

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

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

[www.portofbenton.com/commission](http://www.portofbenton.com/commission)

For those unable to access the internet, please call 509-375-3060 by 8:00 a.m. on October 18, 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., October 18, 2023**

**3250 Port of Benton Blvd., Richland, WA 99354**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT AGENDA**

1. Approval of Agenda
2. Approval of Minutes from the September 13, 2023 Commission Meeting
3. Approval of Minutes from the October 9, 2023 Special Commission Meeting
4. Approval of Minutes from the October 9, 2023 Special Commission Budget Workshop
5. Approval of Vouchers and Certifications, Including Payroll for Month of September Totaling \$822,199.78
6. Approval of Project Fund Vouchers and Certifications for the Month of September Totaling \$1,105.00

7. Resolution 23-41, A Resolution of the Port of Benton to Cancel Warrant No. 082095 in the Amount of \$2,880.55, Which Was Issued in Error

#### D. PUBLIC COMMENT

#### E. ITEMS OF BUSINESS

1. Overview of 2024 Port of Benton Proposed Budget Prior to Being Placed on File for Public Review
2. Overview of 2024 Comprehensive Plan of Harbor Improvements Prior to Being Placed on File for Public Review
3. Resolution 23-37, A Resolution of the Port of Benton Establishing an Electronic Funds Transfer Policy
4. Resolution 23-38, A Resolution of the Port of Benton Establishing GASB 87 Leasing Policies
5. Resolution 23-39, A Resolution of the Port of Benton Establishing GASB 87 Discount Rate
6. Resolution 23-40, A Resolution of the Port of Benton Establishing GASB 87 Leasing Policies as Applicable to Lessee
7. Resolution 23-42, A Resolution of the Port of Benton Accepting Work Completed by Railworks Track Systems, LLC for the Emergency Repairs on the Wye Track Derailment Project
8. Resolution 23-43, A Resolution of the Port of Benton Accepting Work Completed by Condon Construction, LLC for the 2023 Railroad Tie Replacement Project
9. Resolution 23-44, A Resolution of the Port of Benton Authorizing a \$275,000 Sale of Real Property – (Benton City) to Atomic Donut, LLC
10. Proclamation 23-03, A Resolution Recognizing the Port's 65<sup>th</sup> Anniversary

- F. BREAK: Teleconference and Zoom options will terminate at this time. Commission and staff will take this time to travel to 1970 Center Parkway, Richland, WA for a 10:00 a.m. ribbon-cutting of the Center Parkway extension.

G. RIBBON CUTTING: Open to public attendance. No action will take place during or after ribbon-cutting event at 1970 Center Parkway, Richland, WA.

H. INFORMATION REPORTS: Teleconference and Zoom options will resume upon return from ribbon-cutting.

1. Grants Update

I. COMMISSIONER REPORTS/COMMENTS

J. DIRECTOR REPORTS/COMMENTS

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

K. EXECUTIVE SESSION

L. ADJOURNMENT

The next regular Port of Benton Commission meeting will be held on Wednesday, November 8, 2023 at the Port of Benton Commission meeting room located at 3250 Port of Benton Blvd., Richland, WA. Visit [portofbenton.com](https://portofbenton.com) for notices and information.

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
September 13, 2023**

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

**PRESENT:** Commissioner Christy L. Rasmussen; Commissioner 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 Facilities & Operations, Ron Branine; Airport Manager, Quentin Wright; Director of Finance, Jeff Lubeck; Senior Accountant, Veronica Serna; Scott Keller, Community Member; Tom Glover, City of Prosser; Neal Ripplinger, Prosser Economic Development Association; John-Paul Estey, Prosser Chamber of Commerce; Melinda de Santo, Historic Downtown Prosser Association; Sam Teete

**The following attendees attended via remote communications:** Contract Specialist, Sheri Collins; Director of Marketing, Wally Williams, Ashley Garza; Bryan Condon, Century West Engineering; Wendy Culverwell, Tri-City Herald

The Commission meeting was noticed as required by RCW 42.30.070.

**B. PLEDGE OF ALLEGIANCE:** Commission President Christy Rasmussen led those present in reciting the Pledge of Allegiance.

**C. CONSENT AGENDA:**

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving the agenda for the September 13, 2023 Commission meeting, approval of minutes from the August 9 ,2023 Commission meeting, approval of minutes from the August 21, 2023 special Commission meeting, approval of vouchers and certifications, including payroll, for the month of August totaling \$,1,125,748.14, approval of project vouchers and certifications for the month of August totaling \$5,110.52.**

**D. PUBLIC COMMENT:**

There were no comments from the public.

**E. PUBLIC HEARING**

Commission President Christy Rasmussen opened the public hearing at 8:35 a.m.

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

Port Counsel David Billetdeaux explained that this item would amend the Comprehensive Plan of Harbor Improvements and would declare sections of property surplus in north Horn Rapids and Richland Business Park and would therefore make the land available for sale, exchange, or other transfer and additionally, would amend the Comprehensive Plan of Harbor Improvements to reflect the

acquisition of real property and/or improvements from the City of Richland.

The property was displayed to the Commission and public.

Commissioner Christy Rasmussen asked if there was any public comment concerning this item.

There were no comments.

Commission President Christy Rasmussen closed the public hearing at 8:38 a.m.

## **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

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving the amendment of 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

City of Prosser manager Tom Glover greeted the Commission and expressed appreciation to the Port for their support and partnership, particularly for providing a temporary space for the Prosser Police Station while Prosser works toward securing a permanent location.

Glover added that the City is also currently leasing space from the county for the city hall as a temporary fix to the situation.

Glover noted that a community session was held in June as the November bond issue related to a permanent location for the police station and city hall failed.

Glover added that the City continues to work toward a general consensus and review with the counsel with a possible discussion at the January meeting. Glover added that a likely lease extension would take place in the future with the port, as the City still needs time to design and build once city approval is received.

Glover noted that the new police chief has reorganized the structure and included new positions, including a deputy police chief and corporals, which help with oversight and duties. Glover noted that staffing is expensive, but they continue to build in a better hierarchy and fill any gaps.

Glover stated that at the city council meeting held the evening prior, there was discussion related to public parks and individuals using the parks to sleep, which is common in larger cities. Glover added that the city is looking into code changes as they do not want the issue to continue. Glover noted that the city is looking at City of Richland's ordinance for guidance.

Glover announced that there is an interim school superintendent who has revised agreements to include an agreement between school and the pool and fields, which has become a nice partnership.

Glover stated that the City has been successful with their grant writer and is moving forward with the purchase of flock cameras through grant programming in addition to a \$100k mower that will be used in large parks and open spaces.

Glover added that the grant and capital requirements includes the downtown entrance way sign, which must be completed by 2025.

Glover noted that the improvements to Old Empire Highway will be completed in the fall, adding that improvements include new sidewalks and curbing. Glover stated that the entrance way at Benton PUD has improved greatly.

Glover recognized a number of recent community events, including National Night Out, which is a very popular event that featured a dunk tank where the Chief of Police participated, and Glover added that he also participated.

Glover noted that the States Day Parade took place recently, recognizing Commission President Christy Rasmussen's participation and adding that this parade is the longest parade in central Washington.

Glover added that the Balloon Rally is coming up and concluded with a note that city staff is working on the 2024 budget.

### 3. Welcome and Update from John-Paul Estey, Prosser Chamber of Commerce

Prosser Chamber of Commerce executive director John-Paul Estey commented on Prosser's new police chief, recognizing that the chief is very involved with the community. Estey also thanked Commission president Christy Rasmussen for participating and attending so many community events. Estey added that the new superintendent is also very engaged and the buy-in and involvement is much appreciated and a great thing for the community.

Estey noted that he appreciates the port for all the assistance with events, including sponsorships and attendance. Estey added that 1,400 people attended Scottish Fest, which is an all-day family event featuring Mary Queen of Scots and Black Feather Broadsword Academy. Estey added that he is looking forward to next year.

Estey stated that 800 people attended the Art Walk and Wine Gala and 1,200 attended the Beer & Whiskey Festival, adding that both of these events take place within four hours and both took place with very hot temperatures. Estey recognized his appreciation of the port maintenance crew.

Estey noted that the Prosser Wine Network is looking into adding another event next summer and the Pacific Northwest Mustang Club is hosting their fall show in Vintners Village on October 1, adding that this event has taken place at Columbia Crest for the last 30 years. Estey stated that the new location is more accessible for participants and attendees and expect 190-200 cars and a lot of spectators. Estey added that this event is a great draw to the community and proceeds are donated to Meals & Wheels and the local VFW.

Estey announced that the Prosser community float received 1<sup>st</sup> place in the float builders category at the Lilac Parade and 2<sup>nd</sup> place in the lighting category. Estey added that they have retired the semi tractor trailer for hauling and are working on building a toy hauler that will be pulled with a 1-ton pickup and funds for this project come from a grant, plus \$17k from the Chamber, which is a good community investment and will be used for many years.

Estey noted that there is a local alpaca group who are offering farm tours and Estey noted that the Chamber is working with the farmers on an agreeable tour schedule.

Estey added that Hops Direct is another possible tour option, as area hops are a hidden gem for the region.

Estey stated that the Bubbles & Bites event will be taking place at the Clore Center on November 11, adding that 12 wineries have already signed up to showcase their sparkling wines.

### 4. Welcome and Update from Neal Ripplinger, Prosser Economic Development Association

Prosser Economic Development Association executive director Neal Ripplinger greeted the Commission.

Ripplinger thanked Commission President Christy Rasmussen for attending the recent

Leadership Prosser graduation.

Ripplinger stated that since he last presented to the Commission, Leadership Prosser participated in Ag Day, Healthcare and Social Services, Business and Industry with tours of area wineries and businesses, Government and Utilities with visits to Benton PUD, courthouse and WSU IAREC.

Ripplinger provided an update on the community entranceway sign capital budget request, stating that the sign is intended for the gravel area in the front of Love's Truck Stop and will allow for promotion of community events, emergency information and no advertising with LED boards. Ripplinger added that the addition of this sign will beautify an area that historically catches garbage.

Ripplinger provided an update on the Mustang Business Plan, which has partnered with Prosser School District for the past 12 years to foster young entrepreneurs.

Ripplinger added that the program has brought in experts and speakers in marketing, business finances and common hurdles. Ripplinger stated that the students learn how to create business plans as well as lessons in real world financials. Ripplinger noted that all participants receive a free t-shirt and top three received a cash reward.

Ripplinger recognized the opportunity for Prosser and Vintners Village to host American Cruise Lines, adding that he worked with area businesses to acquire proposals to present. Ripplinger noted that 2-5 motorcoaches a week may be added to the 2024 itinerary and he, and the area businesses will continue to wait for updates.

Ripplinger recognized the upcoming Mustang Club Car Show coming to the Village on October 1<sup>st</sup>.

Ripplinger stated the Prosser, WA Jobs continues to grow, which benefits local businesses. Ripplinger added that the Business Resources Initiative is considering future printed materials and a newsletter.

Ripplinger added that the new \$112M hospital project is on track for a spring 2025 opening.

