

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

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

For those unable to access the internet, please call 509-375-3060 by 8:00 a.m. on February 11, 2026, to receive 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 in which your hands are raised. Press star + 6 (*6) when the host calls on you to unmute yourself.

PORT OF BENTON
REGULAR COMMISSION MEETING
Agenda
8:30 a.m., February 11, 2026
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 of January 28, 2026, Commission Meeting
3. Approval of Minutes of February 2, 2026, Special Commission Meeting
4. Approval of Vouchers and Certifications, Including Payroll for the Month of January, Totaling \$1,455,807.16

D. PUBLIC COMMENT

E. ITEMS OF BUSINESS

1. Welcome and Update from David Reeploeg, Hanford Communities

2. Welcome and Update from Karl Dye, TRIDEC
3. Resolution 26-13, Appointment of Claims for Damages Agent
4. Resolution 26-14, Appointment of Port Auditor
5. Resolution 26-15, Appointment of Public Records Officer
6. Resolution 26-16, A Resolution of the Port of Benton Amending Signers for Banner and Key Banks
7. Resolution 26-17, A Resolution of the Port of Benton Authorizing Lease Modification No. 1 with Barnhart Crane & Rigging Company, Inc. – Richland Business Park
8. Resolution 26-18, A Resolution of the Port of Benton Approving a Variance to Allow Event-Oriented Amenities on Property within Vintners Village
9. Contract Amendments No. 2 and No. 3, PND Engineers, Inc., \$82,793.00 – Technology & Business Campus, Barge
10. Ad Hoc Committee, Hangar/City of Richland Water Utility Issue – Richland Airport
11. 2026 Updated Commission Meeting Dates

F. INFORMATION REPORTS

1. Grants Update
2. Legislative Update
3. Capital Projects Update
4. Marketing and Communications Update
5. Airports Update

G. COMMISSIONER REPORTS/COMMENTS

H. DIRECTOR REPORTS/COMMENTS

1. Finance Director
2. Port Attorney

3. Executive Director

I. FOR THE GOOD OF THE ORDER

- J. RECESS TO EXECUTIVE SESSION as legally allowed pursuant to RCW 42.30.110(1), RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i) to discuss personnel, potential litigation and real estate at Prosser Airport

The session is expected to take 30 minutes.

K. ADJOURNMENT

The next regular Port of Benton Commission meeting will be held on **Wednesday, March 18, 2026, at 8:30 a.m.** at the Clore Center located at 2140 Wine Country Road, Prosser, Washington. Visit portofbenton.com for notices and information.

PORT OF BENTON
COMMISSION MEETING MINUTES
January 28, 2026

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 Blvd., Richland, Washington.

PRESENT: Commissioner Scott D. Keller, Commissioner Bill O’Neil, Commissioner Lori Stevens

PORT STAFF PRESENT: Ron Branine, Quentin Wright, Summers Miya, Bryan Bell, Audrey Burney

ALSO PRESENT: John O’Leary, Gravis Law; Clif Dyer, Sundance Aviation/Tym2Fly; Jon Ray, Richland Airport; Mark Underwood, Richland Airport; Rick Heath, Roy Keck, Davis Raile, NBC Right Now; Rachel Visick, Tri-City Area Journal of Business; Jim Millbauer, Kennewick; Dave Furtado, Gareth Nisbett, Shayne Van Dyke, City of Richland; Dan Hanson, Apple Valley News

The following attendees attended via remote communications: Jorge Celestino, Angela Saraceno-Lyman, Julia Mora, Wendy Culverwell, Tri-City Herald; Bryan Condon, Century West; Jen Cash, Joshua Lott, Anderson Perry; Lynn Carlson, Virginia Tomlinson, Christy Rasmussen, Wayne Langford, Cassie Losey, Josh Woodson, Community UU Church

The Commission meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Commissioner Scott D. Keller led those present to recite the Pledge of Allegiance.

C. CONSENT AGENDA

A motion was made by Commissioner Scott Keller, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving the agenda for the January 28, 2026, Commission meeting, approval of minutes from the January 7, 2026, Special Commission meeting, and approval of minutes from the January 14, 2026, Commission meeting.

D. PUBLIC COMMENT

Roy Keck read a prepared statement.*

Clif Dyer, Sundance Aviation, echoed Keck’s concerns, calling for transparency and compliance with FAA funding requirements. Dyer advocated for incentives to attract investment. Dyer criticized the investigation into Commissioner Keller, arguing that most findings were minor and the past Commission shares responsibility for prior irregularities. Dyer requested that investment and trust restoration efforts begin immediately.

Jim Millbauer voiced concern over the suspension of Executive Director Diahann Howard, especially after the recent performance raise and her report of unauthorized water connections at the airport, linked to Commissioner Keller’s hangar. Millbauer cited findings of “serious violations” by Commissioner Keller, but noted the Commission voted “no action”. Millbauer suggested the process lacked transparency and voiced suspicion of the decision-making process and governance changes made without public input.

Jon Ray of Richland Airport thanked the Commission and Quentin Wright and Summers Miya for their support of the upcoming Aviation Career Day and Job Fair at the Richland Airport. Ray announced that the event is scheduled for May 30, 2026, with Sundance Aviation joining as a sponsor.

Lynn Carlson questioned the legal basis for “no action” findings against an elected official. Carlson criticized the Commission for making sweeping changes on January 7, 2026, without public input or discussion. Carlson asked about compliance with Washington Public Ports Association standards and the specifics of the \$50,000 HR contract with Eileen Griffin.

Virginia Tomlinson requested that the State Auditor conduct an independent review of financial and governance practices due to perceived inconsistencies in how staff and Commissioners are disciplined.

Jen Cash reinforced concerns about process irregularities and transparency around Executive Director Diahann Howard’s suspension. Cash requested: specific allegations leading to Howard’s suspension, evidence of documented performance concerns prior to her December 10, 2025, raise, and clarification on whether she was given a chance to respond before the Commission.

*See attachment A

E. ITEMS OF BUSINESS

1. Resolution 26-09, A Resolution of the Port of Benton Amending Signers for Banner and Key Banks

Interim Executive Director Ron Branine explained that Resolution 26-09 is an administrative task to add the interim Executive Director to the bank accounts, thereby providing authorization to sign checks and approve payroll.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Scott Keller, and unanimously passed by the Commission, approving Resolution 26-09, amending signers for Banner and Key Banks, and adding interim Executive Director, Ron Branine.

2. Resolution 26-10, Sandhill Crane Substation – City of Richland Easement Expansion

Interim Executive Director Ron Branine explained that the Port has partnered with the City of Richland for decades on utility projects. The City has had an easement for the Sandhill Crane substation on Port property west of Stevens Drive and just south of Horn Rapids Road for decades.

Branine added that the city has occasionally requested small expansions to this easement to allow further development of the substation, generally benefiting the Port, as more power is made available to the Richland Business Park area.

Branine explained that the city is working on the expansion of an additional feeder for this substation across the Port's railroad track, which will require an additional 20-ft-wide utility easement from the Sandhill substation, east under the Port railroad track, to the Stevens drive right-of-way.

Branine added that the city is aware of and comfortable with the Port's requirements for boring under the railroad track, and that the boring will be reviewed by the Port and Columbia Rail prior to completion.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Scott Keller and unanimously passed by the Commission, approving Resolution 26-10, authorizing the Sandhill Crane – City of Richland easement expansion.

3. Resolution 26-11, A Policy to Standardize Lease Areas at Richland and Prosser Airports

Airport Manager Quentin Wright stated that historically, there has been a wide variation of leased areas, with no policy in place at Richland Airport.

