

**PORT OF BENTON
COMMISSION MEETING MINUTES
February 14, 2024**

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 Blvd., Richland, Washington.

PRESENT: Commissioner Scott D. Keller, Commissioner Lori Stevens; Commissioner Roy D. Keck; Executive Director, Diahann Howard, PPM®, PPX®; Port Attorney, David Billetdeaux, PPM®; 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; Bill O'Neil, Richland Airport; Jon Ray, Richland Airport Tenant; Clif Dyer, Richland Airport, Aaron Poff, Ted Brown Music; Karl Dye, TRIDEC; Mike Luzzo, Community Member; Don Andrews, Community Member; Derek Van Ard, Community Member

The following attendees attended via remote communications: Contract Specialist, Sheri Collins; Ashley Garza; Wendy Culverwell, Tri-City Herald; Bryan Condon, Century West Engineering; Gina Zejdlik, Atlas Agro; Director of Real Estate, Teresa Hancock; Chirsty Rasmussen, Energy Northwest; Sara Schilling, Tri-Cities Journal of Business

The Commission meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Director of Marketing Wally Williams led those present in reciting the Pledge of Allegiance.

C. CONSENT AGENDA:

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Scott Keller, and passed by the Commission approving the agenda for the February 14, 2024 Commission meeting after a revision of adding personnel to executive session.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the minutes from the January 10 ,2023 Commission meeting, approval of vouchers and certifications, including payroll, for the month of January totaling \$818,056.56 and approval of Resolution 24-05, cancelling warrant number 079980 and warrant number 080650, which have reached a slated date.

D. PUBLIC COMMENT:

Karl Dye from TRIDEC greeted the Commission, noting that he was on the agenda later, but wasn't sure if there would be a chance for public comment in support of business item #3 regarding Atlas Agro.

Dye took the opportunity to state that TRIDEC is extremely excited about this project, acknowledging that Atlas is going through their front end engineering and design study, adding that if community support wanes, there is still a good chance Atlas could choose to go to Oregon. Dye stated that he just

wanted to be clear on that fact, particularly because the land was transferred to the Port and City from DOE via TRIDEC as the CRO.

Dye added that he just wanted to be clear that from a TRIDEC and community perspective, they are extremely supportive of the project and would ask the board to give consideration to the resolution amending their purchase and sale agreement.

Clif Dyer introduced himself and stated pointed out the item of business related to the proposed formation of the airport ad hoc group. Dyer stated that the airport has a lot of users with a lot of experience and believes that an ad hoc group would give some credence and allow the users to have a voice in the room.

Dyer encouraged the group to give it some thought and listen to the advice the group brings to the forefront.

E. PUBLIC HEARING

Commission President Scott Keller opened the public hearing at 8:40 a.m.

1. Receiving public comment on the acquisition of real property located in the Technology & Business Campus (TBC), 3110 Port of Benton Blvd., and amending the Comprehensive Scheme of Harbor Improvements

Executive Director Diahann Howard greeted the commission and stated that the item in front of them was the addition of 3110 Port of Benton Blvd; the 2024 comp plan did consider the technology and business center and the plan did highlight acquisitions and facility improvements in the TBC

Howard added that funds towards improvements of this property, located at 3110 George Washington Way were included the approved 2024 budget at \$250,000, adding that at the time of budget approval, the location of the building could not be named due to negotiations and now the comp plan can be updated accordingly.

Howard added that as reference, the 3110 building is located just to the south of port headquarters.

Commission President Scott Keller closed the public hearing at 8:42 a.m.

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)

Executive Director Diahann Howard thanked the Commission, stating that this item is related to the acquisition of real property located on 4.21 acres directly to the south at 3110 Port of Benton Blvd., adding that the facility is over 47,000 square feet and is red steel construction with brick. Howard added that this sale is contingent upon Benton County .09 funding, which the disbursement agreement has been provided and approved by the county and is pending Commission decision and due diligence.

Howard added that the current assessed value for the site is \$2.5 million and the proposed sale price is \$1.5 million, or \$31.32 per square foot. Howard added that earnest money deposit is \$150,000 and there is also a 90-day due diligence period. Howard added that an initial inspection was performed,

and the team plans to perform further inspections, as HVAC and fire system issues were identified of need further inspection.

