

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

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

www.portofbenton.com/commission

For those unable to access the internet, please call 509-375-3060 by 8:00 a.m. on December 13, 2023 to be provided with call-in details.

All participants will be muted upon entry; when prompted click 'raise hand' in zoom or dial star + 9 (*9) to raise your hand. The host will unmute you to speak in the order hands are raised, when the host calls on you, press star + 6 (*6) to unmute yourself.

**PORT OF BENTON
REGULAR COMMISSION MEETING**

Agenda

8:30 a.m., December 13, 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 November 8, 2023 Commission Meeting
3. Approval of Vouchers and Certifications, Including Payroll for Month of November Totaling \$712,429.87
4. Approval of Project Fund Vouchers and Certifications for the Month of November Totaling \$260.00
5. Resolution 23-49, To Cancel Warrant No. 081283, in the Amount of \$851.72, Issued to Ziply Fiber, Which Has Been Deemed Lost

D. PUBLIC COMMENT

E. ITEMS OF BUSINESS

1. Resolution 23-48, Donation Acceptance Policy
2. Resolution 23-50, Accepting Work Completed by Inland Asphalt Company for Port of Benton Pavement Repair
3. Resolution 23-52, Solar Land Lease, Tucci Energy Services (N Horn Rapids)
4. Resolution 23-53, Fuel System Lease, RH Smith Inc. (RBP)
5. Resolution 23-54, Finance - Year End Cut Off Policy
6. City of Richland Utility Easement (Richland Rail)
7. Memorandum of Understanding Between City of Richland and Port of Benton on Industrial Land Exchange
8. 2024 Architect, Engineer and Professional Roster
9. 2024 Contracts (RGW Enterprises, Ashley Garza, Century West Engineering, HDR Engineering)
10. Proclamation 23-04, Honoring Commissioner Christy L. Rasmussen
11. Performance Review of Executive Director

F. INFORMATION REPORTS

1. Financial Update
2. Grants Update
3. Strategic Plan Update

G. COMMISSIONER REPORTS/COMMENTS

H. DIRECTOR REPORTS/COMMENTS

1. Finance Director
2. Port Attorney
3. Executive Director

I. EXECUTIVE SESSION

J. ADJOURNMENT

The next regular Port of Benton Commission meeting will be held on Wednesday, January 10, 2024 at the Port of Benton Commission meeting room located at 3250 Port of Benton Blvd., Richland, WA. Visit portofbenton.com for notices and information.

**PORT OF BENTON
COMMISSION MEETING MINUTES
November 8, 2023**

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

PRESENT: Commissioner Christy Rasmussen, Commissioner Lori Stevens; Commissioner Roy D. Keck; Executive Director, Diahann Howard, PPM®, PPX®; Port Attorney, David Billetdeaux, PPM®; Director of Real Estate, Teresa Hancock; Public Information Officer, Summers Miya; Director of Facilities & Operations, Ron Branine; Airport Manager, Quentin Wright; Construction Project Manager, Bryan Bell; Director of Finance, Jeff Lubeck; Director of Marketing, Wally Williams; Bryan Condon, Century West Engineering

The following attendees attended via remote communications: Contract Specialist, Sheri Collins; Senior Accountant, Veronica Serna; Accounting Specialist, Julia Mora; Ashley Garza; Joshua Lott, Anderson Perry & Associates; Clif Dyer, Richland, WA; Wendy Culverwell, Tri-City Herald

The Commission meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Commission Secretary Lori Stevens led those present in reciting the Pledge of Allegiance.

C. CONSENT AGENDA:

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving the agenda for the November 8, 2023 Commission meeting, approval of minutes from the October 18 ,2023 Commission meeting, approval of vouchers and certifications, including payroll, for the month of October totaling \$1,094,057.75, approval of project vouchers and certifications for the month of October totaling \$2,778.02.

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. 2024 Port of Benton Budget

Director of Finance Jeff Lubeck provided a review of the 2024 budget, including a review of the budget timeline, major pending items and any changes since the October 9, 2023 budget workshop.

Lubeck stated that the proposed timeline will be met and the budget and tax assessment will be submitted to Benton County by November 22, 2023, reminding the Commission that these items are due to the county be November 30, 2023.

Lubeck highlighted the major pending items include the land swap with City of Richland, as timing is uncertain (2023 vs. 2024 item), the cash requirement is uncertain at this time and under the assumption that this item will be complete in 2024 with no/minimal cash.

Lubeck added that the other pending item is the property tax revenue, as only the third preliminary valuation has been received as of this meeting, with the final valuation to be approved by the Benton County Commissioners in January 2024. Lubeck stated that although the final numbers have not yet been received, a material change is not anticipated.

Lubeck reviewed the minor changes to the budget since it was presented at the October 9, 2023 budget workshop.

Description	From	By	To
Decrease in Property Tax Income	\$3,036,784	(\$59,061)	\$2,977,723
Decrease in Property Tax Rate	0.31853205290	(0.00623921211)	0.31229284079
Increase in 2023 Carryover	\$50,000	\$100,000	\$150,000
Increase in Professional Services	\$1,644,930	\$50,000	\$1,694,930
Net Surplus/Deficit	\$77,958	(\$9,061)	\$68,897

Lubeck stated that the third preliminary property valuation was received from Benton County, which noted that new construction property valuation is slightly down, there is a slight decrease in property tax revenue and is subject to final valuation adjustments by the county.

Lubeck added that there is an increase in carry-forward from 2023 of \$100k due to the \$275k sale of the Benton City building in December.

Lubeck added that the increase of the \$50k in the professional services area includes the addition of \$25k for an economic impact study and \$25k for community engagement.

Lubeck noted that these minor changes reduced the projected 2024 Net Surplus by \$9k and the presented budget is still balanced.

Lubeck pointed out that the November tax resolution includes a 1% increased adjustment.

Lubeck added that the property tax rate decreased by 6% from the prior year, whereas the preliminary budget presented noted a 4% reduction.

Lubeck noted that property tax rates have decreased by 16% since 2019, adding that the preliminary budget noted a 15% reduction.

Lubeck stated that other than the items specifically mentioned, there have been no substantial changes made to the budget since it was presented at the budget workshop.

Commissioner Rasmussen stated that the community appreciates the transparent nature that this budget has been presented.

Commissioner Stevens added that the community also appreciates the decreased tax rates.

2. 2024 Comprehensive Plan of Harbor Improvements

Executive Director Diahann Howard announced that no changes have been made to the Comprehensive Plan of Harbor Improvements since it was presented for review at the October 18, 2023 Commission meeting.

Commission President Christy Rasmussen closed the public hearing at 8:42 a.m.

F. ITEMS OF BUSINESS

1. Resolution 23-45, 2024 Port of Benton Budget; Resolution 23-46, Port's 2024 Comprehensive Plan of Harbor Improvements Adoption; Resolution 23-47, Certifying the Port's 2023 Levy for 2024 Collection

Commission President Christy Rasmussen asked if there was any further discussion on these items?

There was no further discussion.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving the 2024 budget and 2024 Comprehensive Plan of Harbor Improvements with the changes discussed today, and Certifying the Port's 2023 Levy for 2024 Collection.

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 7 – Tech Hubs. This application was not successful and this item will be removed from the grants report.

H. COMMISSIONER REPORTS/COMMENTS

Commissioner Lori Stevens announced that she attended the Tri-City Regional Chamber State of the Cities monthly luncheon as well as the Visit Tri-Cities annual meeting.

Commissioner Roy Keck stated that he attended the American Association of Ports Authority annual meeting, where there seemed to be an abundance of enthusiasm related to off-shore wind, which he found disappointing. Commissioner Keck added that the enthusiasm seemed be especially strong from the west coast ports.

Commissioner Keck noted that there are plenty of additional options, particularly with the recent clean energy initiatives.

Commissioner Keck added that he was thrilled to be in attendance for David Billetdeaux's Professional Port Manager PPM® graduation and congratulated David again on this remarkable achievement.

Commissioner Christy Rasmussen stated that she attended the Energy Northwest Public Power Forum regarding new nuclear and the clean energy needs for the future.

Commissioner Rasmussen added that she attended the Zeno Power announcement, which fits in really well with the clean up to clean energy theme.

Commissioner Rasmussen added that the Visit Tri-Cities annual meeting video was fabulous and appreciated the numerous shots highlighting Port of Benton.

Commissioner Rasmussen stated that she recently met with Wanda Munn, who was involved in regional nuclear development for years, adding that Munn is excited that the Port has stepped up and is moving forward with clean energy and advanced manufacturing initiatives.

Commissioner Rasmussen added that she had the opportunity to facilitate a group of running start students to highlight why ports are important to the economy.

I. DIRECTOR REPORTS/COMMENTS:

1. AIRPORTS

Airport Manager Quentin Wright highlighted the progress of the kiosk that is currently under construction at Prosser Airport with recent photos. Wright pointed out that the kiosk is being constructed in a central location and reminded the Commission that the kiosk will support the Fly Washington passport program.

Wright stated that Century West has provided the Port with a graphic depicting how Prosser Airport could look in the future, including a proper runup area and the addition of helipads.

Wright added that the depictions of future hangar sites is market-driven, adding there is advanced manufacturing interest in the southwest corner at Prosser Airport.

Wright added that things are going really well in Prosser with room to expand and grow.

Consultant Bryan Condon added that the focus on the southwest corner is indeed based on the expectation levels and current demand.

Condon added that the depictions allow for a clear picture when working with potential clients.

2. FACILITIES & OPERATIONS

Director of Facilities & Operations Ron Branine announced that there is a current vacancy at the 3100 George Washington Way facility and the team has almost completed the turnover.

Branine informed that the move of the salt operations from 2579 Stevens to the recently vacated Salk facility is ongoing and will be completed in the coming weeks.

Branine stated that the annual crane inspection is in process and the team has been busy preparing vehicles for winter as well as near constant leaf pickup throughout the entire district.

Branine noted that the work order system training continues.

Branine announced that Crow Butte Park has officially closed for the season and by December there will not be any Port representative on the island full time. Branine added that Port staff will begin visiting the park a few times a week.

Branine added that there were 82 kiosk transactions at the park within the past 30 days.

Executive Director Diahann Howard provided an update on rail operations.

Howard stated that Columbia Rail is currently making repairs to the Wye track, installing 100 new ties due to the wide gauge found during the Holland Inspection. Howard added that they continue to clean up the rail area around 2579 Stevens Drive, including the old inventory, which will be available to sell for surplus once thoroughly organized.

Howard noted that the Center Parkway project is completed, open and functioning well.

Howard provided an update on the City of Richland's pathway construction project, noting that the city has completed construction of the pathway adjacent to SR 240 and is in use.

Howard added that the SR 240 crossing project is part of the National Highway Freight Program grant and will replace the rail crossing and rail signal at this location. Howard added that this crossing has basalt under the crossing and Project Construction Manager, Bryan Bell recently stayed up overnight to assist with a pre-project in preparation of future work.

Howard added that it is likely this project will take place mid-2024 and the design portion has been completed.

Howard stated that the 2023-2025 FRAP grant in the amount of \$1,030,000, with a \$250k Port match will focus on repairs at the Airport Way airport crossing, Saint Street crossing and Kingsgate Crossing. Howard added that the team is moving forward with plans to complete these improvements in 2024, as HDR has performed surveying. Howard noted that the team will likely bid this project in January 2024.

Howard updated on projects in the Richland Innovation Center, adding that work here includes streetlight and sidewalk installation, noting that the Port is waiting on Anderson Perry to separate drawings into different tasks.

Howard provided an update on the American Rock Products (ARP) special use permit, adding that ARP is currently mining this additional area of the lease and will likely take all of 2024 to complete. Howard added that this area is planned for future inter-modal use.

3. REAL ESTATE

Director of Real Estate Teresa Hancock announced that she has been working on three current real estate transactions, which all seem to be proceeding as normal.

Hancock added that she continues to focus on ongoing delinquent notices and is working with legal as she proceeds forward.

Hancock stated that there are two tenants of concern as the zoning prohibits their current use and she is working with tenants on transitioning out of Port property.

Hancock added that she continues to work with City of Prosser's Steve Zetz on the Enodav plans for the property in Vintners Village.

Hancock stated that she wanted to provide a heads up that Atkins would be vacating the 2345 Stevens facility in early 2024, as their new facility located at the corner of George Washington Way / University is nearing completion. Hancock added that there are no concerns about backfilling the space at 2345 and expects to have that completed in the first quarter of 2024.

4. MARKETING:

Director of Marketing Wally Williams stated that he has been assisting with the Opportunity Happens Here video interview projects.

Public Information Officer Summers Miya provided a presentation highlighting the 2023 Entrepreneurial Awards winners, which were announced at the Richland Rotary event held the previous day, November 7, 2023.

- Atomic Escape Rooms – Nominated by TRIDEC
- LiveGrow Bio – Nominated by Fuse
- TETO Eco Wash – Nominated by Tri-Cities Hispanic Chamber of Commerce
- Sister to Sister on the Ave. – Nominated by Port of Benton
- Summer's Hub of Kennewick – Nominated by Tri-City Regional Chamber of Commerce
- Sonar Insights – Nominated by Benton-Franklin Workforce Development Council

Miya added that the 2023 Sam Volpentest (Sammy) Leadership Award was presented to WSU Tri-Cities Chancellor Sandra Haynes.