Ripplinger added that PEDAs has partnered with the Port on the OCOchem project, which will add a portable power station in Vintners Village. Ripplinger explained that the OCOchem process includes the recapture of CO<sub>2</sub>, turns into formic acid, tanked, turn into hydrogen, which is then turned into electricity. Ripplinger noted that this is a first of its kind project and will be a huge draw to attract to Vintners Village.

Ripplinger provided an update on the Creative District application, stating that this started in the second quarter and there are a limited number of districts located throughout Washington.

Ripplinger thanked Port executive director Diahann Howard, Commissioner Lori Stevens and Commissioner Christy Rasmussen for attending the recent meeting and tour with the ArtsWA representative.

Ripplinger noted that there is plenty in Prosser to move forward as an ideal candidate for a creative district and this will stimulate and attract businesses.

Ripplinger announced that the PEDAs Annual Meeting was held on May 3 at the PUD.

Ripplinger updated that there has been conversation about transit service to Prosser Memorial Hospital, which would run from Wine Country Road with additional new stops, including a Prosser Transit Hub stop.

Ripplinger stated that Prosser real estate is neck and neck with the Tri-Cities.

Ripplinger added that he appreciates the continued Port support and feels the Port is a tremendous partner to PEDAs.

## 5. Welcome and Update from Melinda De Santo, Historic Downtown Prosser Association

Historic Downton Prosser Association director Melinda De Santo announced that highlighted the B&O tax project, which keeps tax money in Prosser. De Santo noted that through this program, over \$750k has stayed in the community. De Santo stated that \$350k of this money was put toward beautification of downtown, with over \$200k in façade improvements. De Santo added that this is a major asset to the community and also allows for continuation of the Depot refresh project, which has included a new courtyard, removal of the old deck, landscaping this fall which includes a pergola that will become as a 3<sup>rd</sup> place gathering spot and be used for community events.

De Santo recognized that Prosser comes together to work together, including work on the Creative District application. De Santo added that Ripplinger is the chair of the Economic Vitality Committee.

De Santo added that B&O taxes allows for events such as the Girls Derby Day and also a new event, the Christmas Tree Lighting, which will take place on December 1 from 5 – 7 p.m. De Santo stated that the tree lighting will take place near the Depot and is family friendly and community-orientated with Santa photo opportunities, cocoa, commemorative mugs that are being sold as a raffle where the winner will light the tree. De Santo added that there are carolers planned, a toy drive, food drive, stage, dancers, entertainment.

Commissioner Christy Rasmussen stated that there is no grass growing under the feet of any organization in Prosser.

Rasmussen added that the States Day Parade was such a great day and offered such a sense of community, was family friendly. Rasmussen stated that she has become incredibly fond of the Prosser events.

Rasmussen recognized the farmers' market, highlighting its beautiful setting near playgrounds, businesses and so much community.

Rasmussen added that embracing of high school leadership is so incredible and applauds all Prosser partners for their work and dedication to the community.

## 6. Resolution 23-31, A Resolution of the Port of Benton Commission Regarding Travel Policies and Procedures

Port Counsel David Billetdeaux stated that the current travel policy was questioned by the state auditor, as it was missing current statute language.

Billetdeaux noted that the updated policy clearly identifies how to book a flight, breaks down meal and expense reimbursement and provides a detailed chart of what and when things are reimbursable.

Billetdeaux clarified that the updated policy provides Commission with added flexibility as it has added per diem reimbursement opportunity for in state and out of state travel.

Billetdeaux added that the Port wishes to comply with all federal, state and local laws governing employee travel and Resolution 14-02 would therefore be repealed with the acceptance of Resolution 23-31.

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving 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 Expenses

Port Counsel David Billetdeaux explained that Resolution 23-32 goes hand-in-hand with the old policy and State Auditor requirements.

Billetdeaux noted that this resolution outlines acceptable vs. unacceptable expenses.

Billetdeaux added that if there are any issues related to Port-assigned charge cards, any and all issues should be reported immediately.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving 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 expenses.**

8. Resolution 23-33, A Resolution Amending Resolution 23-23

Port Counsel David Billetdeaux clarified that Resolution 23-23 was passed a few meetings ago as it was thought that all invoices had been turned in for this project. Billetdeaux noted that another invoice was received after the initial resolution passed and this resolution would accept all work completed by Booth & Sons Construction for the original White Bluffs Archive and Storage Facility project.

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving 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

Executive Director Diahann Howard explained that Benton County has previously agreed to distribute certain funds received from the State of Washington that have been deposited in its Rural County Capital Funds. Howard added that .09 funds have previously been allotted for projects in the Richland Industrial Center.

Howard noted that the Port is asking to move forward for up to \$1,000,000 request of .09 funds and more information will be discussed in Executive Session. Howard added that approving Resolution 23-34 allows the Port to plan and be nimble when moving forward with acquisition of an asset.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving Resolution 23-34, a resolution of the Port of Benton relating to a disbursement agreement for up to \$1,000.000 in requested 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 for \$46,500.00

Director of Real Estate Teresa Hancock explained that this resolution is an administrative fix related to the sale of 39 acres to HiLine Engineering in 2017.

Hancock added that the resolution ensures that final adjustments are made correctly concerning Port property near this property.

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 23-35, a resolution of the sale of real property and authorizing a purchase and sale agreement for \$46,500.00 with HiLine Engineering, LLC.**

## **G. 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 3, Innovation Cluster Accelerator Program Application – Fiscal year is 9/30/2023. Can extend for reimbursement of Port time related to contracts, attorney fees, director salary. Possible 3-6 month extension. Will apply for second round, but will be significantly less than first round.

The Port has formed a VERTical board consisting of Jeff Witt, Framatome; Fred Hughes, Fluor and Ken Langdon, Energy Northwest. A press release will be shared in the coming weeks.

Item 7, Railroad Improvements, FRAP Grant – Moving forward.

Item 8, Consolidated Rail Infrastructure & Safety Improvement (CRISI) – Updated letter of support from Senator Murray’s office. Expect to hear very soon.

Executive Director Diahann Howard will be traveling to DC soon and will take the time to meet with local and state offices related to rail and 2579 Stevens Drive.

Executive Director Diahann Howard shared that the grant writer is looking into private grants for phase II of the White Bluffs project and will also put forward a congressional ask.

Item 16, Tech Hubs – EDA will designate 20 tech hubs nationwide tied to CHIPS and Science Act. Expected announcement to take place this fall.

Airport Manager Quentin Wright stated that the CARB board approved the Port’s application last week to move forward with the purchase of the Moe building, 1845 Terminal Drive. Wright added that this is an exciting move and strategic move for the future of the airport, with goals that this building will be the future face of the airport with an updated conference room and pilot’s lounge.

Wright added that a press release will be issued in the coming days and the hope is to close on the building by the end of 2023.

## **H. COMMISSIONER REPORTS/COMMENTS**

Commissioner Lori Stevens stated that she attended the ATI and Tree Top tours and while both were so different, both facilities continue to grow and bring jobs to the community.

Commissioner Stevens added that guest speaker, Asja Suljic recently joined the Prosser Economic Development Association meeting and provided a detailed presentation on area labor stats.

Commissioner Stevens added that she participated in the online Coffee with Karl related to Energy Forward Alliance as well as the Economic Vitality meeting related to Prosser’s efforts to get the Creative

District going.

Commissioner Roy Keck stated that he attended the Hanford Communities Tour and received an update on the progress with the cleanup efforts and the intensive Department of Energy focus on cleanup.

Commissioner Christy Rasmussen announced that she attended the peer exchange in Los Alamos highlighting three parks with one mission.

Rasmussen stated that Los Alamos is located on a twisty, two-lane road and was home to a workforce of 40k during WWII and now is a community of 19,000 with 14K jobs associated with Los Alamos national lab. She stated the topics discussed reaffirm our efforts around the Manhattan National Park and its importance to ongoing research, education, and tourism for the community. We need to continue this important work with our partner jurisdictions.

Rasmussen noted that she attended the Oppenheimer movie and was able to tour inside the fence, which was a fantastic experience.

Rasmussen added that she attended the Congressional Update luncheon, Prosser's farmers' market, Benton City Daze parade, Prosser States Day parade and other recent Prosser events.

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

### **1. AIRPORTS**

Airport Manager Quentin Wright announced that he had the opportunity to visit the Yakima air terminal recently, which he was able to fly into.

Wright reminded the Commission that the Balloon Rally was taking place September 22-24 at Prosser Airport.

Wright announced that the Commemorative Air Force Squadron is planning an event to show off the Fairchild PT/23 and military vehicles with Pasco Tower and Richland Police Department planning to attend. Wright added that the event will take place near the DHL building on the south side of the airport, which is multi-use.

### **2. FACILITIES & OPERATIONS**

Director of Facilities & Operations Ron Branine stated that the facilities team has been busy this month with budget prep and meetings, but has been making great progress with getting more curbs painted.

Branine added that the team is prepping for the upcoming balloon rally, as well as performing several property inspections. Branine noted that several grinder pumps have failed across many properties, including the airport, 2345 Stevens Drive, Crow Butte and Clore will be getting their pump inspected. Branine added that there have been several domestic water leaks at Crow Butte recently.

Branine announced that Crow Butte will close in 30 days for the season, adding that forecast revenue is up 1.33% in reservations, guest forecast is up 6.12%, guest return rate up 97.65%, occupancy

forecast up 4.53%, reservations up 5.07% and kiosks are showing 305 transactions in the past 30 days, which is down from 510 in the previous 30 days.

Branine stated that the facilities team has continued to meet with McKinstry to get preliminary ideas on where to start with the 2579 building. Branine added that it is going to take a lot of money to accomplish projects there and they are exploring grants and other types of loans to get funding before the Port locks itself into one plan. Branine added that the Port is also gathering numbers internally to handle some of the items that must be addressed soon.

Executive Director Diahann Howard announced that the engineer and construction team have been working with Midvale on the SR 240 accident, noting that Midvale will be replacing damaged equipment this Thursday.

Howard reminded the Commission that the SR 240 crossing project will replace the rail crossing and rail signal at this location, which is funded by a National Highway Freight Program grant from WSDOT for \$865k and a minimum Port match of \$135k.

Howard added that based on recent bids, the Port believes the total project will be closer to \$1.3M, so the Port match may increase to \$435k. Howard added that KPFF has been selected and has provided an acceptable scope of work and budget, adding that WSDOT is still approving KPFF's contract and construction is planned for mid-2024.

Howard updated that Condon has completed the installation of 1,200 new ties and ballast on the track, adding that this project was funded entirely by the Port. Howard reminded the Commission that the intent was to raise the track speeds to 10 mph following the installation of new ties, but upon inspection, inspectors are concerned about the condition of the track in the curve just north of Duportail and the curve north of Van Giesen. Howard noted that track speeds have increased to 10 mph from Richland junction to Duportail but remain at 5 mph from Duportail north. Howard added that the team is working with inspectors over the next couple of weeks to address the track conditions and will keep Commission apprised of any updates.

Howard added that HDR has performed survey work for upcoming FRAP projects, which is in the amount of \$1.03M with a \$250k Port match, \$1.28M total. Howard reminded the Commission that this work will make repairs at Airport Way railroad crossing, Saint Street railroad crossing and will install signal electronics at Kingsgate Way Railroad crossing. Howard stated that HDR has performed surveying on this project and has begun design work.