Howard added that the \$250,000 budgeted for 2024 should cover the initial costs necessary to move forward with getting the facility ready to lease. Howard added that in addition to the due-diligence period, there is a survival clause of warranties for six months following closing. Howard added that the preliminary title report has been pulled and the team will work to get any title issues cleared.

Howard added that the anticipated annual gross annual income from the facility is approximately \$830,000, which is a combination of small business development and corporate, making it a good balance and also allow for additional improvements to the space.

Howard stated that the team expects approximately \$100,000 in landscaping cost, but the initial inspections over the next 90 days will help clarify further cost and improvements that will be needed within this facility.

Commissioner Keller asked for discussion related to this item.

Commissioner Roy Keck stated that to build today, it costs \$300/sq ft and this building is roughly \$31/sq ft, adding that this is the right time and a great deal to the port.

Commissioner Keck stated that he felt it was the right place and the right time to move forward with the acquisition of this building.

Commissioner Keller voiced that he had some concerns, including \$100,000 in landscaping immediately upon acquisition, among other things, including possible roof and HVAC issues. Commissioner Keller inquired about how long the building has been vacant and it was indicated that the building has been vacant for four years, possibly longer.

Commissioner Keller added concerns about the full cost of repairs on this building and also added concerns about competing with the private sector.

Executive Director Diahann Howard stated that there will be 90-days to complete a due diligence and further inspections, if it is determined to be unfeasible the acquisition can be void. Howard added that conversation has been had with others property owners in the area and the Port continues to help support neighbors to assist in getting their buildings filled as well, adding that the team recognizes that the initial \$250,000 is just a starting cost.

Howard added that the bottom floor of the building is lab space, which is a very unique feature in the current marketplace.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and passed by the Commission authorizing the acquisition of real property, 3110 Port of Benton Blvd., Richland (TBC)

Commissioner Scott Keller voted no on this item.

2. Resolution 24-03, A Resolution of the Port of Benton Providing Interim Guidelines for Purposeful and Responsible Use of Generative Artificial Intelligence

Port Attorney David Billetdeaux provided an overview on a policy that will provide interim guidelines for the purposeful and responsible use of generative artificial intelligence, adding that this item has been a hot topic and there have been many things related to this topic in the news lately.

Billetdeaux stated that the port wanted to ensure a policy was in place, as AI is rapidly improving

and changing and some of the features can be a bit overwhelming and scary. Billetdeaux stated he reviewed what other local governments are looking at with AI and ChatGPT and most use these features to ease workload a bit for emails and marketing and communications.

Billetdeaux stated that AI can ease the workload on some of the more mundane and time-consuming tasks.

Billetdeaux stated that as an example, if someone were to write an email that goes out to the public, a disclosure would need to be put in place announcing that the email was generated by AI, unless email is modified by a human, with a different message from what was generated.

Billetdeaux clarified that for this policy, he looked at the NIST AI risk management framework book, the blueprint of AI Bill of Rights and AI ethics guideline.

Billetdeaux noted that the policy will provide some basic guidelines for the staff as they get started with AI.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 24-03, 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)

Executive Director Diahann Howard reminded the Commission that Atlas Agro is looking at the property west of Stevens Drive, north of Horn Rapids Road and is looking to purchase approximately 150 acres.

Howard added that Atlas Agro has completed approximately 90% of their feed study and have been working with the Intertribal Advisory Board, which includes all local tribes, LIGO, PNNL and DOE. Howard added that Atlas has submitted their State Environmental Policy Act (SEPA), but federal dollars to support the project has also triggered National Environmental Policy Act (NEPA) environmental review that will take additional time to complete.

Howard added that the port has asked that ATLAS \$400,000 earnest money becomes non-refundable with this amendment. Howard added that Atlas has been taking on a significant amount of survey work, cultural work and if the plans do not move forward, the port would then receive these reports for the benefit of the property.

Howard invited questions.

Discussion ensued, which included support from the Commissioners and agreement that the project is a win for the entire community.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving Resolution 24-06, approving the amendment of 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

Airport Manager Quentin Wright explained that this resolution will allow the port to accept a Bipartisan Infrastructure Law grant from the Federal Aviation Administration to fund design services related to the taxi lane extension at Richland Airport.