Miya provided a review of the USS Triton reunion she attended October 26-28, 2023. Miya stated that she was the keynote speaker at the Saturday evening event and she was honored to provide an update on the preservation of USS Triton, giving updates on what Triton is up to today, its significance and connection to Richland, WA, the continued work to provide broader access to more tours and events, highlighting the growth of tours each year.

Miya provided an update on the Triton page on the Port website, which now features a list of each Veteran who served on Triton during its commission. Miya added that she took several hard copies of this list in a brochure format, which were well received by the group.

Miya stated that she provided an overview of current materials and plans for future materials. Miya added that she included information on Phase II of the White Bluffs STEM Center, where Triton will be a showcase piece. Miya stated that she asked the group to sign the letter of support she had with her, which was very well received.

Miya added that she also asked to be considered for the donation of Triton artifacts for possibly future exhibits and special events.

Miya added that she told the group she would be happy to work with any volunteers on Naval archiving requests.

Miya announced that she presented a rendering of the commemorative Triton wall, which lists each name of those who served, adding that the Veterans and families were extremely excited about this possibility.

Miya expressed gratitude for the opportunity to attend the USS Triton reunion, to meet the Veterans, hear their stories and continue the mission related to the growth of Triton's future in Richland. Miya added that she was able to obtain four oral history interviews while attending the reunion which will be transcribed.

Miya thanked Director of Marketing, Wally Williams on working so hard to complete some of the materials that she took to the reunion.

Miya added that the Port is a sponsor of the Historic Downtown Prosser Association Christmas Tree Lighting ceremony, which will take place on December 1, adding that the Port has a toy donation box in the lobby, which needs to be returned to HDPa by December 1.

5. FINANCE DIRECTOR:

Director of Finance Jeff Lubeck provided a financial status report, noting that the current audit was underway, at approximately 70% complete.

Lubeck announced that the reserve study was underway and interviews have been scheduled with Port Management and Commissioner Keck.

Lubeck commented on the cash report, reporting that it was not changed from the prior month since the bank statements have not yet been received by the Benton County Treasurer. Lubeck reminded the Commission that reports from the treasurer are not available until November 9, 2023. Lubeck noted that he does not expect any material changes in cash balance from the prior month..

Lubeck reviewed October cash disbursements, which totaled \$1,094,058 including \$210k in payroll related costs, \$884k in accounts payable, which included the closures of some of the rail projects. Lubeck noted that there is currently \$160k in outstanding accounts payable.

Lubeck provided an overview of current tenant A/R information.

6. PORT ATTORNEY:

Port Attorney David Billetdeaux expressed gratitude to Executive Director Diahann Howard for nominating him for the Professional Port Manager PPM® program, and to the Commission for their support with the program, which he recently completed.

Billetdeaux stated that he has been working on some audit related issues and has been working on the disadvantaged business policy, which is required for federal and state grants.

Billetdeaux added that he is also working on updating all current job descriptions within the office to make sure they fit current duties.

7. EXECUTIVE DIRECTOR:

Executive Director Diahann Howard stated that she moderated the New Nuclear event at Richland Public Library on October 18, 2023, which was very well attended.

Howard added that she has also been involved in recent AAPA legislative discussions.

Howard announced that she has attended the recent Tri-Cities Hispanic Chamber luncheon, Regional Chamber's State of the Cities, Visit Tri-Cities annual meeting, Energy Northwest's Public Power Forum, Zeno Power announcements event.

Howard added that she has also had numerous 1:1 meetings, including a meeting with Benton City Mayor Linda Lehman, where an update on Benton city projects was provided.

Howard stated that she hosted the Entrepreneurial Awards event with TRIDEC's Karl Dye.

Howard noted that PNWA staff Anthony and Neil would be stopping by the office later that afternoon.

Howard added that as COVID-19 is no longer a concern for public meetings, there may be revisions to the Port Commission agenda.

Howard added that an Executive Session would be needed for 15 minutes to discuss real estate and personnel.

J. EXECUTIVE SESSION: The regular Commission meeting was recessed at 9:21 and it was announced that an Executive Session would begin at 9:25 a.m. to discuss items related to personnel and real estate for 15 minutes.

K. BREAK: Teleconference and Zoom options were terminated after an announcement was made that the next regularly scheduled Commission meeting would be held on Wednesday, December 13, 2023 at 8:30 a.m. at the Port of Benton Commission meeting room, located at 3250 Port of Benton Blvd., Richland, Washington.

L. TOUR OF RICHLAND AIRPORT: Open to public attendance. No action was taken during or after the public tour of Richland Airport.

M. ADJOURNMENT: The meeting was adjourned at 10:42 a.m.

Lori Stevens
Commission Secretary

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

General Expenses

Accounts Payable Warrants #: 82237 - 82313 \$ 510,771.43

Electronic Payments: \$ -

Total General Expenses \$ 510,771.43

Payroll

Direct Deposit:
ACH \$ 120,220.92

Electronic Payments:
IRS Payroll Tax Deposit \$ 48,897.74
Other Payroll Related Payments \$ 32,539.78

Total Payroll \$ 201,658.44

Total General Expenses and Payroll \$ 712,429.87

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: Jeff Lubeck 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 5th day of December, 2023.

President

Vice President

Secretary

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

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Electronic Payments: \$

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Total Payroll \$ 201,658.44

Total General Expenses and Payroll \$ 712,429.87

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: Jeff Lubeck 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 5th day of **December**, 2023.

President
Vice President
Secretary

**Nov-23
Cash Disbursements
Batch Totals**

510,771.43 Nov-23
\$ 510,771.43

Electronic Payments - Other Payment

\$ -

IRS Payroll Tax Deposit

\$ 2,186.39	11/03/2023	INTERNAL REVENUE SERVICE
\$ 27,800.70	11/09/2023	INTERNAL REVENUE SERVICE
\$ 18,910.65	11/22/2023	INTERNAL REVENUE SERVICE
\$ 48,897.74		

592,208.95 Warrants, ACH, FedTax

Payroll Direct Deposit Net Pay

\$ 3,239.57	11/03/23
\$ 59,398.58	11/09/23
\$ 57,582.77	11/22/23
\$ 120,220.92	

Other Payroll Related Payments

\$ 3,673.44	11/13/23	DEPT OF RETIREMENT SYSTEMS	DCP102723
\$ 2,300.41	11/29/23	NATIONWIDE RETIREMENT SOLUTION	NW111023
\$ 3,650.13	11/30/23	DEPT OF RETIREMENT SYSTEMS	DCP110923
\$ 22,915.80	11/30/23	DEPT OF RETIREMENT SYSTEMS	PER102023
\$ 32,539.78			

712,429.87

Company name: Port of Benton
Report name: Check register
Created on: 12/5/2023

Bank	Date	Payee	Document no.	Amount
BCT MAIN - KeyBank National Association	Account no: 6631-6601101			
	11/3/2023	10015--Billetdeaux, David	82237	199.13
	11/3/2023	10007--Keck, Roy	82238	223.22
	11/3/2023	VEN00038--BANNER BANK - Credit Card	82239	10,780.79
	11/3/2023	VEN00083--CENTURYLINK	82240	113.59
	11/3/2023	VEN00089--CITY OF RICHLAND	82241	26,753.34
	11/3/2023	VEN00234--CITY OF RICHLAND LANDFILL	82242	76.50
	11/3/2023	VEN00077--COLUMBIA BASIN IT	82243	961.11
	11/3/2023	VEN00105--CONNELL OIL, INC	82244	3,635.92
	11/3/2023	VEN00639--CWW LLC (COLUMBIA RAIL)	82245	30,888.19
	11/3/2023	VEN00157--ENDURIS WASHINGTON	82246	55.00
	11/3/2023	VEN00009--GEO WAY ACE HARDWARE	82247	10.85
	11/3/2023	VEN00652--RICHARD RHYNARD	82248	1,125.00
	11/3/2023	VEN00385--THE HOME DEPOT CRC/GEFC	82249	4,677.72
	11/3/2023	VEN00398--TRI-CITY SIGN & BARRICADE	82250	38.97
	11/3/2023	VEN00358--WASHINGTON STATE AUDITOR'S OFFICE	82251	6,212.85
	11/10/2023	10006--Howard, Diahann	82252	612.68
	11/10/2023	VEN00002--A-L COMPRESSED GASES, INC	82253	65.61
	11/10/2023	VEN00044--BENTON PUD	82254	1,214.63
	11/10/2023	VEN00508--BJ PAINT & CARPET, INC.	82255	37.94
	11/10/2023	VEN00007--BLUEROOM	82256	1,984.90
	11/10/2023	VEN00468--CASCADE FIRE PROTECTION CO.	82257	520.00
	11/10/2023	VEN00075--CASCADE NATURAL GAS CORP	82258	244.47
	11/10/2023	VEN00469--CENTURY WEST ENGINEERING CORP	82259	70,725.58
	11/10/2023	VEN00083--CENTURYLINK	82260	116.79
	11/10/2023	VEN00290--CI-PW, LLC (Paradise Bottled Water)	82261	49.96
	11/10/2023	VEN00071--CITY OF PROSSER	82262	7,208.84
	11/10/2023	VEN00100--COFFEY REFRIGERATION	82263	706.55
	11/10/2023	VEN00077--COLUMBIA BASIN IT	82264	662.61
	11/10/2023	VEN00107--COOK'S ACE HARDWARE	82265	32.60
	11/10/2023	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	82266	407.63
	11/10/2023	VEN00143--DSD BUSINESS SYSTEMS	82267	3,268.31
	11/10/2023	VEN00161--EXPRESS SERVICES, INC.	82268	8,295.09
	11/10/2023	VEN00009--GEO WAY ACE HARDWARE	82269	292.22
	11/10/2023	VEN00540--GLACIER SUPPLY GROUP, LLC	82270	3,318.01
	11/10/2023	VEN00419--GRAINGER	82271	314.23
	11/10/2023	VEN00651--HCS LLC	82272	18,546.53
	11/10/2023	VEN00459--HOLLAND COMPANY	82273	19,256.00
	11/10/2023	VEN00223--JOHNSTONE SUPPLY	82274	81.60
	11/10/2023	VEN00237--LES SCHWAB TIRE CENTER QUEENSGATE DR	82275	1,391.29
	11/10/2023	VEN00242--LIBERTY LAWN & SAW	82276	160.70
	11/10/2023	VEN00258--MOON SECURITY SERVICES, INC	82277	1,446.59
	11/10/2023	VEN00302--PLATT ELECTRIC SUPPLY, INC	82278	154.40

11/10/2023	VEN00315--PURCHASE POWER	82279	54.65
11/10/2023	VEN00663--PURI-WELDING & FABRICATION LLC	82280	3,496.88
11/10/2023	VEN00326--RGW ENTERPRISES P.C. INC	82281	650.00
11/10/2023	VEN00636--SENSKE LAWN & TREE CARE LLC	82282	6,252.16
11/10/2023	VEN00365--STRATTON SURVEYING & MAPPING	82283	1,027.50
11/10/2023	VEN00346--THE SHERWIN-WILLIAMS CO.	82284	1,756.16
11/10/2023	VEN00377--TRI-CITY AREA JOURNAL OF BUSINESS	82285	1,825.60
11/10/2023	VEN00376--TRI-CITY REGIONAL CHAMBER	82286	240.00
11/10/2023	VEN00410--USDA APHIS	82287	2,897.40
11/10/2023	VEN00395--VISIT TRI-CITIES WASHINGTON	82288	270.00
11/10/2023	VEN00570--VITAL RECORDS CONTROL	82289	219.47
11/10/2023	VEN00449--ZIPLY FIBER	82290	1,063.56
11/22/2023	VEN00012--AFLAC	82291	603.11
11/22/2023	VEN00469--CENTURY WEST ENGINEERING CORP	82292	60,442.60
11/22/2023	VEN00077--COLUMBIA BASIN IT	82293	400.00
11/22/2023	VEN00105--CONNELL OIL, INC	82294	2,890.17
11/22/2023	VEN00639--CWW LLC (COLUMBIA RAIL)	82295	1,450.00
11/22/2023	VEN00143--DSD BUSINESS SYSTEMS	82296	175.28
11/22/2023	VEN00147--ECOMODUS, LLC	82297	8,572.00
11/22/2023	VEN00419--GRAINGER	82298	163.21
11/22/2023	VEN00200--HDR ENGINEERING, INC	82299	6,872.30
11/22/2023	VEN00201--HEALTH CARE AUTHORITY	82300	34,226.49
11/22/2023	VEN00588--IC CONSULTING CORPORATION	82301	11,520.00
11/22/2023	VEN00492--INLAND ASPHALT COMPANY	82302	108,461.43
11/22/2023	VEN00647--KIEMLE & HAGOOD COMPANY	82303	6,296.77
11/22/2023	VEN00644--LEAF	82304	205.08
11/22/2023	VEN00542--MCCORMACK CONSULTING, LLC	82305	5,825.00
11/22/2023	VEN00258--MOON SECURITY SERVICES, INC	82306	516.42
11/22/2023	VEN00471--OSBORN CONSTRUCTION & DESIGN, LLC	82307	1,532.67
11/22/2023	VEN00296--PERMIT SURVEYING, INC	82308	1,215.00
11/22/2023	VEN00305--POCKETINET COMMUNICATIONS, INC.	82309	240.00
11/22/2023	VEN00414--VERIZON	82310	1,747.57
11/22/2023	10031--Lubeck, Jeffrey	82311	756.73
11/22/2023	10033--Mora, Julia	82312	100.00
11/27/2023	VEN00326--RGW ENTERPRISES P.C. INC	82313	10,790.00
11/3/2023	VEN00215--INTERNAL REVENUE SERVICE	103123	2,186.39
11/9/2023	VEN00215--INTERNAL REVENUE SERVICE	11092023	27,800.70
11/22/2023	VEN00215--INTERNAL REVENUE SERVICE	11222023	18,910.65
11/13/2023	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP102723	3,673.44
11/30/2023	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP110923	3,650.13
11/29/2023	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW111023	2,300.41
11/30/2023	VEN00122--DEPT OF RETIREMENT SYSTEMS	PER102023	22,915.80
11/30/2023	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS102023	22,915.80
11/30/2023	VEN00449--ZIPLY FIBER	Voided - 081283	-851.72
11/30/2023	VEN00122--DEPT OF RETIREMENT SYSTEMS	Voided - PERS102023	-22,915.80

Total for BCT MAIN

592,208.95

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

Project Fund

Accounts Payable Warrants #	900092	-	900092	\$	260.00
Electronic Payments				\$	-
Total Project Fund Expenses				\$	<u>260.00</u>
Total Project Fund Expenses				\$	<u><u>260.00</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:

Jeff Lubeck

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 5th day of December, 2023.