Howard announced that when the City of Richland installed the Duportail railroad crossing signal components, they were required to satisfy TCRY on the operations of the signal and during construction, WSDOT required modifications to the railroad signal controller. Howard added that these modifications were not made satisfactorily for several reasons and the Port continues to work with WSDOT on corrections. Howard added that it looks like a redesign of the controller and installation of components will be needed.

### **3. REAL ESTATE**

Director of Real Estate Teresa Hancock stated that she has been taking care of numerous sale inquiries and thanked Diahann Howard and Quentin Wright on their work on the 1845 Terminal Drive sale.

Hancock added that she has several items reserved for Executive Session.

#### **4. MARKETING:**

Public Information Officer Summers Miya informed the Commission that Director of Marketing Wally Williams was online for the Commission meeting.

Miya noted that she has been working with Williams on the fall newsletter, comp plan updates, strategic plan updates and he has also been working on updating signs.

Miya stated that the team is waiting to hear back from American Cruise Lines on a good time for them to meet with the Port and Prosser partners related to the 2024 tour season.

Miya added that she has been working with several groups who are interested in utilizing the Clore Center for their educational event, including WSU IAREC and WSU Enology.

Miya added that she participated in a walk-through of Clore with Engineer, Roger Wright, Airport Manager, Quentin Wright and Columbia Basin IT to resolve some of the issues with the Clore networks.

Miya updated that Entrepreneurial Awards nominations are due next week and a meeting to review nominations and vote on the Sammy is scheduled for 9/28.

Miya announced that she is working on her preparation to attend the USS Triton reunion in October, where she will present on current Triton activities, future plans, secure oral histories and ask for letters of support to secure funding for phase II.

Miya noted that she participated in the USACE/TREC field tour lunch and also assisted with hosting Washington State Department of Commerce to present on VERTical. Miya added that she then met with Commerce the next day to overview Port initiatives and activities.

Miya added that she has participated in various meetings and tours, including Framatome, Port of Whitman APEL tour, investor meeting and also participated in the tour of the Tree Top facility.

Miya stated that she has been working with Underground Creative to get continually improve website function and tracking capabilities.

Miya added that she attended the recent Vintners Village meeting where the upcoming Mustang Car Club show was discussed in length and also enjoyed a morning on the rail in an original 1950s Hanford speeder car, which toured her out to the Wye and back.

#### **5. FINANCE DIRECTOR:**

Director of Finance Jeff Lubeck provided a PowerPoint presentation of the financial status report.

Lubeck announced that the state audit will start on 9/11.

Lubeck provided a staffing update, noting that a temp is filling and covering the AP role currently and the permanent new hire is scheduled to start on 9/25 and former Accounting Clerk Liz Renz who moved out of state has been contracted to assist with training.

Lubeck provided a 2024 budget status update, which incorporates several large, late-breaking developments, but all is still on schedule and the budget will be presented at a much deeper level.

Lubeck noted that the 1:1 meetings with Commission is scheduled to begin next week.

Lubeck noted that the reserve study has been completed related to what the reserve level should be.

Lubeck provided a financial status report, noting that August 2023 cash is down \$526k compared to July 2023 due to annual payment for insurance coverage of \$568,526 and excluding that

payment, cash would be up over \$42k.

Lubeck highlighted that there were \$599,491 in cash receipts in August and \$1,125,748 in disbursements, which \$175k were associated with payroll and \$951k for Accounts Payable (A/P), reminding the Commission of the large insurance payment that went out. Lubeck added that there is currently \$60k in outstanding A/P.

Lubeck provided an overview of Accounts Receivable (A/R) over a 90 day period. Lubeck provided an update on the Voyager project, noting that Voyager was acquired to help manage property and lease management (billings, collections) and to support compliance of GASB 87.

Lubeck noted that Voyage started at the beginning of 2022, which required data entry of every single property, 200 leases. Lubeck added that the system went live 1/1/2023 which allowed for billings and receipts out of the system. Lubeck noted that on 9/6, the automated integration was completed and billings and cash receipts are now posted daily into the accounting system.

Lubeck thanked Senior Accountant Veronica Serna for all of her work and dedication in her role and to the Port of Benton.

## **6. PORT ATTORNEY:**

Port Attorney David Billetdeaux stated that the insurance RFP is out and is also working on the reserve study and archiving software RFPs.

Billetdeaux updated the Commission on recent conversation with WSDOT related to Berry's Bridge, which WSDOT believes the Port should pay for updating the structure, but when WSDOT moved under Department of Energy (DOE), it was never given back to DOE and stayed with WSDOT and statute clearly states that rail over or under a Washington state highway must be maintained by controller.

Billetdeaux stated that the Port will move forward with the best solution for the ICAP extension.

Billetdeaux added that there was one last item related to rail, noting that security camera footage has been valuable recently.

Executive Director Diahann Howard added that rail tie maintenance must be performed each year as an ongoing cost with the asset.

Commissioner Christy Rasmussen applauded the team for the work and dedication put into the rail, as the rail never should have gone to the condition that it did. Commissioner Rasmussen recognized how much the team has taken on to bring the rail back to an acceptable condition.

## **7. EXECUTIVE DIRECTOR:**

Executive Director Diahann Howard stated that the current WPPA legislative agenda does not include anything for economic development and therefore plans to reach out to Washington Economic Development Association.

Howard added that she participated in the recent tour of the Tree Top facility, where they highlighted the amount of natural gas they use in the facility.

Howard noted that there has been recent conversation around workforce with Port of Seattle and Maritime Blue adding that there are smaller ports that will also be highlighted during the WPPA annual meeting as case studies.

Howard stated that she also attended the peer exchange at Los Alamos, noting that visiting the sites helps to reconsider the local strategy and it is apparent that Richland needs to step up the game.

Howard added that the next peer exchange will be held in Richland May 6-8 and the ECA conference focus will be new nuclear.

Howard noted that she attended ATI's phenomenal tour, which highlighted the amazing work they are doing.

Howard added that she also attended the full Hanford site tour.

Howard stated that the Port hosted the Port of Whitman for a meeting with APEL that concluded with a tour of the facility. Howard added that APEL is a wonderful asset to north Richland and there is a clear divider on what APEL can handle and what the Port can handle as far as lab tenants.

Howard noted that she attended the Creative District meeting where discussion ensued on ways to support creative districts and how the strategic plan can get implemented successfully into the community.

Howard noted that the Port held a meeting with American Rock, which is a great partnership and American Rock will transfer land back to the Port in the coming months, which will be presented at a future meeting.

Howard informed the Commission that VERTICAL hosted UK investors along with TRIDEC, Energy Northwest and workforce, who are interested in possibly investing in north Richland.

Howard announced that the Port hosted a Framatome event with global leadership of Framatome where significant announcements were made, but waiting on the City of Richland to proceed.

Howard stated that she will be meeting with TRIDEC via CESA related to the Energy Forward Alliance strategy.

Howard stated that she has been asked to speak at a future AAPA event related to new nuclear and industry and will be inviting industry partners to join her.

Howard reminded the Commission of the upcoming ATV tour of the 1,341 acres on October 4.

Howard announced that Atlas Agro continues to make progress and tentative plans have them breaking ground in 2024-2025.

Howard added that she is reserving items related to real estate (Clare, Richland Business Park, Richland Industrial Center, Benton City, Vintners Village) for Executive Session.

**J. EXECUTIVE SESSION:** The regular Commission meeting was recessed at 10:53 a.m. and an Executive Session was convened at 11:00 a.m. to discuss real estate and personnel for 45 minutes. It was noted that if any action was required, the regular meeting would reconvene and bring forward any item at that time.

At 11:45 a.m., it was announced that Executive Session would need another 20 minutes.

**K. ADJOURNMENT:** The meeting was adjourned at 12:04 p.m. with an announcement that a special Commission Budget Workshop would be held on Monday, October 9, 2023 at 8:30 a.m. at the Port of Benton Commission meeting room, located at 3250 Port of Benton Blvd., Richland, Washington. The next regular Commission meeting would be held on Wednesday, October 18, 2023 at 8:30 a.m. at the Port of Benton Commission meeting room, located at 3250 Port of Benton Blvd., Richland, Washington.

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Lori Stevens  
Commission Secretary

**PORT OF BENTON  
SPECIAL COMMISSION MEETING  
MINUTES  
OCTOBER 9, 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; Director of Real Estate, Teresa Hancock; Airport Manager, Quentin Wright; Accounting Specialist, Julia Mora; Director of Marketing, Wally Williams; Senior Accountant, Veronica Serna; Wendy Culverwell, Tri-City Herald; Scott Keller, Community Member

**THE FOLLOWING PARTICPATED VIA REMOTE COMMUNICATIONS:** None

The Special Commission Meeting was noticed as required by RCW 42.30.070.

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

**C. PUBLIC COMMENT:**

There were no comments from the public.

**D. ITEMS OF BUSINESS:**

1. Resolution 23-36, Amending Resolution 21-56

Executive Director Diahann Howard explained that this resolution pertains to the CARB loan regarding 1865 Terminal Drive building purchase in Resolution 23-28.

Howard explained that the Port Commissioners previously accepted the offer of the loan from the Community Aviation Revitalization Board in the amount of \$750k with an interest rate of 2%, but the total acceptance amount needs to be updated to reflect current figures, therefore, the resolution would update the loan amount to \$1.1M with a 2% interest rate.

Howard noted that this resolution is administrative as the Port would like to ensure all proper documentation is in place.

Howard added that the team has communicated with the sellers (Moe's) of the building and they are excited and welcoming. Howard added that the team has also met the existing tenants.

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 23-36, A Resolution amending Resolution 21-56.**



**E. EXECUTIVE SESSION:** The regular Commission meeting was recessed at 3:04 p.m. and an Executive Session was convened at 3:05 p.m. to discuss real estate for 10 minutes. It was noted that if any action was required, Commissioners will reconvene the regular meeting and bring forward any item at that time.

Commissioner Christy Rasmussen asked for a motion to continue real estate negotiations in the Technology & Business District with the utilization of Benton .09 funds.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving continued negotiations related to .09 funding, with an Amendment to Resolution 23-34, if necessary, to be brought to a future commission meeting for approval.**

**F. ADJOURNMENT:** With no further business, the meeting was adjourned at 3:16 p.m. with an announcement that a special Commission budget workshop would be held immediately following the adjournment of the special meeting in the Port of Benton Commission meeting room.

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Lori Stevens  
Commission Secretary

**PORT OF BENTON  
SPECIAL COMMISSION MEETING  
BUDGET WORKSHOP MINUTES  
OCTOBER 9, 2023**

**A. CALL TO ORDER:** The Special Commission Meeting and Budget Workshop meeting was called to order at 3:16 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; Director of Real Estate, Teresa Hancock; Airport Manager, Quentin Wright; Accounting Specialist, Julia Mora; Director of Marketing, Wally Williams; Senior Accountant, Veronica Serna; Wendy Culverwell, Tri-City Herald; Scott Keller, Community Member

**The following attendees attended via remote communications:**

Airport Manager, Quentin Wright

The Special Commission Meeting Budget Workshop was noticed as required by RCW 42.30.070.

