

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

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

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

For those unable to access the internet, please call 509-375-3060 by 8:00 a.m. on February 14, 2024 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., February 14, 2024**

**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 January 10, 2024 Commission Meeting
3. Approval of Vouchers and Certifications, Including Payroll for Month of January Totaling \$818,056.56
4. Resolution 24-05, A Resolution of the Port of Benton To Cancel Warrant No. 079980 and Warrant No. 080650, Which Have Reached a Slated Date

**D. PUBLIC COMMENT**

- E. PUBLIC HEARING** – Receiving public comment on the acquisition of real property located in the Technology & Business Campus, 3110 Port of Benton Blvd., and amending the Comprehensive Scheme of Harbor Improvements.

## F. ITEMS OF BUSINESS

1. Resolution 24-04, A Resolution of the Port of Benton Authorizing the Acquisition of Real Property, 3110 Port of Benton Blvd., Richland (TBC)
2. Resolution 24-03, A Resolution of the Port of Benton Providing Interim Guidelines for Purposeful and Responsible Use of Generative Artificial Intelligence
3. Resolution 24-06, A Resolution to Amend the Purchase and Sale Agreement with Atlas Agro (North Horn Rapids)
4. Resolution 24-07, A Resolution Authorizing the Port of Benton to Accept a Bipartisan Infrastructure Law (BIL) Grant from the Federal Aviation Administration (FAA) to Fund Design Services Related to the Taxi Lane Extension at the Richland Airport
5. Richland Innovation Center Streetlight Improvement Project – Benton County Capital .09 Funds
6. Master Services Agreement – Century West Engineering
7. Discussion of Proposed Formation of Airport Ad Hoc Group

## G. INFORMATION REPORTS

1. Welcome and Update from Karl Dye, TRIDEC
2. Rail Update
3. Grants Update

## H. COMMISSIONER REPORTS/COMMENTS

## I. DIRECTOR REPORTS/COMMENTS

1. Finance Director
2. Port Attorney
  - i. Discussion of requested revision to Commissioner Policy
3. Executive Director

## J. EXECUTIVE SESSION

## K. ADJOURNMENT

The next regular Port of Benton Commission meeting will be held on Wednesday, March 13, 2024 at the Walter Clore Wine & Culinary Center located at 2140 Wine Country Road, Prosser, Washington. Visit [portofbenton.com](https://portofbenton.com) for notices and information.

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
January 10, 2024**

**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 Scott Keller, 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; Senior Accountant, Veronica Serna; Accounting Specialist, Julia Mora; Director of Facilities & Operations, Ron Branine; Airport Manager, Quentin Wright; Director of Finance, Jeff Lubeck; Director of Marketing, Wally Williams; Director of Governmental Affairs, Cassie Hammond; Construction Project Manager, Bryan Bell; Bill O’Neil, Richland Airport; Garreth Nisbett, Benton City; Rick Heath, Framatome; Christy Rasmussen, Energy Northwest; Jon Ray, Richland Airport Tenant; Ashley Garza; Clif Dyer, Richland Airport

**The following attendees attended via remote communications:** Contract Specialist, Sheri Collins; Wendy Culverwell, Tri-City Herald; Damien Sinnott, WSU Tri-Cities; Jeff Losey, Home Builders Association; Shaun Gordon, Banner Bank; Mayor Theresa Richardson, City of Richland; Steve Balaski; Jorge Celestino; Jeff M., Community Member; Bryan Condon, Century West Engineering; Wade, Community Member

The Commission meeting was noticed as required by RCW 42.30.070.

**B. PLEDGE OF ALLEGIANCE:** Commissioner Scott Keller 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 January 10, 2024 Commission meeting, approval of minutes from the December 13 ,2023 Commission meeting, approval of minutes from the December 18, 2023 special Commission meeting, approval of vouchers and certifications, including payroll, for the month of December totaling \$1,979,778.68 and approval of project vouchers and certifications for the month of December totaling \$1,523.30.**

**D. PUBLIC COMMENT:**

City of Richland Mayor, Theresa Richardson stated that it has been a delight to work with the Port of Benton and she has appreciated the Commission meetings greatly. Mayor Richardson added that due to her new role as Mayor, the council will likely reassign which Councilmember will begin attending the Port meetings and act as the liaison between City – Port.

Mayor Richardson stated that she appreciates that the City and Port work so well together.

Christy Rasmussen complimented the Port staff on the recent Port audit report, noting the hard work and commitment to transparency continues to be beneficial.

Community Member and Richland Airport tenant Bill O'Neil thanked Commissioner Scott Keller for coming out of retirement to serve, adding that Commissioner Keller has a vast array of knowledge from his 30 years of experience with the Port.

O'Neil encouraged all to listen to the voices, including Commissioner Lori Stevens, who is a successful business owner. O'Neil also encouraged all to listen to the constituents, who have expressed that it is time to get to work.

Community Member and Richland Airport user Clif Dyer brought up the Port's frequent use of the word "transparency" and encouraged the Port to begin recording meetings because there are many who are unable to show up in-person or Zoom.

## **E. ITEMS OF BUSINESS**

### **1. Selection of Port of Benton Commission Officers**

Port Attorney David Billetdeaux explained that the selection of officers is an annual task always handled at the first Commission meeting of the year.

Commissioner Roy Keck made a motion to maintain the existing pattern.

Commissioner Lori Stevens recommended herself as vice president and Commissioner Keck as secretary.

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Scott Keller as Commission president, Lori Stevens as Commission vice president and Roy Keck as Commission secretary.**

Commission President Scott Keller adjourned the regular Port of Benton Commission meeting at 8:42 a.m. and opened the Economic Development Corporation (EDC) meeting at 8:42 a.m.

### **2. Economic Development Corporation (EDC): Approval of Minutes from January 11, 2023 EDC Meeting, Selection of Officers, Financial Overview**

Commission President Scott Keller asked for a motion to approve or reject the minutes from the January 11, 2023 EDC meeting.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving the minutes from the January 11, 2023 EDC meeting.**

Commission President Scott Keller asked for a motion to approve or reject the selection of EDC officers for 2024, with Scott Keller as president, Lori Stevens as vice president and Roy Keck as secretary.

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving the selection of EDC officers for 2024 with Scott Keller as president, Lori Stevens as vice president and Roy Keck as secretary.**

President Scott Keller adjourned the EDC meeting at 8:44 a.m. and resumed the regular Port of Benton Commission meeting at 8:44 a.m.

3. Resolution 24-01, A Resolution of the Port of Benton Approving Delegation of Authority for the Executive Director and Her Designees

Port Attorney David Billetdeaux explained that this is another annual item of business taken care of at the first Commission meeting of the year. Billetdeaux explained that this year's delegation mirrors last year's delegation almost perfectly, other than a few new or updated policies that were put in place last year.

Billetdeaux added that the change order portion was updated in 2023 and is now in line with similar ports, which will allow for the project to continue when multiple change orders may come through. Billetdeaux stated that this usually reflects large projects where it is not ideal to stop progress with delays.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving Resolution 24-01, approving delegation of authority for the executive director and her designees.**

4. Resolution 24-02, A Resolution of the Board of Commissioners of the Port of Benton Authorizing the Port Executive Director to Sell and Convey Surplus Property with Less Than \$10,000 Value

Port Attorney David Billetdeaux noted that nothing has changed from last year to this year and this is another required annual update.

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 24-02, authorizing the port executive director to sell and convey surplus property with less than \$10,000 value.**

5. Membership & Committee Review

Executive Director Diahann Howard stated that the membership list is typically laid out in the annual budget and inquired if the Commission desired to make any changes to committee and organization representatives.

The list was reviewed in detail and the updated list is included after the last page of the minutes.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving the designated port representatives for specified memberships and committees.**

6. 2024 Meeting Dates

Port Attorney David Billetdeaux stated that the State Auditors Office is asking Ports to present the regular Commission meetings and workshops for Commission approval and also have them clearly defined for the public. Billetdeaux added that the Port of Benton meeting dates are clearly identified on the Port website as the second Wednesday of the month at 8:30 a.m., unless otherwise identified. Billetdeaux noted that some meetings have been changed for 2024 due to conflicts with meetings that also require Commission and Port staff attendance.

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving the 2024 meeting dates.**

**7. Discuss and Distribute Annual Conflict of Interest Forms**

Port Attorney David Billetdeaux introduced the annual conflict of interest form, explaining that this form is given out to all port staff and Commission each year and is required to be completed by the end of January.

Billetdeaux explained that it is important to ensure there is no conflict. Billetdeaux noted that each form goes into everyone's personnel file.

**8. Discuss and Review Port Commissioner Salary Increase**

Port Attorney David Billetdeaux explained that the Office of Financial Management has determined that the Commissioner daily rate is now \$161/day, rather than \$128/day, explaining that there is no vote on this item, since it has been established in RCW 53.12.260 that the Washington State Office of Financial Management (OFM) has determined that as the rate that shall be paid and is not subject to approval

**F. INFORMATION REPORTS:**

**1. 2022 Audit Report**

Director of Finance Jeff Lubeck announced that the audit for the 2022 calendar year was completed in December.

Lubeck explained that this presentation aims to provide an overview of the three audits conducted by the SAO in 2022, noting that the Audit Entrance Conference took place on October 11, 2023, marking the initiation of the audit process, subsequently, the Audit Exit Conference was held on December 20, 2023, to conclude the audit procedures.