President

Vice President

Secretary

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

**Nov-23
Cash Disbursements
Batch Totals**

Project Fund							
Accounts Payable Warrants #	900092	-	900092	\$	260.00	260.00	Nov-23
						\$ 260.00	
Electronic Payments				\$	-	ACH - Payment	
Total Project Fund Expenses				\$	260.00	\$ -	
Total Project Fund Expenses				\$	260.00		

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: Jeff Lubeck 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 5th day of December, 2023.

_____	President
_____	Vice President
_____	Secretary

Company name: Port of Benton
Report name: Check register
Created on: 12/5/2023

Bank	Date	Payee	Document no.	Amount
BCT PROJECT - KeyBank National Association		Account no: 6634-6601401		
	11/27/2023	VEN00326--RGW ENTERPRISES P.C. INC	900092	260.00
Total for BCT PROJECT				260.00

RESOLUTION 23-49
A RESOLUTION OF THE PORT OF BENTON, WASHINGTON
TO CANCEL A WARRANT

WHEREAS, General Expense Fund Warrants No. 081283, in the amount of \$851.72 issued to Ziply Fiber, warrant has been deemed to be lost, 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. 081283.

DATED AND SIGNED at Richland, Washington on this ____ day of December 2023.

Christy Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION 23-48
A RESOLUTION OF THE PORT OF BENTON
ADOPTING A DONATION ACCEPTANCE POLICY

WHEREAS, the Port of Benton, hereinafter referred to as "the Port," recognizes the importance of fostering positive relationships with individuals, organizations, and businesses interested in supporting its mission and initiatives through donations; and

WHEREAS, the Port desires to establish a clear and transparent policy governing the acceptance of donations to ensure alignment with its goals, values, and legal requirements;

WHEREAS, a Donation Acceptance Policy should include guidelines for evaluating, accepting, and acknowledging donations, ensuring that all contributions align with the Port's mission, objectives, and ethical standards.

WHEREAS, a Donation Acceptance Policy should include procedures for the review, acceptance, and reporting of donations in compliance with applicable laws and regulations.

WHEREAS, a Donation Acceptance Policy shall encompass various types of donations, including but not limited to monetary contributions, in-kind gifts, real estate, securities, and other forms of property or assets.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Port of Benton that the Board hereby approves the adoption of a "Donation Acceptance Policy" to govern the acceptance, management, and acknowledgment of donations received by the Port, as attached hereto and as may be amended from time to time by the Executive Director or her designee. The Executive Director is authorized to establish any additional procedures, forms, and documentation necessary for the proper implementation and administration of the Donation Acceptance Policy.

The Donation Acceptance Policy shall be made available to the public on the Port's official website and in printed form upon request. This resolution shall be effective immediately upon passage.

Be it further resolved that the Board authorizes the Executive Director to take any necessary actions to implement the Donation Acceptance Policy, including but not limited to communicating the policy to staff, donors, and the public.

DATED AND SIGNED at Richland, Washington on this 13th day of December 2023 by the Board of Commissioners of the Port of Benton.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

Purpose Statement:

To document procedures for the acceptance of monetary and non-monetary donations received by the Port.

Policy Statement:

As used in this policy, “donation” refers to any money or asset, real or personal, devised or bequeathed, with or without restriction, for municipal affairs pertaining to the Port of Benton with no corresponding exchange of goods or services provided by the Port.

Donations will be managed and accounted for in accordance with Resolution No. 23-48 dated December 13, 2023, which authorizes the Executive Director or her/his designee(s) to accept donations on behalf of the Port, as delegated to the Executive Director from the Port Commission, as allowed under RCW 53.08.110. All donations must be recorded in the Operating Grants, Donations, and Special Reserves Fund. Per Resolution 23-48, the Executive Director has delegated the authority to accept donations up to \$90,000 to department directors. Donations over \$90,000 must be approved by the Executive Director.

Non-monetary donations follow the same acceptance delegation as above, based on the estimated valuation per IRS Publication 561 guidelines, up to \$90,000. Prior to final acceptance of the non-monetary donation by the Port, the recipient department shall notify all other impacted departments, for consideration of potential on-going costs associated with maintenance of the donated item(s). Departments impacted may include the Finance Department, Facilities, Information Technology, and Port Attorney’s office from a risk management perspective.

Donations to the Port are deductible for the donor under IRS rules only if the contribution is solely for public purposes (for example, a gift to reduce debt, maintain a park, or to help finance a public building or infrastructure) per IRS Publication 526.

Monetary donations are to be receipted and spent in the Operating Grants, Donations, and Special Reserves Fund.

The Port may reject any donation, monetary or non-monetary, in which the purpose of the restriction is not reasonable or does not serve a public purpose. If the donor specifies a purpose (i.e. restricts the purpose), the donation shall be spent in accordance with the restricted purpose. If the donation is not specified by the donor to be exclusively used for a particular project or activity, the donation is not considered restricted. The Port of Benton may use non-restricted donations for any municipal purpose. Once a donation is accepted, the Port will make reasonable effort to use the donation(s) in compliance with the donor's instruction.

For donations less than \$90,000, the department shall notify the Executive Director for consideration of whether the donation has political or other newsworthy aspects. The Executive Director will then determine if the Port Commission should be notified.

It is the department's responsibility to monitor expenditures to ensure that donations are being

expended in compliance with the wishes of the donors and to provide information at donor's request. In no case will expenditures be allowed to exceed actual donated revenues collected.

This policy/procedure is not intended to substitute for existing Port policies regarding donations for Memorials, Monuments, Statues, and Works of Art (Finalized 02-06-2019).

Procedures:

I. Accepting Monetary Donations

- A. A restricted donation of any amount¹ or an unrestricted donation amount equal to or less than \$90,000, the department's responsibility is to:
 1. Receipt the donation.
 2. Complete a [Donation Agreement form](#) and enclose the form in the lockable deposit bag.
 3. The department director will obtain the appropriate authorized signature, retain a copy of the completed agreement form, and distribute copies as follows:
 - a. Finance Department
 - b. The donor
 4. The Finance Department Director then moves the donation amount to the appropriate GL account number in the Operating Grants, Donations, and Special Reserves Fund
- B. Donations of amounts greater than \$90,000, the department's responsibility is to:
 1. Receipt the donation.
 2. Complete a [Donation Agreement form](#) and include in the lockable deposit bag.
 3. The department's director will forward the Donation Agreement form, along with a copy of the receipt, to the Executive Director for review and approval.
 4. The Executive Director will review and accept/reject the donation.
 - a. If accepted, the Executive Director will sign the Donation Agreement form and send back to the department. If the Executive Director chooses to present the donation to Port Commission, the department may be contacted to assist in that process. The Executive Director is authorized to accept all donations without Commission approval.
 - b. If rejected, the Executive Director will send the Donation Agreement form to the department. The department director will process a check request to the donor with the donation form indicating the rejection.
 5. The Director of Finance then moves the donation amount to the appropriate GL account number in the Operating Grants, Donations, and Special Reserves Fund then provide copies of the signed form to:
 - a. Executive Director
 - b. Finance Department Senior Accountant

¹ IRS publication 1771 requires substantiation at \$250 and above.

c. The donor

II. **Accepting Non-Monetary Donations**

Non-monetary donations shall follow the acceptance procedures as listed in the previous section. All impacted Port departments shall be made aware of the donation before final acceptance.

For fleet equipment, please contact Facilities.

For real property, please contact Director of Real Estate.

For IT goods and services, please contact Information Technology.

Departments shall notify Finance and Legal of the donation and the estimate value if it exceeds \$5,000.00.

III. **Donation Agreement Forms**

The Finance Department has provided on the Finance Sharepoint site, [electronic form](#) for department use.

IV. **Reference**

RCW 53.08.110: Gifts—Improvement. Port commissioners of any port district are hereby authorized to accept for and on behalf of said port district gifts of real and personal property and to expend in improvements and betterment such amount as may be necessary.

IRS Publication 1771(tax information for donors): The IRS imposes recordkeeping and substantiation rules on donors of charitable contributions and disclosure rules on charities that receive certain quid pro quo contributions.

- Donors must have a bank record or written communication from a charity for any monetary contribution before the donors can claim a charitable contribution on their federal income tax returns.
- Donors are responsible for obtaining a written acknowledgment from a charity for any single contribution of \$250 or more before the donors can claim a charitable contribution on their federal income tax returns.



Donation Acceptance Form

Donor Information

Organization			
Contact Name			
Title			
Address			
City/State/Zip			
Phone		Email	

Donation Description

Select One:	<input type="checkbox"/> Product/Item	<input type="checkbox"/> Service	<input type="checkbox"/> Cash	<input type="checkbox"/> Other
Product/Item:				
Description				
Manufacturer				
Model #			Year	
Serial or VIN#				
Condition	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Condition	<input type="checkbox"/> Working	<input type="checkbox"/> Not Working	<input type="checkbox"/> Unknown	
Asset Value \$				
Notes				
Service:				
Provider				
Description				



Donation Acceptance Form

Cash: (please make checks out to Port of Benton)

Cash Amount \$ _____

Restrictions ☐ Yes ☐ No

Restriction Notes _____

Other:

Signature: _____ Date: _____

Representative's Name _____

Title _____

Internal Use Only

Date _____ Amount _____

GL _____ Restriction _____

Signature _____

Jeff Lubeck, Director of Finance

RESOLUTION 23-50
A RESOLUTION OF THE PORT OF BENTON
ACCEPTING WORK COMPLETED BY
INLAND ASPHALT COMPANY
FOR THE
PAVEMENT REPAIR ON PORT OF BENTON BLVD PROJECT

WHEREAS, work known as the Pavement Repair on Port of Benton Blvd Project upon notification by Inland Asphalt Company, that said project has been completed in accordance with the approved plans and specifications, has been duly inspected by Bryan Bell, and

WHEREAS, the Contractor has certified that the work has been completed in accordance with the plans and specifications at a total cost of \$98,590.00 plus WSST.

NOW THEREFORE BE IT RESOLVED that the Port of Benton Commission does hereby accept the Inland Asphalt Company, 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 13th day of December 2023.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

RESOLUTION NO. 23-52
A RESOLUTION OF THE PORT OF BENTON
AUTHORIZING A SOLAR LAND LEASE
(5+ YEARS, TUCCI ENERGY SERVICES)

WHEREAS, the Port of Benton (Port) is authorized to enter into certain leases upon such terms as the Port Commission deems proper; and

WHEREAS, the Port of Benton and its community partners acquired 1,641 acres of real property in 2015 within the North Horn Rapids Industrial Park from Department Energy via TRIDEC, to support and promote economic development opportunities for large industrial purposes, in support of establishment of the “Clean Energy Hub of the Pacific Northwest”; and

WHEREAS, Energy Northwest (ENW) entered into an Ground Lease Option Lease with Tucci Energy Services (2021), for 300 acres of land (referred to as the “Tucci Energy Richland Solar PV Park”), contiguous to the Port’s property, for a planned 75Mw large utility-scale photovoltaic solar project, expected to provide electricity to more than 11,000 homes at a project cost approximately \$75.75 million; and

WHEREAS, Tucci Energy Services, a woman-owned, Seattle-based company, desires to lease 340 acres of port property contiguous to the ENW parcel, to construct Phase 2, for a overall total of 127.5 Mw of solar production, reinforcing support of the vision for the northwest advanced clean energy park in leading the state in the creation of clean reliable energy production, as more particularly described on Attachment 1 to this resolution.

WHEREAS, a five (5) year solar land lease, plus four (4) five-year renewal periods for 340 acres of vacant, unimproved landlocked industrial land has been negotiated by Port staff with Tucci Energy Services, within the North Horn Rapids Industrial Park; and

WHEREAS, the Port Commission has called a regularly scheduled public meeting with notice of such meeting given as provided by law and such public meeting held at such time and on said date; and

WHEREAS, Port staff and the Port attorney have reviewed the proposed Solar Land Lease and find it is in proper form and is in the Port’s best interest; and

WHEREAS, after consideration of the attached Solar Land Lease, the Port Commission has determined the lease is proper.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approve a five (5) year solar land lease, including four (4) 5-year options to renew with Tucci Energy Services, as presented and authorizes the Port's Executive Director to execute all documents and agreements necessary on behalf of the Port to complete the transaction as specified above.