Wright explained that the Commission has been provided with a revised version of 24-07 and as 45 minutes before this meeting started, the port received notice that the grant was approved, which will allow Century West to start the design work.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 24-07, 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

Executive Director Diahann Howard stated that the port has been working on this project for a couple of years now, but due to timing and costs it needed to be broken out into phases that included streetlights, sidewalks and other improvements separately.

Howard explained that two bids were received for this project and Ellison Earthworks, LLC was the low bidder at \$266,646.74 , with the total coming in at \$289,845.01 with sales tax.

Howard reminded the Commission that this project has fully been funded by Benton County .09 funds and the team anticipates coming back in the near future because the bid for sidewalks is out next.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving the acceptance of low bid to Ellison Earthworks, LLC at \$289,845.01 (total) on the Richland Innovation Center Streetlight Improvement Project.

6. Master Services Agreement – Century West Engineering

Airport Manager Quentin Wright stated that the port is entering year four of the contract, and the contract requires approval for years four and five.

Commissioner Keller stated that he thinks it's really important to stay with the same engineer throughout a project.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving the master services agreement with Century West Engineering to continue.

7. Discussion of Proposed Formation of Airport Ad Hoc Group

Commissioner Scott Keller stated that as an “airport guy”, he feels that it is really important to get input from the people that use the airport, which is the public. Commissioner Keller added that he is aware of the public meeting taking place on March 13 at the library, but feels it is important to get input from Prosser and Richland users because of the different areas and would like to move forward with the formation of an airport ad hoc group.

Keller stated that typical groups include 6-10 people who get together to share ideas and would welcome Airport Manager Quentin Wright's assistance, all with the shared goal of improving the airport. Keller stated that items would be brought forth to the Commission when necessary and he would like to call this an advisory committee.

Commissioner Roy Keck stated that he has a lot of history with advisory committees, as prior to his 16 years on this Commission, he served for 14 years on the City of Richland utilities advisory and another 12 years prior to that on the economic development committee for 24 years. Keck added that in all previous experience, advisory committees were ran by staff, as advisory committees are best served from the public to the staff, not the Commission, as a city would not have their mayor on such a committee because of conflict of interest concerns.

Commissioner Keck recommended that certain structures need to be in place and the committee needs to have a mission that is representative of the public.

Commissioner Keller noted that he recognized that the conflict if he were to lead the committee and asked Airport Manager Quentin Wright his stance on the matter.

Commissioner Stevens stated that it is a great idea to get more input from people who use the airports and she understands the concerns and is happy to support the vision.

Quentin Wright stated that his own experience with airport advisory committees is that they haven't been super successful and recommends that his first attempt to increase communications and discussion is the upcoming public meeting to be held at the Richland Library; in addition to having additional public meetings in the future, which are not necessarily a board, but public input and work toward regular public meetings where the port can talk about upcoming projects and others can voice concerns, ask questions and have a voice.

Wright stated that these meetings can be held quarterly or twice a year. Wright added that an open forum where the environment is open to the public would work best.

Port Attorney Billetdeaux reminded the Commission of the Commission policy, where there is a section outlining Commission committees and provides an overview.

G. INFORMATION REPORTS

1. Welcome and Update from Karl Dye, TRIDEC

TRIDEC, CEO Karl Dye thanked the Commission and team for attending the previous day's Economic Outlook.

Dye added that the Port of Benton has been a critical part of TRIDEC throughout TRIDEC's 61-year history and it is great to work together on projects.

Dye provided a brief overview of TRIDEC's history, which started in 1963 as the Tri-Cities Nuclear Industrial Council and focused on federal programs and was a community convener. Dye explained that in 1985, TRIDEC merged with the existing Chamber of Commerce, with a focus on economic diversification through attraction and business development. Dye added that TRIDEC is a unifying voice that stimulates and sustains a vibrant regional economy by fostering economic growth and prosperity.

Dye provided an overview of TRIDEC's 2023 successes, including the Atlas Agro project, ATI Materials and the Framatome/Ultra Safe nuclear joint venture.

Dye introduced the Energy Forward Alliance (EFA), stating that EFA is a wholly-owned subsidiary of TRIDEC that was launched last year. Dye explained that EFA is building on the legacy that the port, particularly Diahann Howard, have been involved in since 2009 with the Mid-Columbia Energy Initiative.