Lubeck explained that in order to ensure impartiality and objectivity, a new audit team was assigned by the state for this round of audits, adding that this rotation of staff guarantees that "fresh eyes" are reviewing the financial records and processes, promoting transparency and accuracy.

Lubeck pointed out that in addition to the SAO's involvement, two other entities conducted general accounting system and process assessments: Sara Marshall performed an assessment earlier in 2023, while CliftonLarsonAllen conducted a similar assessment in 2019.

Lubeck stated that an audit of the 2022 Port Economic Development records is now starting and this undertaking by the SAO signifies the organization's commitment to ensuring the integrity and accountability of these specific financial transactions.

Lubeck clarified each audit:

- Financial Statement Audit – Examines and reports whether the port's financial activities and statements are accurate and complete. – Received clean audit
- Comprehensive Audit – Evaluates whether the port has adhered to applicable state laws and regulations, implemented good internal controls and followed its own policies and procedures. – Received clean audit

- Single Audit – Examines whether the port has materially complied with state and federal requirements relating to grant activity. This audit also determines whether the port properly accounts for federal funds expended under grant awards. – Received clean audit

Lubeck explained that a clean audit result means that there were no audit findings, no deficiencies, no management recommendations and there were no SAO findings or changes that need to be considered or implemented as a result of the 2022 audit.

Lubeck displayed an overview of the areas of audit emphasis in 2022 for other ports around the state, which gives a good idea of what SAO is looking at in the future.

The Commission complimented the port for receiving a clean 2022 audit report.

## 2. 2024 Budget Overview

Director of Finance Jeff Lubeck provided a 2024 budget recap, which reviewed: review of overall budget, overall debt, overview debt, lease revenues, property tax, labor, capital.

Lubeck stated that the key budget takeaways are that the 2024 budget is balanced, operating revenues are increasing 35% over the 2023 budget, property tax rate is decreasing for the 6<sup>th</sup> year in a row, 2024 is the largest year ever planned for port capital projects, 65% increase in overall business volume.

Lubeck provided an overview of the budget objectives: Economic Development - Port Improvements – Maintenance/Operations.

Economic Development priorities include – land and waterfront planning, inland port, rail system, building acquisition.

Port Improvements – Rail building and tracks, Prosser and Richland Airports taxiway and runway improvements, RIC sidewalk and streetlights.

Maintenance/Operations – Keep assets in state of good repair, work orders system, business infrastructure – software, systems, processing.

Lubeck added that the foundation of the “state of good repair” includes taking care of what we have and planning for the future.

Lubeck provided a visual overview of the 2024 budget compared to 2023.

Lubeck highlighted the 2021 debt restructuring when the port took the initiative to take advantage of a significant reduction of interest rate from 5.83% to 2.35%.

Lubeck highlighted the current outstanding loans with their current interest rate, resulting in an average weighted rate of 2.2%.

Lubeck overviewed the lease revenues, which have increased based on rate changes implemented in 2023, adding that the port continues to receive appraisals to ensure compliance.

Lubeck pointed out new revenues from new facilities: 1845 Terminal Drive (\$115k) and the acquisition of an existing building (\$200k). Lubeck stated that revenues from the Technology Enterprise Center have been removed due to the 2023 sale (\$123k).

Lubeck provided a detailed overview of the current lease count (188 leases):

- Small business – 80/42%



- Hangar – 54/29%
- Large – 37/20%
- Government – 15/8%
- Non-Profit – 2/1%

Lubeck stated that the Benton County property tax distribution provides the Port of Benton with 1.11% of all property tax collected in Benton County.

Lubeck overviewed labor, benefits and taxes, stating that there is no change in headcount, and that labor is decreasing as a percentage of total operating expenses.

Lubeck noted that the port has been using a temp contractor to archive and/or destroy 20+ years of records, which ensures compliance with public records requirements. Lubeck added that the port is looking into grants available from the state to help with temporary services related to archives and record retention, including researching the implementation of specific software to assist with requirements. Lubeck added that RCW requirements do not allow scanning for all materials.

Lubeck stated that the port is planning \$15.4M in capital projects in 2024, with grant/loan funding of \$11.7M (76.4%) and remaining being port-funded at \$3.6M (23.6%).

### 3. Marketing & Communications Update

Director of Marketing Wally Williams announced that new business cards have been ordered, updated photos will be scheduled as soon as the Port's preferred photographer is available.

Public Information Officer Summers Miya provided a Marketing & Communications quarterly review.

Miya introduced the focus areas and primary activities as: North Horn Rapids, Vintners Village, Airports, STEM Tourism.

Activities – Create materials to increase engagement, identify and write stories/profiles/success stories about port district companies/people. Expand speaking engagements, leverage social media, explore cross-promotion opportunities with partners and increase USS Triton sail tours.

Miya presented the accomplishments and progresses made in various areas within the Horn Rapids region, adding that the business goals were centered around recruiting an advanced manufacturing or another key anchor in north Richland by the end of 2023. Miya reported that significant strides have been made toward achieving this objective.

Miya noted that in terms of communication, the goal was to reach 10 inquiries about North Horn Rapids / Richland Business Park by the end of the year and shared that the team has exceeded expectations by receiving 34 inquiries, noting that this achievement was made possible by the effective use of targeted collateral and the enhancement of north Richland's web presence through the port and Discover Richland websites.

Miya moved on to Vintners Village (VV), where the business goal was to sell at least one phase two parcel in VV by the end of 2023. Miya reported that thanks to the outstanding efforts of Teresa Hancock, the team was able to surpass this target by successfully selling two parcels to Enodav Winery. Miya stated that the communication objective of reaching at least eight inquiries by year-end was very

close with six inquiries through the use of collateral that effectively reached our target audiences via the port and VV websites.

Miya added that in terms of airports, the business goal was to fill the remaining hangars and prepare for the construction of at least one hangar at each airport by the end of 2023. Miya reported that a total of 31 inquiries were received, exceeding the target of 25, adding that this accomplishment was made possible through the development of collateral that effectively promoted the benefits and features of the airport, targeting communities, companies within the Port district, and companies with a business interest in the region.

Miya stated that the Port now has the ability to track sends and downloads on all port-managed websites and with the addition of the updated websites and flyers, the team believes that we have established a strong foundation to further highlight VV and raise awareness in north Richland. These efforts, combined with Wright's endeavors at both airports, have laid a solid groundwork for future success.

Miya highlighted the successful partnerships formed with Buckskin Golf Club, Northwest Golf Cars, Dauntless Air, Chukar Cherries, JR Imaging Logistics, Columbia Rail, and Enodav Wine Co., as their contributions have been instrumental in our progress and the completion of seven articles and/or videos created for the "Opportunity Happens Now" series, which highlights Port tenants.

Miya added that the goal for speaking engagements was set at 18, and announced that the goal was not only met but exceeded this target by completing 27 speaking engagements in 2023.

Miya added that the Triton tours grew by a remarkable 52% growth, reaching a total of 455 visitors, adding that this achievement was made possible through the efforts of Wally Williams.

Miya stated that overall, port endeavors in the Horn Rapids region have been met with remarkable success and the team will continue to build on the strong foundation we have established and work towards achieving our future goals.

Miya provided an overview of the marketing materials in the fourth quarter of this year that have played a crucial role in promoting and enhancing the goals of the Commission and team. Miya state that these materials continue to contribute to telling the story of the port, with a special focus on the 65th header, which was featured for the first time in today's eNews and adding that this header symbolizes the remarkable 65 years of economic development and growth that our port has witnessed.

Miya highlighted one notable material recently produced, the USS Triton brochure, which is a comprehensive document providing a complete list of all US Navy officers, chief petty officers, and enlisted personnel who served aboard the Triton during its commission from February 1, 1959 to May 3, 1969. Miya stated that it is important to note that this brochure is a living document, and the team continues to actively collaborate with Triton's crew members to ensure its accuracy and completeness. Miya added that the brochure has already been shared with the master distribution list, and the team has received several requests for updates.

Miya added that the fall newsletter went out in October and featured articles highlighting the port's activities and achievements.

Miya added that another objective was to attain a 20% increase in earned media coverage featuring at least one key message about the port or our target projects/assets (such as North Richland, VV, and other transportation assets) by the end of this year, stated that the department diligently tracked the media coverage received in 2023 and found that 34 stories met the criteria by mentioning the port or our target projects/assets and adding that this represents a significant 13% increase compared to the estimated coverage we tallied in 2022. Miya noted that she only started tracking media coverage halfway through 2022, so estimation for that year is not comprehensive.

Miya explained that in terms of evaluating the quality of these articles and stories, the target was a score of 6 or higher. , This scoring criteria takes into account the tone of the headline/story, the effectiveness of the messaging, the inclusion of project/event mentions, quotes or attributions, and visual elements. The average score across all earned media stories was 7, indicating that our messaging efforts were generally successful and well-received.

Miya stated that overall, the materials and efforts in the fourth quarter have allowed the team to effectively communicate the port's story, celebrate achievements, and engage with the target audience, adding that the team is confident that these initiatives will continue to contribute to the long-term goals and success.