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

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

**ATTACHMENT 1
To RESOLUTION 23-52
AUTHORIZING A SOLAR LAND LEASE
TUCCI ENERGY SERVICES**

APN(S): 1-3418-300-0001-000 (264 ACRES) / PTN OF 1-0308-400-0001-000 (76 ACRES)

A PORTION OF "PARCEL B" AS LEGALLY DESCRIBED AS FOLLOWS:

THAT PORTION OF TRACT 37 OF THE BLM DEPENDENT RESURVEY OF PORTIONS OF TOWNSHIP 10 AND 11 NORTH, RANGE 28 EAST, W.M. BENTON COUNTY, WASHINGTON, ACCORDING TO THE OFFICIAL PLAT THEREOF, APPROVED FEBRUARY 6, 2018, BY THE BLM OFFICE OF CADASTRAL SURVEYS, PORTLAND, OREGON. SAID PORTION OF TRACT 37 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

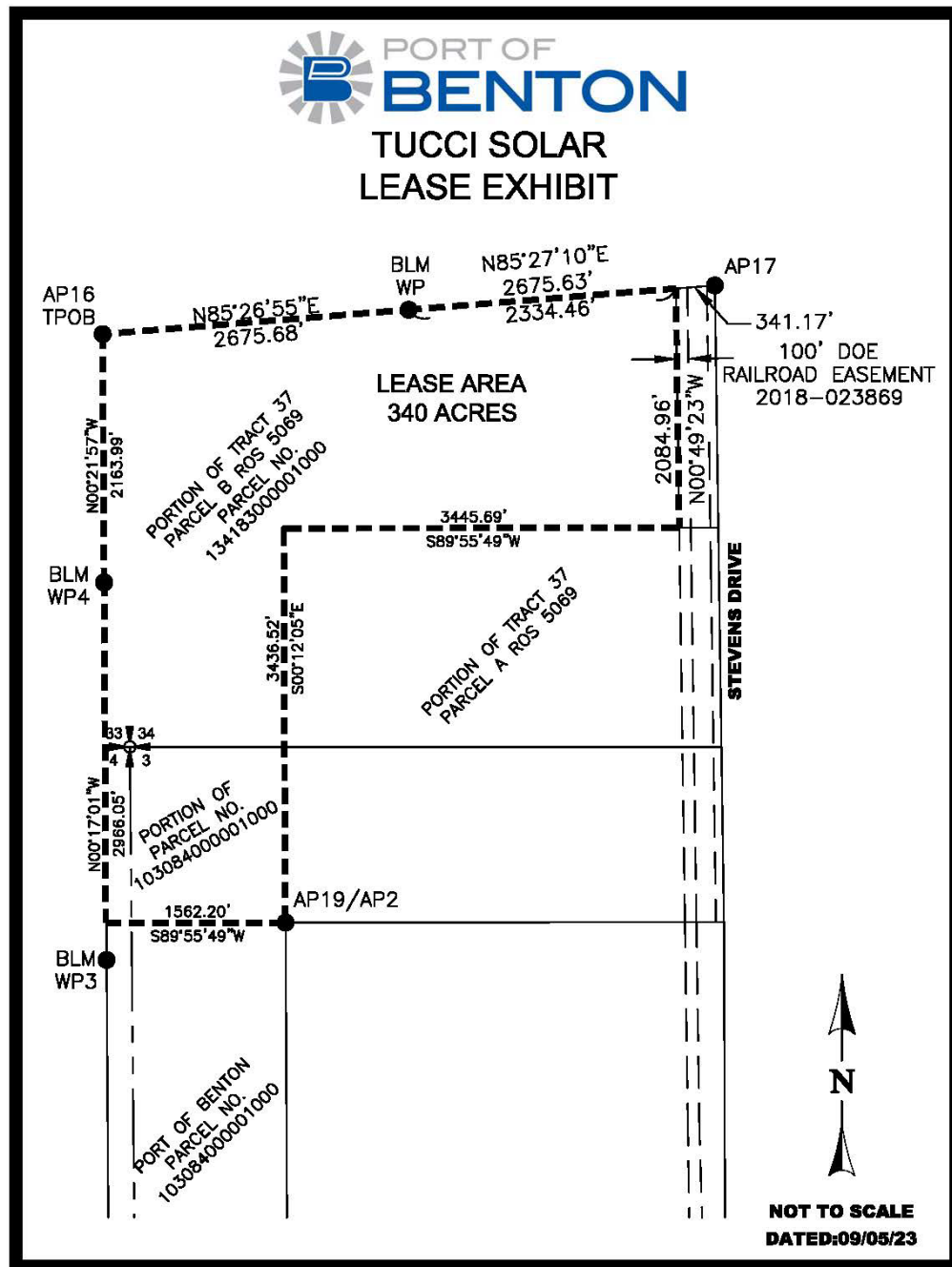
BEGINNING AT A BLM MONUMENT MARKING THE NORTHWEST CORNER OF TRACT 37 (ANGLE POINT 16) OF SAID SURVEY; THENCE NORTH 85°26'55" EAST, 2675.68 FEET ALONG THE NORTH LINE OF SAID TRACT 37 TO AN ALUMINUM CAP MARKED "BLM WP"; THENCE NORTH 85°27'10" EAST, 2368.93 FEET ALONG SAID NORTH LINE TO A POINT ON THE WEST LINE OF THE DOE RAILROAD RIGHT-OF-WAY AS CONVEYED IN DEED RECORDED UNDER AUDITOR'S FILE NO. 2018-023869, RECORDS OF BENTON COUNTY, WASHINGTON; THENCE SOUTH 00°32'54" EAST ALONG THE WEST LINE THEREOF, 2087.55 FEET; THENCE SOUTH 89°56'49" WEST 3786.13 FEET; THENCE SOUTH 00°15'59" EAST, 3436.53 FEET TO THE NORTHWEST CORNER OF TRACT 38 (ANGLE POINT 2) OF SAID SURVEY; (SAID POINT BEING IDENTICAL WITH ANGLE POINT 19, TRACT 37); THENCE SOUTH 89°55'49" WEST, 1562.04 FEET TO THE WEST LINE OF SAID TRACT 37; THENCE NORTH 00°21'43" WEST ALONG THE WEST LINE THEREOF 3289.12 FEET TO A BLM MONUMENT STAMPED "WP4"; THENCE CONTINUING ALONG THE WEST LINE THEREOF NORTH 0°21'57" WEST, 2163.99 FEET TO THE NORTHWEST CORNER OF SAID TRACT 37 AND THE **TRUE POINT OF BEGINNING**.

CONTAINS 340 ACRES (+/-)

SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATIONS DESCRIBED IN FIRST AMENDMENT OF QUICCLAIM DEED RECORDED IN AUDITOR'S FILE NO. 2018-023869, RECORDS OF BENTON COUNTY.

ATTACHMENT 2
To RESOLUTION 23-52
AUTHORIZING A SOLAR LAND LEASE
TUCCI ENERGY SERVICES

SITE PLAN



RESOLUTION NO. 23-53
A RESOLUTION OF THE PORT OF BENTON
AUTHORIZING A FUEL SYSTEM LEASE
(5+ YEARS, RH SMITH DISTRIBUTING CO INC.)

WHEREAS, the Port of Benton and RH Smith Distributing entered into a lease dated October 1, 1998 by conveyance of the 1100 Area by DOE Indenture, with RH Smith as the primary operator of the 1100 Area Cardlock 261, located within the Port's Richland Business Park (formerly Manufacturing Mall) upon a 1.26 acre site; and

WHEREAS, RH Smith Distributing desires to enter into a new five (5) year lease, plus a 5-year renewal term, with agreed capital expenditure requirements throughout the primary term, which has been negotiated by Port staff; and

WHEREAS, RH Smith Distributing further agrees to seek private investment to support clean energy initiatives with Port and economic partners, including but not limited to, performance upgrades supporting dispenser upgrades, bio-fuel planning and implementation of electric vehicle (EV) opportunities for the general public, as more particularly described on Attachment 1 to this resolution.

WHEREAS, the Port Commission has called a regularly scheduled public meeting with notice of such meeting given as provided by law and such public meeting held at such time and on said date; and

WHEREAS, Port staff and the Port attorney have reviewed the proposed Fuel System Lease and find it is in proper form and is in the Port's best interest; and

WHEREAS, after consideration of the attached Fuel System Lease, the Port Commission has determined the lease is proper.

NOW, THEREFOR, BE IT RESOLVED that the Board of Commissioners hereby approve a five (5) year Fuel System Lease, including one, 5-year options to renew with RH Smith Distributing Co, as presented and authorizes the Port's Executive Director to execute all documents and agreements necessary on behalf of the Port to complete the transaction as specified above.

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

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

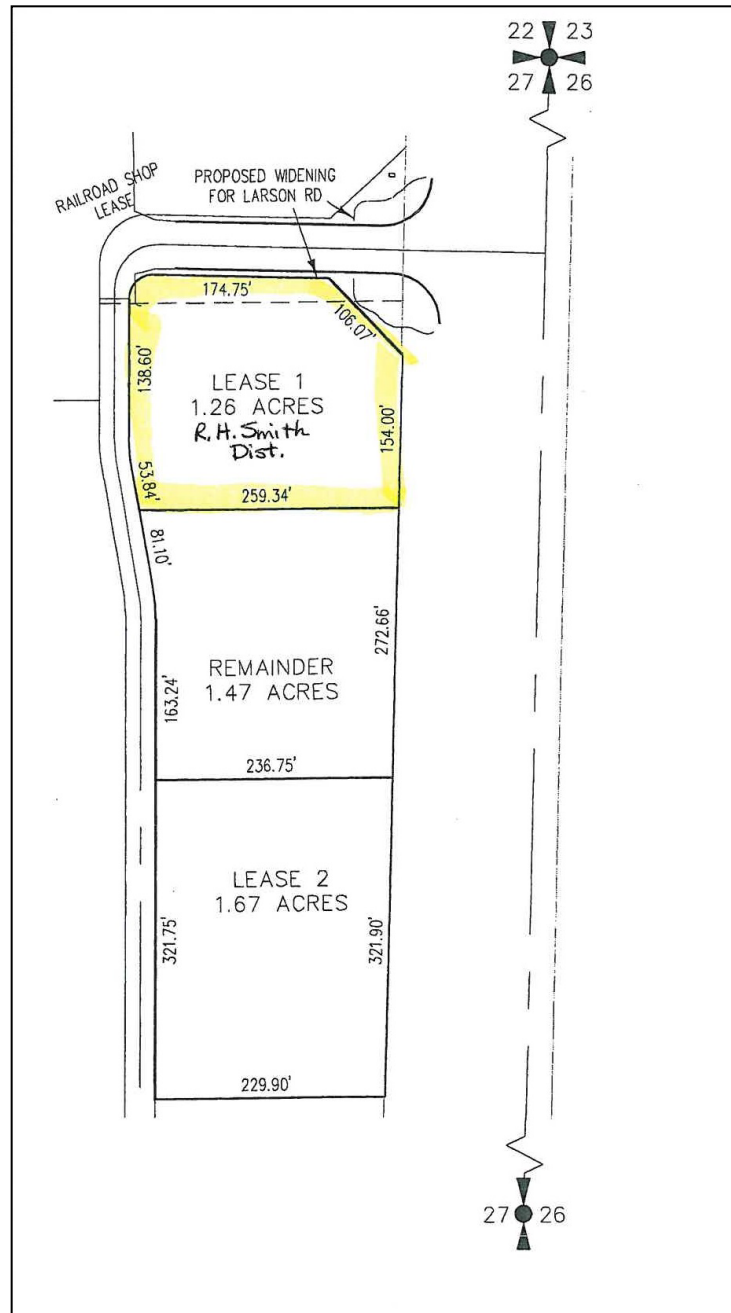
ATTACHMENT 1
To RESOLUTION 23-53
AUTHORIZING A FUEL SYSTEM LEASE
RH SMITH DISTRIBUTING CO. INC.

A portion of land and improvements situated in Section 27, Township 10 North, Range 28 East, Quarter NE:

Lot 1, Short Plat 3508, recorded in Volume 1 of Short Plats at Page 3508, Records of Benton County, Washington (Auditor File Number 2016-022963 on August 5, 2016).

ATTACHMENT 2
To RESOLUTION 23-53
AUTHORIZING A FUEL SYSTEM LEASE
RH SMITH DISTRIBUTING CO. INC.

SITE PLAN



RESOLUTION 23-54
A RESOLUTION OF THE PORT OF BENTON ESTABLISHING
A FISCAL YEAR END CUTOFF POLICY

WHEREAS, the Port endeavors to establish best practices that will provide guidance on the Port's year-end cutoff practices to ensure financial transitions are recorded/accrued in the proper accounting period in accordance with Generally Accepted Accounting Principles (GAAP).

WHEREAS, there are certain transactions that currently fall into a "grey area" as to which year to properly apply said transactions.

WHEREAS, the purpose of this policy is to establish guidelines and procedures for recording transactions to ensure they are recorded in the proper accounting year during the year-end closing process.

WHEREAS, the Port uses the accrual basis of accounting for preparing its financial statements. As such, transactions are recorded in the period the expense is incurred or the revenue is earned. The same concept is applied to asset acquisitions or the incurrence of a future liability.

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

The attached Fiscal Year End Cutoff 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 13th day of December 2023.