Wright explained that the policy will include a 10-foot easement on each side of the hangar, or to the edge of the lessee's apron, for new leases. Wright explained that this applies to lease renewals and lease adjustments, especially with significant market value increases. Wright noted that the policy excludes public taxiways from tenant responsibility and lease.

Wright explained that the policy provides consistency, code and fire compliance and clarity to tenants.

A motion was made by Commissioner Scott Keller, seconded by Commissioner Lori Stevens and unanimously passed by the Commission, approving Resolution 26-11, a policy to standardize lease areas at Richland and Prosser Airports.

4. Resolution 26-12, Sky Hangars Association Lease Modification Number 3 – 1945 Terminal Drive, Richland Airport

Airport Manager Quentin Wright explained that this modification is for the Sky Hangars Association, which is a 50-year-old lease. Wright noted that when the lease was created in 1978, the leased area was much larger than needed.

Wright explained that the lease is due for a market increase and the reduction in the leased area will align with the new policy.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Scott Keller and unanimously passed by the Commission, approving Resolution 26-12, authorizing Sky Hangars Association lease modification No. 3 1945 Terminal Drive, Richland Airport.

5. Wine Country Road & Old Inland Empire Highway Roundabout, Prosser

Airport Manager Quentin Wright explained that the City of Prosser is seeking to construct a roundabout using WSDOT funds. Wright explained that this project requires transfer, not just easement, of Port land, outside the Prosser Airport fencing.

Wright noted that an FAA land transfer process will begin once the Commission reaches consensus to move forward.

Commissioners agreed that Wright move forward with the land transfer process.

Wright stated that the airport sign will be removed and refurbished.

H. COMMISSIONER REPORTS/COMMENTS

Commissioner Bill O'Neil had no updates to report.

Commissioner Scott Keller stated that he attended the Prosser Community Awards event, held earlier that week at the Clore Center. Keller stated that it was a great event, held at a great venue.

Commissioner Lori Stevens thanked Commissioner Keller for attending the Community Awards event, which she also attended. Stevens added that she recently participated in a Prosser Chamber workshop.

I. DIRECTOR REPORTS/COMMENTS

1. Port Attorney

Contract Port attorney John O'Leary stated that he had no updates for the regular session, but had items related to personnel and real estate for the executive session.

2. Executive Director

Interim Executive Director Ron Branine announced that the HR consultant began last week and has been conducting 1:1 interviews with staff.

Branine provided an update on Director of Governmental Affairs, Cassie Losey's meetings in Olympia, noting that Losey's schedule includes FMSIB meeting, AWB Legislative Day, Washington Economic Development Association, Clean Energy Day (moderating a panel) and rail caucus.

Branine added another note from Losey: the Port of Benton has provided a letter of support to WSU. WSU is applying for an internal research grant that funds "big ideas" with statewide impact. Their proposal focuses on an AI-based planning tool for the Columbia River Basin that helps visualize how water, energy, and environmental systems interact. They are starting with the Tri-Cities.

Because the Port handles industrial land, infrastructure, and economic development, WSU believes the Port's perspective enhances the project's regional relevance. They're asking for a non-binding letter of support that simply acknowledges that this research could benefit local planning and economic development. Branine confirmed that there is no financial commitment, no data-sharing obligation and no formal partnership.

Branine announced that the City of Richland has informed the Port that the contractor for the Steptoe-Tapteal realignment project will begin work the week of February 2. Branine provided a brief update on the project:

- Initial work will consist of some lane closures during daylight hours for the utility extension, as well as utility work outside of the roadway
- Reader boards will be posted soon
- The final schedule will be shared soon, with the expectation that the major construction will begin this spring throughout the summer

- Privately funded project
- Expected to bring long-term transportation and infrastructure improvements to the area
- The project includes realignment of Tapteal Drive so that it intersects Steptoe Street further south, construction of a new intersection leg to the west to provide access to adjacent commercial property, installation of a new traffic signal, and enhanced pedestrian facilities.
- A new water main will also be installed, providing redundancy and increased fire flow capacity to the City's water system, improving reliability and public safety.

Branine announced that the Crow Butte Master Plan request for proposals bid window closed last week and responses are currently being graded. Branine added that the marketing consultant RFPs closed January 27.

J. FOR THE GOOD OF THE ORDER

Summers Miya stated that there were no updates to the good of the order report.

K. EXECUTIVE SESSION

The regular Commission meeting was recessed at 9:02 a.m., with an announcement that an Executive Session would commence at 9:02 a.m. for 60 minutes to discuss real estate and personnel matters. It was noted that the regular meeting would be reconvened at 10:02 a.m.

At 10:02 a.m., it was announced that an additional 30 minutes were needed in executive session.

At 10:32 a.m., it was announced that an additional 10 minutes were needed in executive session.

The regular meeting was reconvened at 10:42 a.m.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Scott Keller, and unanimously passed by the Commission, approving the interim executive director's salary commensurate with the duties and responsibilities.

L. ADJOURNMENT

Commissioner Bill O'Neil adjourned the meeting at 10:43 a.m.

Lori Stevens, Commission Secretary

January 28, 2026

Good morning. My name is Roy Keck, former Port Commissioner, Port lease-holder, a citizen and taxpayer of the Port of Benton. After 18 years of service to this Port, I stand here not in anger but in duty—to remind you that the Port must operate within the bounds of federal and state law.

I've had an opportunity to review the Board Agenda for today's meeting and it is quite unsettling. It's not a business agenda to support the entire Port, working diligently to secure the federal and state grants BUT a single focused play to enhance the airport leases at the expense of the tax payers.

The constituents of this Port deserve to know: this Commission's unstable governance is putting federal and state grant dollars at risk—including FAA grants for both airports.

Private property—such as hangar aprons used for private benefit—must be included in lease areas and subject to lease revenue.

If not, it is a gifting of public funds.

Do you, Commissioners, truly understand that risk?

Are you planning to provide under-value land lease rates undermining FAA rules and guidance and expect taxpayers to off-set for "friends and family"???

The Port and airports are the taxpayers assets not yours. We ask for more transparency and accountability. SHOW US the comparable and math for how the average land lease that Commissioner Keller is going to be required to pay?

You have become, quite frankly, a Commission of chaos.

It is clear that today's agenda continues to reflect a retaliatory response into the findings which began last spring when the City of Richland became involved in the verification of utilities with Port Staff and the subsequent findings. The Port staff have been operating within the bounds of state and federal guidelines to protect the assets of the Port of Benton constituents.

Port staff should never have to fear retaliation for simply doing their jobs.

So I ask you directly: Will you do the right thing?

I have served this Port. I respect this institution.

But transparency and accountability are not optional—they are the foundation of public trust.

So, one final time, I ask:

Will you act with transparency?

OVER ↓

Will you protect public funds?

And will you—(*brief pause*)—do what is right?

PORT OF BENTON
SPECIAL COMMISSION MEETING MINUTES
February 2, 2026

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

PRESENT: Commissioner Scott D. Keller, Commissioner Bill O’Neil, Commissioner Lori Stevens (via remote communications)

PORT STAFF PRESENT: Ron Branine, Quentin Wright, Summers Miya

ALSO PRESENT: John O’Leary, Gravis Law; Clif Dyer, Richland Airport; Roy Keck, Richland; Eugene Pratt, Rachel Visick, Tri-City Area Journal of Business

The following attendees attended via remote communications: Jorge Celestino, Alicia Myers, Sheri Collins, Angela Saraceno-Lyman, Julia Mora, Cassie Losey, Wendy Culverwell, Tri-City Herald; Christy Rasmussen, Jeannie Beckett, Steve Phillips, Jim Millbauer, Dan Hanson, Apple Valley News; R. Richter, Lauren Granger, Tina Rex, PCJR

The special Commission meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Commissioner Bill O’Neil led those present in reciting the Pledge of Allegiance.