#### 4. Grants Update

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

Item 1 – Richland Innovation Center Rural County Capital Funds. Amendment for extension and \$400k of additional funding completed. Project out to bid in January with hopes to award by end of month.

Item 2 – Innovation Cluster Accelerator Program application, phase 2 - \$300k awarded. Howard thanked industry for their continued supports and efforts, including Framatome's Rick Heath.

Howard added 39% includes small business and 300-600mw of power are needed to sustain Tri-Cities regions growth.

Item 7 – U.S. EDA, 2579 Stevens Drive building and rail. There is a new EDA rep. Howard stated that preliminary numbers are in and \$8-\$15M is estimated to retrofit this building. Considering the option to replace office portion of building. Considering additional funding options.

Item 8 – Benton County .09 – Technology & Business Campus property currently in negotiations. Application proceeding, final decision anticipated in January. Negotiations with Private developer underway.

Airport Manager Quentin Wright provided grant report updates for the following items:

Item 9 – Richland Airport Airfield Signage and Lights (PH1) – The emergency generator was expected to ship on 1/5/2024, but has been delayed due to further testing.

Items 10 & 11 – Three FAA projects expected to take place in 2024, including two at Richland Airport and one at Prosser Airport.

## **G. COMMISSIONER REPORTS/COMMENTS**

Commissioner Scott Keller stated that he is humbled to be here and thanked all, adding that he spent 30 years of his life at the Port, which is almost half his life. Commissioner Keller noted that he always wanted to be a Commissioner and is very excited to be here and get to work.

Commissioner Keller announced that he is here if needed and thanked those who have entrusted him with the presidency.

Commissioner Lori Stevens stated that she has been attending the Prosser Creative District information meetings, which are looking for community input.

Commissioner Stevens added that the Prosser Community Awards Banquet will take place at the Walter Clore Center on Monday, January 29, 2024.

Commissioner Roy Keck stated that he appreciates being on the board, as the Port is a pivotal player in the community. Commissioner Keck added that he looks forward to the continued promotion of the Hanford cleanup, which will turn to a green focus in the coming years.

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

### **1. FINANCE DIRECTOR:**

Director of Finance Jeff Lubeck provided a general financial update, announcing that the year-end activities have begun with W-2s, 1099s and the closing process for 2023 financials.

Lubeck added that the process to implement GASB 96 has begun, which includes the analysis of all software agreements.

Lubeck added that the reserve study process is continuing with an anticipated draft in February.

Lubeck provided a financial status report on cash, stating to expect volatility in the coming months with possible building acquisition, reimbursement and projects. Lubeck added that the Sky Park office building was acquired in December 2023, formerly the Bob Moe building located at 1845 Terminal Drive, adding that the reimbursement funds from the state are expected this week.

Lubeck provided a look at cash activity for the month of December, stating that general receipts totaled \$994,885 and cash disbursements totaled \$1,979,779, which included the \$1.045M for the Sky Park office in addition to the \$182k in general payroll related costs and \$752k in accounts payable.

Lubeck noted that as of 1/9/2024 there was \$205k in outstanding A/P.

Lubeck provided a visual overview of the current accounts receivable and complimented director of real estate, Teresa Hancock for all her efforts in working with past due accounts.

### **2. PORT ATTORNEY:**

Port Attorney David Billetdeaux announced that an insurance payment is expected soon related to the SR 240 dump truck incident from the fall 2022, adding that the Port's insurance company was not helpful during this matter and the insurance payment will be received from the driver's insurance. Billetdeaux stated that damages from this incident were approximately \$100k and \$78k is expected from the insurance.

Billetdeaux added that an insurance RFP will be going out soon.

Billetdeaux added that there was a separate incident in late 2023 on Steptoe related to a boom truck destroying the crossing. Billetdeaux noted that the same steps that were taken for the 240 incident will be taken as far as collecting evidence, adding that the driver has been sited and the

trucking company's insurance is now involved.

Billetdeaux added that Hub and Enduris rates are up and service is down.

Billetdeaux added that an electrical archiving RFP is currently out with hopes of securing a program to track emails, texts, voicemails and everything. Billetdeaux stated that the Port currently uses Smarsh for social media archiving and it would be ideal to have single source option for all archiving. Billetdeaux added that bids for this RFP are due on Friday.

Billetdeaux announced that he is working on an AI policy to present at a future meeting.

### **3. EXECUTIVE DIRECTOR:**

Executive Director Diahann Howard welcomed Director of Governmental Affairs Cassie Hammond who started with the Port on Monday, January 8. Howard added that Hammond has already been virtually attending meetings and listening to hearings.

Howard reviewed the top legislative priorities and objectives for the port in 2024:

Federal – \$8M rail request for a \$10.4M project. The port will be submitting to CRISI and RAISE for rail, ties and crossing replacement.

State – Port rail request, as part of port decarbonization, (\$25.6M program) and transportation projects, \$6M requested, capital.

Support TIF and .09 without amendments.

Support HB 1870 Match Act, offset match to secure federal funding for economic development.

Support HB 1371, SB 5494 railroad infrastructure modernization tax credit.

Support for supply chain funding.

Howard added that this is a short 60-90 day session and there are 6-7 senators up in 2024 and added again that the port is focused on rail.

Howard announced that Clean Energy Day is taking place in Olympia on January 31, immediately followed by Ports Day on February 1.

Howard stated that she would appreciate input from Commission on the Horse Heaven Hills wind farm and would also like reaffirmation that all are in support of the dams. All were in agreement of opposition of the wind farm and support of the Snake River dams.

Howard added that rental occupancy remains strong and WSU is moving into a larger space at the 3100 George Washington Way building, adding that the WSU Gear Up program, which reaches out to several high schools in the region, and is a strong support to area students, has space at 3100.

Howard added that she hopes to bring a agreement related to Clore back to the board at the February meeting.

Howard provided several real estate updates, including a recent amendment to the NW Golf Cart lease at 2579 Stevens Drive and the new leases in place at the Sky Park office, adding that the \$500/month previously received from the Bob Moe building has decreased due to the sale of the building.

Howard stated that 2019 Butler Loop is vacant.

Howard provided a facility update, stating that the only vacant space at 2345 Stevens Drive will be the Veolia space and the Department of Energy has expressed an interest in the space. Port team has responded that this space should be held for other private business and requested commission input if they did not agree. Agreement on the use of the Veolia space for private business was agreed by the commission.

Howard added that winter weather preparation continues, a rail car study is taking place and the Port will continue to support land planning efforts in cooperation with the city of Prosser.

Howard added that there will be a rail update at the February meeting.

Howard announced that she will be traveling to Bremerton in the coming week with Director of Marketing Wally Williams and Public Information Office Summers Miya to tour the naval shipyard, active submarines and meet with industry and workforce.

**J. EXECUTIVE SESSION:** The regular Commission meeting was recessed at 10:10 and it was announced that an Executive Session was not needed.

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

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Roy Keck  
Commission Secretary

**Port of Benton, Benton County, Washington**  
**Voucher Certification and Approval**  
**for the Month of January 2024**

**General Expenses**

Accounts Payable Warrants #: 82497 - 82604 \$ 426,390.31

Electronic Payments: \$ 176,668.62

Total General Expenses \$ 603,058.93

**Payroll**

Direct Deposit:  
ACH \$ 122,063.51


Electronic Payments:  
IRS Payroll Tax Deposit \$ 43,896.91  
Other Payroll Related Payments \$ 49,037.21

Total Payroll \$ 214,997.63

**Total General Expenses and Payroll** \$ 818,056.56

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

Attest:



Director of Finance/Port Auditor

We, the undersigned Commissioners of the Port of Benton, Benton County, Washington, do hereby certify the following vouchers/warrants have been certified and approved for payment, this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

**Port of Benton, Benton County, Washington  
Voucher Certification and Approval  
for the Month of January 2024**

**General Expenses**

Accounts Payable Warrants #:	82497	-	82604	\$	426,390.31
Electronic Payments:				\$	176,668.62
<b>Total General Expenses</b>				\$	<b>603,058.93</b>

**Payroll**

Direct Deposit:				\$	
ACH				\$	122,063.51
Electronic Payments:				\$	
IRS Payroll Tax Deposit				\$	43,896.91
Other Payroll Related Payments				\$	49,037.21
<b>Total Payroll</b>				\$	<b>214,997.63</b>
<b>Total General Expenses and Payroll</b>				\$	<b>818,056.56</b>

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

Attest:  Director of Finance/Port Auditor

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

**Jan-24  
Cash Disbursements  
Batch Totals**

	426,390.31	Jan-24
<b>\$</b>	<b>426,390.31</b>	

**Electronic Payments - Other Payment**

\$	2,034.28	B&O Excise Tax	WASHINGTON STATE DEPT OF REVENUE
\$	174,634.34	Leasehold Tax	WASHINGTON STATE DEPT OF REVENUE
<b>\$</b>	<b>176,668.62</b>		

**IRS Payroll Tax Deposit**

\$	25,687.29	01/19/2024	INTERNAL REVENUE SERVICE
\$	18,209.62	01/05/2024	INTERNAL REVENUE SERVICE
\$	-		
<b>\$</b>	<b>43,896.91</b>		

**695,993.05 Warrants, ACH, FedTax**

**Payroll Direct Deposit Net Pay**

\$	51,118.99	01/05/24
\$	70,944.52	01/19/24
\$	-	
\$	-	
<b>\$</b>	<b>122,063.51</b>	