Christy L. Rasmussen, President

Roy D. Keck, Vice President

Lori Stevens, Secretary

Policy Name	Fiscal Year End Cutoff Policy
Policy Number	FIN-005
Effective Date	12/13/2023
Resolution No.	23-54
Administered By	Finance

Revision History

Description	Effective Date	Summary of Changes
Initial Adoption	12/14/2023	Initial Adoption

Definitions:

Accrual. An accrual means the recording of an expense or revenue that was incurred/earned in one accounting period but not paid/received until a future accounting period.

Expense accruals differ from Accounts Payable transactions in that an invoice is usually not yet received and entered into the system before the year end. Recording an accrual ensures that the transaction is recognized in the accounting period when it was incurred, rather than paid.

Similarly, revenue accruals arise when revenues are earned in one period even though a billing invoice may not be generated, or cash received at that time. Recording accrued revenue ensures that the transaction is recognized in the period that the revenue is earned, rather than when cash is received.

This is a requirement of GAAP-based accounting and provides a more accurate and up-to-date view of the Port's financial position than the cash- basis accounting method, in which expenses are recorded when paid.

GAAP. Generally Accepted Accounting Principles.

Purpose:

The purpose of this policy is to establish guidelines and procedures for recording transactions to ensure they are recorded in the proper accounting year during the year-end closing process.

Objective:

The objective of this policy is to provide guidance on the year-end cutoff practices to ensure financial transitions are recorded/accrued in the proper accounting period in accordance with (GAAP).

General Guidance:

The Port uses the accrual basis of accounting for preparing its financial statements. As such, transactions are recorded in the period the expense is incurred or the revenue is earned. The same concept is applied to asset acquisitions or the incurrence of a future liability.

Policy Guidelines:**1. Cut-off Procedures:****Accounts payable** (including expenses, assets and liability payments).

- All invoices received by January 31 for the prior year will be processed and recorded in the prior fiscal year. For example, an accounts payable invoice received on January 29, 2024 for a transaction in 2023 will be recorded as a 2023 payable through the normal accounts payable process.
- Invoices over \$5,000 received between February 1 and February 14 for the prior year will be recorded as a regular accounts payable for the prior year through the normal accounts payable process. Invoices under \$5,000 received after February 1 will be recorded in the current year through the regular accounts payable process.
- Invoices over \$50,000 received after February 14 for the prior year will be accrued in the prior year. Invoices under \$50,000 received after February 14 and before March 1 will be recorded in the current year through the accounts payable process.
- Invoices over \$100,000 received after March 1 for the prior year will be individually assessed to determine materiality. If deemed material, the transaction will be accrued in the prior year. If deemed not material, the transaction will be processed in the current year.

Accounts Receivable (includes revenue and assets).

- All invoices, billings, statements, and similar documents issued in January for activity in the prior year will be recorded through the appropriate ledger/subledger in the prior year.
- All invoices, billings, statements, and similar documents over \$5,000 issued between February 1 and February 14 for activity in the prior year will be recorded through the appropriate ledger/subledger in the prior year. For transactions under \$5,000, they will be recorded in the current fiscal year.
- All invoices, billings, statements, and similar documents over \$50,000 issued between February 1 and February 14 for activity in the prior year will be recorded through the appropriate ledger/subledger in the prior year. For transactions under \$50,000, they will be recorded in the current fiscal year.
- All invoices, billings, statements, and similar documents over \$100,000 issued after March 1 for the prior year will be individually assessed to determine materiality. If

deemed material, the transaction will be accrued in the prior year. If deemed not material, the transaction will be processed in the current year.

Timecards and Payroll

- The Port utilizes a bi-weekly pay period, with a one-week gap between the end of the timecard period and when the payroll is paid. From a financial statement perspective, this can result in time worked in one fiscal year being paid in the subsequent fiscal year.
- For Financial Statement purposes, the Port posts payroll and the associated taxes, withholdings, liabilities, etc. based on the date of the paycheck, and not based on when the hours are worked.
- Exhibit A contains an analysis performed to determine the annual impact on recording payroll based on paycheck date compared to recording payroll based on timecard dates and allocating payroll costs based on days in the timecard period. While the latter method of using timecard dates is more technically accurate, the results are immaterial.
- This analysis demonstrates a very immaterial difference each year over a several year period and is only a timing issue if the Port were to move away from a bi-weekly timecard period with a one-week gap in preparing payroll.
- For IRS reporting purposes, the Port will follow all IRS timing requirements for reporting compensation, computing payroll taxes, etc. This is generally based on a calendar year.

Temp Help/Outside Labor

- The Port routinely utilizes temporary staffing help from outside agencies. This labor is obtained through an outside staffing company and not through Port Payroll. Generally, these staffing agencies bill on a weekly basis. Since these amounts are immaterial, the cost for these will be allocated to the accounting period based on the last day worked.
- Timing differences will be offset each year if this practice is consistently followed.
- This approach will be re-evaluated if the level of Temp Staffing significantly increases.

2. Accruals:

- Any transactions that are accrued will be accrued through a reversing Journal Entry following the established Journal Entry process.
- Accruals will be recorded in December and reversed in January.

3. Vendor Reconciliation:

- Conduct a thorough reconciliation of vendor statements with the accounts payable ledger.
- Resolve any discrepancies and communicate with vendors to confirm outstanding balances.

4. Prepaids:

- Payments made in December will be evaluated to determine if they are for goods and services for the subsequent year. Payments for individual invoices over \$10,000 for the subsequent year will be treated as a prepaid expense at year end even if it does not meet the normal prepaid expense threshold (which generally requires the expense benefits 12 months or more).
- Payments received in December that are for transactions relating to the subsequent year that are over \$10,000 will be treated as a prepayment at year end and reversed in January.

5. Internal Controls:

- Payments/Accounts Payable transactions are prepared by the Accounting Specialist and reviewed by both the Senior Accountant and Director of Finance. This will ensure that transactions are reviewed and confirmed they are recorded/accrued in the correct accounting fiscal year.
- Billings and Cash Receipt activity are recorded by the Senior Accountant and reviewed by the Director of Finance to ensure that they are recorded/accrued in the correct accounting fiscal year.

6. Documentation:

- Organized and complete documentation for all accounts payable transactions will be maintained.
- Any significant decisions relating to material transactions made during the year-end closing process will be documented and approved by the Director of Finance.

7. Communication:

- The Finance Department are expected to work together to clearly communicate with each other to ensure questions are asked and adequately answered and documented as appropriate.
- The Finance Department will facilitate communication between the Finance Department and other relevant departments to address any outstanding issues or discrepancies.

8. Compliance:

- The entire Finance Department is responsible for understanding the year-end cutoff procedures and for raising potential issues and concerns to ensure they are adequately addressed and documented appropriately.

Exhibit A

Comparison of Labor & Payroll Expense

Posting on Pay Period Date vs Allocating Payroll Cost Based on Actual Timecard Dates

The following analysis is based on the last timecard period of each calendar year plus the first timecard of the following year. The purpose is to assess the difference between posting all labor cost and associated taxes, benefits, etc. solely based on the paycheck date or by using the actual timecard period.

For purposes of comparison, each pay period is assumed to be \$101,000, which is the typical payroll amount as of 12/1/2023. For a direct comparison, the effect of annual pay adjustments has been ignored.

The table below computes the payroll cost for each pay period at year end. The first table shows the payroll cost being posted into the various years simply based on paycheck period.

The second table allocates the payroll cost for each pay period at year end based on the actual timecard period. For simplicity, the payroll cost is allocated evenly over the 14 days of the pay period with weekends being ignored.

For example, the first paycheck date of 2025 is 1/3/2025. This is for the timecard period of 12/15/2024 – 12/28/2024.

- Using the paycheck date as the posting period means that the entire payroll cost of time worked in 2024 is recorded in 2025.
- Using the timecard dates, the entire payroll cost would be recorded in 2024.

It should also be noted that until 2021, the Port used a semi-monthly timecard and payroll period with the paycheck being issued on the last day of the timecard period. For example, the last timecard of 2021 covered 12/16/2021 – 12/31/2021 and the paycheck was also issued on 12/31/2021 for that timecard period. This means that year-end accruals were not a factor.

Existing Approach								
Payroll Cost	Timecard		Paycheck Date	2023	2024	2025	2026	2027
	Start Date	End Date						
\$101,000	12/17/2023	12/30/2023	1/5/2024	\$0	\$101,000			
\$101,000	12/31/2023	1/13/2024	1/19/2024		\$101,000			
\$101,000	12/15/2024	12/28/2024	1/3/2025			\$101,000		
\$101,000	12/29/2024	1/11/2025	1/17/2025			\$101,000		
\$101,000	12/14/2025	12/27/2025	1/2/2026				\$101,000	
\$101,000	12/28/2025	1/10/2026	1/16/2026				\$101,000	
\$101,000	12/13/2026	12/26/2026	1/1/2027					\$101,000
\$101,000	12/27/2026	1/9/2027	1/15/2027					\$101,000
Total Payroll Cost for Year-End Payroll				\$0	\$202,000	\$202,000	\$202,000	\$202,000

Accrual Approach								
Payroll Cost	Timecard		Paycheck Date	2023	2024	2025	2026	2027
	Start Date	End Date						
\$101,000	12/17/2023	12/30/2023	1/5/2023	\$101,000				
\$101,000	12/31/2023	1/13/2024	1/19/2024	\$7,214	\$93,786			
\$101,000	12/15/2024	12/28/2024	1/3/2025		\$101,000			
\$101,000	12/29/2024	1/11/2025	1/17/2025		\$21,643	\$79,357		
\$101,000	12/14/2025	12/27/2025	1/2/2026			\$101,000		
\$101,000	12/28/2025	1/10/2026	1/16/2026			\$28,857	\$72,143	
\$101,000	12/13/2026	12/26/2026	1/1/2027				\$101,000	
\$101,000	12/27/2026	1/9/2027	1/15/2027				\$36,071	\$64,929
\$101,000	12/12/2027	12/25/2027	12/31/2027					\$101,000
\$101,000	12/26/2027	1/8/2028	1/14/2028					\$36,071
Total Payroll Cost for Year-End Payroll				\$108,214	\$216,429	\$209,214	\$209,214	\$202,000

Difference from Existing Approach	\$14,429	\$7,214	\$7,214	\$0
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2023 is ignored for this assessment since it does not include the payroll at the beginning of the year. It is only used for payroll cost at year-end to ensure that 2024 was complete using payroll at both the beginning of the year and the end of the year.

This comparison illustrates the fact that the difference between each approach only ranges between \$7,200 per year and \$14,400 per year, which is an immaterial variance.

Therefore, the Port concludes that using the paycheck as the posting period date for all labor related expenses does not materially impact the annual financial statements and saves Port staff considerable time in calculating and allocating payroll cost based on actual timecard period. This approach will be re-assessed if timecard and/or paycheck dates are changed or if payroll cost increases significantly.

WHEN RECORDED RETURN TO:

City Surveyor
City of Richland
625 Swift Blvd. MS-26
Richland, WA 99352

CITY OF RICHLAND UTILITY EASEMENT

THIS EASEMENT, made this 4 day of December, 2023, by and between the **CITY OF RICHLAND**, a Washington municipal corporation, whose principal address is 625 Swift Blvd., Richland, Washington (hereinafter referred to as the "COMPANY"), its successors and assigns, and the undersigned **PORT OF BENTON**, a Washington municipal corporation (hereinafter referred to as "OWNER"), whose address is 3250 Port of Benton Blvd., Richland, WA 99354.

WITNESSETH, that for valuable consideration received, OWNER does hereby grant unto COMPANY, its successors and assigns, a permanent easement **10 FEET** in width, over the following described land (hereinafter referred to as Property) of the Grantor, for the purpose of installing and constructing thereon, and thereafter to operate, inspect, protect, improve, maintain, repair, increase the capacity of, remove, replace, and abandon in place, an electric line or lines, including without limitation necessary conduits, equipment, fixtures, and facilities related to the operation or maintenance of said electric lines, said tract of land being situated in the County of Benton, State of Washington, and more particularly described as follows:

Tax Parcel Number: 103982020341000

That Portion of the Port of Benton Railroad parcel as described under Auditor File No. 1999-026695, Records of Benton County, Washington lying in the Northeast quarter of the Northeast quarter of Section 34, Township 10 North, Range 28 East, Willamette Meridian, City of Richland, Benton County, Washington.

Description of the Easement Area

See Attached Exhibit A and Exhibit A-1

During construction periods, COMPANY and its agents may temporarily use 15 additional feet of OWNER's property along the west of and adjacent to said permanent easement in connection with the construction of said facilities. Should additional pipelines be laid under this grant, at any time, an additional consideration equal to the consideration paid for this grant, calculated on a lineal rod basis, shall be paid for each additional line.

OWNER, its successors and assigns, hereby grants to COMPANY, its successors and assigns, the right at all reasonable times of ingress and egress to the above described premises and across adjacent lands of the OWNER, its successors and assigns, at convenient points for the enjoyment of the aforesaid uses, rights, and privileges as long as such usage of adjacent lands does not impact the operations or integrity of the OWNER's railroad facilities.

OWNER, its successors and assigns, agrees not to build, create or construct or permit to be built, created, or constructed, any obstruction, building, engineering works, or other structures upon, over, or under the above described tract of land or that would interfere with said pipeline or lines or COMPANY'S rights hereunder. COMPANY shall have the right, but not the obligation, to cut and clear trees and shrubbery from the above described tract of land.

COMPANY hereby agrees that it will pay reasonable damages, to be agreed upon by the parties, that may result to the fences, buildings and improvements on said premises caused by constructing, reconstructing, inspecting, protecting, maintaining, repairing, increasing the capacity of, operating or removing said pipeline or lines.