**B. PLEDGE OF ALLEGIANCE:** Commissioner Christy Rasmussen led those present in reciting the Pledge of Allegiance.

**C. BUDGET WORKSHOP**

**1. 2024 Proposed Budget Review**

The 2023 proposed budget was presented by Director of Finance and Auditor Jeff Lubeck.

Lubeck provided an overview of the budget noting that the Port of Benton's proposed 2024 budget is balanced and shows a net surplus and a property tax-rate reduction for port district taxpayers.

The proposed budget reflects the port's commitment to fiscal responsibility, transparency, operational excellence and delivering on its economic development mission.

Key financial highlights include:

- For the sixth straight year, community members in the Port of Benton District will see a tax rate decrease (estimated at 4%), totaling a 15% decrease since 2019
- The 2024 budget is balanced, with an estimated net surplus of \$78,000
- Growth in operating revenues due to new projects is projected to exceed increases in operating expenses by over \$1 million

- Grants are budgeted to fund \$11.5 million, or 76.3% of planned 2024 capital projects (primarily airports and rail projects), with the remainder funded by property tax revenues plus sales of other port assets

The 2024 budget also reflects new revenues from a recently completed port building constructed using funds secured in June 2021 at a near historic-low interest rate (2.57%). During that 2021 transaction, the port also refinanced more than \$6 million in older debt, resulting in \$1.2 million net-present value savings (21%) over the remaining 13 years, substantially reducing debt service obligations to the taxpayer.

Additionally, revenue projections may increase by \$9 million if a renewable fertilizer company project proceeds. Port of Benton is under contract with Atlas Agro to sell 150 acres at a 1,641-acre industrial site in north Richland. Atlas Agro is presently conducting feasibility and due diligence, potentially closing in 2024 or early 2025. Since the sale is still in the feasibility stage, it is not included in the 2024 budget projections to be fiscally conservative.

Lubeck noted that the 2024 proposed budget would be available in the Port office as well as the Port website.

## **2. 2024 Comprehensive Plan Draft and Review**

Executive Director Diahann Howard presented a draft overview of the Comprehensive Plan as required by RCW, noting that the plan would also be brought forward at the October meeting for public comment.

Howard overviewed the comprehensive plan highlighting the potential of an Inland Port within the Richland Business Park. The goal is for the land exchange between the city of Richland and the Port to be as cash neutral as possible. Therefore, a 3-acre parcel within the Richland Business Park and sites within the Richland Innovation Center were added for consideration. These changes will be reflected in the plan going forward.

Howard noted that the draft Comprehensive Plan would be available in the Port office as well as the Port website.

**D. ADJOURNMENT:** With no further business, the meeting was adjourned at 4:23 p.m.

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Lori Stevens  
Commission Secretary

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

**General Expenses**

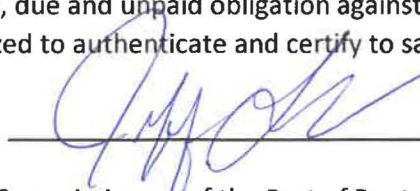
Accounts Payable Warrants #:	82015	-	82150	\$	583,478.06
Electronic Payments:				\$	4,483.87
Total General Expenses				\$	587,961.93

**Payroll**

Direct Deposit:					
ACH				\$	151,042.78
Electronic Payments:					
IRS Payroll Tax Deposit				\$	47,696.83
Other Payroll Related Payments				\$	35,498.24
Total Payroll				\$	234,237.85
Total General Expenses and Payroll				\$	822,199.78

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:** 10/9/2023

Bank	Date	Payee	Document no.	Amount
<b>BCT MAIN - KeyBank National Association</b>				
	<b>Account no: 6631-6601101</b>			
	9/8/2023	10029--Wright, Quentin	82015	169.46
	9/8/2023	10007--Keck, Roy	82016	233.70
	9/8/2023	VEN00637--360 AUTOMOTIVE & REPAIR	82017	141.73
	9/8/2023	VEN00025--AMERICAN ROCK PRODUCTS, INC	82018	5,575.40
	9/8/2023	VEN00597--BUSINESS RADIO INC	82019	271.75
	9/8/2023	VEN00075--CASCADE NATURAL GAS CORP	82020	133.73
	9/8/2023	VEN00469--CENTURY WEST ENGINEERING COF	82021	24,138.56
	9/8/2023	VEN00290--CI-PW, LLC (Paradise Bottled Water	82022	40.19
	9/8/2023	VEN00071--CITY OF PROSSER	82023	452.74
	9/8/2023	VEN00071--CITY OF PROSSER	82024	6,591.43
	9/8/2023	VEN00077--COLUMBIA BASIN IT	82025	640.24
	9/8/2023	VEN00102--COLUMBIA BASIN PAPER & SUPPLY	82026	89.30
	9/8/2023	VEN00659--CONDON CONSTRUCTION LLC	82027	111,789.64
	9/8/2023	VEN00107--COOK'S ACE HARDWARE	82028	86.49
	9/8/2023	VEN00639--CWW LLC (COLUMBIA RAIL)	82029	6,850.00
	9/8/2023	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	82030	391.32
	9/8/2023	VEN00143--DSD BUSINESS SYSTEMS	82031	5,217.60
	9/8/2023	VEN00161--EXPRESS SERVICES, INC.	82032	2,258.79
	9/8/2023	VEN00599--FILEVINE, INC	82033	3,865.20
	9/8/2023	VEN00200--HDR ENGINEERING, INC	82034	7,113.55
	9/8/2023	VEN00223--JOHNSTONE SUPPLY	82035	409.02
	9/8/2023	VEN00228--KELLER ROHRBACK LLP	82036	4,384.50
	9/8/2023	VEN00237--LES SCHWAB TIRE CENTER QUEEN:	82037	1,205.50
	9/8/2023	VEN00261--MP CONSTRUCTION, INC.	82038	4,693.67
	9/8/2023	VEN00302--PLATT ELECTRIC SUPPLY, INC	82039	304.34
	9/8/2023	VEN00592--PRO FIRE LLC	82040	355.94
	9/8/2023	VEN00295--PROSSER ECON DEV ASSOCIATION	82041	12,500.00
	9/8/2023	VEN00326--RGW ENTERPRISES P.C. INC	82042	13,625.00
	9/8/2023	VEN00394--TREASURE VALLEY COFFEE	82043	77.20
	9/8/2023	VEN00398--TRI-CITY SIGN & BARRICADE	82044	1,034.39
	9/12/2023	10015--Billetdeaux, David	82045	254.15
	9/12/2023	VEN00012--AFLAC	82046	603.11
	9/12/2023	VEN00044--BENTON PUD	82047	2,770.28
	9/12/2023	VEN00053--BENTON RURAL ELEC ASSOCIATIOI	82048	910.21
	9/12/2023	VEN00075--CASCADE NATURAL GAS CORP	82049	13.83
	9/12/2023	VEN00075--CASCADE NATURAL GAS CORP	82050	75.35
	9/12/2023	VEN00075--CASCADE NATURAL GAS CORP	82051	15.47
	9/12/2023	VEN00290--CI-PW, LLC (Paradise Bottled Water	82052	19.54
	9/12/2023	VEN00077--COLUMBIA BASIN IT	82053	1,890.46
	9/12/2023	VEN00107--COOK'S ACE HARDWARE	82054	71.43
	9/12/2023	VEN00151--ELECTRICAL UNLIMITED, INC	82055	854.71
	9/12/2023	VEN00419--GRAINGER	82056	116.66
	9/12/2023	VEN00196--HARBOR FREIGHT TOOLS, INC.	82057	52.88
	9/12/2023	VEN00588--IC CONSULTING CORPORATION	82058	10,170.00
	9/12/2023	VEN00214--IRRIGATION SPECIALISTS, INC	82059	1,073.66
	9/12/2023	VEN00229--KELLEY'S TELE-COMMUNICATION,	82060	222.60
	9/12/2023	VEN00585--LENNOX INDUSTRIES INC.	82061	86.44
	9/12/2023	VEN00490--MARY POTTER	82062	2,250.00
	9/12/2023	VEN00380--MCCLATCHY COMPANY	82063	519.82
	9/12/2023	VEN00542--MCCORMACK CONSULTING, LLC	82064	3,700.00
	9/12/2023	VEN00264--MURPHEY BROTHERS EXCAVATING	82065	2,779.07
	9/12/2023	VEN00648--ONPOINT COMMUNICATIONS, LLC	82066	13,000.00
	9/12/2023	VEN00662--PAPE MATERIAL HANDLING	82067	2,828.89
	9/12/2023	VEN00652--RICHARD RHYNARD	82068	2,250.00