**Other Payroll Related Payments**

\$	2,512.56	01/24/24	EMPLOYMENT SECURITY DEPT	Q4-23-PFML
\$	1,584.29	01/24/24	EMPLOYMENT SECURITY DEPT	Q4-2023
\$	2,300.41	01/10/24	NATIONWIDE RETIREMENT SOLUTION	NW01052024
\$	2,323.50	01/09/24	NATIONWIDE RETIREMENT SOLUTION	NW122223
\$	8,686.20	01/19/24	WASHINGTON STATE DEPT OF LABOR & INDUSTRIES	Q4-2023LNI
\$	1,251.70	01/22/24	WASHINGTON STATE EMPLOYMENT SECURITY DEPT	Q4-2023SUI
\$	3,671.23	01/29/24	DEPT OF RETIREMENT SYSTEMS	DCP010524
\$	22,912.92	01/18/24	DEPT OF RETIREMENT SYSTEMS	PERS12023
\$	3,794.40	01/11/24	DEPT OF RETIREMENT SYSTEMS	DCP122223
<b>\$</b>	<b>49,037.21</b>			

818,056.56



**Company name:** Port of Benton

**Report name:** Check register

**Created on:** 2/8/2024

Bank	Date	Payee	Document no.	Amount
<b>BCT MAIN - KeyBank National Association</b>				
	<b>Account no: 6631-6601101</b>			
	1/18/2024	VEN00637--360 AUTOMOTIVE & REPAIR	82497	3,167.94
	1/18/2024	VEN00677--A-CORE CONCRETE OF WASHINGTON	82498	326.10
	1/18/2024	VEN00006--ABADAN, INC	82499	196.45
	1/18/2024	VEN00024--AMERIGAS PROPANE LP	82500	1,637.38
	1/18/2024	VEN00040--BATTERIES PLUS BULBS	82501	190.30
	1/18/2024	VEN00612--BEAVER BARK LTD	82502	373.91
	1/18/2024	VEN00044--BENTON PUD	82503	513.70
	1/18/2024	VEN00053--BENTON RURAL ELEC ASSOCIATION	82504	704.22
	1/18/2024	VEN00058--BENTON-FRANKLIN COUNCIL	82505	10,648.00
	1/18/2024	VEN00059--BENTON-FRANKLIN HEALTH DEPT	82506	25.00
	1/18/2024	VEN00075--CASCADE NATURAL GAS CORP	82507	23,384.81
	1/18/2024	VEN00534--CASTLE EVENT CATERING	82508	606.54
	1/18/2024	VEN00083--CENTURYLINK	82509	230.38
	1/18/2024	VEN00321--CI INFORMATION MANAGEMENT	82510	47.82
	1/18/2024	VEN00290--CI-PW, LLC (Paradise Bottled Water)	82511	130.32
	1/18/2024	VEN00052--CITY OF BENTON CITY	82512	102.15
	1/18/2024	VEN00071--CITY OF PROSSER	82513	6,020.65
	1/18/2024	VEN00234--CITY OF RICHLAND LANDFILL	82514	689.49
	1/18/2024	VEN00077--COLUMBIA BASIN IT	82515	2,726.54
	1/18/2024	VEN00105--CONNELL OIL, INC	82516	1,239.32
	1/18/2024	VEN00107--COOK'S ACE HARDWARE	82517	188.09
	1/18/2024	VEN00114--CRYSTAL SPRINGS	82518	622.71
	1/18/2024	VEN00639--CWW LLC (COLUMBIA RAIL)	82519	38,186.74
	1/18/2024	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	82520	326.11
	1/18/2024	VEN00143--DSD BUSINESS SYSTEMS	82521	856.02
	1/18/2024	VEN00161--EXPRESS SERVICES, INC.	82522	3,391.25
	1/18/2024	VEN00162--FARMERS EXCHANGE	82523	202.64
	1/18/2024	VEN00166--FERGUSON ENTERPRISES, INC.	82524	219.82
	1/18/2024	VEN00009--GEO WAY ACE HARDWARE	82525	336.96
	1/18/2024	VEN00419--GRAINGER	82526	195.07
	1/18/2024	VEN00196--HARBOR FREIGHT TOOLS, INC.	82527	83.58
	1/18/2024	VEN00547--HB PAINTERS, INC.	82528	11,140.66
	1/18/2024	VEN00588--IC CONSULTING CORPORATION	82529	9,045.00
	1/18/2024	VEN00211--INTERMOUNTAIN MATERIALS TESTING	82530	722.25
	1/18/2024	VEN00223--JOHNSTONE SUPPLY	82531	719.73
	1/18/2024	VEN00229--KELLEY'S TELE-COMMUNICATION, INC.	82532	144.00
	1/18/2024	VEN00291--KENNEWICK RANCH AND HOME	82533	344.52
	1/18/2024	VEN00491--LOWE'S CREDIT/SYNCHRONY FINANCIAL	82534	35.13
	1/18/2024	VEN00245--LUKE'S CARPET	82535	5,268.12
	1/18/2024	VEN00648--ONPOINT COMMUNICATIONS, LLC	82536	13,000.00
	1/18/2024	VEN00297--PERSONAL TOUCH CLEANING, INC.	82537	40,724.98
	1/18/2024	VEN00302--PLATT ELECTRIC SUPPLY, INC	82538	254.13

1/18/2024	VEN00305--POCKETINET COMMUNICATIONS, INC.	82539	255.00
1/18/2024	VEN00295--PROSSER ECON DEV ASSOCIATION	82540	12,500.00
1/18/2024	VEN00315--PURCHASE POWER	82541	500.00
1/18/2024	VEN00326--RGW ENTERPRISES P.C. INC	82542	6,240.00
1/18/2024	VEN00330--ROSS JAMES PHOTOGRAPHY	82543	2,500.00
1/18/2024	VEN00636--SENSKE LAWN & TREE CARE LLC	82544	1,565.31
1/18/2024	VEN00372--SUNNYSIDE VALLEY IRRIGATION DISTRICT	82545	5,922.72
1/18/2024	VEN00385--THE HOME DEPOT CRC/GECE	82546	1,579.19
1/18/2024	VEN00394--TREASURE VALLEY COFFEE	82547	77.20
1/18/2024	VEN00298--TRI-CITY COMPUTER CONSULTING LLC	82548	815.25
1/18/2024	VEN00402--UNDERGROUND CREATIVE, LLC	82549	1,750.00
1/18/2024	VEN00414--VERIZON	82550	1,778.49
1/18/2024	VEN00570--VITAL RECORDS CONTROL	82551	254.93
1/18/2024	VEN00358--WASHINGTON STATE AUDITOR'S OFFICE	82552	6,046.32
1/18/2024	VEN00126--WASHINGTON STATE DEPARTMENT OF HEALTH	82553	132.80
1/18/2024	VEN00675--WEMCO INC,	82554	14,734.63
1/18/2024	VEN00447--YAKIMA HERALD-REPUBLIC	82555	529.00
1/18/2024	VEN00449--ZIPLY FIBER	82556	1,097.63
1/18/2024	10006--Howard, Diahann	82557	485.69
1/18/2024	10033--Mora, Julia	82558	100.00
1/31/2024	VEN00637--360 AUTOMOTIVE & REPAIR	82559	914.91
1/31/2024	VEN00004--AMERICAN ASSOCIATION OF PORT AUTHORITIES	82560	5,925.00
1/31/2024	VEN00029--ARCHIBALD & COMPANY ARCHITECTS	82561	2,243.75
1/31/2024	VEN00038--BANNER BANK - Credit Card	82562	14,458.85
1/31/2024	VEN00679--BARNHART CRANE & RIGGING	82563	3,146.70
1/31/2024	VEN00044--BENTON PUD	82564	631.43
1/31/2024	VEN00057--BENTON-FRANKLIN COUNTY BAR ASSOCIATION	82565	75.00
1/31/2024	VEN00059--BENTON-FRANKLIN HEALTH DEPT	82566	25.00
1/31/2024	VEN00597--BUSINESS RADIO INC	82567	271.75
1/31/2024	VEN00469--CENTURY WEST ENGINEERING CORP	82568	24,924.30
1/31/2024	VEN00083--CENTURYLINK	82569	116.82
1/31/2024	VEN00089--CITY OF RICHLAND	82570	26,222.57
1/31/2024	VEN00234--CITY OF RICHLAND LANDFILL	82571	85.60
1/31/2024	VEN00077--COLUMBIA BASIN IT	82572	2,844.10
1/31/2024	VEN00105--CONNELL OIL, INC	82573	1,146.68
1/31/2024	VEN00143--DSD BUSINESS SYSTEMS	82574	1,630.50
1/31/2024	VEN00664--ELIZABETH RENZ	82575	1,953.00
1/31/2024	VEN00161--EXPRESS SERVICES, INC.	82576	5,718.57
1/31/2024	VEN00540--GLACIER SUPPLY GROUP, LLC	82577	1,610.58
1/31/2024	VEN00201--HEALTH CARE AUTHORITY	82578	36,084.14
1/31/2024	VEN00229--KELLEY'S TELE-COMMUNICATION, INC.	82579	130.08
1/31/2024	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	82580	135.39
1/31/2024	VEN00291--KENNEWICK RANCH AND HOME	82581	295.64
1/31/2024	VEN00233--KONE INC.	82582	3,102.06
1/31/2024	VEN00258--MOON SECURITY SERVICES, INC	82583	2,963.95
1/31/2024	VEN00673--MOSS ADAMS LLP	82584	9,703.32
1/31/2024	VEN00262--MR. ROOTER PLUMBING	82585	1,433.31