C. DISCUSSION ITEMS

1. Convene Executive Session

- Discussion with legal counsel regarding potential litigation and legal risks – RCW 42.30.110(1)(i)
- To evaluate the qualifications of a candidate for appointment or performance of a public employee – RCW 42.30.110(1)(g)

The regular meeting was recessed at 8:33 a.m. It was announced that an Executive Session would commence at 8:33 a.m. for 30 minutes for discussion with legal counsel regarding potential litigation and legal risks – RCW 42.30.110(1)(i) and to evaluate the qualifications of a candidate for appointment or performance of a public employee – RCW 42.30.110(1)(g)

At 9:03 a.m., it was announced that an additional 15 minutes were required for the Executive Session, and the special meeting would reconvene at 9:18 a.m.

The special meeting was reconvened at 9:18 a.m.

Commissioner Bill O’Neil made a motion to terminate the Port auditor, effective February 2, 2026, due to unsatisfactory performance during the probationary period. Commissioner Lori Stevens seconded the motion and it was unanimously passed by the Commission.

Commissioner Bill O’Neil made a motion to terminate the Chief Financial Officer, per Resolution 26-04, Port personnel policy & procedures, due to unsatisfactory performance during the probationary period, effective February 2, 2026. Commissioner Scott Keller seconded the motion and it was unanimously passed by the Commission.

Commissioner Bill O’Neil made a motion to approve Angela Saraceno-Lyman as interim Port auditor. Commissioner Lori Stevens seconded the motion and it was unanimously passed by the Commission.

Commissioner Bill O’Neil made a motion to approve a salary adjustment for Angela Saraceno-Lyman, per Commission policy, as discussed in Executive Session. Commissioner Scott Keller seconded the motion and it was unanimously passed by the Commission.

Commissioner Bill O’Neil made a motion to appoint Jorge Celestino as Public Records Officer until further notice. Commissioner Lori Stevens seconded the motion and it was unanimously passed by the Commission.

Commissioner Bill O’Neil made a motion to appoint Angela Saraceno-Lyman as the Claims for Damages agent until further notice. Commissioner Scott Keller seconded the motion and it was unanimously passed by the Commission.

K. ADJOURNMENT: The meeting was adjourned at 9:22 a.m.

Lori Stevens, Commission Secretary

**Port of Benton, Benton County, Washington
Voucher Certification and Approval
for the Month of January 2026**

General Expenses

Accounts Payable Warrants #:	85578	-		\$ 1,011,766.98
Electronic Payments:				\$ 162,877.02
Total General Expenses				\$ 1,174,644.00

Payroll

Direct Deposit:				
ACH				\$ 181,141.36
Electronic Payments:				
IRS Payroll Tax Deposit				\$ 67,826.92
Other Payroll Related Payments				\$ 32,194.88
Total Payroll				\$ 281,163.16
Total General Expenses and Payroll				\$ 1,455,807.16

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 _____, 2026.

	President
	Vice President
	Secretary

**Port of Benton, Benton County, Washington
Voucher Certification and Approval
for the Month of January 2026**

General Expenses

Accounts Payable Warrants #:	85578	-	\$	1,011,766.98
Electronic Payments:			\$	162,877.02
Total General Expenses				\$ 1,174,644.00

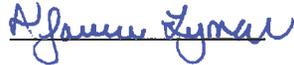
Payroll

Direct Deposit:			\$	181,141.36
ACH				
Electronic Payments:			\$	67,826.92
IRS Payroll Tax Deposit				
Other Payroll Related Payments			\$	32,194.88
Total Payroll				\$ 281,163.16

Total General Expenses and Payroll

\$ 1,455,807.16

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 _____, 2026.

President

Vice President

Secretary

**Jan-26
Cash Disbursements
Batch Totals**

\$ 1,011,766.98

Jan-26

Electronic Payments - Other Payment

	855.26	01/25/2026	DEPARTMENT OF REVENUE - Excise
\$	162,021.76	01/31/2026	DEPARTMENT OF REVENUE - Leasehold
\$ 162,877.02			

IRS Payroll Tax Deposit

\$	22,097.14	01/02/26	INTERNAL REVENUE SERVICE
\$	22,596.66	01/16/26	INTERNAL REVENUE SERVICE
\$	2,317.29	01/16/26	INTERNAL REVENUE SERVICE
\$	20,815.83	01/30/26	INTERNAL REVENUE SERVICE
\$ 67,826.92			

1,242,470.92 Warrants, ACH, FedTax

Payroll Direct Deposit Net Pay

\$	55,718.41	01/02/26	PORT OF BENTON EMPLOYEES
\$	54,779.86	01/16/26	PORT OF BENTON EMPLOYEES
\$	7,647.16	01/16/26	PORT OF BENTON EMPLOYEES
\$	3,733.89	01/16/26	PORT OF BENTON COMMISSIONERS
\$	57,895.85	01/30/26	PORT OF BENTON EMPLOYEES
\$	1,366.19	01/30/26	PORT OF BENTON EMPLOYEES

\$ 181,141.36

Other Payroll Related Payments

\$	1,852.63	01/02/26	NATIONWIDE
\$	3,720.15	01/02/26	DRS
\$	100.00	01/02/26	WASHINGTON SUPPORT REGISTRY
\$	1,734.14	01/16/26	NATIONWIDE
\$	4,554.77	01/16/26	DRS
\$	100.00	01/16/26	WASHINGTON SUPPORT REGISTRY
\$	1,876.31	01/30/26	NATIONWIDE
\$	4,033.51	01/30/26	DRS
\$	7,810.20	01/31/26	LABOR AND INDUSTRIES
\$	1,011.53	01/31/26	EMPLOYMENT SECURITY
\$	3,305.58	01/31/26	EMPLOYMENT SECURITY - PFML
\$	2,096.06	01/31/26	EMPLOYMENT SECURITY - CARES