9/12/2023	VEN00385--THE HOME DEPOT CRC/GECF	82069	523.76
9/12/2023	VEN00298--TRI-CITY COMPUTER CONSULTING	82070	1,902.25
9/12/2023	VEN00398--TRI-CITY SIGN & BARRICADE	82071	776.99
9/12/2023	VEN00399--TRIDEC, INC.	82072	2,083.33
9/12/2023	VEN00402--UNDERGROUND CREATIVE, LLC	82073	1,750.00
9/12/2023	VEN00414--VERIZON	82074	1,853.15
9/12/2023	VEN00489--WAYNE POTTER	82075	2,477.94
9/12/2023	VEN00449--ZIPLY FIBER	82076	1,118.71
9/21/2023	10017--Roemeling, Cory	82077	1,453.80
9/21/2023	VEN00637--360 AUTOMOTIVE & REPAIR	82078	7,837.38
9/21/2023	VEN00006--ABADAN, INC	82079	45.65
9/21/2023	VEN00004--AMERICAN ASSOCIATION OF PORT	82080	2,000.00
9/21/2023	VEN00038--BANNER BANK - Credit Card	82081	16,817.84
9/21/2023	VEN00059--BENTON-FRANKLIN HEALTH DEPT	82082	25.00
9/21/2023	VEN00007--BLUEROOM	82083	1,498.45
9/21/2023	VEN00578--BOOTH AND SONS CONSTRUCTION	82084	2,499.99
9/21/2023	VEN00321--CI INFORMATION MANAGEMENT	82085	47.82
9/21/2023	VEN00290--CI-PW, LLC (Paradise Bottled Water	82086	40.19
9/21/2023	VEN00052--CITY OF BENTON CITY	82087	103.71
9/21/2023	VEN00660--CLEAN UP CREW	82088	14,402.75
9/21/2023	VEN00077--COLUMBIA BASIN IT	82089	1,515.91
9/21/2023	VEN00105--CONNELL OIL, INC	82090	2,420.87
9/21/2023	VEN00107--COOK'S ACE HARDWARE	82091	62.56
9/21/2023	VEN00149--EFC EQUIPMENT FEED PET SUPPLY	82092	32.59
9/21/2023	VEN00161--EXPRESS SERVICES, INC.	82093	1,644.75
9/21/2023	VEN00162--FARMERS EXCHANGE	82094	106.05
9/21/2023	VEN00175--FRONTIER FENCE, INC.	82095	2,880.55
9/21/2023	VEN00009--GEO WAY ACE HARDWARE	82096	46.72
9/21/2023	VEN00200--HDR ENGINEERING, INC	82097	19,108.00
9/21/2023	VEN00201--HEALTH CARE AUTHORITY	82098	34,383.49
9/21/2023	VEN00233--KONE INC.	82099	3,102.06
9/21/2023	VEN00585--LENNOX INDUSTRIES INC.	82100	161.04
9/21/2023	VEN00490--MARY POTTER	82101	2,250.00
9/21/2023	VEN00261--MP CONSTRUCTION, INC.	82102	7,430.73
9/21/2023	VEN00262--MR. ROOTER PLUMBING	82103	6,887.55
9/21/2023	VEN00264--MURPHEY BROTHERS EXCAVATING	82104	6,065.46
9/21/2023	VEN00303--PACIFIC NW WATERWAYS ASSOC.	82105	900.00
9/21/2023	VEN00297--PERSONAL TOUCH CLEANING, INC.	82106	24,922.47
9/21/2023	VEN00326--RGW ENTERPRISES P.C. INC	82107	12,415.00
9/21/2023	VEN00652--RICHARD RHYNARD	82108	2,250.00
9/21/2023	VEN00334--SANITARY DISPOSAL, INC.	82109	1,064.96
9/21/2023	VEN00665--SCHENCK ENTERPRISES LLC	82110	7,500.00
9/21/2023	VEN00636--SENSKE LAWN & TREE CARE LLC	82111	2,743.13
9/21/2023	VEN00570--VITAL RECORDS CONTROL	82112	219.47
9/21/2023	VEN00489--WAYNE POTTER	82113	2,629.90
9/21/2023	VEN00449--ZIPLY FIBER	82114	874.41
9/28/2023	VEN00590--AMERICAN ASSOCIATION OF AIRPO	82115	275.00
9/28/2023	VEN00667--APOLLO MECHANICAL CONTRACTO	82116	320.67
9/28/2023	VEN00044--BENTON PUD	82117	1,816.53
9/28/2023	VEN00075--CASCADE NATURAL GAS CORP	82118	14.11
9/28/2023	VEN00469--CENTURY WEST ENGINEERING COF	82119	53,797.13
9/28/2023	VEN00083--CENTURYLINK	82120	121.20
9/28/2023	VEN00089--CITY OF RICHLAND	82121	1,076.14
9/28/2023	VEN00100--COFFEY REFRIGERATION	82122	919.12
9/28/2023	VEN00102--COLUMBIA BASIN PAPER & SUPPLY	82123	267.40
9/28/2023	VEN00105--CONNELL OIL, INC	82124	2,723.25
9/28/2023	VEN00639--CWW LLC (COLUMBIA RAIL)	82125	15,000.00
9/28/2023	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	82126	92.40
9/28/2023	VEN00151--ELECTRICAL UNLIMITED, INC	82127	2,718.05

9/28/2023	VEN00161--EXPRESS SERVICES, INC.	82128	2,773.02
9/28/2023	VEN00009--GEO WAY ACE HARDWARE	82129	176.13
9/28/2023	VEN00231--KENNEWICK INDUSTRIAL & ELECT	82130	405.15
9/28/2023	VEN00644--LEAF	82131	205.08
9/28/2023	VEN00262--MR. ROOTER PLUMBING	82132	1,573.41
9/28/2023	VEN00301--PITNEY BOWES, INC	82133	195.66
9/28/2023	VEN00305--POCKETINET COMMUNICATIONS, I	82134	240.00
9/28/2023	VEN00306--PROMINENCE PUBLIC RELATIONS	82135	4,860.00
9/28/2023	VEN00307--PROSSER RENTALS, LLC	82136	1,715.22
9/28/2023	VEN00604--SANDOLLAR LLC	82137	7,500.00
9/28/2023	VEN00359--STEEBER'S LOCK SERVICE, LLC	82138	405.72
9/28/2023	VEN00365--STRATTON SURVEYING & MAPPING	82139	4,052.50
9/28/2023	VEN00622--TOTAL ENERGY MANAGEMENT & H	82140	7,664.90
9/28/2023	VEN00512--TRAFFIC MANAGEMENT INC.	82141	1,206.00
9/28/2023	VEN00394--TREASURE VALLEY COFFEE	82142	98.37
9/28/2023	VEN00376--TRI-CITY REGIONAL CHAMBER	82143	298.00
9/28/2023	VEN00401--TWIN CITY METALS, INC	82144	398.93
9/28/2023	VEN00358--WASHINGTON STATE AUDITOR'S O	82145	1,152.90
9/28/2023	VEN00421--WASHINGTON STATE DEPT OF ECO	82146	780.00
9/28/2023	VEN00129--WASHINGTON STATE DEPT OF ENT	82147	2,500.00
9/28/2023	VEN00449--ZIPLY FIBER	82148	447.64
9/28/2023	10025--Rasmussen, Christy	82149	1,430.82
9/28/2023	10026--Stevens, Lori	82150	212.29
9/1/2023	VEN00215--INTERNAL REVENUE SERVICE	9012023	14,475.16
9/15/2023	VEN00215--INTERNAL REVENUE SERVICE	9152023	17,319.53
9/15/2023	VEN00215--INTERNAL REVENUE SERVICE	091523LR	113.40
9/29/2023	VEN00215--INTERNAL REVENUE SERVICE	9292023	15,788.74
9/27/2023	VEN00239--WASHINTGON STATE DEPT OF REV	B&O08-2023	4,483.87
9/8/2023	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP081823	3,914.31
9/19/2023	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP090123	4,009.56
9/12/2023	VEN00268--NATIONWIDE RETIREMENT SOLUTI	NW090123	2,304.94
9/19/2023	VEN00268--NATIONWIDE RETIREMENT SOLUTI	NW091523	2,300.41
9/21/2023	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS082023	22,969.02

Total for BCT MAIN

**671,157.00**

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

**Project Fund**

Accounts Payable Warrants #	900089	-	900090	\$	1,105.00
Electronic Payments				\$	-
Total Project Fund Expenses				\$	<u>1,105.00</u>
Total Project Fund Expenses				\$	<u><u>1,105.00</u></u>

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

Attest: \_\_\_\_\_

Director of Finance/Port Auditor

We, the undersigned Commissioners of the Port of Benton, Benton County, Washington, do hereby certify the following vouchers/warrants have been certified and approved for payment, this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

President

\_\_\_\_\_

Vice President

\_\_\_\_\_

Secretary



Company name: Port of Benton  
Report name: Check register  
Created on: 10/9/2023

Bank	Date	Payee	Document no.	Amount
BCT PROJECT - KeyBank National Associatio	Account no: 6634-6601401			
	9/8/2023	VEN00326--RGW ENTERPRISES P.C. INC	900089	845.00
	9/21/2023	VEN00326--RGW ENTERPRISES P.C. INC	900090	260.00
Total for BCT PROJECT				1,105.00

**RESOLUTION 23-41**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

**WHEREAS**, General Expense Fund Warrants No. 082095, in the amount of \$2,880.55 issued to Frontier Fence, Inc., warrant has been deemed to be issued in error, and

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

**NOW THEREFORE**, the Port Commission hereby resolves to cancel Warrants No. 082095.

**DATED AND SIGNED** at Richland, Washington on this \_\_\_\_ day of October 2023.

\_\_\_\_\_  
**Christy Rasmussen, President**

\_\_\_\_\_  
**Roy D. Keck, Vice President**

\_\_\_\_\_  
**Lori Stevens, Secretary**

**BENTON COUNTY TREASURER'S OFFICE  
WARRANT VOIDING REQUEST FORM**

Updated 06/2020

DISTRICT :	Port of Benton	FUND: General - 601101
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Date of Issue	*Micro Number	Payee	Amount	Reason for Void
9/21/2023	82095	Frontier Fence, Inc.	2880.55	Duplicate Payment
Total warrants			2880.55	

Signature (Required):	
Department/District:	Port of Benton
Date:	10/11/2023

\*The micro number is the first set of numbers found on the bottom left of the warrant

KeyBank National Association  
19-57/1260

082095

PORT OF BENTON  
3250 PORT OF BENTON BLVD.  
RICHLAND, WA 99354  
(509) 375-3060

09/21/2023

PAY TO THE  
ORDER OF

FRONTIER FENCE, INC.

\$

\*\*2,880.55\*\*

\*\*\*Two Thousand Eight Hundred Eighty Dollars and 55 Cents\*\*\*

DOLLARS

FRONTIER FENCE, INC.  
2516 N. COMMERCIAL  
PO BOX 930  
PASCO, WA 99301  
United States

MEMO

VALID VAL  
D VALID VAL  
VALID VAL  
D VALID VAL  
VALID VAL

AUTHORIZED SIGNATURE

⑈082095⑈ ⑆125000574⑆ 479681118952⑈

PORT OF BENTON

VEN00175--FRONTIER FENCE, INC.  
Print As: FRONTIER FENCE, INC.2516 N. COMMERCIAL  
PO BOX 930  
PASCO, WA 99301082095  
KeyBank National Association  
BCT MAIN 1101  
Date: 09/21/2023  
Amount Paid/Applied  
\$2,880.55  
\$2,880.55Date 08/31/2023  
Bill # 45265  
Net Amount:

Reference Number

Amount Due  
\$2,880.55Term Discount  
\$0.00

**RESOLUTION 23-37**  
**A RESOLUTION OF THE PORT OF BENTON ESTABLISHING**  
**AN ELECTRONIC FUNDS TRANSFER POLICY**

WHEREAS, the Port of Benton recognizes the use of various electronic payment methods as safe and efficient method to process certain disbursements.

WHEREAS, the Port of Benton is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs).

WHEREAS, the attached Policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

WHEREAS, the primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed and approved in a secure manner.

WHEREAS, this policy establishes general guidelines for using EFTs including wire transfers for payables and receivables.

WHEREAS, the procedures outline what electronic funds transactions the Port may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors requirements.

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

The attached Electronic Funds Transfer Policy is hereby adopted. 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 special meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Christy L. Rasmussen, President

\_\_\_\_\_  
Roy D. Keck, Vice President

\_\_\_\_\_  
Lori Stevens, Secretary

<b>Policy Name</b>	<b>Electronic Funds Transfer (EFT) Policy</b>
Policy Number	FIN-001
Effective Date	10/18/2023
Resolution No.	23-37
Administered By	Finance

#### Revision History

Description	Effective Date	Summary of Changes
Initial Adoption	10/18/2023	Initial Adoption

#### Objective:

The Port of Benton recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements. The Port of Benton is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs). This policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

#### Purpose:

The primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables and receivables. The procedures outline what electronic funds transactions the Port may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors requirements.

#### Definitions:

- **Electronic Funds Transfer (EFT):**

The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.

- **Automated Clearing House (ACH):**

This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using the American Bankers Association (ABA) number. These should be set up in the vendor master file that denotes this payment method.

- **Banking Information:**

Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.

- **Wire Transfer:**

This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.

