or exchange. Charge cards will be returned to the Finance Director immediately upon leaving Port employment.

- b. The Finance Director is responsible for charge card administration to include, but not limited to, selection of card provider, payment of charge card bills, managing the issuance of cards and establishing procedures for proper use. Charge card bills will be paid even if the charge card user has not submitted acceptable documentation since a lien against the employee's salary can be made. The Executive Director will be informed of untimely submission by the card user.
 - c. The Executive Director may disallow use of the assigned charge card for violation or misuse of the charge card in accordance with this policy, or for any reason deemed in the best interest of the Port.
- 3. Exceptions - Any exceptions to the policy and procedures must be approved in advance by the Executive Director.
- 4. Cardholder User Agreement - Authorized individuals will sign a Charge Card User Agreement (Attachment A) before being eligible to use the card.

V. REFERENCES

- 1. RCW 42.24.115 - Municipal corporations and political subdivisions - Charge cards for officers' and employees' travel expenses.
- 2. RCW 42.24.080 - Municipal corporations and political subdivisions - Claims against for contractual purposes -Auditing and payment- Forms - Authentication and certification
- 3. RCW 43.09.2855 - Local governments - Use of credit cards.
- 4. RCW 53.08.176 - Commissioners, officers, and employees - Regulation of expenses.
- 5. Promotional Hosting Policy – Port of Benton Resolution 23-25
- 6. Travel Policy – Port of Benton Resolution 23-XX

ATTACHMENT A
CHARGE CARD USER AGREEMENT

I, _____, as an official or employee of the Port, accept personal responsibility for the safeguard and proper use of Port charge card number

_____, which has been assigned to me (or my Department) for use in the performance of my job, in accordance with the terms outlined below.

- Charge cards are to be used solely for:
 - Travel-related business expenses and conference/class registrations
 - Purchasing department supplies not to exceed my authorized limit

I have read and understand the charge card policies and procedures. I will keep the charge card in a safe place to prevent unauthorized usage.

I understand the Executive Director may disallow my use of a Port charge card for violation or misuse of the charge card and/or charge card policies and procedures.

I understand that each time I use a Port charge card I am adhering to the following statement:

"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof."

I also hereby certify that I will be held personally liable for any inappropriate charges I incur to the Port charge card and payment for any such inappropriate charge is hereby authorized to be withheld from my paycheck. When a Department card is issued, the employee personally liable for the card is the employee incurring the expenditure.

The undersigned individual has read and understands the above statements:

Employee

Date

Approved Limit of Card: \$_____

Executive Director

Date

cc: General Counsel

RESOLUTION 23-33

A RESOLUTION OF THE PORT OF BENTON AMENDING RESOLUTION 23-23

WHEREAS, the Port of Benton commission previously approved Resolution 23-23, A Resolution of the Port of Benton Accepting Work Completed by Booth & Sons Construction, Inc. for the Original White Bluffs Archive & Storage Facility Project, And

WHEREAS, one additional Change Order was provided to the Port by the Contractor that requires the approved amount to be revised;

NOW, THEREFORE BE IT RESOLVED BY THE PORT OF BENTON AS FOLLOWS:

The following wording from Resolution 23-23 shall be amended as follows:

A. Amendment:

WHEREAS, the Contractor has certified that the work has been completed in accordance with the plans and specifications at a total cost of \$2,454,558.22 plus WSST.

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

WHEREAS, the Contractor has certified that the work has been completed in accordance with the plans and specifications at a total cost of \$2,457,237.11 plus WSST.

All other provisions, the terms, and conditions of Resolution 23-23 shall remain in full force and effect.