1/31/2024	VEN00471--OSBORN CONSTRUCTION & DESIGN, LLC	82586	205.44
1/31/2024	VEN00306--PROMINENCE PUBLIC RELATIONS	82587	3,900.00
1/31/2024	VEN00310--PROSSER CHAMBER OF COMMERCE	82588	1,000.00
1/31/2024	VEN00576--RDO EQUIPMENT CO	82589	1,068.24
1/31/2024	VEN00331--RICHLAND ROTARY CLUB	82590	340.00
1/31/2024	VEN00550--SAGACITY MEDIA, INC.	82591	3,222.00
1/31/2024	VEN00334--SANITARY DISPOSAL, INC.	82592	230.34
1/31/2024	VEN00560--TRI-CITIES HISPANIC CHAMBER OF COMMERCE	82593	600.00
1/31/2024	VEN00376--TRI-CITY REGIONAL CHAMBER	82594	372.00
1/31/2024	VEN00399--TRIDEC, INC.	82595	2,083.37
1/31/2024	VEN00404--UNITED WAY OF BENTON/FRANKLIN COUNTY	82596	1,210.98
1/31/2024	VEN00410--USDA APHIS	82597	4,517.08
1/31/2024	VEN00570--VITAL RECORDS CONTROL	82598	239.47
1/31/2024	VEN00440--WASHINGTON PUBLIC PORTS ASSOCIATION	82599	14,479.00
1/31/2024	VEN00358--WASHINGTON STATE AUDITOR'S OFFICE	82600	2,754.15
1/31/2024	10025--Rasmussen, Christy	82601	1,761.35
1/31/2024	10029--Wright, Quentin	82602	401.09
1/31/2024	10007--Keck, Roy	82603	2,303.47
1/31/2024	10012--Hancock, Teresa	82604	76.64
1/5/2024	VEN00215--INTERNAL REVENUE SERVICE	1052024	18,209.62
1/19/2024	VEN00215--INTERNAL REVENUE SERVICE	1192024	25,687.29
1/22/2024	VEN00239--WASHINTGON STATE DEPT OF REVENUE	2023-Q4LET	174,634.34
1/30/2024	VEN00239--WASHINTGON STATE DEPT OF REVENUE	B&Q12-2023	2,034.28
1/29/2024	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP010524	3,671.23
1/11/2024	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP122223	3,794.40
1/10/2024	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW01052024	2,300.41
1/9/2024	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW122223	2,323.50
1/18/2024	VEN00122--DEPT OF RETIREMENT SYSTEMS	PERS12023	22,912.92
1/24/2024	VEN00171--EMPLOYMENT SECURITY DEPT	Q4-2023	1,584.29
1/19/2024	VEN00444--WASHINGTON STATE DEPT OF LABOR & INDUSTRIES	Q4-2023LNI	8,686.20
1/22/2024	VEN00443--WASHINGTON STATE EMPLOYMENT SECURITY DEPT	Q4-2023SUI	1,251.70
1/24/2024	VEN00171--EMPLOYMENT SECURITY DEPT	Q4-23-PFML	2,512.56

Total for BCT MAIN

**695,993.05**

**RESOLUTION 24-05**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

**WHEREAS**, General Expense Fund Warrants No. 079980 and 080650, which were not issued to Christy Rasmussen and Advance Concepts & Design, warrants have reached a slated check date, and

**WHEREAS**, said warrants are hereby considered to be canceled, we would also like to request permission to destroy said warrants, and the Port Commission wishes to remove said warrants from the active accounting records.

**NOW THEREFORE**, the Port Commission hereby resolves to cancel and destroy Warrant No. 079980 and 08650.

**DATED AND SIGNED** at Richland, Washington on this 14<sup>th</sup> day of February 2024.

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**Scott Keller, President**

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**Roy D. Keck, Vice President**

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**Lori Stevens, Secretary**

**RESOLUTION NO. 24-04**  
**A RESOLUTION OF THE PORT OF BENTON**  
**AUTHORIZING THE ACQUISITION OF REAL PROPERTY**  
**3110 PORT OF BENTON BLVD, RICHLAND**

**WHEREAS**, the Port of Benton owns real property located in the Technology & Business Campus, with privately owned leasehold improvements as more particularly described on Attachment 1 to this resolution and commonly known as 3110 Port of Benton Blvd., a ~47,900 square foot facility; and

**WHEREAS**, the Port considers economic opportunities to align business development growth, generate revenue and enhance operational consistencies for future success; and

**WHEREAS**, the Port may acquire facilities and improvements strategic to fulfill its Strategic Economic Goals and Objectives, providing opportunities for retention, expansion and small business opportunities; and

**WHEREAS**, SMI Group VII LLC (current Lessee/Seller) has offered to sell its leasehold improvements as depicted on Attachment 2 within the Technology & Business Park, in Richland, Washington to the Port of Benton (Purchaser) for the sum of One Million Five Hundred Thousand Dollars (\$1,500,000.00); and

**WHEREAS**, funding for this acquisition is contingent upon award through the Benton County Rural County Capital Fund ("RCCF"), a sales tax-generated economic development program by RCW 82.14.370, supporting capital infrastructure projects in the community that specifically contribute to job growth and economic diversification, and new business opportunities; and

**WHEREAS**, the Port Commission authorized the submission of an application for RCCF, and wishes to take advantage of the full potential of the RCCF for an application in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000.00). The application has been submitted and will be presented to the Benton County Board for final approval; and

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

**WHEREAS**, the Port of Benton Commission held a public hearing on February 14, 2024 to take comment upon the advisability of amending the Comprehensive Scheme of Harbor Improvements to add the real property described on Attachment 1; and

**WHEREAS**, after taking public comment the Port Commission has determined that the real property improvements supports the Port's strategic vision and strategic plan needs and the proposed acquisition is consistent with previous Port policies, including its Comprehensive Scheme of Harbor Improvement; now therefore,

**IT IS HEREBY RESOLVED**, the real property described on Attachment 1 is necessary to the future needs of the Port of Benton.

**IT IS FURTHER RESOLVED** that the Port of Benton Board of Commissioners approves the application to the Benton County .09 Rural County Capital Fund (“RCCF”) Program for the amount of One Million Five Hundred Thousand Dollars (\$1,500,000.00).

**IT IS FURTHER RESOLVED** that the Board of Commissioners hereby approve Resolution 2024-04 authorizing the Port’s Executive Director to execute a Purchase and Sale Agreement with Michael E. Henry, SMI Group XII, LLC, under the terms contained in Real Estate Purchase and Sale Agreement for the sum of One Million Five Hundred Thousand Dollars (\$1,500,000.00), subject to funding award through Benton County .09 Rural County Capital Fund (“RCCF”) Program, and hereby authorize the executive director to execute all documents and agreements on behalf of the Port of Benton to complete the transaction as specified above.

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

**ADOPTED BY THE PORT OF BENTON COMMISSION** this 14<sup>th</sup> day of February, 2024.

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Scott D. Keller, President

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Lori Stevens, Vice President

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Roy D. Keck, Secretary

**ATTACHMENT 1**  
**To RESOLUTION 24-04**  
**AUTHORIZING THE ACQUISITION OF REAL PROPERTY**  
**3110 PORT OF BENTON BLVD., RICHLAND WA**

LEASEHOLD IMPROVEMENTS, 2-STORY 47,900 SF COMMERCIAL BUILDING  
LANDSCAPING, PARKING LOT/LIGHTING, SITE IMPROVEMENTS AND FFE

**APN 8-1408-400-0002-005 – ID 90250 / SEVERED IMPROVEMENTS ONLY**

LEASEHOLD IMPROVEMENTS ONLY / LEASEHOLD INTEREST:

THAT PORTION OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 10 NORTH, RANGE 28 EAST, W.M., BENTON COUNTY, WASHINGTON, KNOWN AS PARCEL 2, TRACT 11, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTH QUARTER CORNER OF SECTION 14; THENCE NORTH 08°47'26" EAST A DISTANCE OF 17.67 FEET TO THE INTERSECTION OF GEORGE WASHINGTON WAY AND BATTELLE BLVD.; THENCE NORTH 89°13'37" EAST ALONG THE CENTERLINE OF BATTELLE BLVD. A DISTANCE OF 655.66 FEET TO THE OFFSET CENTERLINE OF PORT OF BENTON BLVD; THENCE NORTH 00°53'59" WEST ALONG SAID OFFSET CENTERLINE A DISTANCE OF 1113.29 FEET TO THE INTERSECTION OF PORT OF BENTON BLVD. AND 10<sup>TH</sup> STREET; THENCE NORTH 88°59'00" EAST ALONG THE EASTERLY EXTENSION OF 10<sup>TH</sup> STREET CENTERLINE A DISTANCE OF 50.00 FEET TO THE EASTERLY MARGIN OF PORT OF BENTON BLVD. AND THE TRUE POINT OF BEGINNING;