**General Guidance:**

The Port of Benton may utilize EFTs for receipt of intergovernmental payments, grant payments, and other revenues where practical, and the transmittal of payroll, withholdings, tax deposits, bond payments, credit card processing fees, banking fees, real estate transactions, and other disbursements where practical or required. All EFT transactions will utilize the same procedures. The Port utilizes the Benton County Treasurer for its treasury function which adds a level of oversight and internal control over the financial transactions of the Port of Benton. The Benton County Treasurer executes the EFT transactions as requested, reviewed and approved by the Port of Benton.

The Port of Benton primarily uses EFT's for:

- Payroll
- Payroll Deductions
- Federal Taxes

All EFT payments will be coordinated, reviewed, approved and submitted through the Finance Department to the Benton County Treasurer. The Finance Director or his/her designee will approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system. All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

**Accounting Treatment:**

The Finance Department is the only department authorized to initiate EFTs. Finance shall be responsible for the review of EFT requests in order to ensure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Finance Director or his/her designee.

To promote the safety of Port funds in the EFT environment, the following procedures will be used by all Port employees involved in processing payments via EFTs:

- The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment method.
- EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statute and accepted business practices.
- Authentication of new EFT requests and changes to existing EFTs are required prior to be initiated through the Benton County Treasurer. The County Treasurer only allows for ACH transactions from or to government agencies or government backed vendors for payroll and payroll expenses. The County Treasurer has established this process to mitigate and reduce the risk of potential fraud.
- Bank balances are monitored regularly for unusual or unexpected transactions.
- Reconciliation of banking activity will be accomplished in a timely manner with investigation and resolution of reconciling items.

The Port of Benton will ensure the State Auditor has access to files, records and documentation of all EFT transactions involving the Port when required for the conduct of the statutory audit.

**ACH Payments to Vendors:**

The procedure to initiate an ACH payment is subject to the same procedures and controls that

govern disbursement by any other payment mechanism including a check payment. ACH transactions will not be made without proper authorization of affected parties. This same process will be followed should the Port of Benton pay vendors in the future through an ACH process. Currently, with limited exceptions, vendors are paid through a check process.

The Finance Department staff who initiate and complete EFT transactions are responsible for ensuring the financial internal controls are maintained, the activity is posted timely, and operational procedures are in place to reduce the risk of loss of Port funds arising from fraud or employee error. The Finance Department will monitor bank balances regularly for unusual or unexpected transactions, reconcile bank activity to the general ledger in a timely manner, and investigate and resolve reconciling items.

As noted above, the Port of Benton uses the Benton County Treasurer for its Treasury services. As such, the Benton County Treasurer has strict policies on who the Port can pay and receive funds from using EFTs.

**Any changes in payment instructions requested by the vendor will be verified via phone call from Port Finance or Administrative staff prior to changing payment instructions.**  
**Wire Transfers:**

The Finance Department is the only department authorized to initiate wire transfers. Finance shall be responsible for the review of wire requests in order to assure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Finance Director or his/her designee.

The Port will utilize security measures offered by Key Bank to prevent unauthorized individuals from initiating or modifying a wire transfer. On-line banking systems should only be used by employees with proper system credentials and separate banking user IDs. The security administrators in the Finance Department shall ensure that adequate separation of duties exist in accordance with internal control standards and that the integrity of system user profiles is protected. Steps are also taken to limit the number of users who have access to create or approve wire transfers and their authorized wire amounts. In addition, Key Bank controls require two separate users to complete a wire. One authorized Finance employee will initiate the wire transfer process and another authorized Finance employee must separately approve the wire transfer. Upon completion of the wire transfer, the entry will be recorded in the financial accounting system by the proper Finance employee.

**Wire transfers will not be initiated based on email or fax communication only. Port Finance, Legal or the Executive Director will call the other party to confirm transfer details.**

**Payroll Direct Deposit:**

For the processing disbursements for payroll, each employee is required to complete a Direct Deposit Authorization Form. This form contains bank information documentation in order to ensure proper setup. Account documentation may include a voided check or a bank notification stating the bank's transit and routing number in addition to the employee's account number.

Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. After the form has been reviewed for accuracy, the form will be given to Payroll. Information is entered from the form into the employee record within the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. **A change form must be signed by the employee and delivered to Port Finance IN PERSON before the change will be made. In rare exceptions, if a form cannot be delivered in person, Finance will call the employee at a known phone number to verify the employee**



**submitted the change request.**

Upon completion of a payroll cycle, the vendor and invoice amount are identified. The payroll staff initiate an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The Benton County Treasurer is notified, and the funds are moved to a payroll clearing account by the County Treasurer. The Port then initiates a wire for the funds to be paid from this clearing account.

**Payroll Withholding:**

The Port of Benton currently pays certain invoices relating to payroll expenses through an EFT process. Upon completion of a payroll cycle, the vendor and invoice amount are identified. The payroll staff initiate an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The Benton County Treasurer is notified, and the funds are moved to a payroll clearing account by the County Treasurer. The Port then initiates a wire for the funds to be paid from this clearing account. The information including vendor, disbursement amount, and payroll cycle is maintained along with a confirmation that the ACH disbursement was accepted by the vendor.

**Reference:**

RCW 39.58.750

Receipt, disbursement, or transfer of public funds by wire or other electronic communication means authorized.

Notwithstanding any provision of law to the contrary, the state treasurer or any treasurer or other custodian of public funds may receive, disburse, or transfer public funds under his or her jurisdiction by means of wire or other electronic communication in accordance with accounting standards established by the state auditor under RCW 43.09.200 with regard to treasurers of municipalities or other custodians or by the office of financial management under RCW 43.88.160 in the case of the state treasurer and other state custodians to safeguard and insure accountability for the funds involved.

[ 2009 c 9 § 14; 1996 c 256 § 17; 1981 c 101 § 1; 1979 c 151 § 48; 1977 ex.s. c 15 § 1. Formerly RCW 39.58.150.]

**RESOLUTION 23-38**  
**A RESOLUTION OF THE PORT OF BENTON ESTABLISHING**  
**GASB 87 LEASING POLICIES**

WHEREAS, GASB 87 is a new lease accounting standard effective for 2022 for public sector entities in the United States that recognizes lease assets and liabilities on the Statement of Net Position.

WHEREAS, GASB 87 also changes the definition of a lease and the method of discounting future lease payments. The Port understands its responsibility in the implementation of this standard and has developed the attached policy regarding the implementation of GASB 87 for the year of implementation and subsequent financial periods.

WHEREAS, GASB 87 requires that GASB 87 be implemented for all financial periods ending on or after June 2022. The Port has chosen to implement GASB 87 for the financial year ending December 31, 2022.

WHEREAS, the objective of the attached accounting policy is to establish consistent procedures for accounting for lease transactions as the lessor in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 87, Leases.

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

The attached GASB 87 Leasing Policy is hereby adopted. 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 special meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Christy L. Rasmussen, President

\_\_\_\_\_  
Roy D. Keck, Vice President

\_\_\_\_\_  
Lori Stevens, Secretary

<b>Policy Name</b>	<b>GASB 87</b>
<b>Policy Number</b>	FIN-002
<b>Effective Date</b>	10/18/2023
<b>Resolution No.</b>	23-38
<b>Administered By</b>	Finance

#### Revision History

<b>Description</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
<b>Initial Adoption</b>	10/18/2023	Initial Adoption

#### **Objective:**

The objective of this accounting policy is to establish consistent procedures for accounting for lease transactions as the lessor in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 87, Leases.

GASB 87 is a new lease accounting standard effective for 2022 for public sector entities in the US that recognizes lease assets and liabilities on the Statement of Net Position. It also changes the definition of a lease and the method of discounting future lease payments. The Port understands its responsibility in the implementation of this standard and has developed the following policy regarding the implementation of GASB 87 for the year of implementation and subsequent financial periods.

GASB 87 requires that GASB 87 be implemented for all financial periods ending on or after June 2022. The Port has chosen to implement GASB 87 for the financial year ending December 31, 2022.

#### **Scope:**

This policy applies to all lease transactions entered into by the Port in which the Port acts as the lessor in the lease transaction.

#### **Accounting Treatment:**

Throughout the year, the Port generates various financial reports, statements and analysis. For the purpose of these management reports, accounting entries related to GASB 87 are not included. These reports reflect the transactional activity.

Accounting entries for compliance with GASB 87 financial reporting are done for year-end financial statements only.

The Port has implemented the following process for ensuring accurate financial reporting and compliance with GASB 87 requirements:

1. Identify the lease agreement and determine the lease term, payment amount, and payment frequency.

2. Determine the stated prime rate to be used in the present value calculation. Due to the number of leases held by the Port, the Port has decided to determine the rate to be used from reliable sources including lease analysis, stated bank loan rates as established by the U.S. Federal Reserve and the borrowing rates available to the Port. See more information on the discount rate to be used in the "Discount Rate" portion of this policy.
3. Calculate the present value of lease payments using the determined discount rate. The present value calculation should consider all lease payments, including any initial direct costs or lease incentives.
4. Record the lease receivable and deferred inflow of resources on the Statement of Net Position.
5. Recognize lease income on a straight-line basis over the lease term.
6. Recognize any difference between the lease income and the lease receivable as a lease income adjustment. This adjustment should be recorded as revenue or expense (gain/loss), depending on whether the lease income is greater or less than the lease receivable.
7. Recognize any amortization of the deferred inflow of resources over the lease term. The deferred inflow of resources should be amortized using the same method as the recognition of lease income.
8. Disclose the lease terms and financial information related to the lease in the notes to the financial statements. This disclosure should include the lease term, payment amounts, discount rate, and any initial direct costs or lease incentives.
9. Monitor the lease agreement throughout its term and adjust the accounting as necessary to reflect any changes in the lease terms or payments. The Port will initially evaluate any needed changes to the GASB 87 criteria including the discount rate used, on an annual basis.

***Discount Rate:***

Determining the appropriate discount rate to be used is a critical component of compliance under GASB 87, Leases. The discount or interest rates are the internal rate of return on all receipts related to the lease. GASB 87, Paragraph B40 specifies that the lessor will apply the interest rate it charges the lessee. If the interest rate cannot be readily determined by the lessee or lessor, the estimated incremental borrowing rate should be used. Due to the number of leases held by the Port, the Port has decided to determine the rate to be used from reliable sources including lease analysis stated bank loan rates as established by the U.S. Federal Reserve and the borrowing rates available to the Port determined by the Port's banking institution.

The organization will maintain documentation to support the determination of the discount rate used in present value calculations. This documentation will include the source of the discount rate and assumptions or estimates used in determining the discount rate.

***Disclosure:***

The organization will disclose the lease terms and financial information related to the lease in the notes to the financial statements. This disclosure will include the lease term, payment amounts, discount rate, and any initial direct costs or lease incentives.

***Monitoring:***

The organization will monitor the lease agreement throughout its term and adjust the accounting as necessary to reflect any changes in the lease terms or payments.

***Conclusion:***

This accounting policy ensures that lease transactions are accounted for accurately and consistently in accordance with GASB Statement No. 87. The use of the stated prime rate as the discount rate in the present value calculation provides a reliable and consistent method for determining the present value of lease payments. The organization will maintain documentation to support the accounting treatment for lease transactions and will evaluate the methodology used annually to ensure consistent and compliant application.