ADOPTED by the Port Commission of the Port of Benton at a regular meeting thereof held this 13th day of September, 2023.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION 23-34
A RESOLUTION OF THE PORT OF BENTON RELATING TO
A DISBURSEMENT AGREEMENT FOR THE USE OF RURAL COUNTY CAPITAL
FUNDS BETWEEN BENTON COUNTY AND THE PORT OF BENTON

WHEREAS, Benton County has previously agreed to distribute certain funds received from the State of Washington that it has deposited in its Rural County Capital Fund (hereinafter "Fund") after April 1, 2016 for the financing of certain "public facilities [projects] serving economic development purposes" as contemplated by State statute (RCW 82.14.370) and in conformance with County policy (Resolution 2017-103, adopted January 31, 2017); and

WHEREAS, the County and the Port are authorized, including under Chapters 39.33 and 39.34 of the Revised Code of Washington, to contract with each other and other public agencies in order to effectively and efficiently operate, administer, and carry out their programs and public projects; and

WHEREAS, the Technology and Business Campus, or "TBC," is part of the overall 2,875-acre Tri-Cities Research District, a State of Washington *Innovation Partnership Zone* focused on education and commercialization in the areas of advanced manufacturing, computational industries, and biosciences; and,

WHEREAS, the Port desires to acquire real property within the TBC to continue to foster economic development; and,

WHEREAS, the Project will support the continued growth within the wine, hospitality, engineering, technology, and/or biosciences industries that are central to the Port's and City of Richland's (the "City") shared vision for this part of the City; and also holds the potential for allowing the TBC to be a focal point, as contemplated in the Tri-Cities Research District master plan, as a location where research partners with private industry; and,

WHEREAS, specific companies have expressed desire to lease and renovate said Building Improvements within the TBC; and,

WHEREAS, the Project is estimated to result in retention of existing and possible recruitment of new jobs that will result in private investment, and which will positively impact tax revenues within Benton County; and,

WHEREAS, the Port has requested \$1,000,000.00 for the Project from that portion of the Fund allocated to it by the County to be reimbursed to the Port by the County; and,

WHEREAS, the requested funding amount is currently available within the Port's Fund allocation; and

NOW, THEREFORE BE IT RESOLVED BY THE PORT OF BENTON AS FOLLOWS:

1. The Executive Director of the Port of Benton is authorized to submit an application to Benton County for use of the Rural County Capital Fund for the acquisition of real property within the Port's Technology and Business Campus.
2. The Port of Benton will contribute additional cash to the total project.

3. A copy of this resolution shall be submitted with the Rural County Capital Fund application.
4. The application shall be effective immediately upon passage and signature by the Port of Benton Commissioners.

ADOPTED by the Commission of the Port of Benton this September 13, 2023, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF BENTON COMMISSION

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION 23-35

A RESOLUTION OF THE SALE OF REAL PROPERTY AND AUTHORIZING A PURCHASE AND SALE AGREEMENT WITH HILINE LEASING LLC

WHEREAS, the Port of Benton owns the real property more particularly described on Attachment 1 to this resolution; and

WHEREAS, the real property described is undevelopable, surplus to the Port's purposes, consistent with all previous Port policies, 2017-08 and 2017-14 including the Comprehensive Scheme of Development.

WHEREAS, HiLine Leasing LLC, a Washington Limited Liability Company (Purchaser) originally purchased 39.5 acres from the port by Resolution 2017-08, as amended by 2018-14; and

WHEREAS, HiLine Leasing LLC has completed construction per development plan provided, created substantial job creation necessary to the port's economic and strategic goals and objectives within the Richland Business Park, Hanford Pit Area; and offered to purchase 1.85 acres (+/-) of real property within the Richland Business Park (RBP), as graphically depicted on Exhibit "A" from the Port of Benton (Seller) for the sum of \$46,500.00 and

WHEREAS, Port staff and the Hiline have agreed to complete a boundary line adjustment upon approval of this transaction by the Board of Commissioners; and

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

BE IT RESOLVED that the Board of Commissioners of the Port of Benton hereby authorize the sale of real property for the purposes as defined in the Development Plan and further amend the Port's Comprehensive Scheme of Harbor Improvements.