\$ 32,194.88

Bank	Date	Payee	Document n	Amount	Cleared
	1/20/2026	VEN00667--APOLLO MECHANICAL CONTRACTORS	85578	548.94	In transit
	1/20/2026	VEN00544--BENTON CITY CHAMBER OF COMMERCE	85579	350.00	In transit
	1/20/2026	VEN00044--BENTON PUD	85580	6,920.36	In transit
	1/20/2026	VEN00053--BENTON RURAL ELEC ASSOCIATION	85581	644.63	In transit
	1/20/2026	VEN00058--BENTON-FRANKLIN COUNCIL	85582	11,650.25	In transit
	1/20/2026	VEN00059--BENTON-FRANKLIN HEALTH DEPT	85583	60.00	In transit
	1/20/2026	VEN00802--BLUELINE EQUIPMENT CO LLC	85584	4,759.20	In transit
	1/20/2026	VEN00712--C & C CONSTRUCTION SERVICES INC	85585	5,712.60	In transit
	1/20/2026	VEN00075--CASCADE NATURAL GAS CORP	85586	23,710.57	In transit
	1/20/2026	VEN00083--CENTURYLINK	85587	308.28	In transit
	1/20/2026	VEN00290--CI-PW, LLC (Paradise Bottled Water)	85588	107.52	In transit
	1/20/2026	VEN00089--CITY OF RICHLAND	85589	24,973.51	In transit
	1/20/2026	VEN00234--CITY OF RICHLAND LANDFILL	85590	30.15	In transit
	1/20/2026	VEN00781--CKJT ARCHITECTS PLLC	85591	15,564.00	In transit
	1/20/2026	VEN00077--COLUMBIA BASIN IT	85592	767.12	In transit
	1/20/2026	VEN00105--CONNELL OIL, INC	85593	2,544.09	In transit
	1/20/2026	VEN00107--COOK'S ACE HARDWARE	85594	839.70	In transit
	1/20/2026	VEN00803--CUSTOM WATER INC	85595	1,055.60	In transit
	1/20/2026	VEN00639--CWW LLC (COLUMBIA RAIL)	85596	59,054.00	In transit
	1/20/2026	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	85597	818.52	In transit
	1/20/2026	VEN00143--DSD BUSINESS SYSTEMS	85598	297.58	In transit
	1/20/2026	VEN00175--FRONTIER FENCE, INC.	85599	4.84	In transit
	1/20/2026	VEN00009--GEO WAY ACE HARDWARE	85600	448.35	In transit
	1/20/2026	VEN00540--GLACIER SUPPLY GROUP, LLC	85601	215.96	In transit
	1/20/2026	VEN00643--HARMER STEEL PRODUCTS COMPANY	85602	12,359.19	In transit
	1/20/2026	VEN00200--HDR ENGINEERING, INC	85603	12,496.27	In transit
	1/20/2026	VEN00201--HEALTH CARE AUTHORITY	85604	128,795.07	In transit
	1/20/2026	VEN00531--HISTORIC DOWNTOWN PROSSER ASSOCIATION	85605	1,500.00	In transit
	1/20/2026	VEN00588--IC CONSULTING CORPORATION	85606	6,390.00	In transit
	1/20/2026	VEN00775--IMPERVIOUS COATING LLC	85607	7,292.12	In transit
	1/20/2026	VEN00609--IRON HORSE VAC, LLC	85608	1,419.73	In transit
	1/20/2026	VEN00214--IRRIGATION SPECIALISTS, INC	85609	1,273.34	In transit
	1/20/2026	VEN00291--KENNEWICK RANCH AND HOME	85610	243.60	In transit
	1/20/2026	VEN00644--LEAF	85611	273.82	In transit
	1/20/2026	VEN00380--MCCLATCHY COMPANY	85612	1,729.80	In transit
	1/20/2026	VEN00251--METALFAB INC	85613	613.61	In transit
	1/20/2026	VEN00758--MID COLUMBIA FORKLIFT INC	85614	226.86	In transit
	1/20/2026	VEN00758--MID COLUMBIA FORKLIFT INC	85615	426.59	In transit
	1/20/2026	VEN00758--MID COLUMBIA FORKLIFT INC	85616	226.86	In transit
	1/20/2026	VEN00280--OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES	85617	262.71	In transit
	1/20/2026	VEN00303--PACIFIC NW WATERWAYS ASSOC.	85618	11,596.00	In transit
	1/20/2026	VEN00288--PALMER ROOFING COMPANY	85619	3,777.33	In transit
	1/20/2026	VEN00297--PERSONAL TOUCH CLEANING, INC.	85620	48,596.57	In transit
	1/20/2026	VEN00299--PHASE 2 ELECTRIC, INC.	85621	6,966.34	In transit
	1/20/2026	VEN00302--PLATT ELECTRIC SUPPLY, INC	85622	435.46	In transit
	1/20/2026	VEN00718--PND ENGINEERS INC	85623	66,768.56	In transit
	1/20/2026	VEN00305--POCKETINET COMMUNICATIONS, INC.	85624	242.00	In transit
	1/20/2026	VEN00306--PROMINENCE PUBLIC RELATIONS	85625	2,870.00	In transit
	1/20/2026	VEN00310--PROSSER CHAMBER OF COMMERCE	85626	2,200.00	In transit
	1/20/2026	VEN00307--PROSSER RENTALS, LLC	85627	163.94	In transit
	1/20/2026	VEN00783--PYE-BARKER FIRE & SAFETY dba MOON SECURITY SERVICES	85628	3,609.03	In transit
	1/20/2026	VEN00326--RGW ENTERPRISES P.C. INC	85629	12,525.00	In transit
	1/20/2026	VEN00805--RMT EQUIPMENT	85630	37,859.12	In transit
	1/20/2026	VEN00464--ROCKABILLY ROASTING CO.	85631	115.00	In transit

1/20/2026	VEN00550--SAGACITY MEDIA, INC.	85632	1,955.00	In transit
1/20/2026	VEN00334--SANITARY DISPOSAL, INC.	85633	815.92	In transit
1/20/2026	VEN00636--SENSKE LAWN & TREE CARE LLC	85634	1,813.12	In transit
1/20/2026	VEN00536--SPECK CHEVROLET BUICK OF PROSSER	85635	148.31	In transit
1/20/2026	VEN00372--SUNNYSIDE VALLEY IRRIGATION DISTRICT	85636	6,248.69	In transit
1/20/2026	VEN00804--T-MOBILE WEST TOWER LLC	85637	946.06	In transit
1/20/2026	VEN00762--TK ELEVATOR CORPORATION	85638	869.60	In transit
1/20/2026	VEN00622--TOTAL ENERGY MANAGEMENT & HVAC SERVICES INC	85639	7,217.73	In transit
1/20/2026	VEN00377--TRI-CITY AREA JOURNAL OF BUSINESS	85640	1,950.00	In transit
1/20/2026	VEN00298--TRI-CITY COMPUTER CONSULTING LLC	85641	1,902.25	In transit
1/20/2026	VEN00376--TRI-CITY REGIONAL CHAMBER	85642	813.34	In transit
1/20/2026	VEN00399--TRIDEC,INC.	85643	2,500.00	In transit
1/20/2026	VEN00410--USDA APHIS	85644	1,334.39	In transit
1/20/2026	VEN00727--VALLEY WIDE COOPERATIVE INC	85645	1,155.60	In transit
1/20/2026	VEN00414--VERIZON COMMUNICATIONS INC	85646	2,712.36	In transit
1/20/2026	VEN00532--VIC'S AUTO PARTS & SUPPLY	85647	334.90	In transit
1/20/2026	VEN00440--WASHINGTON PUBLIC PORTS ASSOCIATION	85648	6,160.00	In transit
1/20/2026	VEN00358--WASHINGTON STATE AUDITOR'S OFFICE	85649	7,041.37	In transit
1/20/2026	VEN00675--WEMCO INC,	85650	9,617.29	In transit
1/20/2026	VEN00449--ZIPLY FIBER	85651	131.64	In transit
1/20/2026	VEN00449--ZIPLY FIBER	85652	526.89	In transit
1/20/2026	VEN00449--ZIPLY FIBER	85653	286.49	In transit
1/20/2026	VEN00449--ZIPLY FIBER	85654	459.37	In transit
1/20/2026	VEN00449--ZIPLY FIBER	85655	165.62	In transit
1/20/2026	VEN00449--ZIPLY FIBER	85656	93.64	In transit
1/20/2026	VEN00449--ZIPLY FIBER	85657	286.08	In transit
1/20/2026	VEN00449--ZIPLY FIBER	85658	526.89	In transit
1/20/2026	10040--Saraceno Lyman, Angela	85659	300.00	In transit
1/20/2026	10031--Lubeck, Jeffrey	85660	508.00	In transit
1/20/2026	10045--Celestino Barragan, Jorge	85661	510.35	In transit
1/20/2026	10029--Wright, Quentin	85662	500.96	In transit
1/23/2026	VEN00756--3 RIVERS DIESEL REPAIR	85663	2,911.16	In transit
1/23/2026	VEN00006--ABADAN, INC	85664	146.13	In transit
1/23/2026	VEN00066--BNSF RAILWAY COMPANY	85665	5,200.00	In transit
1/23/2026	VEN00806--BRUCE MECHANICAL INC	85666	16,420.90	In transit
1/23/2026	VEN00073--CAMPBELL & COMPANY	85667	2,228.35	In transit
1/23/2026	VEN00083--CENTURYLINK	85668	307.96	In transit
1/23/2026	VEN00321--CI INFORMATION MANAGEMENT	85669	98.52	In transit
1/23/2026	VEN00290--CI-PW, LLC (Paradise Bottled Water)	85670	51.03	In transit
1/23/2026	VEN00089--CITY OF RICHLAND	85671	673.57	In transit
1/23/2026	VEN00781--CKJT ARCHITECTS PLLC	85672	70,743.00	In transit
1/23/2026	VEN00077--COLUMBIA BASIN IT	85673	3,394.65	In transit
1/23/2026	VEN00107--COOK'S ACE HARDWARE	85674	208.74	In transit
1/23/2026	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	85675	496.55	In transit
1/23/2026	VEN00147--ECOMODUS, LLC	85676	218,048.04	In transit
1/23/2026	VEN00149--EFC EQUIPMENT FEED PET SUPPLY	85677	30.39	In transit
1/23/2026	VEN00640--FEDERAL AVIATION ADMINISTRATION	85678	37,470.87	In transit
1/23/2026	VEN00166--FERGUSON ENTERPRISES, INC.	85679	180.07	In transit
1/23/2026	VEN00009--GEO WAY ACE HARDWARE	85680	289.11	In transit
1/23/2026	VEN00009--GEO WAY ACE HARDWARE	85681	210.78	In transit
1/23/2026	VEN00540--GLACIER SUPPLY GROUP, LLC	85682	379.37	In transit
1/23/2026	VEN00419--GRAINGER	85683	99.03	In transit
1/23/2026	VEN00222--JOHN DEERE FINANCIAL (RDO EQUIPMENT)	85684	138.97	In transit
1/23/2026	VEN00229--KELLEY'S TELE-COMMUNICATION, INC.	85685	175.36	In transit
1/23/2026	VEN00291--KENNEWICK RANCH AND HOME	85686	138.13	In transit