**RESOLUTION 23-39**  
**A RESOLUTION OF THE PORT OF BENTON ESTABLISHING**  
**GASB 87 DISCOUNT RATE**

WHEREAS, GASB 87 is a new lease accounting standard effective for 2022 for public sector entities in the United States that recognizes lease assets and liabilities on the Statement of Net Position.

WHEREAS, GASB Statement 87 states that future lease payments should be discounted using the interest rate the lessor charges the lessee, which may be the interest rate implicit in the lease. If the interest rate cannot be readily determined by the lessee or lessor, the estimated incremental borrowing rate should be used.

WHEREAS, the attached Policy and Procedure will establish the interest rate used by the Port for the 1/1/2022 implementation year and the process that will be used to periodically assess the interest rate.

WHEREAS, the Port must establish by resolution the process the Port of Benton used in determining the interest rate to be used in the GASB 87 calculation and the methodology of assessment of this rate in future periods.

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

The attached GASB 87 Discount Rate Policy is hereby adopted. 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 special meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Christy L. Rasmussen, President

\_\_\_\_\_  
Roy D. Keck, Vice President

\_\_\_\_\_  
Lori Stevens, Secretary

<b>Policy Name</b>	<b>GASB 87 Discount Rate Policy</b>
Policy Number	FIN-003
Effective Date	1/1/2022
Resolution No.	23-39
Administered By	Finance

#### Revision History

Description	Effective Date	Summary of Changes
Initial Adoption	1/1/2022	Initial Adoption with retroactive Effective Date

#### Background:

GASB Statement 87 states that future lease payments should be discounted using the interest rate the lessor charges the lessee, which may be the interest rate implicit in the lease. If the interest rate cannot be readily determined by the lessee or lessor, the estimated incremental borrowing rate should be used.

This procedure will establish the interest rate used by the Port for the 1/1/2022 implementation year and the process that will be used to periodically assess the interest rate.

#### Objective:

To establish the process the Port of Benton used in determining the interest rate to be used in the GASB 87 calculation and the methodology of assessment of this rate in future periods.

#### Accounting Treatment:

GASB Statement 87 for Leases states that future lease payments should be discounted using the interest rate the lessor charges the lessee, which may be the interest rate implicit in the lease. If the interest rate cannot be readily determined by the lessee or lessor, the estimated incremental borrowing rate should be used.

The incremental borrowing rate is an estimate of the interest rate that would be charged for borrowing the lease payment amounts during the lease term.

In its implementation process for GASB 87, the Port of Benton used the guidance established by GASB in determining the interest rate(s) to be used. Many of the Port's leases are historical and interest rates have not been established per the lease nor do the lease terms make it practicable to calculate an interest rate per lessee/lease. Therefore, the Port made the decision to determine and establish an overall discount rate to be used in its implementation of GASB 87. The Port used various methods and metrics including but not limited to:

- Consultation with the Benton County Treasurer regarding current availability of interest rates
- Stated Federal prime rates.

Based on this analysis the Port of Benton will use an interest rate of 5% for the implementation year. This is based on experience with the lessees, Benton County Treasurer rates, stated Federal Prime rates, and assessment of the interest rate changes that were occurring during the 2022 Calendar Year. The utilization of this rate is appropriate and provides an accurate picture for the implementation period. The Port of Benton will assess the interest rate being used annually

**Reference documentation for implementation period:**



Click on the links below to find a fuller explanation of the term.

Prime rate, federal funds rate, COFI

Updated: 2023-05-30

## Ratings methodology

Resolution 23-39

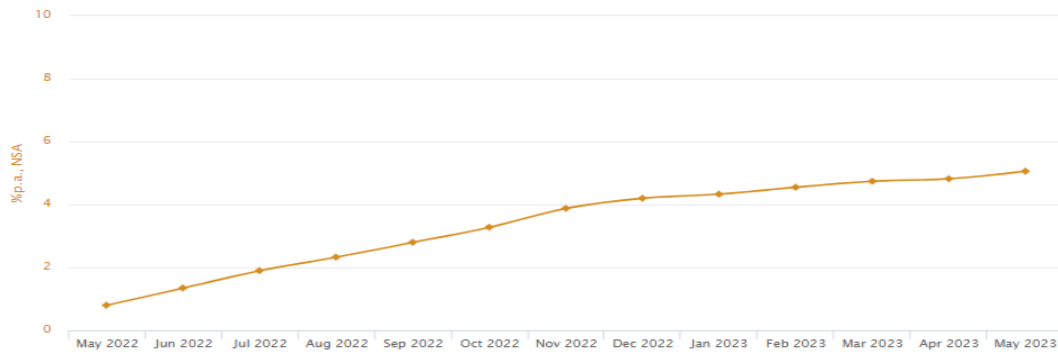


ECONOMIC INDICATORS / UNITED STATES / MONEY MARKET RATE



United States - Money Market Rate

\$80.00  
ADD TO CART



United States: Money Market Rate			Series Information	
Mnemonic	IRMM.IUSA		Source	U.S. Board of Governors of the Federal Reserve System (FRB)
Unit	% p.a., NSA		Release	H.15 Selected Interest Rates [D, W, M]
Adjustments	Not Seasonally Adjusted		Frequency	Business Daily
	Monthly		Start Date	1/31/1997
Data	May 2023	5.06	End Date	5/31/2023
	Apr 2023	4.82		

United States: Markets					
	Reference	Last	Previous	Units	Frequency
Stock Market Index	02 Jun 2023	33,762	33,061	Index 26May1896=40.94, NSA	Daily
Average Long-term Government Bond	01 Jun 2023	3.61	3.64	% p.a., NSA	Business Daily
Lending Rate	01 Jun 2023	5.08	5.08	% p.a., NSA	Business Daily
Treasury Bills (over 31 days)	01 Jun 2023	5.24	5.26	% p.a., NSA	Business Daily
Money Market Rate	May 2023	5.06	4.82	% p.a., NSA	Monthly
Monetary Policy Rate	Apr 2017	0.88	0.88	% - End of period	Monthly

Based on the rates applicable during the implementation year, the Port has determined that a 5% interest rate is reasonable and appropriate.

Per consultation with the Benton County Treasurer regarding interest rates in place as of March 2023 were between 5.5% and 7%. Based on this and the known interest rate increases that occurred at the end of calendar year 2022, the use of a 5% interest rate is reasonable.

The rate will be reassessed each year for leases subject to evaluation and coverage.

**RESOLUTION 23-40**  
**A RESOLUTION OF THE PORT OF BENTON ESTABLISHING**  
**GASB 87 LEASING POLICIES AS APPLICABLE TO LESSEE**

WHEREAS, GASB 87 is a new lease accounting standard effective for 2022 for public sector entities in the United States that recognizes lease assets and liabilities on the Statement of Net Position.

WHEREAS, GASB 87 also changes the definition of a lease and the method of discounting future lease payments. The Port understands its responsibility in the implementation of this standard and has developed the attached policy regarding the implementation of GASB 87 for the year of implementation and subsequent financial periods.

WHEREAS, GASB 87 requires that GASB 87 be implemented for all financial periods ending on or after June 2022. The Port has chosen to implement GASB 87 for the financial year ending December 31, 2022.

WHEREAS, the objective of the attached accounting policy is to establish consistent procedures for accounting for lease transactions as the lessee in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 87, Leases. It also ensures Port of Benton's process for assessment of the Port's position as lessee in its implementation of GASB 87.

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

The attached GASB 87 Lessee Policy is hereby adopted. 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 special meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Christy L. Rasmussen, President

\_\_\_\_\_  
Roy D. Keck, Vice President

\_\_\_\_\_  
Lori Stevens, Secretary

<b>Policy Name</b>	<b>GASB 87 Policy – Lessee</b>
Policy Number	FIN-004
Effective Date	1/1/2022
Resolution No.	23-40
Administered By	Finance

#### Revision History

Description	Effective Date	Summary of Changes
Initial Adoption	1/1/2022	Initial Adoption with retroactive Effective Date

#### Background

GASB 87 is a new lease accounting standard effective in 2022 for public sector entities in the US that recognizes lease assets and liabilities on the Statement of Net Position. It also changes the definition of a lease and the method of discounting future lease payments. The Port understands its responsibility in the implementation of this standard and has developed the following policy regarding the implementation of GASB 87 for the year of implementation and subsequent financial periods as it pertains to the Ports position as a lessee.

GASB 87 requires that GASB 87 be implemented for all financial periods ending on or after June 2022.

#### Objective:

The objective of this accounting policy is to establish consistent procedures for accounting for lease transactions as the lessee in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 87, Leases. It also ensures Port of Benton's process for assessment of the Port's position as lessee in its implementation of GASB 87.

#### Guidelines

The Port of Benton performed a review and assessment of all leases held and any contracts or agreements that could be leases. As a part of this process, the Port assessed any leases, agreements or contracts for which the Port was the lessee. As of the time of the implementation year, the Port had the following contracts/leases/agreements:

- Abadan – copiers
- Pitney Bowes - Postage
- BNSF – Land lease

The Port has determined that a capitalization threshold would be a reasonable and prudent business practice as it pertains to its position as a lessee. The Port has determined that any leases, individually or in aggregate \$50,000 or less annually would be excluded from the GASB 87 calculations.

The Port will periodically and at least annually perform a review of contract/agreements/leases for which the Port is the lessee and assess and determine if a change is needed and the capitalization threshold is met or exceeded.

## **RESOLUTION 23-42**

### **A RESOLUTION OF THE PORT OF BENTON ACCEPTING WORK COMPLETED BY RAILWORKS TRACK SYSTEMS, LLC FOR THE EMERGENCY REPAIRS ON THE WYE TRACK DERAILMENT PROJECT**

**WHEREAS**, work known as the Emergency Repairs on the Wye Track Derailment Project upon notification by Railworks Track Systems, LLC, that said project has been completed in accordance with the approved plans and specifications, has been duly inspected by RGW Enterprises, Inc., and

**WHEREAS**, the Contractor has certified that the work has been completed in accordance with the plans and specifications at a total cost of \$298,834.68 plus WSST.

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

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

**DATED AND SIGNED** at Richland, Washington on this 18th day of October 2023.

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Christy L. Rasmussen, President

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Roy D. Keck, Vice President

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Lori Stevens, Secretary

**RESOLUTION 23-43**  
**A RESOLUTION OF THE PORT OF BENTON**  
**ACCEPTING WORK COMPLETED BY**  
**CONDON CONSTRUCTION, LLC**  
**FOR THE**  
**2023 RAILROAD TIE REPLACEMENT PROJECT**

**WHEREAS**, work known as the 2023 Railroad Tie Replacement Project upon notification by Condon Construction, LLC, that said project has been completed in accordance with the approved plans and specifications, has been duly inspected by RGW Enterprises, Inc., and

**WHEREAS**, the Contractor has certified that the work has been completed in accordance with the plans and specifications at a total cost of \$174,074.00 plus WSST.