Dye explained that EFA is TRIDEC's way to say "we're serious about showing that the Tri-Cities is the right place for clean energy decarbonization."

Dye added that Sean O'Brien, who has been hired as Executive Director and has a lot of great experience and one of the goals is to go after foundation grants and communicate that the Tri-Cities is the right place for big scale projects.

Dye provided an overview of 2024 work, including:

Industries – Crystal production for solar cells, carbon capture and reuse or sequestration, electric vehicle battery components, agricultural/industrial symbiosis

New Nuclear – Small nuclear reactors, micro nuclear reactors, advanced fuels productions, space nuclear

Workforce – DOE community capacity grants

Dye provided an explanation on the mission and focus of TRIDEC going back to the 1960s, which was to diversify beyond plutonium production, explaining that DOE has begun using the phrase "Clean Up to Clean Energy" for the DOE Hanford clean up site. Dye added that DOE has identified 19,000 acres for possible future land transfers, but there are issues, including: regional need for reliable power, BLM ownership, transmission coordination, RFI, RFQ, RFP.

Dye added an explanation as to why this area is considered the nucleus of a Northwest clean energy hub.

2. Rail Update

Executive Director Diahann Howard provided an update on the rail, noting that along 11 miles of track from Center Parkway to north Richland, there are four bridges and ten crossings, two pathway crossings, 48,000 crossties, which 3,500 have been replaced. Howard added that the port owns two locomotives, which are now running.

Howard provided an update on coming projects for the year, reminding the Commission that the port took over operations in August 2022 and have been working with Columbia Rail since February 2023, as Columbia Rail is serving as the rail short term operator. Howard noted that Columbia rail has replaced approximately 250 ties, made repairs to several switches, replaced six switch stands, replaced approximately 30 joint bars and have cleaned up and tuned up all pre-existing at grade crossing signals.

Howard stated that the port team has not had an after-hour signal call out in a few months.

Howard added that Columbia Rail has also assisted with current customers, as well as working with new customers. Howard added that they have also cleaned up and organized the port rail yard and rail inventory and have been performing very well.

Howard stated that in 2023 a complete inspection was conducted of the Center Parkway crossing and signal installation of 1200 new cross ties along with repairs at SR240 and the Steptoe signal due to accident damage.

Howard added that to date, the port has invested \$7 million of its own funds in order to improve safety and reliability of port rack.

Howard provided an overview of projects planned for 2024, including emergency repair from recent incidents, SR 240 crossing and signal replacement, which is funded from the National Highway

Freight Program grant from WSDOT for \$865k and KPFF has begun working on the design for this project.

Howard noted that a portion of these crossing panels failed last week, which required emergency repairs.

Howard added that a \$1M grant was received from the Freight Rail Assistance Program, which will replace crossings at Airport Way and Saint Street, along with signals controlled at Kingsgate. Howard noted that plans are to go out to bid for this project in late March.

Howard provided additional rail updates, including a note that \$1.2M was received from the Washington State Legislature last year, which will result in the replacement of 3,000 additional ties.

Howard provided an update on JCG Consulting taking on a car charge study.

3. Grants Update

Executive Director Diahann Howard provided an update on items listed in this months grant report, including the following items:

Item 5 – OCOchem has been selected for the next phase of this project and was granted \$981k, which will lead to an EV charging area in Vintners Village.

Item 7 – May remove from the report.

Item 8 – Once an inspection has been conducted and understood, the goal is to begin.

Item 9 – Support phase I and will wait until after legislative session.

Item 10 – Airport lighting project. Finally starting to close out, as the generator has been received and Sierra Electric is completing the wiring.

Airport Manager Quentin Wright stated that the team is at 90% for both pavement maintenance projects for Prosser and Richland.

Wright added that just this morning, the port received the grant offer for the BIL project at Richland to extend the taxilane for more hangars.

H. COMMISSIONER REPORTS/COMMENTS

Commissioner Roy Keck stated that he had the opportunity to attend the TRIDEC Economic Development Forum with regional partners, where the “Clean Up to Clean Energy” phrase was a clear focus.

Commissioner Keck added that he had the opportunity to attend the AAPA event and was able to hear Executive Director, Diahann Howard present on advanced nuclear. Commissioner Keck added that there is no change on the PNWA update related to dams.