1/23/2026	VEN00644--LEAF	85687	273.82	In transit	
1/23/2026	VEN00242--LIBERTY LAWN & SAW	85688	815.25	In transit	
1/23/2026	VEN00240--LIFE FLIGHT NETWORK FOUNDATION	85689	37.50	In transit	
1/23/2026	VEN00490--MARY POTTER	85690	651.09	In transit	
1/23/2026	VEN00380--MCCLATCHY COMPANY	85691	148.15	In transit	
1/23/2026	VEN00261--MP CONSTRUCTION, INC.	85692	18,952.21	In transit	
1/23/2026	VEN00262--MR. ROOTER PLUMBING	85693	2,244.66	In transit	
1/23/2026	VEN00471--OSBORN CONSTRUCTION & DESIGN, LLC	85694	1,032.65	In transit	
1/23/2026	VEN00299--PHASE 2 ELECTRIC, INC.	85695	4,902.39	In transit	
1/23/2026	VEN00592--PRO FIRE LLC	85696	1,492.38	In transit	
1/23/2026	VEN00295--PROSSER ECON DEV ASSOCIATION	85697	12,500.00	In transit	
1/23/2026	VEN00365--STRATTON SURVEYING & MAPPING	85698	1,395.00	In transit	
1/23/2026	VEN00762--TK ELEVATOR CORPORATION	85699	869.60	In transit	
1/23/2026	VEN00376--TRI-CITY REGIONAL CHAMBER	85700	400.00	In transit	
1/23/2026	VEN00398--TRI-CITY SIGN & BARRICADE	85701	1,293.38	In transit	
1/23/2026	VEN00402--UNDERGROUND CREATIVE, LLC	85702	2,050.00	In transit	
1/23/2026	VEN00410--USDA APHIS	85703	2,009.46	In transit	
1/23/2026	VEN00746--VERIZON CONNECT FLEET USA LLC	85704	621.98	In transit	
1/23/2026	VEN00532--VIC'S AUTO PARTS & SUPPLY	85705	29.02	In transit	
1/23/2026	VEN00570--VITAL RECORDS CONTROL	85706	473.95	In transit	
1/23/2026	VEN00430--WASHINGTON ECONOMIC DEVELOPMENT ASSOCIATION	85707	400.00	In transit	
1/23/2026	VEN00755--WESTERN EQUIPMENT DIST INC	85708	2,319.32	In transit	
1/23/2026	VEN00449--ZIPLY FIBER	85709	458.96	In transit	
1/23/2026	VEN00449--ZIPLY FIBER	85710	131.50	In transit	
1/23/2026	10036--Scaroni, Christopher	85711	360.00	In transit	
1/23/2026	10007--Keck, Roy	85712	1,392.48	In transit	
1/25/2026	VEN00239--WASHINTGON STATE DEPT OF REVENUE				855.26
1/31/2026	VEN00239--WASHINTGON STATE DEPT OF REVENUE				162,021.76
1/2/2026	VEN00215--INTERNAL REVENUE SERVICE				22,097.14
1/16/2026	VEN00215--INTERNAL REVENUE SERVICE				22,596.66
1/16/2026	VEN00215--INTERNAL REVENUE SERVICE				2,317.29
1/30/2026	VEN00215--INTERNAL REVENUE SERVICE				20,815.83
1/2/2026	VEN00122--DEPT OF RETIREMENT SYSTEMS				3,720.15
1/2/2026	VEN00268--NATIONWIDE RETIREMENT SOLUTION				1,852.63
1/2/2026	VEN00425--WASHINGTON STATE SUPPORT REGISTRY				100.00
1/16/2026	VEN00122--DEPT OF RETIREMENT SYSTEMS				4,554.77
1/16/2026	VEN00425--WASHINGTON STATE SUPPORT REGISTRY				100.00
1/16/2026	VEN00268--NATIONWIDE RETIREMENT SOLUTION				1,734.14
1/30/2026	VEN00122--DEPT OF RETIREMENT SYSTEMS				4,033.51
1/30/2026	VEN00268--NATIONWIDE RETIREMENT SOLUTION				1,876.31
1/31/2026	VEN00443--WASHINGTON STATE EMPLOYMENT SECURITY DEPT				1,011.53
1/31/2026	VEN00171--EMPLOYMENT SECURITY DEPT				3,305.58
1/31/2026	VEN00444--WASHINGTON STATE DEPT OF LABOR & INDUSTRIES				7,810.20
1/31/2026	VEN00171--EMPLOYMENT SECURITY DEPT				2,096.06
Total for BCT MAIN			1,011,766.98		262,898.82

UPON RECORDING, RETURN TO:

PORT OF BENTON
3250 PORT OF BENTON BLVD.
RICHLAND, WA 99354

RESOLUTION 26-13
A RESOLUTION OF THE PORT OF BENTON
APPOINTING AN AGENT TO RECEIVE
CLAIMS FOR DAMAGES (RCW 4.96.020)

WHEREAS, the Port of Benton is a political subdivision of the State of Washington acting through an elected Commission pursuant to Chapter RCW 53.

WHEREAS, pursuant to the provision of RCW 4.96.020, the governing body of each local government entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

WHEREAS, the identity of the agent and the address where he or she may be reached during the regular business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

WHEREAS, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW.

IT IS HEREBY RESOLVED, the Port of Benton Commission hereby appoints the below-listed agent to receive any claims for damages made under Chapter 4.96 RCW.

Agent Appointed: Angela Saraceno-Lyman, Senior Accountant/Auditor
Office Address: 3250 Port of Benton Blvd.
Richland, WA 99354
Business Hours: Monday – Thursday, 7 a.m. – 4:30 p.m.
Friday, 8 a.m. – Noon

IT IS FURTHER RESOLVED that the Port of Benton Commission hereby directs that the clerk of the Port of Benton shall record this document with the Benton County Auditor.