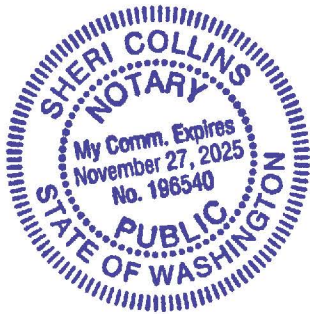
This easement shall be binding upon the heirs, executors, administrators, personal representatives, successors, and assigns of the parties hereto.

IN WITNESS WHEREOF, OWNER has executed this easement as of the day and year first above written.

Diahann Howard
Diahann Howard, Executive Director

STATE OF WASHINGTON _____)
) : ss
COUNTY OF Benton _____)

On this 4th day of December, 2023, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared before me, **Diahann Howard**, to me known to be the Executive Director of the Port of Benton, the corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute the said instrument and that the seal affixed is the corporate seal of said corporation.



Sheri Collins
Notary Signature

Notary Public, Benton County,

State of Washington

Residing at Richland

My Commission Expires: 11/27/2025

Project No. WO 279575
City Richland County Benton

EXHIBIT A

A 10.00 FOOT WIDE EASEMENT FOR UTILITY PURPOSES LYING WITHIN THAT PORTION OF THE PORT OF BENTON RAILROAD RIGHT-OF-WAY AS CONVEYED IN DEED RECORDED UNDER AUDITOR'S FILE NUMBER 1999-026695, RECORDS OF BENTON COUNTY, WASHINGTON, SAID RIGHT-OF-WAY BEING A 70.00 FOOT WIDE STRIP OF LAND COMMONLY KNOWN AS BLOCK 341 PLAT OF RICHLAND AS RECORDED IN VOLUME 6 AND 7 OF PLATS, RECORD OF BENTON COUNTY, WASHINGTON, THE CENTERLINE OF SAID 10.00 FOOT EASEMENT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

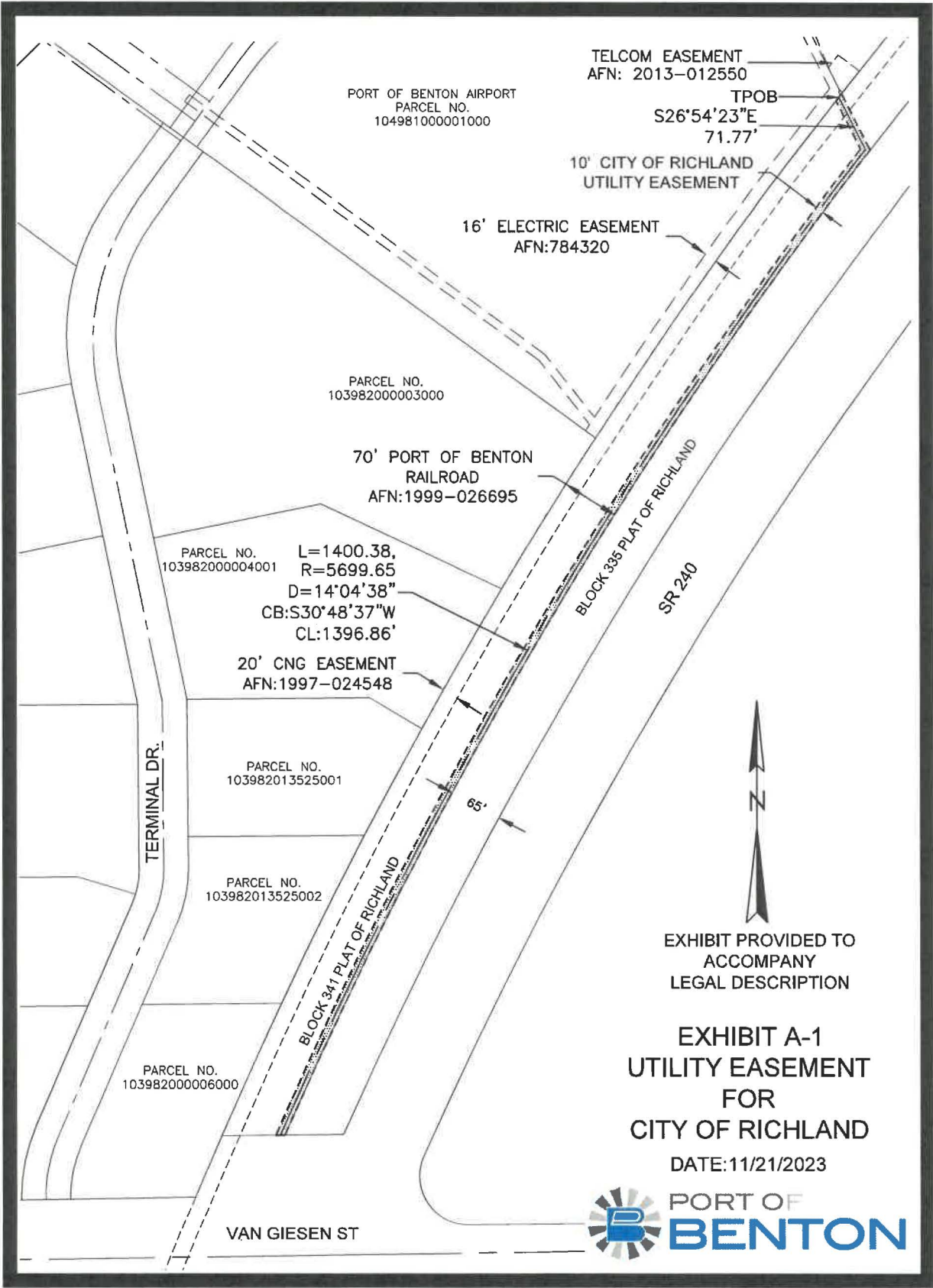
COMMENCING ON THE NORTHWESTERLY RIGHT-OF-WAY OF SAID PORT OF BENTON RAILROAD AT A BRASS CAP MARKED "PB 10-W" AND THE BEGINNING OF A CURVE TO THE LEFT, SAID POINT BEARS SOUTH 39°58'50" WEST 975.72 FEET FROM A BRASS CAP MARKED "PB 11-W"; THENCE SOUTHWESTERLY ALONG THE NORTHWESTERLY CURVE THEREOF THROUGH A CENTRAL ANGLE OF 01°49'52", HAVING A RADIUS OF 5764.65 FEET AND AN ARC DISTANCE OF 184.23 FEET TO THE **TRUE POINT OF BEGINNING** OF SAID CENTERLINE;

THENCE SOUTH 26°54'23" EAST 71.77 FEET TO A NON-TANGENT CURVE TO THE LEFT, SAID POINT BEING 5.00 NORTHWESTERLY AND PARALLEL WITH THE SOUTHEASTERLY RIGHT-OF-WAY OF SAID PORT OF BENTON RAILROAD; THENCE SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 14°04'38", HAVING A RADIUS OF 5699.65 FEET AND AN ARC DISTANCE OF 1400.38 FEET, A CHORD BEARING BEING SOUTH 30°48'37" WEST 1396.86 FEET MORE OR LESS, TO THE A POINT ON THE NORTH RIGHT-OF-WAY LINE OF A PUBLIC ROAD KNOWN AS VAN GIESEN STREET AND THE TERMINUS OF SAID CENTERLINE.

THE SIDELINES OF SAID EASEMENT SHALL EXTEND OR FORESHORTEN TO TERMINATE AT THE NORTHWESTERLY LINE OF SAID RAILROAD RIGHT-OF-WAY AND ON THE NORTH RIGHT-OF-WAY LINE OF SAID VAN GIESEN STREET.

THE INTENT OF THIS EASEMENT IS TO CROSS THE RAILROAD FROM THE NORTH SIDE OF THE RAILROAD RIGHT-OF-WAY AND RUN PARALLEL ALONG THE SOUTH 10.00 FEET OF THAT PORTION HEREIN DESCRIBED.

TOGETHER WITH AND SUBJECT TO COVENANTS, EASEMENT, AND RESTRICTIONS APPARENT OR OF RECORD.



Memorandum of Understanding
Between
THE CITY OF RICHLAND AND THE PORT OF BENTON
Re: Real Estate Land Transfer

THIS Memorandum of Understanding is entered into this _____ day of _____, 2023 (the “Effective Date”), by and between the City of Richland, a Washington municipal corporation, (hereafter “Richland” or “City”), and the **Port of Benton**, a political subdivision of the state of Washington (hereafter “the Port”). Richland and the Port are also herein referred to individually as a “Party” and collectively as “the Parties.”

This MOU represents good faith voluntary commitments that are being made by the Parties in the spirit of cooperation. The Parties are motivated by their belief that these commitments will mutually benefit the residents and landowners of the Port and the City of Richland.

I. RECITALS

WHEREAS, the Port owns industrial real property that has been declared surplus to agency needs and located in the Northwest Advanced Clean Energy Park, Richland Business Park, and the Richland Innovation Center; and

WHEREAS, the City owns industrial real property located in the Horn Rapids Industrial Park; and

WHEREAS, the Port has expertise and is uniquely qualified to encourage and effectuate economic development activity involving intermodal transloading to create an inland seaport; and

WHEREAS, the City and Port desire to see the full development of the Northwest Advanced Clean Energy Park to support regional electricity baseload generation requirements and advanced manufacturing for the region; and

WHEREAS, the City and the Port seek to continue to coordinate the industrial development within Horn Rapids Industrial Park for economic development, retention, expansion and recruitment bringing private investment and job creation to the region; and

WHEREAS, the City and Port intend to exchange and convey to each a portion of the properties described above, subject to terms and conditions determined at a later date; and

WHEREAS the exact properties and portions thereof are as yet undecided due in part to the final siting of the Port’s real property transaction with Pacific Green Fertilizer Corp (Atlas Agro), who may be in need of additional acreage; and

WHEREAS, the Parties, through execution of this non-binding MOU, have determined that an exchange of certain real property between the jurisdictions will provide each jurisdiction with land more suited to the needs of the accepting jurisdiction; and

WHEREAS, each Party will hold the requisite public hearing(s) as required by their respective jurisdiction’s surplus and sale process prior to finalizing a transfer; and

WHEREAS, each Party's legislative authority approves the concept of the intended land transfer, and anticipates additional future legislative action to execute said transfer.

NOW, THEREFORE, in consideration of the foregoing recitals, the Parties declare their respective objectives as follows:

II. Terms of Understanding

1. The Parties hereby commit to engage in open communication regarding long-range planning efforts by the Port in the City to align with each agency's established strategic planning objectives.
2. The City and the Port will continue to negotiate in good faith towards the transfer of property, on a net-neutral basis, to align properties with agency strengths.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding as of the date first written above.

CITY OF RICHLAND

Jon Amundson, City Manager

Attest:

Jennifer Rogers, City Clerk

Approved as to form:

Heather Kintzley, City Attorney

PORT OF BENTON

Diahann Howard, Executive Director

Attest:

Jeff Lubeck, Finance Director

Approved as to form:

David Billetdeaux, Port General Counsel

December 13, 2023

Selection of Architects, Engineers, and Consultants

On December 4th, David Billetdeaux, Port Counsel, Ron Branine, Director of Facilities & Operations, Jeff Lubeck, Director of finance, and Bryan Bell, Construction Project Manager reviewed and scored the Statement of Qualifications for the 2024 Calendar Year.

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

Master Plan Development:

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

Airport Planning & Master Plan Updates:

Century West Engineering Corporation	HDR Engineering
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AWOS Weather Station Maintenance

DBT Transportation Services	Maul Foster & Alongi, Inc.
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Architectural Services

Archibald & Co.	Architects West
HDR Engineering	CKJT Architects

Engineering:

RGW Enterprises	KPFF Consulting Engineers
HDR Engineering	Century West Engineering
AHBL, Inc.	

Railroad Engineering

RGW Enterprises	KPFF Consulting Services
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Miscellaneous Planning Consultant:

RGW Enterprises	Century West Engineering
IC Corporation	HDR Engineering

Surveying Services:

AHBL, Inc.

Permit Surveying

Geotechnical Consulting

Haley & Aldrich, Inc.

RH2 Engineering

Environmental Services:

Century West Engineering

HDR Engineering

Maul Foster & Alongi

Testing Services

GeoProfessional Innovation Corporation

PLSA Engineering & Surveying

Marketing:

Underground Creative

Prominence Public Relation

Cultural/Historical Resources

HDR Engineering

Tierra Right of Way Services, Ltd.

Computer IT & Programming:

Tricity Computer Consulting
CBIT

RH2 Engineering, Inc.

Grant Management:

RGW Enterprises
HDR Engineering

Century West Engineering
The Becket Group

Financial Consulting:

Energy EcoSystems, LLC

Moss Adams, LLP

Real Property Services:

HDR Engineering, Inc.
RH2 Engineering, Inc.