Commissioner Lori Stevens stated that she attended the Prosser Tourism meeting, where Yakima Valley Tourism was also attending and spoke about how they are sharing and supporting driving tourism to the region.

Stevens added that the upcoming weekend is quite busy with the Red Wine & Chocolate event. Stevens added that she attended the Prosser Chamber Community Awards event, noting that it was a great event and the Clore Center looked great.

Commissioner Scott Keller stated that he also attended the Prosser Community Awards banquet at the Walter Clore Center, which is a great venue and was packed at nearly 225 people.

Commissioner Keller stated that he attended TRIDEC's economic forum yesterday, and the item that really stood out was the need to double the power and it is does not sound like Bonneville Power is ready until possibly 2027.

Commissioner Keller also remarked on the need and demand for the trades.

Commissioner Keller stated that he is back on the Board at Visit Tri-Cities and is enjoying being back on the board and the familiar faces.

I. DIRECTOR REPORTS/COMMENTS

1. Finance Director

Director of Finance Jeff Lubeck provided a financial status report, stating that the main focus currently was closing 2023 year-end financials, which will require developing a comprehensive closing checklist and GASB 87 and GASB 96 complex calculations. Lubeck added that the preliminary 2023 results will be shared at the March Commission meeting.

Lubeck added that he is also focusing on agency-wide planning for all projects and capital projects, which will ensure managed cash-flows, and coordination and communication.

Lubeck announced that the reserve study is nearly complete, as the preliminary report and policy has been received from Moss Adams and will be brought forward at the March meeting.

Lubeck added that he is also preparing for SAO Lean follow-up and due to some scheduling changes, the return sessions have moved from April to February.

Lubeck provided a financial status report on cash with the note to expect volatility over coming months due to the building acquisition, reimbursement and upcoming projects. Lubeck noted that the Sky Park purchase closed in December 2023 and the cash was received from the state in January 2024.

Lubeck provided an overview of the January 2024 cash receipts, which totaled \$1,874,747 (\$1.05M for building reimbursement). Lubeck stated that January 2024 cash disbursements from the general fund totaled \$818,056 with \$215k in payroll related costs, \$603k in accounts receivable. Lubeck noted that there is currently \$213k in outstanding A/P.

Lubeck provided an outlook on total accounts receivable, which has improved greatly thanks to Director of Real Estate Teresa Hancock and the team.

Commissioner Keller complimented Lubeck on his hard work and informative report.

2. Port Attorney

i. Discussion of requested revision to Commissioner policy

Port Attorney David Billetdeaux overviewed the changes to the revised Commissioner policy, which was pulled from the WPPA guidebook.

Billetdeaux pointed out that the current policy is highlighted along with the suggested revisions

in the document provided to them.

Billetdeaux described the changes related to who the port auditor and port attorney directly report to, pointing out that the updated policy notes that the like the port auditor, the attorney reports directly to and serves the Commission, rather than as stated prior, to the Executive Director.

Billetdeaux stated that the auditor reports directly to the Commission and much like the attorney, provides opinions on compliance matters and also serves the Chief Financial Officer.

Billetdeaux clarified that the Auditor and reports directly to the Commission and the Chief Financial Officer reports to the Executive Director. Billetdeaux added that the attorney serves the Commission as a whole, stating that the direct line is to the Commission, but also serves and works directly with the Executive Director to update on any policies to provided assistance and counsel, which is consistent with WPPA.

Commissioner Keller asked for time to review to offer time to compare with the WPPA handbook.

Billetdeaux added that as far as certain items in the updated Commission packet, the policy asks for Commission to provide expense reports directly to the Finance Director, who will then disseminate to the staff and added if there are any computer issues, payroll or HR issues, to then contact him directly.

Billetdeaux added that he would not like Commission to email staff directly regarding a request and it is preferable to submit all requests through David, or PIO Summers Miya.

Billetdeaux clarified that it is preferable that the Commission does not contact staff directly and not without following the Commission policy.

Commissioner Keller clarified that he would follow the policy and not contact staff directly and would still like time to review the policy, as policies are constantly evolving.

It was determined that this item would be added to the March agenda.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck and unanimously approved by the Commission to add to the March agenda.