DATED AND SIGNED at Richland, Washington, on this 11th day of February 2026.

Bill O’Neil, President

Scott D. Keller, Vice President

Lori Stevens, Secretary

RESOLUTION 26-14
A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF BENTON
APPOINTING ANGELA SARACENO-LYMAN AS THE PORT AUDITOR

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

WHEREAS, RCW 53.36.010 provides that district funds shall be paid by the Treasurer, and disbursed upon warrants by a Port Auditor appointed by the Port Commission, upon vouchers approved by the Commission; and

WHEREAS, the Port Commission has previously determined, and continues to believe, it would be in the best interest of the Port to appoint the Senior Accountant position as the Port Auditor; and

WHEREAS, the Commission previously adopted Resolution 25-45 on November 12, 2025, and subsequently, by motion at the Special Meeting on February 2, 2026, appointed Angela Saraceno-Lyman as the auditor; and

WHEREAS RCW 42.24.180 requires that a port district auditor appointed by the Port Commission provides an official bond for the faithful discharge of his or her duties in an amount determined by the legislative body, but not less than fifty thousand dollars.

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

1. The Senior Accountant of the Port of Benton, Angela Saraceno-Lyman, is hereby appointed as Port Auditor to act with the same powers and under the same restrictions as provided by law on behalf of a port district.
2. The Port staff is directed by RCW 42.24.180 to acquire forthwith a surety bond securing the full faithful performance of the duties of the Port Auditor in the amount of \$50,000.
3. That the Port Auditor shall perform his/her duties pursuant to statute and pursuant to resolutions of the Port Commission now in effect or hereafter adopted and shall continue in office unless removed by the Port of Benton Board of Commissioners.

DATED AND SIGNED at Richland, Washington on this 11th day of February, 2026.

Bill O'Neil, President

Scott D. Keller, Vice President

Lori Stevens, Secretary

RESOLUTION 26-15

A RESOLUTION OF THE PORT OF BENTON APPOINTING A PUBLIC RECORDS OFFICER (RCW 42.56.580)

WHEREAS the Port of Benton is a political subdivision of the State of Washington acting through an elected Commission pursuant to Title 53 RCW.

WHEREAS, pursuant to the provision of RCW 42.56.580, the governing body of each local government entity shall appoint a Public Records Officer to receive requests for the public disclosure of documents pursuant to the Public Records Act of Washington State (Chapter 42.56 RCW); and

WHEREAS, the identity of the agent and the address where he or she may be reached during the regular business hours shall be stated upon the Port of Benton's website; and

WHEREAS, RCW 42.56.070(1) requires each local agency to make available for inspection and copying public records which are not explicitly exempted by statute; and

WHEREAS, the Commission previously adopted Resolution 25-46 on November 12, 2026, and subsequently, by motion at the Special Meeting on February 2, 2026, 2026 appointed Jorge Celestino as the Public Records Officer; and

IT IS HEREBY RESOLVED, the Port of Benton Commission hereby appoints the below-listed agent to receive any requests for public records made under Chapter 42.56 RCW.

Agent Appointed: Jorge Celestino, Commercial Leasing and Data Systems Administrator
Office Address: 3250 Port of Benton Blvd.
Richland, WA 99354
Website: <https://portofbenton.com/about-the-port/request-for-public-records>

IT IS FURTHER RESOLVED that the Port of Benton Commission hereby adopts the attached EXHIBIT A, the PORT OF BENTON PUBLIC RECORDS ACT DISCLOSURE POLICY.

DATED AND SIGNED at Richland, Washington on this 11th day of February 2026.

Bill O'Neil, President

Scott D. Keller, Vice President

Lori Stevens, Secretary

EXHIBIT A

PORT OF BENTON

PUBLIC RECORDS ACT DISCLOSURE POLICY

OVERVIEW

1. Authority

RCW 42.56.070(1) requires each local agency to make available for inspection and copying public records which are not specifically exempted by statute. RCW 42.56.070(2) requires each agency to publish and maintain, for informational purposes, a current list containing every law, other than those listed under Chapter 42.56 RCW, that the agency believes exempts or prohibits disclosure of specific information or records of the agency.

2. Purpose

As directed by RCW 42.56.100, the purpose of this policy is to establish the procedures the Port of Benton (the "Port") will follow to provide full access to public records not specifically exempted by state or federal law. This policy will ensure that requestors receive the fullest assistance while preventing excessive interference with other essential functions of the Port.

3. Application

This policy applies to all requests for public records made pursuant to Chapter 42.56 RCW, and supersedes all prior versions of the Port of Benton's Public Records Act Disclosure Policy. This policy is subject to revision at any time.

4. Definitions

Listed below are terms defined by the Public Records Act. Any term not defined by the Public Records Act or this policy shall be defined by its common meaning.

- a. "Agency" includes all state and local agencies. A "local agency" includes counties, cities, towns, municipal corporations . . . or any office, department, division, board, commission, or agency thereof. The Port of Benton is an agency governed by the provisions of Chapter 42.56 RCW.
- b. "Person in interest" means the person who is the subject of a record or any representative designated by that person, except that if that person is under a legal disability, "person in interest" means and includes the parent or duly appointed legal representative.
- c. "Public Record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. This

definition does not include records that are not otherwise required to be retained by the agency and are by volunteers who:

- i. Do not serve in an administrative capacity;
- ii. Have not been appointed by the agency to an agency board, commission, or internship; and
- iii. Do not have a supervisory role or delegated agency authority.

d. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

PRACTICE

1. Responsibilities

a. **Public Records Officer.** The Port of Benton has publicly identified the Port Auditor as the Public Records Officer whose responsibility is to serve as a point of contact for requests under the Public Records Act. The Port Auditor is designated to oversee compliance with the Washington State Public Records Act. Other specific Port staff members may receive or respond to public records requests as set forth below.

2. Public Records Request - General Provisions

a. Port officials, officers and employees are not required to respond to a public records request if the request is not made pursuant to this policy. However, if a public record is readily accessible and can be easily provided at the time the request is made without need for further analysis regarding release, a Port official, officer or employee may respond to the request.

b. Public records which are prepared for the purpose of making them available to the public may be provided without completing a formal public records request.

3. Availability of Public Records. Public records are available for inspection and copying during normal business hours of the Port, excluding municipal legal holidays. Records must be inspected at the offices of the Port, and arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove a public record from a viewing area, disassemble, or alter any public record.

4. Organization / Protection of Public Records. The Port will maintain its records in a reasonably organized manner consistent with available resources. Pursuant to RCW 42.56.070(4), the Port of Benton has determined that development and maintenance of a current index of all public records as required by RCW 42.56.070(3) is unduly burdensome. See Port of Benton Executive Order – Public Records Index, signed July 1, 2016.

5. Making a Request for Public Records. A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records.

a. Requestors must use the applicable public records request forms available at the Port Office (3250 Port of Benton Blvd., Richland, WA) or on the Public Records Page located on the Port of Benton's website (www.portofbenton.com/about-the-port/request-for-public-records/).

Requests may be made in writing by mail, or electronically (see Section C below). The Port does not accept public records requests submitted by telephone or fax.

b. Requests submitted by mail will be deemed received on the date received by the Port. Requests submitted electronically after the close of business will be deemed received on the next business day.

c. If the request is to be submitted electronically, requestors should obtain a fillable .pdf form by visiting: <https://portofbenton.com/about-the-port/request-for-public-records/> That form shall be filled out in full, and submitted via email to: publicrecords@portofbenton.com

d. If submitted in writing by mail, the mailing address for the Public Records Officer is:

Public Records Officer
Port of Benton
3250 Port of Benton Blvd.
Richland, WA 99354

6. Processing of Public Records Requests

a. **Acknowledging Receipt of Request.** Within five (5) business days of receipt of a request, the Port will respond by doing one or more of the following:

- Making the record(s) available, in whole or in part, for inspection or copying;
- Acknowledging the request and providing a reasonable estimate of time required by the Port to respond to the request;
- Acknowledging the request and asking the requestor to provide clarification for a request that is unclear, and providing, to the greatest extent possible, a reasonable estimate of time necessary to respond to the request if it is not clarified; or
- Denying the request, in whole or in part, and providing the legal basis for such denial.