Tierra Right of Way Services, Ltd

Public Relations:

HDR Engineering
Prominence Public Relations

Maul Foster & Alongi
J-U-B Engineers

Selection of Architects, Engineers and Consultants

David Billetdeaux
Port Counsel

Date

Diahann Howard
Executive Director

Date

Bryan Bell
Construction Facility Manager

Date

**PORT OF BENTON
OFFICIAL PROCLAMATION – 23-04
HONORING
COMMISSIONER CHRISTY L. RASMUSSEN**

WHEREAS, The Port Commission appointed Ms. Christy L. Rasmussen as Commissioner for District 2 on December 14, 2021;

WHEREAS, Commissioner Rasmussen’s service supported and enhanced Washington’s system of ports and working rivers via the Pacific Northwest Waterways Association and had a positive impact at a federal level via the Energy Communities Alliance Board, at a state level via the Washington Public Ports Association and in our region as the Hanford Communities Governing Board representative and Manhattan Project National Historical Park representative;

WHEREAS, Commissioner Rasmussen has faithfully and diligently performed her duties, including through the formation of the Northwest Advanced Clean Energy Park, Clean Energy Supplier Alliance, and VERTical innovation cluster, which continues to make great strides working with industry to accelerate the transition of advanced clean energy technologies and manufacturing to achieve state and national climate goals;

WHEREAS, Commissioner Rasmussen has demonstrated leadership in advancing Port of Benton’s Vision and Mission and worked diligently alongside the Port team and her fellow elected officials for the good of the public. Commissioner Rasmussen will be remembered for her many accomplishments and unwavering dedication to regional economic and workforce development efforts, including being a fervent supporter of the community’s “Clean Up to Clean Energy” vision.

NOW THEREFORE, BE IT PROCLAIMED that the Port of Benton Commission and staff express their sincere and whole-hearted appreciation to Ms. Christy L. Rasmussen for her commitment to the Port, the communities in the Port District and surrounding region, and for her contributions while serving as a Port of Benton Commissioner.

Signed and dated on December 13, 2023.

CHRISTY L. RASMUSSEN, President

ROY D. KECK, Vice President

LORI STEVENS, Secretary

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

December 2023

	Project	Description	Grants Pursued/Received	Comments
1	Richland Innovation Center Rural County Capital Funds	Infrastructure improvements across already developed lots and the widening of Fermi Avenue	Benton County RCCF \$1,100,000	Plans received and preparing for bid. Request for amendment and extension and \$400K of additional funding received from BC .09
2	Innovation Cluster Accelerator Program Application, Phase 2	Washington Dept of Commerce, next evolution of POB, IPZ. Goal to support creation of clean energy industry lead alliance.	State - \$300,000	Application has been submittal
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	HDR is currenting in design of this project.

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

December 2023

	Project	Description	Grants Pursued/Received	Comments
5	DOE EV	Provide grant funding for EV charging stations north Richland, Prosser	POB land sites	POB to be applicant working with OCCOchem on fast charger demonstration on Port property VV, Prosser, no cost to POB
6	2023-2025 State Capital Appropriation	"White Bluffs Rail" remaining crossings, ties, panels and rail to support CRISI	\$1,212,500 State Grant	Working on pre contract approvals required by grant including ownership maps of rail and coordination with tribes.
7	U.S. EDA	2579 building and rail	EDA \$3-5M Benton Co. .09 \$1.2M submittal will follow EDA, POB \$2M CERB loan req to follow EDA	New EDA rep. We will need to begin this application Q1 2024
8	Benton County .09	TBC real property currently in negotiations	Benton County RCCF \$1.5M	Application submitted to BC

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

December 2023

	Project	Description	Grants Pursued/Received	Comments
	AIRPORTS			
9	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	Project complete except for delivery of Emergency Generator.
10	Community Aviation Revitalization Board (CARB) - Richland Airport	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.	Closing scheduled for Dec 14
11	FAA and State Airport discretionary funds - Richland Airport	Runway and Apron Crack and Fog Seal	FAA NPE \$290,000 State \$800,000	Approved - Grant Agreement Signed by Port and FAA. 90% Design submitted to FAA. New Construction estimate \$1.83M
12	FAA Airport Funds - Prosser Airport	Runway and Apron Crack and Fog Seal and Airport Lighting	FAA NPE \$200,000 FAA DI \$1,300,000	Approved - Grant Agreement Signed by Port and FAA. 90% Design submitted to FAA. New construction estimate \$1.93M
13	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law BIL funds) - Richland Airport	Direct grants for the improvement of public use airports. Awarded project is Taxilane construction	Richland Airport \$1,200,000	FAA approved for construction 2024-2026. Grant application submitted.

**PORT OF BENTON
PROJECTS AND GRANTS STATUS**

December 2023

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

PORT OF  BENTON

2024 Annual Work Plan



Port Tenants, Partners and Community Members,

As Port of Benton Commissioners and staff look ahead to 2024, we remain focused on revitalizing our assets in a fiscally responsible manner that is transparent to our taxpayers. We will also invest in our team and systems to sustain and further improve efficiencies in our operations. These cornerstones build toward our primary goal of being:

A STRONG COMMUNITY PARTNER, SUPPORTING ECONOMIC DEVELOPMENT INVESTMENT, TOURISM AND JOBS WITHIN KEY TARGET SECTORS

This Annual Work Plan will guide our efforts in several focus areas. We're also looking longer term at some major initiatives, including:

- Planning to continue future development of the Port's airports
- Developing an inland Port to retain and grow existing value-added agriculture and recruit new advanced manufacturing that will provide state and national benefits in energy and security
- Building out Vintners Village to enhance community, tourism and job creation
- Planning of our waterfront to create a sense of place and provide opportunities for local small businesses and tourism

The Port also supports the activities and strategies around the VERTical innovation cluster and Manhattan Project National Historical Park to help drive additional regional economic development and tourism.

Essential to our projects, initiatives, resiliency and success is the continued collaboration with our community and economic development partners. We desire to deepen these partnerships as we work to retain and recruit value-added agriculture, advanced manufacturing and clean energy industries.

On behalf of the entire Port team, we thank you for your support and commitment to our organization's mission. We look forward to serving you in the coming year!

Thank you,

A handwritten signature in black ink, appearing to read "Diahann".

Diahann C. Howard, PPM®, PPX®
Executive Director

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
Focus Area: Organization and Culture				
Goal: Redefine the Port's brand and improve community outreach in 2023	Differentiate the Port in its unique role from other local agencies in a rebranded messaging effort.	o Message the emphasis on the digital port.	Summers/Wally	Internal to types of digital sources
		o Explore messaging around the themes of rebuilding better, infrastructure builder, time to get to business	Comms team	Completed in 2022; reviewed in 2023
		o Message the Port's support of women and minority-owned small business-review of current structure and processes.	David/Sheri/Finance	
	Research, design, develop and adopt a 'Port Outreach Plan' (POP) to the general public and stakeholders.	o Include participation in TCRD/VERTical marketing and networking events		
		o Special focus on penetrating the general public's knowledge of the port and its priorities, including special messaging on our tax investment	JL, Wally, Summers	Ongoing. Using newsletter to focus on site area to value/ROI to taxpayer, video tour, digital info, bus tours - key stakeholders.
		o Coordinate with Richland Rotary and community partners on Entrepreneurial Awards	Summers/Wally	Recurring Q4 each year
		o Coordinate with the Port's internal marketing efforts with an emphasis on advanced manufacturing	Wally/Summers/Teresa/Comms team	Completed in Q1. Meeting with COR planned Q1 2023

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
		and value add agriculture targets.		
		<ul style="list-style-type: none"> ○ Coordination with the Washington Technical Industry Alliance and the Washington Wine Commission. 	Teresa/DH	<ul style="list-style-type: none"> • Update of comms plan • Support wine commission event in March (completed Q1) • Produce/run ads (Placed ads in Washington State Tourism Guide, Visit Prosser Tourism Guide, Visit Tri-Cities Tourism Guide; Seattle-Tacoma Airport Terminal) • Develop and launch vintnersvillage.com (launched in 2022) • Ongoing coordination with WTIA (Ongoing; completed WTIA event Q2) • Coordination with WTIA on Tech Hub application
		<ul style="list-style-type: none"> ○ Create and develop an online presence to be a connector for business expansion in conjunction with the Port's economic development outreach 		<p>Completed, sites launched:</p> <p>DiscoverRichland.com WashingtonVERTical.com VintnersVillage.com</p>
	Distinguish Port as a brand and ensure messaging of operational values	<ul style="list-style-type: none"> ○ Promote this through Port's revised website 		Ongoing, completed in the following:

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
				Port Strategic Plan, e-news and newsletters
Goal: Initiate the Port's leadership program in 2023	Provide focused group and individual leadership training in annually .	<ul style="list-style-type: none"> Strengthen Perform Review to support employee growth based on Strategic Plan collective accomplishments 	Ron/David/Joe/JL	SGR Leadership training to begin Q1 2023
	Undertake and complete a job satisfaction survey including an industry salary analysis by the end of 2021 (review every three years).	<ul style="list-style-type: none"> Set goals with employees 	Diahann/Ron/JL	Recurring
		<ul style="list-style-type: none"> Gather regular feedback from employees 	Diahann/David/JL/Ron/Joe	Continue daily 2023 industry salary analysis completed via WPPA.
	Promote teamwork through routine formal and informal events scheduled in advance throughout the fiscal year.	<ul style="list-style-type: none"> Include early summer workshops on upcoming strategic plan amendments and budget considerations. 	Wally/Diahann	Ongoing Informal events held each quarter
	Prioritize training to increase productivity	<ul style="list-style-type: none"> Provide management and functional focused training 	David/Diahann/ Ron	Enduris and SAO lean training for all staff
		<ul style="list-style-type: none"> Provide regular required and optional training opportunities for advancement 	Diahann	Ongoing, currently David is participating in PPM, Summers in PRSA/APR, Quentin in AAAE, Ron in SFP, CFM, Bryan in PMC
Goal: Create and implement an asset	Research, identify needs and adopt a proactive asset management system to track costs	<ul style="list-style-type: none"> Implement a CMS system to support asset management 	JL/TH/RB/JP/SC	Voyager go live in place! - completed Q1

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
management program.	and schedule maintenance activities in close concert with the Port's budgeting process and timeline.	<ul style="list-style-type: none"> Implement facilities and grounds inspection process to be proactive in asset management. 		Work Order system in process to be completed Q4
	Update all mapping, no GIS or tracking previously available beyond recorded record surveys	<ul style="list-style-type: none"> Spatial data base Meter mapping Ownership parcel mapping w/ PDF hyperlinks Easement mapping Site map index Facility mapping 	Ashley	Status as of 10-23 ongoing project 25% up to date data
	Standardize record storage and retention	<ul style="list-style-type: none"> Train all staff on efficient record storage and retention using SharePoint and Archival Server 	David/Veronica	To complete in Q3/Q4 Team to dedicate day to archiving - Completed Ongoing need for quarterly dedicated time.
	Create financial targets for asset management	<ul style="list-style-type: none"> Develop a debt management strategy 	JL	Reserve Study in 2023 budget - Q4
		<ul style="list-style-type: none"> Review assets quarterly to determine recapitalization and disposition 	JL	AssetKeeper reviewed annually Lean process to discuss asset definitions with Facilities and Finance Broader development with SAO in 2024 for implementation across all port management activities.
		<ul style="list-style-type: none"> Invest in affordable and sustainable technology to improve port operations, 	JL/DB	Majority of POB software and systems updated and provided cost savings

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
		cost controls, and efficiency		Assessment Annually - completed Technology road map AI/ChatGPT
Focus Area: Commercial and Industrial Real Estate				
Goal: Diversify the Port's portfolio of real estate assets in alignment with target sectors	Recruit an advanced manufacturing or other key anchor. (Seek to construct a multi-tenant development building in North Richland by 2023 in partnership with Private Sector lead or TCRD partner)		DH/TH	State and Congressional, VERTical Grants Project team in place to seek other grant sources for facility in 2023 Potential - 3110 POB Blvd.
	Undertake an incubator facility analysis in 2024	o Tour with key real estate and economic development staff other research park incubator facilities	TH/DH	Request to PEDA for tour
		o Update/refine Port's incubator facility policy	TH/DB/DH	
	Conduct a comprehensive facility condition and market assessment to align to Strategic Plan and capital expenditure planning	o Perform conditions and upgrade cost analysis	RB/TH/Ashley	Q1/2 Ron has been conducting -review of 3250, 3100, and 2345 - 3110 and 2579 pending and underway
		o Issue RFQ with vendors site tours to prospective HVAC, Window, and Instrumentation firms to assess improvement plans to Port facilities	RB/BB	Lighting/HVAC/Roof/Fire and Pave, fab/door security, IT cabling have up to date plans reviewed and in place at this time. New asset system will further support

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
	Develop long-range land use plan to support Port's future business growth and diversity - 2024	<ul style="list-style-type: none"> Develop land use map with Port prioritized needs, and meet with City of Richland to revise existing land use map 	Ashley	Ongoing
		<ul style="list-style-type: none"> Coordinate with City of Richland Economic Development to develop dual planning, development, and marketing strategy for Advanced Manufacturing and Industrial targets 	DH/other team members per issue	COR quarterly meetings held
		<ul style="list-style-type: none"> Planning of TBC waterfront and corner Planning with Prosser Vintners and Wamba 	TH/DH	2024 budget item
,	Identify/Develop specific rent and occupancy targets by asset	<ul style="list-style-type: none"> Retain 90% occupancy of existing real estate leasable assets 	Teresa	Ongoing. 2023 occupancy held at 100%; Q2 all facilities leased; 3100 at 95% Q3-%
		<ul style="list-style-type: none"> Develop five leads for development of new property each year 	Diahann/Teresa	Surpassed in Q1
		<ul style="list-style-type: none"> Develop three leads for every vacant space 	Teresa/Diahann	Surpassed in Q2