Billetdeaux provided an update on the RFP for the electronic archiving services, stating that the port did not receive what it wanted, so it will be continuing with Smarsh, the current archiving solution in place, adding that Smarsh works fine, but it is a little more expensive that ideal, plus it is not very user friendly. Billetdeaux added that Smarsh keeps the port in compliance, so it will remain in place for another year.

Billetdeaux stated that the port has been in contact with the insurance company for the boom truck driver that destroyed the rail crossing and the insurance company is seeking as much information as possible, which is typical.

Billetdeaux reminded the Commission that the last crossing that was destroyed cost \$100k to repair and the port received \$80k in insurance because insurance companies will always depreciate everything that is not brand new.

Billetdeaux provided an update on the SAO Lean process, adding that one of his tasks was to review all job descriptions and update accordingly. Billetdeaux stated that he has had meetings with all staff and is working to ensure all have an updated job description that matches their role.

3. Executive Director

Executive Director Diahann Howard pointed out the key issues during the current legislative session, are transportation, behavioral health and homelessness.

Howard complimented Director of Governmental Affairs, Cassie Hammond, noting that Cassie has done an outstanding job tracking information, staying actively engaged and keeping the port's priorities at the table.

Howard added that she and Hammond attended Clean Energy Day, which was jointly hosted by Washington VERTical and Clean Tech Alliance. Howard stated that the event was well received and well attended and included a partnership with Boeing, with a reception held at the Boeing House. Howard stated that there were speakers from Framatome at the event as well as Senator Boehnke and Representative Barnard.

Howard added that the following day was WPPA Ports Day, which provided great legislative opportunities and conversations with other ports.

Howard added that the port also had a great opportunity to reaffirm the port's position on the Horse Heaven Wind farm project as well as reaffirm position in support of the Lower Snake River dams at a state and federal level. Howard added that Tri-Cities Day at the Capitol will take place on February 22.

Howard commented that things are moving forward at the state level with the MATCH Act bill, which will help the port with required match amounts on federal grants.

Howard overviewed several current bills, including a bill regarding the supply chain in support of energy, and also House Bill 2120, which continues to move forward.

Howard overviewed recent issues, and due to the very cold weather, there was a water line break at the Westinghouse facility and the replacement of several units on Salk, due to coil splitting and a compressor locking.

Howard added that six additional heaters were installed at 2579 Stevens due to extreme temperatures, adding that the port is dealing with a significant utility bill at that building as well.

Howard stated that roof access ladders are now up to code and the facilities team is also preparing to open Crow Butte Park.

Howard noted of an emergency repair at the SR240 crossing, which Columbia Rail responded to.

Howard added that the City has also been a great partner and has provided temporary asphalt repairs to this crossing.

Howard noted that there is a pending letter of intent on a piece of property in the Richland Business Park and the team hopes to bring that forward at the March Commission meeting.

Howard added that there is interest in 2019 Butler Loop, which is a high end potential commercial sales facility. Howard stated that there is also some interest in the pavilion at the Clore Center and the team hopes to enter into a lease agreement on that building soon. Howard added that Clore will also be brought forward at the March Commission meeting.

Howard announced that HMiS will be backfilling approximately 19,000 square feet of space at 2345 Stevens, which Atkins has moved out of.

Howard noted that there is only 6% of space open at 3100 George Washington way, in the Technology & Business Campus.

Howard pointed out that there is some space in the RIC, but the space does not really support occupancy at this time.

Howard noted that all other properties are 100% occupied.

Howard stated that the team had a great trip to the US Naval Shipyard in Bremerton, where the team learned how the reactors make their way to Hanford, less the fuel, for long term storage.

Howard added that the trip provided an opportunity for discussion and cross collaboration regarding workforce.

Howard stated that she recently was invited to and spoke at the AAPA Powers Summit and also recently presented at the Port of Tacoma's Brown Bag lunch and learns, where there was conversation about economic development and strategic planning.

Howard stated that the next meeting will highlight upcoming airport projects and the team is preparing for the upcoming PNWA Mission to Washington trip.

J. EXECUTIVE SESSION: The regular Commission meeting was recessed at 10:16 a.m. and it was announced that an Executive Session would convene at 10:21 for 30 minutes to discuss real estate and personnel.

At 10:51 a.m., it was announced that an additional 10 minutes was required.

M. ADJOURNMENT: The meeting was adjourned at 11:08 a.m.



Roy Keck
Commission Secretary