In computing time, the day on which the request is received does not count as one of the five business days. Holidays and weekends are also excluded from the calculation of time. RCW 1.12.040.

b. **Clarification Requested.** If, after clarification is requested by the Port on a request that is wholly unclear, a requestor fails to provide the requested clarification or fails to describe an identifiable public record with adequate specificity such that it can be located, the Port will deem the request abandoned and withdrawn, and will take no further action. Clarification must be received within ten (10) calendar days of the date the request for clarification is sent by the Port.

c. Third Party Notice. In the event the requested record(s) contain information that may affect the rights of other persons of interest and/or may be exempt from disclosure, the Port may, prior to providing the records, give notice to such other persons of interest whose rights may be affected by disclosure. The notice shall include a complete copy of the public records request. Third parties shall be given twenty (20) business days to obtain and provide to the Port an order from the court preventing or limiting disclosure.

d. Records Exempt from Public Disclosure. The Port shall make available for public inspection and copying all public records, unless the record or specific information contained within the record is exempt or prohibited from disclosure by state or federal law. If any record, in whole or in part, is determined to be exempt from disclosure, the Port shall provide the requestor with a written statement of the specific exemption authorizing the withholding of the record, in whole or in part, and shall provide a brief explanation of how the exemption applies to the record, or a portion thereof, withheld. RCW 42.56.070.

i. The Public Records Act provides that a number of types of records are exempt from public inspection and copying. See RCW 42.56.210 – 630.

ii. Other statutes outside the Public Records Act may also prohibit or exempt disclosure of certain records or information. RCW 42.56.070(1). The Port's failure to list all possible bases for exemption shall not affect the Port's ability to rely on such an exemption.

iii. By law, the Port is prohibited from disclosing records of individuals requested for commercial purposes. RCW 42.56.070(9).

e. Providing Records in Installments. When a request is for a large number of records, or records that require extensive review prior to disclosure, the Port may provide access for inspection and copying on an installment basis. If, within 30 calendar days from the date of notice that records are available for inspection or copying, the requestor fails to inspect or pay for copies of the records, the Port will discontinue fulfilling the balance of the request, and shall consider it abandoned and closed.

i. If the Port elects to make records available on a partial or installment basis, the Port may charge for each installment of the request as it is provided. RCW 42.56.120.

7. No Duty to Create Records. The Port is not obligated to answer written questions, create new public records, or provide a record in a format different from the original format of the record; however, the Port may, in its discretion, offer to create such a record to fulfill a request where it may be easier for the Port to create a record responsive to the request than to collect and make available voluminous records.

8. No Duty to Supplement Responses. The Port is not obligated to hold current records requests open to respond to requests for records that may be created in the future. A new request must be made to obtain later-created public records.

9. Fees; Statutory Limits

a. The Port finds that calculating the actual costs associated with providing public records is unduly burdensome for the following reasons: 1) quantifying certain necessary resources (ink, electricity, "wear and tear" on equipment) is inherently difficult; 2) funds were not allocated for

performing a study to calculate actual costs, and the Port's established priorities do not include funding for this particular effort; 3) staff resources are insufficient to perform a study and to calculate actual costs; and 4) a study would interfere with and disrupt essential Port functions

b. The fees for copies of public records are as stated in the attached Fee Schedule. Fees are consistent with the amounts established by state law. The Port may also charge for the actual cost of any digital storage media or device, the actual cost of any container or envelope used for mailing, and the actual cost of postage or delivery charges. No fee shall be charged for the inspection of public records or for locating public records and making them available for inspection. Payment of fees assessed is required prior to release of records. RCW 42.56.120.

10. Customized Service Charges. The Port may impose a customized service charge if the Port determines that the records request requires the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the Port for other agency purposes. Requestors will be notified in advance of the estimated cost, along with an explanation of why the customized service charge applies and a description of the specific expertise required, so that the request may be amended to avoid or reduce cost, if desired.

11. Deposit. The Port may require a deposit of up to ten percent (10%) of the estimated cost of providing records as provided herein, to include customized service charges, if any.

12. Closing Abandoned Requests. If the requestor withdraws the request, fails to clarify a request when asked, or fails to timely inspect or pay for copies of the records provided, the Port will close the request and notify the requestor that the request has been closed and that no further action will be taken. The closure of the request and the circumstances that led to closure will be documented. RCW 42.56.120.

13. Denial of Request Due to Exemption. All denials of requests for public records will be accompanied by an Exemption/Privilege Log that identifies the record(s) at issue and explains the legal basis for the denial. RCW 42.56.210(3). Any person who objects to the initial denial or partial denial of a records request must petition in writing (mail or email included) to the Public Records Officer for a review of that decision. The petition shall include a copy of the request denial, or reasonably identify the written statement by the Public Records Officer or designee that denied the request, any must specify the portion(s) of the decision that should be reviewed. An explanation of the requestor's reason for disagreeing with the decision may be included in the petition. The Public Records Officer shall review the petition with counsel for the Port and shall either affirm or reverse the denial within ten (10) business days following the receipt of the petition, or within such other time as the Port and the requestor mutually agree. The decision of the Public Records Officer on the petition constitutes the final action of the Port.

14. Executive Director's Review and Approval. The Port Commission has reviewed and authorized the Port Executive Director to approve this Public Records Act Disclosure Policy as representative of the Port's ongoing efforts to comply with State legislation and public policy to provide a transparent government.

AUTHORITY

Governing authority includes Chapter 42.56 RCW and Chapter 44-14 WAC.

Revision History

Public Access to Port of Benton Records, approved January 3, 2017, revised January 4, 2018.

PUBLIC RECORDS DISCLOSURE FEE SCHEDULE – See Chapter 42.56 RCW

Description	Unit/Size	Fee
Photocopy Fee (Black & White or Color)	10 Pages or Less (any size)	No Charge
Photocopy Fee (Black & White or Color)	More than 10 pages, each page charged (8 X 11, 8 X 14, 11x17)	0.15
Scanned Paper Documents	10 Pages or Less (any size)	No Charge
Scanned Paper Documents	Per Page -Over 10 pages - any size (all pages charged)	0.10
Electronic Files/Attachments uploaded for delivery via email / cloud-based service	Per every 4 Electronic Files / Attachments	.05
Electronic Transmission of Electronic Public Records	Per Gigabyte	0.10
Flash Drive	Per Flash Drive	7.00
CD	Per CD	1.00
DVD	Per DVD	1.00

RESOLUTION 26-16

**A RESOLUTION OF THE COMMISSION OF THE PORT OF BENTON,
WASHINGTON, AMENDING SIGNERS FOR BANNER AND KEY BANKS**

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

WHEREAS, the Port has recently experienced staffing changes; and

WHEREAS, Banner and Key Banks require a resolution to add and remove users to the Port's accounts with Banner and Key Banks,

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

1. Alicia Myers shall be removed as a signer to the Port's Banner and Key Bank accounts

DATED AND SIGNED at Richland, Washington, on this 11th day of February 2026.

Bill O'Neil, President

Scott D. Keller, Vice President

Lori Stevens, Secretary

RESOLUTION NO. 26-17

A RESOLUTION OF THE PORT OF BENTON AUTHORIZING MODIFICATION NO. 1 TO THE LEASE AGREEMENT WITH BARNHART CRANE & RIGGING COMPANY, INC.