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
	Revisit and revise the North Richland Marketing and Communications Strategy each year	o Set specific metrics for North Richland Marketing and Communications Strategy for Port and City assets	Comms team	Completed Q1
		o Update strategy based on sold/leased assets	Comms team/TH	To complete in Q4
		o Develop Ads placement and videos within target markets	WW	Q1, Q2 (Vintners Village)
	Update the standalone marketing program for the VERTical /Tri-Cities Research District		Comms team	<ul style="list-style-type: none"> TCRD website (updated Q1) VERTical website (launched Q2)
	Effectively market the Port's access to high-speed reliable fiber internet, and expand fiber access to underserved areas and newly acquired land	o Promote fiber access in all marketing materials (as applicable)	WW/Comms team	RIC project will expand Wi-Fi network and will be added to marketing material 2579 fiber extended
		o Ensure NOANET is contacted to offer backbone expansion during every improvement that opens up street conduit	RGW/BB/AG	To be completed Q4, part of project - partner with City of Richland
Goal: Increase the Port's net real estate revenue.	Identify/develop specific rent and occupancy targets by asset	o Continue market assessments to ensure rates are in-line with fair market value	TH	Appraisals for RBP and RIC underway. VV completed.
		o Renew lease structure terms and renewals	TH/DB	Completed

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
		<ul style="list-style-type: none"> Grow lease income by 3% annually to provide stable non-tax revenue source 	TH/DB	2023 budgeted growth 24.6%
	Identify sites that require infrastructure extension that can increase revenues	<ul style="list-style-type: none"> Prioritize future planning area infrastructure extension 	RGW, AG, TH, DH, RB	Overview of all property sites discussed during Q1 priorities outlined and costs provided Q2. 2024 Focus 2579 and rail.
		<ul style="list-style-type: none"> Consider all infrastructure when street conduit can be opened for improvement/repair 	RGW, RB, AG	
	Identify each property's value for retainage for lease or disposition for sale	<ul style="list-style-type: none"> Review future revenue value of selling and/or leasing all property 	TH/JL	
Focus Area: Intermodal Transportation				
Goal: Develop a goal to expand the use of the Prosser Airport	Complete the FAA mandated master plan by mid-2028.		QW	Prosser next item being considering is lighting and pavement
	Market airport to recruit general aviation businesses	<ul style="list-style-type: none"> Develop stand-alone budget for airports 	JL/VS	Completed
		<ul style="list-style-type: none"> Develop marketing messages for business recruitment 	WW/SM/QW	Fact sheet to be created along with hangar sites flyer.
Goal: Expand the use of the Richland Airport targeted at freight cargo, manufacturing	Complete the FAA mandated master plan by mid-2021.		RGW	Completed
	Consider and adopt a plan of finance in 2021 for the targeted capital improvements. Submit		JL/QW/DH	Completed within 2023 CIP budget more details i.e. Acquired 1845.

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
and medical flight use.	plans for improvement annually.			Add multi-year operating plan, cash flow forecast
	Continue to explore FAA funding of a precision instrument approach and the extension of runway 1-19 to 5,000 total feet.	Working through as part of Richland Masterplan	QW	Richland MP recommends 5,000 ft but not precision approach, but will continue monitoring with FAA
	Support creation of Vertiport		QW	On state DOT list as vertiport location, site identified along with contact with vendors. One prospect Q3 2023
Goal: Expand utilization of Port's Rail and transload facility	Update Rail Master Plan		RGW/AG/DH/BB	Completed
	Develop marketing materials based on available metrics and studies	<ul style="list-style-type: none"> Leverage BST study to support industrial recruitment and develop marketing strategies 	WW/SM	Info used within grant requests state and federal; PowerPoint used for logistic prospect discussion
	Ensure completion of capital repairs to the short line railroad crossings.		RGW/BB/RB	State and Federal requests for funding continue
			DB/RGW	Complete long-term rail operator RFP in Q2 2024
	Barge		TH/DH/AG/BB	Planning dollars proposed in 2024 budget.

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
	Inland Port	Work with city and partners on development	DH/RGW/BB/TH	Agreements between city and port awaiting appraisal information
Focus Area: Economic Development				
Goal: Define the Port's participation and funding of economic development initiatives and address economic disparity throughout the region.	In collaboration with local partners participate in a tourism promotion program in 2024 to guide the port's investments and focus.	<ul style="list-style-type: none"> Work with community partners to promote events that align with key target sectors 	DH/SM	Balloon Rally successfully held in Prosser UW festival of trees in Nov. Prosser and Benton City Chamber events.
		<ul style="list-style-type: none"> Construct a visitor's facility that expands tourism operations and education for USS Triton Sail, Manhattan National Park and Hanford History Project 	DH/SM/WW	Federal request submitted phase 1 complete. Seeking dollars for phase II. Seeking other grants and fed partnership will be submitted in 2024
		<ul style="list-style-type: none"> Vintners Village promotion connections with Prosser Chamber of Commerce, Washington Wine, and local vintner associations 	TH/SM/WW Comms team	Ongoing <ul style="list-style-type: none"> Vintners Village website established. Meetings with VV businesses. Ads for VV (Placed ads in Washington State Tourism Guide, Visit Prosser Tourism Guide, Visit Tri-Cities Tourism Guide; Seattle-Tacoma Airport Terminal)
	In conjunction with community partners develop and initiate actions to address	<ul style="list-style-type: none"> Meet with community partners, review Benton Franklin Trends economic data and continue CARES 	SM/TH/DH	Meetings monthly

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
	economic disparity and diversity throughout the region.	retention efforts with TRIDEC and COR		
		<ul style="list-style-type: none"> Engage with CBC and WSU TC to support certificate and ongoing education connected with industry and target sectors. 	DH/DB	WSU TC has put programs in place to be held at Clore and in Richland
		<ul style="list-style-type: none"> Diversification from Hanford within Energy and Advanced Manufacturing and Clean Energy sectors 	DH	VERTical has begun development of project teams around this target sector; specifically advanced manufacturing and nuclear technologies Q4 2023 submittal for reauthorization in 2024
		<ul style="list-style-type: none"> Implement elements of VERTical/TCRD annual work plan where they align with Port 	DH	Tied to VERTical item above
		<ul style="list-style-type: none"> Support efforts of United Way 	DH	Annual Festival of Trees event
		<ul style="list-style-type: none"> Define the Port's role in supporting ARTS and STEM 	TH/DH/SM	Continue working on Triton Sail White Bluffs Center. Coordinate with COR and COP on creative districts
		<ul style="list-style-type: none"> Review state DOC ED recovery dashboard 	SM	Added data as part of Discover Richland
		<ul style="list-style-type: none"> Expand VERTical/Tri-Cities Research District collaboration with Washington State 	DH	Meetings monthly with AURP and WA Tech alliance.

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
	Engage with community partners on an active basis to advance economic development efforts toward targeted sectors including value added agriculture; technology innovation and entrepreneurship; energy and advanced manufacturing	Technology Alliance, Association of University Research Parks, and common research/development trade groups		
		<ul style="list-style-type: none"> Work with the State Dept of Commerce to connect with Small Business Resiliency Network 		Meetings monthly via WEDA/DOC Members of Hispanic Chamber and added into Entrepreneurial Awards
		<ul style="list-style-type: none"> Work toward diversification from the Hanford historically dependent economy within the energy and advanced manufacturing sectors. 	DH	<p>Ongoing.</p> <ul style="list-style-type: none"> Discover Richland website launched, VERTical website launched (Q2)
		<ul style="list-style-type: none"> Coordinate with TRIDEC deeper review/update to cluster if needed 	DH	Advanced Manufacturing deeper review as part of VERTical - market gap analysis by DOE awaiting report then further work in 2023 reviewed.
		<ul style="list-style-type: none"> Hold industry roundtables with TRIDEC/VERTical/ Clean Energy Supplier Alliance 	DH	DOC meetings held Q3-2023, coordination ECA May 6,7,8 2024

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
		<ul style="list-style-type: none"> Develop a keen understanding of issues within value added ag and manufacturing supply chains to assist existing companies in connecting with new customers and recruiting new companies 	DH/TH	Ongoing. Coordination with City of Richland, Clean Energy Supplier Alliance, Port of Pasco, NWSA and TRIDEC
		<ul style="list-style-type: none"> Coordinate with TCRD on expansion of the IPZ - VERTical Center of Excellence with a focus on clean energy 	DH	POB potential development building (3100) or new facility in north Richland will provide an accelerator/ maker space to support this activity.
		<ul style="list-style-type: none"> Explore model examples of remote work approaches and their application to the region. 	DH	EMAB report submitted to DOE November 2022 -to be removed in 2024
		<ul style="list-style-type: none"> Develop Innovation and Commercialization Lab before end of 2023 to be a demonstration center for technology advances as a result of research district organizations, universities, and labs 	DH/TH	Discussion with private developer
	Convene working groups around industries to lend aid in connecting Port tenants and neighbors with one another in support of		DH/Dave M	Ongoing. VERTical, Clean Energy Supplier Alliance to support networking and collaboration and business opportunities.

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Goal	Strategy	Action Steps	Lead	Timing/Status
	entrepreneurial collaboration			
Expand the Port's role in driving the Tri-Cities entrepreneurial economy.	Leverage the Port's position as the lead agency for the Tri-Cities Research District Innovation Partnership Zone now VERTical to expand entrepreneurial activities and access to capital in the Tri-Cities		DH	\$400K State Commerce ICAP grant Oct/2021 Fuse Fund has raised \$1.5M to date. Ongoing discussions with WSU TC on support of entrepreneurship and DEI
	Proactively recruit startup companies and established mentors to locate in the Research District			Coordination with CESA, FUSE and SBDC
	Establish a career pathway program that supports education to innovation by spearheading efforts at creating a commercialization leadership position within the Tri-Cities Research District			VERTical Workforce team has been formed to discuss this topic along with funding to support it. Coordination with CBC, WSU TC-INEF, local labor.
Define the Port's broader messaging and recruitment opportunities within defined target sectors	Establish a site selection marketing program for Advanced Manufacturing with a focus on demonstrating capabilities of the larger		Comms team	<ul style="list-style-type: none"> Completed marketing and comms strategy Completed Discover Richland website development and launch Completed ad placements with Richland

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
	business community in the creation of new technologies, processes and skills that enable bio, cyber, and clean energy manufacturing.			<ul style="list-style-type: none"> Completed TCRD website update Completed Vintners Village website development and launch Completed VERTical website development and launch
	Co-develop marketing messaging with the Port of Pasco around the value-added agriculture ecosystem, focusing on each Port's role in food processing and finished product shipping	Clean energy Ag innovation center/Clore	Comms team	Plans to develop in 2024 beyond RiverFest
	Emphasize regular discussions with industry professionals including tenants, neighbors, and prospects to identify 'need lists' to enable the recruitment of cooperative businesses and industries.		TH/DH	One-on-one industry interviews to gather information as part of VERTical continued
	Develop a needs assessment program in 2024 to prioritize master-planning of		TH/DH	Proposed in budget in 2023/2024

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Goal	Strategy	Action Steps	Lead	Timing/Status
	Port undeveloped land for target sector recruitment.			
	Continue to support planning for a North Richland Bridge to support recruitment and logistics.	Remove	DH/RGW	Ongoing tour with BFCOG held in 2022
Focus Area: Stewardship of Public Funds				
Goal: Develop and adopt a specific long-term policy regarding the level and use of property taxes to support the Port's operations and activities.	Develop a multi-year cash flow forecast.	<ul style="list-style-type: none"> Improve cash forecasting model and incorporate team input and involvement to ensure adequate funding to fulfill our initiatives. 	JL/VS	In progress and proposed in 2024 budget. Tax rate reduced to .31 for 2024.
	Identify and understand the potential benefits property tax revenue have on the Port's ability to generate debt at lower interest cost.		JL/DB/DH	Refinanced completed June 2021
	Review all policies to ensure up to date.		JL/DB/VS	Review, update and create policies and forms.
	Research and adopt a policy that targets tax receipts for capital expenditures only for the foreseeable future.	<ul style="list-style-type: none"> Adopt and implement GASB 87 as per required 	All staff	Complete. Upcoming for 2024 - GASB 96
Focus Area: Public Access				

2024 Annual Work Plan

Goal	Strategy	Action Steps	Lead	Timing/Status
Goal: Expand the offerings and use of the USS Triton Sail park.	Adopt a master plan for the Park and include improvements to river side pedestrian access in the Port's multiyear CIP	<ul style="list-style-type: none"> Continue to seek funding for a joint facility. Develop a virtual tour to support VTC STEM tourism efforts 	WW/SM/DH	<p>Ongoing – Need planning and grant dollars as identified in 2024 budget.</p> <ul style="list-style-type: none"> Completed tour guide script for in-person tours. Completed and produced tour brochure. Wrote content for Triton printed booklet. Wrote video script for virtual tour. Created an outline for a <u>possible</u> interactive/3D tour. Seek to secure docent volunteers.
Goal: Sustain and Improve Crow Butte Park and Marina Operational Efficiency	Follow master plan and update infrastructure efficiency	<ul style="list-style-type: none"> Identify strategies towards cost-effective and cost-neutral improvement 	RB/JP/JA	New reservation system in place, new parking kiosks in place to support operations and cash collection.
		<ul style="list-style-type: none"> Assess ongoing management strategies for year-round maintenance and operation, communications with CTUIR 	RB/JP/JA	<p>Discussion with Army Corps on park closure during winter and will need to request an annual meeting.</p> <p><u>Coordinating long term strategy.</u></p>