BE IT FURTHER RESOLVED that the Port's Executive Director is authorized to execute a Purchase and Sale Agreement with HiLine Leasing LLC in the sum of \$46,500.00, plus applicable closing costs and entitlement expenditures; and execute all documents and agreements on behalf of the Port to complete the transaction as specified above.

ADOPTED by the Port of Benton Board of Commissioners on this 13th day of September, 2023.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

EXHIBIT A
Resolution 23-35
HiLine Leasing LLC

TRANSFR PARCEL 1 (PORTION OF 127081000001004)

A PORTION OF THE WEST HALF OF THE EAST HALF OF SECTION 27, TOWNSHIP 10 NORTH, RANGE 28 EAST, WM, CITY OF RICHLAND, BENTON COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF A PARCEL DEPICTED IN RECORD OF SURVEY 5159, RECORDED IN VOLUME 1 OF SURVEYS IN PAGE 5159, UNDER AUDITOR'S FILE NUMBER 2019-008666, RECORDS OF BENTON COUNTY, WASHINGTON; THENCE SOUTH 01°11'43" WEST ALONG THE EAST LINE THEREOF 687.30 FEET; THENCE SOUTH 01°11'43" EAST 115.03 FEET; THENCE SOUTH 89°58'16" WEST 99.93 FEET TO THE EAST LINE OF SAID WEST HALF AND THE TRUE POINT OF BEGINNING;

THENCE CONTINUING SOUTH 89°58'16" WEST 199.32 FEET; THENCE SOUTH 00°00'19" EAST 542.91 FEET; THENCE NORTH 89°59'07" EAST 187.92 FEET TO THE EAST LINE OF SAID WEST HALF; THENCE SOUTH 01°11'53" WEST ALONG THE EAST LINE THEREOF 15.00 FEET; THENCE SOUTH 89°59'07" WEST 252.61 FEET TO THE EAST LINE OF SAID RECORD OF SURVEY 5159; THENCE NORTH 00°00'19" WEST ALONG THE EAST LINE THEREOF 672.91 FEET; THENCE NORTH 89°58'16" EAST 266.75 FEET TO THE EAST LINE OF SAID WEST HALF; THENCE SOUTH 01°11'53" WEST ALONG THE EAST LINE THEREOF 115.04 FEET TO THE TRUE POINT OF BEGINNING.

CONTANS 1.60 ACRES, MORE OR LESS

TOGETHER WITH:

TRANSFER PARCEL 3 (PORTION OF PARCEL 127081000002002)

A PORTION OF THE EAST HALF OF THE EAST HALF OF SECTION 27, TOWNSHIP 10 NORTH, RANGE 28 EAST, WM, CITY OF RICHLAND, BENTON COUNTY, WASHINGTON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF A PARCEL DEPICTED IN RECORD OF SURVEY 5159, RECORDED IN VOLUME 1 OF SURVEYS IN PAGE 5159, UNDER AUDITOR'S FILE NUMBER 2019-008666, RECORDS OF BENTON COUNTY, WASHINGTON; THENCE SOUTH 01°11'43" WEST ALONG THE EAST LINE THEREOF 687.30 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 01°11'43" EAST 115.03 FEET; THENCE SOUTH 89°58'16" WEST 99.93 FEET TO THE WEST LINE OF THE EAST HALF OF THE EAST HALF OF SAID SECTION 27; THENCE NORTH 01°11'53" EAST ALONG THE WEST LINE THEREOF 115.04 FEET TO THE SOUTH LINE OF SAID RECORD OF SURVEY 5159; THENCE NORTH 89°58'16" EAST ALONG THE SOUTH LINE THEREOF 99.93 FEET TO THE TRUE POINT OF BEGINNING.