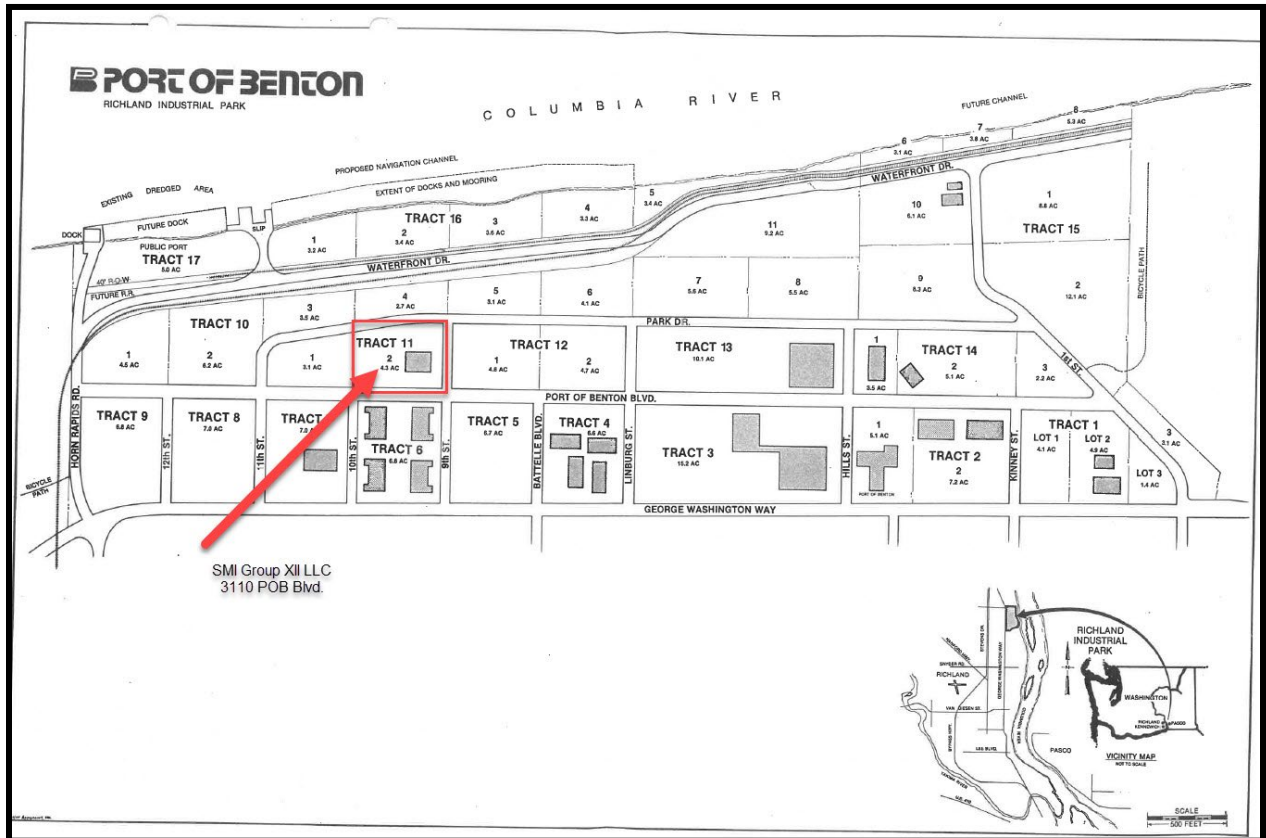
THENCE CONTINUING NORTH 88°59'00" EAST ALONG SAID EXTENSION A DISTANCE OF 305.66 FEET TO THE WESTERLY MARGIN OF PARK DRIVE; THENCE ALONG SAID WESTERLY MARGIN A DISTANCE OF 337.81 FEET TO A POINT OF CURVE; THENCE ALONG A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 9°42'17" AND A RADIUS OF 1147.79 FEET, AN ARC DISTANCE OF 194.41 FEET TO THE NORTHERLY MARGIN OF 9<sup>TH</sup> STREET; THENCE SOUTH 89°06'09" WEST ALONG SAID NORTHERLY MARGIN A DISTANCE OF 379.48 FEET TO THE EASTERLY MARGIN OF PORT OF BENTON BLVD; THENCE NORTH 00°53'59" WEST ALONG SAID EASTERLY MARGIN A DISTANCE OF 525.76 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 4.21 ACRES, MORE OR LESS

TOGETHER AND SUBJECT TO EASEMENTS, RESERVATION, COVENANTS AND RESTRICTIONS OF RECORD.

**ATTACHMENT 2**  
**To RESOLUTION 24-04**  
**AUTHORIZING THE ACQUISITION OF REAL PROPERTY**  
**3110 PORT OF BENTON BLVD., RICHLAND WA**

**SITE PLAN**





**RESOLUTION NO. 24-03**  
**A RESOLUTION OF THE PORT OF BENTON PROVIDING**  
**INTERIM GUIDELINES FOR PURPOSEFUL AND RESPONSIBLE**  
**USE OF GENERATIVE ARTIFICIAL INTELLIGENCE**

**WHEREAS**, The rapid advancement of generative artificial intelligence (AI) has the potential to transform government business processes, changing how state employees perform their work and ultimately improving government efficiency; and

**WHEREAS**, These technologies also pose new and challenging considerations for implementation; and

**WHEREAS**, the Port Commission has from time to time found it necessary to amend and revise such directives due to changes in law and/or operations of the Port; and

**WHEREAS**, the Port Commission now wishes to provide interim guidelines for this rapidly changing area of technology, understanding that it may be necessary to amend and revise these policies from time to time due to changes in law and/or operations of the Port;

**NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Benton as follows:

The Port of Benton Interim Guidelines for Purposeful and Responsible Use of Generative Artificial Intelligence, set forth as "Exhibit A" attached to this Resolution and incorporated herein by such reference, is hereby approved.

**ADOPTED** by the Commission of the Port of Benton this February 14, 2024, at Richland, Washington and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

\_\_\_\_\_  
\_\_\_\_\_, President

\_\_\_\_\_  
\_\_\_\_\_, Vice President

\_\_\_\_\_  
\_\_\_\_\_, Secretary

## EXHIBIT A

# PORT OF BENTON INTERIM GUIDELINES FOR PURPOSEFUL AND RESPONSIBLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

### Background

The rapid advancement of generative artificial intelligence (AI) has the potential to transform government business processes, changing how state employees perform their work and ultimately improving government efficiency. These technologies also pose new and challenging considerations for implementation.

These guidelines are meant to encourage **purposeful and responsible use** of generative AI to foster public trust, support business outcomes, and ensure the ethical, transparent, accountable, and responsible implementation of this technology.

This document serves as an initial framework for the responsible and ethical use of generative AI technologies within the Port of Benton. Recognizing the rapidly evolving nature of AI, these guidelines will be periodically reviewed and updated to align with emerging technologies, challenges, and use cases.

### Definition

[Generative Artificial Intelligence \(AI\)](#) is a technology that can create content, including text, images, audio, or video, when prompted by a user. Generative AI systems learn patterns and relationships from massive amounts of data, which enables them to generate new content that may be similar, but not identical, to the underlying training data. The systems generally require a user to submit prompts that guide the generation of new content. (Adapted slightly from [U.S. Government Accountability Office Science and Tech Spotlight: Generative AI](#))

### Principles

The intention of the Port of Benton is to follow the principles in the [NIST AI Risk Framework](#), which serve as the basis for the guidelines in this document. A foundational part of the NIST AI Risk Framework is to ensure the trustworthiness of systems that use AI. The guiding principles are:

- **Safe, secure, and resilient:** AI should be used with safety and security in mind, minimizing potential harm and ensuring that systems are reliable, resilient, and controllable by humans. AI systems used by state agencies should not endanger human life, health, property, or the environment.
- **Valid and reliable:** Agencies should ensure AI use produces accurate and valid outputs and demonstrates the reliability of system performance.
- **Fairness, inclusion, and non-discrimination:** AI applications must be developed and utilized to support and uplift communities, particularly those historically marginalized. Fairness in AI includes concerns for equality and equity by addressing issues such as harmful bias and discrimination<sup>1</sup>
- **Privacy and data protection:** AI should be used to respect user privacy, ensure data protection, and

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<sup>1</sup> NIST has identified three major categories of AI bias to be considered and managed: systemic, computational and statistical, and human-cognitive. See [NIST AI Risk Framework](#).

comply with relevant privacy regulations and standards. Privacy values such as anonymity, confidentiality, and control generally should guide choices for AI system design, development, and deployment. Privacy-enhancing AI should safeguard human autonomy and identity where appropriate.

- **Accountability and responsibility:** As public stewards, ports should use generative AI responsibly and be held accountable for the performance, impact, and consequences of its use in agency work.
- **Transparency and auditability:** Acting transparently and creating a record of AI processes can build trust and foster collective learning. Transparency reflects the extent to which information about an AI system and its outputs is available to the individuals interacting with the system. Transparency answers “what happened” in the system.
- **Explainable and interpretable:** Ports should ensure AI use in the system can be explained, meaning “how” the decision was made by the system can be understood. Interpretability of a system means the Port can answer the “why” for a decision made by the system, and its meaning or context to the user.
- **Public purpose and social benefit:** The use of AI should support the state’s work in delivering better and more equitable services and outcomes to its residents.