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

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

**DATED AND SIGNED** at Richland, Washington on this 18th day of October 2023.

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Christy L. Rasmussen, President

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Roy D. Keck, Vice President

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Lori Stevens, Secretary

**RESOLUTION 23-44**  
**A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF BENTON, WASHINGTON,**  
**AUTHORIZING A SALE OF REAL PROPERTY**  
**ATOMIC DONUT LLC**

**WHEREAS**, the Port of Benton is a municipal corporation, organized and existing under the laws of the State of Washington, RCW 53.04.010; and

**WHEREAS**, the Port of Benton owns real property in fee simple title located in the Port's Benton City Downtown Area, more particularly described on Attachment 1 to this resolution; and

**WHEREAS**, the Port Commission deemed the property excess to future port purposes by Resolution 21-51 dated November 10, 2021 to the Port's Comprehensive Scheme of Harbor Development RCW 53.20.010, promote economic development and balance the port's budget within the District following COVID-19 pandemic and further support private investment and economic development opportunities within the community; and

**WHEREAS**, Atomic Donut LLC, Michael Bishop and John Bishop (Purchasers) have offered to purchase real property as depicted on Attachment 1, consisting of building improvements (3,304+/- SF), 0.2753 acres (Lots 5, 6 & 7) along with fixtures/improvements thereof, for a sum of \$275,000.00 US Dollars; and

**WHEREAS**, Port staff and Port attorney have reviewed the proposed Purchase and Sale Agreement and find it is appropriate and in the best interest of the Port to sell the real property; and

**WHEREAS**, the Port Commission has determined the proposed sale is consistent with previous Port policies, hereby authorizes the sale of real property and further amends the Port's Comprehensive Scheme of Harbor Development.

**IT IS FURTHER RESOLVED** that the Board of Commissioners hereby approve Resolution 23-44 authorizing the Port's Executive Director to execute a Purchase and Sale Agreement with Atomic Donut LLC, Richard and John Bishop, under the terms contained in the Purchase and Sale Agreement for the sum of \$275,000.00 US Dollars and hereby authorize execution of all necessary documents and agreements on behalf of Port of Benton to complete the transaction as specified above.

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

**DATED AND SIGNED** at Richland, Washington on this 18<sup>th</sup> day of October, 2023.

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Christy L. Rasmussen, President

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Roy D. Keck, Vice President

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Lori Stevens, Secretary

**Attachment 1  
To Resolution 23-44  
Authorizing a Sale of Real Property  
Atomic Donut LLC, Michael and John Bishop**

BENTON CITY: BLOCK 4, Lot(s) 5, 6, 7 & 8

**Auditor Parcel No: 1-1897-302-0004-005 / ID: 47743**

**Auditor Parcel No: 1-1897-302-0004-006 / ID: 47744**

**Auditor Parcel No: 1-1897-302-004-007 / ID: 47745**

**Parcel 1-1897-302-0004-005 [real property improvements]**

SECTION 18: TOWNSHIP 9: RANGE 27: BENTON CITY: BLOCK 4: LOT 5 SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD: DISSOLUTION OF DRAINAGE IMPROVEMENT DISTRICT 4 SUB A EASEMENT AND/OR RIGHT OF WAY PER BENTON COUNTY ORDINANCE NO. 441, ADOPTED AND PASSED NOVEMBER 6, 2006, RECORDED JANUARY 5, 2007, AUDITOR FILE NO. 2007-000506 (0.1377ac / 6,000sf)

**TOGETHER WITH;**

**Parcel 1-1897-302-0004-006 [Parking Lot]**

SECTION 18: TOWNSHIP 9: RANGE 27: BENTON CITY: BLOCK 4: LOT 6: SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD: DISSOLUTION OF DRAINAGE IMPROVEMENT DISTRICT 4 SUB A EASEMENT AND/OR RIGHT OF WAY PER BENTON COUNTY ORDINANCE NO. 441, ADOPTED AND PASSED NOVEMBER 6, 2006, RECORDED JANUARY 5, 2007, AUDITOR FILE NO. 2007-000506. (0.0688ac / 3,000sf)

**AND**

**Parcel 1-1897-302-0004-007 [Parking Lot]**

SECTION 18: TOWNSHIP 9: RANGE 27: BENTON CITY: BLOCK 4: LOTS 7 AND 8 SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD: DISSOLUTION OF DRAINAGE IMPROVEMENT DISTRICT 4 SUB A EASEMENT AND/OR RIGHT OF WAY PER BENTON COUNTY ORDINANCE NO. 441, ADOPTED AND PASSED NOVEMBER 6, 2006, RECORDED JANUARY 5, 2007, AUDITOR FILE NO. 2007-000506 (0.0688ac / 3,000sf)

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



**PORT OF BENTON**  
**OFFICIAL PROCLAMATION – 23-03**  
**CELEBRATING THE PORT’S 65<sup>TH</sup> ANNIVERSARY**

**WHEREAS**, On November 4, 1958, Port of Benton was established by an overwhelming majority of voters, becoming the 46<sup>th</sup> port in Washington state; and

**WHEREAS**, since its formation, Port of Benton has fostered economic development, providing development sites and facilities that support the growth of start-up businesses to global corporations, and bring high-quality jobs to the Port’s district and the surrounding region; and

**WHEREAS**, throughout its 65-year history, the port has acquired land, buildings, general aviation airports in Prosser and Richland, a Columbia River barge complex, a rail network, and developed and continually improved properties to attract value-added agriculture, industrial, aviation, advanced manufacturing, clean energy, and other industries to the Port district; and

**WHEREAS**, in 1965 the U.S. Coast Guard declared Port of Benton a “nuclear port,” a designation held by only five ports nationwide, and authorizing the port to handle radioactive materials; and

**WHEREAS**, Port of Benton became the first U.S. port to acquire surplus government property in 1996 when the U.S. Department of Energy transferred 71.5 acres from Hanford’s 3000 Area to the port under the 1994 Defense Authorization Act to diversify the local economy; and

**WHEREAS**, the Port led the effort to work with the U.S. Navy beginning in 2007 to save the decommissioned USS Triton submarine sail and conning tower as a public landmark to honor servicemembers far and wide and share the story of Triton’s historic 1960 submerged circumnavigation around the world during the Cold War; and

**WHEREAS**, the Port received 760 acres of former Hanford Site land in 1998 and an additional 764 acres from the Tri-City Development Council in 2015 as part of 1,641 acres to attract private-sector investment and is collaborating with community partners to establish the Northwest Advanced Clean Energy Park and an inland port; and

**NOW, THEREFORE, BE IT PROCLAIMED** in recognition of Port of Benton's 65<sup>th</sup> anniversary on November 4, 2023, the Commission expresses its sincere and wholehearted appreciation to the Port District's taxpayers, partners, and the broader Tri-Cities community, for their steadfast support of the Port's economic development mission. The Commission commits to continued dedicated service that delivers economic opportunities and enhances the quality of life in our amazing community.

**DATED AND SIGNED** at Richland, Washington on the 18<sup>th</sup> day of October, 2023.

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Christy L. Rasmussen, President

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Roy D. Keck, Vice President

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Lori Stevens, Secretary

**PORT OF BENTON  
PROJECTS AND GRANTS STATUS**

October 2023

	<b>Project</b>	<b>Description</b>	<b>Grants Pursued/Received</b>	<b>Comments</b>
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	Anderson Perry currently working on updating plans. Plan to bid street light portion of the work by the end of 2023.
2	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	<b>RFP to submit for renewal not out yet, annual report for existing contract completed.</b>
3	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 working on design plans for a bid advertisement by the end of 2023. Plan for the crossing and signal replacement to be completed in late 2024.
4	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	<b>HDR has been contracted to complete the design for this work. Construction planned for summer 2024.</b>
5	Consolidated Rail Infrastructure & Safety Improvement (CRISI)	"White Bluffs Rail" remaining crossings, ties, panels and rail	\$8M project 80%Fed/20%POB Match	Application was not approved, debrief requested

**PORT OF BENTON  
PROJECTS AND GRANTS STATUS**

October 2023

	<b>Project</b>	<b>Description</b>	<b>Grants Pursued/Received</b>	<b>Comments</b>
6	DOE EV	Provide grant funding for EV charging stations north Richland	POB land sites	<b>Continued coordination with EN on regional charging station options. Depending on grants POB may need to take more of a lead role</b>
7	2023-2025 State Capital Appropriation	"White Bluffs Rail" remaining crossings, ties, panels and rail to support CRISI	\$1,212,500 State Grant	<b>Approved \$1,212,500 grant, completing cultural and environmental work prior to execution of contract.</b>
8	Tech Hubs	Cascadia Advanced Manufacturing Hub-acdcelerating emergincg technologies with advanced manufacturing	Pending-if approved to proceed and projects requested POB facility will be submitted.	<b>124 applications submitted for designation and strategy development. EDA will designate 20 Tech Hubs nationwide tied to CHIPS and Science Act. Fall announctment anticipated for next phase.</b>
9	U.S. EDA	2579 Building	EDA \$3-5M Benton Co. .09 \$1.2M submittal will follow EDA, POB \$2M CERB loan req to follow EDA	<b>Phase I of 2579 Stevens improvements. Application for EDA to be submitted by Dec 2023.</b>
10	Benton County .09	TBC real property currently in negotiations	Benton County RCCF \$1M+	<b>Application being development contingent upon negotiations.</b>

**PORT OF BENTON  
PROJECTS AND GRANTS STATUS**

October 2023

	Project	Description	Grants Pursued/Received	Comments
	<b>AIRPORTS</b>			
11	Richland Airport - Airfield Signage and Lights (PH1)	Replace Airfield Signs, Replace runway lights on RW 8/26 & 1/19 MIRL	FAA - \$3,200,000 No Match Required	<b>Project complete except for delivery of Emergency Generator.</b>
12	Community Aviation Revitalization Board (CARB) - <b>Richland Airport</b>	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.	<b>IOFA Signed, Resolution Signed, Awaiting closing date</b>
13	FAA and State Airport discretionary funds - <b>Richland Airport</b>	Runway and Apron Crack and Fog Seal	FAA NPE \$290,000 State \$800,000	Approved - Grant Agreement Signed by Port and FAA. <b>60% Design submitted to FAA. New Construction estimate \$1.77M</b>
14	FAA Airport Funds - <b>Prosser Airport</b>	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. <b>60% Design submitted to FAA. New construction estimate \$1.75M</b>
15	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law <b>BIL</b> funds) - Richland Airport	Direct grants for the improvement of public use airports. Awarded project is Taxilane construction	Richland Airport \$1,200,000	FAA approved for construction 2024-2026. Working on design effort now with Century West.

**PORT OF BENTON  
PROJECTS AND GRANTS STATUS**

October 2023

	<b>Project</b>	<b>Description</b>	<b>Grants Pursued/Received</b>	<b>Comments</b>
16	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law BIL funds) - <b>Richland Airport</b>	Main Apron Reconfiguration - Design/Construction 2025/26	BIL Funds \$833,000	Approved
17	FAA Airport Funds - <b>Richland Airport</b>	Wildlife fencing around airport. Complete fencing around entire airport	FAA NPE \$205,000	Approved
18	FAA Airport Funds - <b>Prosser Airport</b>	Construct Heliport/Helipad with Service Road - Design	FAA NPE \$155,000	Approved