CONTANS 0.26 ACRES, MORE OR LESS

TOTAL ACRES: 1.86 ACRES, MORE OR LESS

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

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

September 2023

	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	Currently working on street light replacement. Will coordinate amendment to existing agreement with county to add .09 dollars following bids.
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	Project complete except for delivery of Emergency Generator.
3	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	RFP to submit for renewal anticipated Sept.
4	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law BIL funds) - Richland Airport	Direct grants for the improvement of public use airports. Awarded project is Taxilane construction	Richland Airport \$1,995,000	FAA approved for construction 2024-2026. Working on design effort now with Century West. Had Pre-design meeting with FAA, IFE being performed through third party consultant.
5	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 Richland Airport Master Plan shown for removal.	WSDOT \$750,000-\$1.2M CARB Low interest 20 year loan with initial payment is due in 2026. Interest rate is 2% with a 10% cost overrun allowance.	CARB presentation Sept. 7

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

September 2023

	Project	Description	Grants Pursued/Received	Comments
6	National Highway Freight Program (WSDOT portion)	SR 240 rail signal and crossing reconstruction. 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	WSDOT \$865,000 POB \$135,000	KPFF consultants contracted for design of crossing and signal improvements.
7	Railroad Improvements - FRAP grant	Provide grant funding of railroad crossings - Airport Way, Saint St, and Kingsgate Way signal cabinet.	FRAP - \$1,030,000 POB \$250,000	HDR has been contracted to complete the design for this work. Construction planned for summer 2024.
8	Consolidated Rail Infrastructure & Safety Improvement (CRISI)	"White Bluffs Rail" remaining crossings, ties, panels and rail	\$8M project 80%Fed/20%POB Match	Application Submitted - expecting notification in September 2023.
9	DOE EV	Provide grant funding for EV charging stations north Richland	POB land sites	EN lead submittal to DOE due.
10	FAA and State Airport discretionary funds - Richland Airport	Runway and Apron Crack and Fog Seal	FAA NPE \$290,000 State \$800,000	Approved - Grant Agreement Signed by Port and FAA. Project Design underway.

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

September 2023

	Project	Description	Grants Pursued/Received	Comments
11	FAA Airport Funds - Richland Airport	Wildlife fencing around airport. Complete fencing around entire airport	FAA NPE \$205,000	Approved
12	FAA Airport Funds - Prosser Airport	Runway and Apron Crack and Fog Seal and Airport Lighting	FAA NPE \$200,000 FAA DI \$1,300,000	Approved - Grant Agreement Signed by Port and FAA. Project Design underway.
13	FAA Airport Funds - Prosser Airport	Construct Heliport/Helipad with Service Road - Design	FAA NPE \$155,000	Approved
14	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law BIL funds) - Richland Airport	Main Apron Reconfiguration - Design/Construction 2025/26	BIL Funds \$833,000	Approved
15	2023-2025 State Capital Appropriation	"White Bluffs Rail" remaining crossings, ties, panels and rail to support CRISI	\$1,212,500 State Grant	Approved \$1,212,500 grant, completing cultural and environmental work prior to execution of contract.
16	Tech Hubs	Cascadia Advanced Manufacturing Hub-accdelerating emergincg technologies with advanced manufacturing	Pending-if approved to proceed and projects requested POB facility will be submitted.	124 applications submitted for designation and strategy development. EDA will designate 20 Tech Hubs nationwide tied to CHIPS and Science Act. Fall announment anticipated for next phase.

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

September 2023

	Project	Description	Grants Pursued/Received	Comments
17	U.S. EDA	2579 Building	EDA \$3-5M Benton Co. .09 \$2.2M, POB \$2M	Phase I of 2579 Stevens improvements. Application for EDA to be submitted by Dec 2023.
18	Community Economic Revitalization Board (CERB)		CERB	Meeting in September to discuss upcoming projects.
19	Benton County .09	TBC building currently in negotiations	Benton County RCCF \$1M	Application being development contingent upon negotiations.
20	Transportation Infrastructure Finance and Innovation Act-TIFIA			TIFIA-projects of national or regional significance - meeting requested USDOT in September.