## Guidelines

### Fact-checking, Bias Reduction, and Review

All content generated by AI should be reviewed and fact-checked, especially if used in public communication or decision-making. Port personnel generating content with AI systems should verify that the content does not contain inaccurate or outdated information and potentially harmful or offensive material. Given that AI systems may reflect biases in their training data or processing algorithms, Port personnel should also review and edit AI-generated content to reduce potential biases.

When consuming AI-generated content, be mindful of the potential biases and inaccuracies that may be present.

### Disclosure and Attribution

AI-generated content used in official state capacity should be clearly labeled as such, and details of its review and editing process (how the material was reviewed, edited, and by whom) should be provided. This allows for transparent authorship and responsible content evaluation.

- Sample disclosure line: (In the file header comments section) This press release was written with the assistance of ChatGPT3.5. The initial text was created using the following prompt: “Write a press release describing that the Port of Benton was awarded a grant of \$300,000 from the Department of Commerce.” The output was then modified and reviewed by the Communications team at the Port of Benton.
- Sample disclosure line: This memo was summarized by Google Bard using the following prompt: “Summarize the following memo: (memo content)”. The summary was reviewed and edited by [insert name(s)].

Additionally, Port personnel should conduct due diligence to ensure no copyrighted material is published without appropriate attribution or the acquisition of necessary rights. This includes content generated by AI systems, which could inadvertently infringe upon existing copyrights.

### Sensitive or Confidential Data

Port employees are strongly advised not to integrate, enter, or otherwise incorporate any non-public data or information into publicly accessible generative AI systems (e.g., ChatGPT). The use of such data could lead to unauthorized disclosures, legal liabilities, and other consequences (see “Compliance with Policies and Regulations” section below).

Similarly, where non-public data is involved, the Port will not acquire generative AI services, enter into service agreements with generative AI vendors, or use open-source AI generative technology unless the Port and our tech support have undergone a Security Design Review and received prior written authorization from the Port of Benton Commission. At that time, a data sharing contract may be authorized.

### Compliance with Policies and Regulations

State law already restricts the sharing of confidential information with unauthorized third parties. For state employees, [RCW 42.52.050](#) (the state’s ethics law) specifically states: “No state officer or state employee may disclose confidential information to any person not entitled or authorized to receive the information.” The definition of “person” in the state ethics law means “any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit.” This definition would include commercial generative AI tools freely available in the market.

Additionally, be aware that using a generative AI system may result in creating a public record under Washington state’s Public Records Act. Contact your agency’s Records Officer for more information.

### Generative AI Usage Scenarios and Dos and Don’ts

Below are several usage scenarios alongside some do’s (best practices) and don’ts (things to avoid):

- Rewrite documents in plain language for better accessibility and understandability.
  - **Do** specify the reading level in the prompt, use readability apps to ensure the text is easily understandable and matches the intended reading level, and review the rewritten documents for biases and inaccuracies.
  - **Don’t** include sensitive or confidential information in the prompt.
- Condense longer documents and summarize text.
  - **Do** read the entire document independently and review the summary for biases and inaccuracies.
  - **Don’t** include sensitive or confidential information in the prompt.
- Draft documents.
  - **Do** edit and review the document, label the content appropriately (see “disclosure and attribution” above), and remember that you and the state of Washington are responsible and accountable for the impact and consequences of the generated content.
  - **Don’t** include sensitive or confidential information in the prompt or use generative AI to draft

communication materials on sensitive topics that require a human touch.

- Aid in coding.
  - **Do** understand what the code is doing before deploying it in a production environment, understand the use of libraries and dependencies, and develop familiarity with vulnerabilities and other security considerations associated with the code.
  - **Don't** include sensitive or confidential information (including passwords, keys, proprietary information, etc.) in the prompt and code.
- Aid in generating image, audio, and video content for more effective communication.
  - **Do** review generated content for biases and inaccuracies and engage with your communication department before using AI-generated audiovisual content for public consumption.
  - **Don't** include sensitive or confidential information in the prompt.
- Automate responses to frequently asked questions from local taxpayers (e.g., in resident support chatbots).
  - **Do** implement robust measures to protect resident data.
  - **Don't** use generative AI as a substitute for human interaction or assume it will perfectly understand residents' queries. Provide mechanisms for residents to easily escalate their concerns or seek human assistance if the AI system cannot address their needs effectively.

## Acknowledgments

The principles presented here are distilled from various documents outlining principles for trustworthy and responsible AI, such as the [NIST AI Risk Management Framework](#); the [Blueprint for an AI Bill of Rights](#); AI Ethics Guidelines by the [EU](#), [OECD](#), and [Australia](#); Industry AI principles by [Google](#), [Microsoft](#), and [OpenAI](#). The guidelines presented here draw inspiration from the previously published Generative AI guidelines by Washington Technology Solutions, the City of Seattle, the City of Boston, and Washington State University.

### See Also:

RCW [43.105.054](#) OCIO Governance

RCW [43.105.020](#) (13) "Local Governments"

**RESOLUTION NO. 24-06**  
**A RESOLUTION OF THE PORT OF BENTON**  
**AMENDING THE PURCHASE AND SALE AGREEMENT**  
**BETWEEN ATLAS AGRO AND THE PORT OF BENTON**

**WHEREAS**, the Port of Benton entered into a Purchase and Sale Agreement (PSA) with Pacific Green Fertilizer Corp., a Delaware corporation, hereafter “Purchaser,” or “Atlas Agro,” on March 23, 2023; and

**WHEREAS**, the Purchaser is now Ninety Percent (90%) complete with their FEED Study (Front End Engineering Design) and feasibility studies; and

**WHEREAS**, the Purchaser is currently working closely with the ITAB (Intertribal Advisory Board), LIGO (Laser Interferometer Gravitational-Wave Observatory), PNNL (Pacific Northwest National Laboratory) and DOE (Department of Energy) to satisfy all Deed Restrictions; and

**WHEREAS**, the Purchaser has submitted documentation for their SEPA (State Environmental Policy Act) project review to the City of Richland; and

**WHEREAS**, the Purchaser has learned that a NEPA (National Environmental Policy Act) project review has also been triggered and is being worked through, with an estimated timeline up to twelve (12) months to complete; and

**WHEREAS**, the Seller and Purchaser both desire that this Purchase and Sale Agreement (PSA) not terminate at this time, but that the project continues with the desired outcome being that all Deed Restrictions, SEPA and NEPA reviews, and other due diligence and feasibility studies be concluded with a positive result so that the Closing may still occur, merely within an altered timeline as compared to the initial PSA; and

**WHEREAS**, the Purchaser and Seller agree that the Earnest Money Deposit provided for within the original Purchase and Sale Agreement shall be considered non-refundable as of the signing of this Amendment, but will be applied to the Purchase Price if and when the Closing occurs; and

**WHEREAS**, in exchange for the Seller providing additional time to the Purchaser for due diligence and feasibility studies to occur, Purchaser agrees to provide copies of all Land Surveys paid for or completed by Purchaser to Seller, and to provide to Seller copies of all SEPA and NEPA review documents developed by Purchaser, at no cost, should the PSA be terminated at any time for any reason;

**IT IS HEREBY RESOLVED**, the Port of Benton Commission authorizes the Port Executive Director to sign the document attached as Exhibit A.

**ADOPTED BY THE PORT OF BENTON COMMISSION** this \_\_\_\_ day of February, 2024.

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Scott D. Keller, President

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Lori Stevens, Vice President

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Roy D. Keck, Secretary

## **EXHIBIT A**

### **AMENDMENT TO PURCHASE AND SALE AGREEMENT NO. 1 Port of Benton – Pacific Green Fertilizer Corp.**

**THIS IS AN AMENDMENT** to the Purchase and Sale Agreement between the PORT OF BENTON, a municipal corporation of the State of Washington, referred to as “Port” or “Seller,” and PACIFIC GREEN FERTILIZER CORP., a Delaware corporation, hereafter “Purchaser,” entered into on March 23, 2023. The Purchaser and the Port shall hereafter be referred to jointly as “Parties.”

WHEREAS, the Purchaser is now Ninety Percent (90%) complete with their FEED Study (Front End Engineering Design) and feasibility studies; and

WHEREAS, the Purchaser is currently working closely with the ITAB (Intertribal Advisory Board), LIGO (Laser Interferometer Gravitational-Wave Observatory), PNNL (Pacific Northwest National Laboratory) and DOE (Department of Energy) to satisfy all Deed Restrictions; and

WHEREAS, the Purchaser has submitted documentation for their SEPA (State Environmental Policy Act) project review to the City of Richland; and

WHEREAS, the Purchaser has learned that a NEPA (National Environmental Policy Act) project review has also been triggered and is being worked through, with an estimated timeline up to twelve (12) months to complete; and

WHEREAS, the Seller and Purchaser both desire that this Purchase and Sale Agreement (PSA) not terminate at this time, but that the project continues with the desired outcome being that all Deed Restrictions, SEPA and NEPA reviews, and other due diligence and feasibility studies be concluded with a positive result so that the Closing may still occur, merely within an altered timeline as compared to the initial PSA; and

WHEREAS, the Purchaser and Seller agree that the Earnest Money Deposit provided for within the original Purchase and Sale Agreement shall be considered non-refundable as of the signing of this Amendment, but will be applied to the Purchase Price if and when the Closing occurs; and

WHEREAS, in exchange for the Seller providing additional time to the Purchaser for due diligence and feasibility studies to occur, Purchaser agrees to provide copies of all Land Surveys paid for or completed by Purchaser to Seller, and to provide to Seller copies of all SEPA and NEPA review documents developed by Purchaser, at no cost, should the PSA be terminated at any time for any reason;

**NOW, THEREFORE, THE PARTIES HEREBY AGREE the Agreement shall be amended as follows:**

**A. Section 3.1 of the Agreement shall be deleted and replaced with the following:**

**Earnest Money Deposit.** Purchase and Seller acknowledge that Purchaser deposited with Chicago Title Insurance Company (the "Title Company"), 6416 W Okanogan Avenue, Kennewick, WA 99336, Attention: Wendy Clark ("Escrow Agent") into Escrow as earnest money, in cash or other form of immediately available federal funds, Four Hundred Thousand and 00/100 Dollars (\$400,000.00) (the "Earnest Money Deposit"). Due to the need for additional time needed for the Review Period, as defined below, the Earnest Money Deposit is non-refundable as of February 14, 2024. At Closing, the Earnest Money Deposit shall be applied to the Purchase Price. Should this PSA terminate for any reason, other than through the Default of the Seller, the Seller shall be entitled to the Earnest Money Deposit and the Escrow Agent shall provide said Earnest Money Deposit to the Seller at Seller's request.



**B. Section 4.3 of the Agreement shall be deleted and replaced with the following:**

Due Diligence/Feasibility. Upon and after Purchaser's receipt of the Title Report described in Section 4.1, Purchaser had a due diligence and/or feasibility period (the "Review Period") of one year from the Effective Date of this Agreement. Due to additional time needed for a National Environmental Policy Act project review, *inter alia*, Purchaser and Seller have agreed that Purchaser shall be entitled to additional time for their Review Period, set to now expire March 23, 2025. During such Review Period, Purchaser may conduct, at its own expense, any and all studies, tests, investigations, assessments, and inspections of and on the Property that Purchaser, in its sole discretion, deems necessary or desirable for the purpose of Purchaser satisfying itself that the Property will be suitable, acceptable, and feasible for Purchaser's intended use and purposes, which review may include, without limitation, a full review of legal, title, environmental, archaeological, and any other related or similar issues/matters affecting the Property. Seller shall reasonably cooperate with Purchaser during such Review Period to allow Purchaser to successfully undertake and complete any desired studies, tests, investigations, assessments, and inspections. If, on or before the expiration of the Review Period, Purchaser determines that the foregoing matters are acceptable to Purchaser and that it intends to proceed with the acquisition of the Property then Purchaser shall notify Seller of such determination in writing (the "Approval Notice"). As of February 14, 2024, the Earnest Money Deposit has become nonrefundable to Purchaser, except in case of Seller's Default. In the event Purchaser does not provide an Approval Notice prior to expiration of the Review Period, this Agreement, and the obligations of the parties to purchase and sell the Property hereunder, shall automatically terminate. Upon termination, the Earnest Money Deposit shall be promptly released to Seller. Upon provision of an Approval Notice, the Earnest Money Deposit shall be applied to the Purchase Price. All obligations relating to the release of the Earnest Money Deposit upon termination of this Agreement shall survive such termination without Closing having occurred. No later than five (5) days after the termination of this Agreement without Closing having occurred, the parties shall instruct Escrow Agent to release the Earnest Money Deposit to the Seller, unless a Default by Seller has occurred.

**C. Section 7(b) of the Agreement shall be amended to add NEPA as follows:**

7(b) Purchaser's receipt of all approvals necessary from governmental authorities with respect to permitting, construction, zoning and/or land use matters for the development of an approximately 1M square foot fully renewable hydrogen production facility, to form Ammonia (NH<sub>3</sub>), Nitric Acid and Ammonium Nitrate Fertilizer (NH<sub>4</sub>NO<sub>3</sub>) (collectively, "Purchaser's Development Plans"), including satisfaction of requirements of the Washington State Environmental Policy Act *and National environmental Policy Act*, all with respect to Purchaser's Development Plans and the consummation of the transactions contemplated in this Agreement.

**D. Except as specifically amended by this Amendment to Agreement, all of the terms and conditions of the Agreement shall remain in full force and effect. This Amendment is effective the \_\_\_\_ day of February, 2024.**

THE PARTIES have entered into this Amendment to the Purchase and Sale Agreement on the \_\_\_\_ day of February, 2024.

PORT OF BENTON

PACIFIC GREEN FERTILIZER CORP.

\_\_\_\_\_  
DIAHANN HOWARD, Executive Director

\_\_\_\_\_  
DAN HOLMES, President

**RESOLUTION 24-07**

**A RESOLUTION AUTHORIZING THE PORT OF BENTON TO ACCEPT A  
BIPARTISAN INFRASTRUCTURE LAW (BIL) GRANT FROM THE  
FEDERAL AVIATION ADMINISTRATION (FAA)  
TO FUND DESIGN SERVICES RELATED TO THE  
TAXI LANE EXTENSION AT THE RICHLAND AIRPORT**

**WHEREAS**, the Port of Benton operates Richland Airport, a general aviation airport; and

**WHEREAS**, the Port is receiving a grant from the Federal Aviation Administration (FAA) to fund the design of a project to extend taxi lanes at Richland Airport; and

**WHEREAS** the grant from the FAA will fund 90% percent of the estimated \$200,000.00 for the Richland Airport Taxi Lane Extension Design Project and comes with twenty (20) years of grant assurance requirements; and

**WHEREAS**, the Port of Benton's 2024 budget, as approved by the Port Commission, includes matching funds for the design project; and

**WHEREAS**, the application for the grant requires a resolution indicating the Port Commission's support for the project and authorization to apply for and obtain the grant.

**NOW, THEREFORE, BE IT RESOLVED BY THE PORT OF BENTON** that the recitals set forth above are adopted as findings supporting the action of the Port Commission in adopting this resolution.

**BE IT FURTHER RESOLVED** that the Port Commission supports the Richland Airport Taxi Lane Extension Design Project and authorizes the Port to apply for grant funding through the FAA's BIL grant program and for the Executive Director to sign any necessary documents to effectuate obtaining the grant.

**DATED AND SIGNED** at Richland, Washington on this \_\_\_\_\_ day of February, 2024.

\_\_\_\_\_  
Scott D. Keller, President

\_\_\_\_\_  
Lori Stevens, Vice President

\_\_\_\_\_  
Roy D. Keck, Secretary

	<b>Project</b>	<b>Description</b>	<b>Grants Pursued/Received</b>	<b>Comments</b>
<b>1</b>	Richland Innovation Center Rural County Capital Funds	Infrastructure improvements across already developed lots and the widening of Fermi Avenue	Benton County RCCF \$1,500,000	<b>Project for streetlights has been bid approvals requested; next phase for fencing and sidewalk to follow.</b>
<b>2</b>	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	<b>RFPs for contractors out to bid minimal response.</b>
<b>3</b>	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 by end of first quarter 2024. Project has been delayed slightly due to new cultural and environmental requirements by the grant agency.
<b>4</b>	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 currently in design of this project. Project is planned for bidding in March.
<b>5</b>	DOE EV	Provide grant funding for EV charging stations north Richland, Prosser	POB land sites	POB to be applicant working with OCOchem on fast charger demonstration on Port property VV, Prosser, no cost to POB.
<b>6</b>	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.
<b>7</b>	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	We will need to begin this application Q1 2024.

	<b>Project</b>	<b>Description</b>	<b>Grants Pursued/Received</b>	<b>Comments</b>
<b>8</b>	Benton County .09	TBC real property currently in negotiations	Benton County RCCF \$1.5M	<b>Approved February County Commission meeting; next step due diligence further inspection of property.</b>
<b>9</b>	State Capital Request	Phase 1 intermodal rail yard	\$6-\$10M	<b>Request to support federal grant applications and initial phase 1 of intermodal rail yard.</b>
	<b>Airports</b>			
<b>10</b>	Richland Airport - Airfield Signage and Lights (PH1)	Replace Airfield Signs, Replace runway lights on RW 8/26 & 1/19 MIRL	FAA - \$3,200,000 No Match Required	<b>Emergency generator arrived! Setup and checkout to be completed week of 2/12.</b>
<b>11</b>	FAA and State Airport discretionary funds - <b>Richland Airport</b>	Runway and Apron Crack and Fog Seal	FAA NPE \$290,000 State \$800,000 Awarded FAA Grant amount 2023 = \$178,000 (Design Work)	Approved - Grant Agreement Signed by Port and FAA. 90% Design submitted to FAA. New construction estimate \$1.93M.
<b>12</b>	FAA Airport Funds - <b>Prosser Airport</b>	Runway and Apron Crack and Fog Seal and Airport Lighting	FAA NPE \$200,000 FAA DI \$1,300,000 Awarded FAA Grant amount 2023 = \$245,000 (Design Work)	Approved - Grant Agreement Signed by Port and FAA. 90% Design submitted to FAA. New construction estimate \$1.93M.
<b>13</b>	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law BIL funds) - <b>Richland Airport</b>	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. <b>Grant offer to be received on 2/12.</b>

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