WHEREAS, the Port of Benton entered into a Lease Agreement dated April 1, 2025, with Barnhart Crane & Rigging Company, Inc. for premises located at 2579 Stevens Drive, Richland, WA; and

WHEREAS, the parties desire to modify the Lease to add Area 30, adjust rent terms, and revise the methodology for utility and service charges; and

WHEREAS, the modification includes:

- Addition of Area 30 (6,874 sf) effective March 1, 2026;
- Transition period allowing Lessee access to both existing Shop Areas 33, 34, 35, and 36 and new Area 30 beginning March 1, 2026, with those existing shop areas continuing on a month-to-month basis until vacated and cleaned;
- Updated Base Rent Schedule, including incorporation of Area 30 rent, consistent with Section 3.1 of the Lease and subject to 3% annual escalation beginning January 1, 2027; and
- Utility and Service Charges billed at \$2.06 per square foot per year, billed monthly, replacing the previous pro rata method.

NOW, THEREFORE, BE IT RESOLVED by the Port of Benton Commission that Modification No. 1 to the Lease Agreement with Barnhart Crane & Rigging Company, Inc. is hereby approved in substantially the form presented, and the Executive Director is authorized to execute said Modification.

ADOPTED by the Port of Benton Commission at a regular meeting on the 11th day of February 2026.

Bill O'Neil, President

Scott D. Keller, Vice President

Lori Stevens, Secretary

RESOLUTION 26-18

A RESOLUTION OF THE PORT OF BENTON COMMISSION APPROVING A VARIANCE TO ALLOW EVENT-ORIENTED AMENITIES ON PROPERTY WITHIN VINTNERS VILLAGE

WHEREAS, the Port of Benton (“Port”) adopted the Protective Covenants governing development and land use within its properties on August 14, 2002;

WHEREAS, the Protective Covenants apply to properties within Vintners Village Phase 1 and require that written approval of the Port must be obtained before the commencement of any particular use;

WHEREAS, the Protective Covenants authorize the Port to grant variances “in particular cases and upon reasonable grounds,” to meet the objectives of the planned development of the property;

WHEREAS, the Owner of Parcel No. **135944000012015** within Vintners Village (the “Owner”) has submitted a request for Port approval to develop event-oriented amenities, including a public gathering plaza, shade structures, a performance platform or band shell, recreational courts, VIP areas, and related components intended to support tourism, community events, and visitor experiences;

WHEREAS, the Port Commission finds that such event-oriented amenities support the economic development objectives of the Port and complement the winery, tasting room, and agri-tourism character of Vintners Village;

WHEREAS, the Commission further finds that the proposed amenities can be accommodated in a manner consistent with required building materials, setbacks, height limits, landscaping, lighting, screening, and other development standards;

NOW, THEREFORE, BE IT RESOLVED, that the Port of Benton Commission hereby approves a conditional variance, upon reasonable grounds and consistent with the objectives of the planned development, to allow the Owner to develop and operate event-oriented amenities as described in their submitted conceptual plans.

BE IT FURTHER RESOLVED that this conditional variance does not confer and shall not be construed to confer any vested right or entitlement to final site plan approval, construction approval, or Port consent to any specific design, layout or use. Final approval of site plans, improvements, and related development shall remain in the sole and absolute discretion of the Port, exercised in accordance with the Protective Covenants and other applicable Port requirements, and may be granted, conditioned, or denied in whole or in part.

BE IT FURTHER RESOLVED that this approval is conditioned upon the following requirements:

1. **Submission of Complete Site Plans.** The Owner shall submit detailed plans for Port review in accordance with the Protective Covenants, including building elevations, materials, landscaping, utilities, lighting, setbacks, circulation, and screening.
2. **Port Review and Written Approval.** No Construction may commence until the Port, in its sole discretion, provides express written approval of the final plans as required under the Protective Covenants.

3. **Compliance with City of Prosser Requirements.** The Owner must obtain all applicable permits and approvals from the City of Prosser.
4. **Design Consistency with the Development.** All improvements must be compatible with the existing character of Vintners Village.

BE IT FURTHER RESOLVED that the Port expressly reserves all rights under the Protective Covenants, applicable agreements, and law, and nothing in this Resolution shall be construed as a waiver or limitation of those rights.

ADOPTED by the Port of Benton Commission on this 11th day of February 2026.

Bill O'Neil, President

Scott D. Keller, Vice President

Lori Stevens, Secretary

2026

Meetings & Holidays - Revised

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Key	
	Commission Meetings
	Workshops
	Holiday
	WPPA Spring - May 19-21 (Overlaps with WAMA)
	WPPA Finance - Jun 24-26
	WPPA Commissioners Jul 20-22
	WPPA Small Ports Oct 22-23
	WPPA Port Day - Feb 5
	WPPA Annual Dec 9-11
	WAMA - May 18-20 (overlaps with ')
	AAPA Powers - May 11-14
	AAPA Annual - Sep 28-30
	PNWA Mission - Mar 9-12
	PNWA Summer - Jun 16-18
	PNWA Annual - Oct 13-15 (tent)
	Tenant Appreciation BBQ - Aug 6
	Scottish Fest - Jun
	Prosser Wine & Art Walk - Jul
	Spirits of the West - Aug
	Balloon Rally - Sep
	Riverfest - Oct
	Bubbles & Bites - Nov
	Prosser Community Awards - Jan 26
	Benton City Daze - Sept

	Project	Description	Grants Pursued/Received	Comments
1	Better Utilizing Investment to Leverage Development (BUILD formerly RAISE)	White Bluffs Southern Connection Rail, including ties and rail throughout the system	Federal - \$9.56 million POB - \$2.4 million	Awarded \$9.56 million in Federal Grant. Grant contracting will likely take until April 2026.
2	State Capital Request	Phase 1 - Intermodal Rail Yard	\$240,000	Request to support federal grant applications and initial phase 1 of intermodal rail yard; \$232,800 awarded. Waiting on contract approval.
3	Congressional Directed Spending Requests - CRISI	Port of Benton White Bluffs Rail Project Modernization and Intermodal Facility.	\$5 million	New request submitted to all congressional offices for 2026. Cantwell CDS has advanced, \$2,500,000 Early indications are that the \$2.5 M was awarded.
4	Port Barge Facility Electrification	Barge Facilities Electrification and security improvements	WSDOT Port Electrification Grant - \$2.7M 10% match requirement - \$300,000 – POB	\$2.7 million awarded, contracting and project underway. 30% design completed and under review by stakeholders. Plan to start permitting in March 2026.

	Project	Description	Grants Pursued/Received	Comments
5	CERB/EDA-updated	2579 Stevens Drive offices and update remodel (RBP)	<p>\$2.4 million – CERB loan secured \$1.5 million – POB \$1.7 million – Benton County, secured</p> <p>Phase 2 EDA \$3M-pending</p>	<p>Submitted to CERB, May 15, 2025, presentation, loan secured.</p> <p>Benton County Rural County Capital Funds .09 grant request presentation made and disbursement agreement secured.</p> <p>EDA application, discussion begins for the future phase.</p>
6	USDA Rural Economic Dev Loan & Grant Program (REDLG)	"Business Incubator Building" Prosser VV	Loan and Grant require a POB 20% Match	Discussion with Benton REA since the dollars need to flow via a Rural electric cooperative.
7	FEMA Hazard Mitigation Program	<ul style="list-style-type: none"> • Richland Airport Air rescue facility • Light Poles all port street • Port security all sites 	75% FEMA grant, 12.5% state military grant, 12.5% local match	Benton County is updating its Hazard Mitigation Plan. We submitted these projects to get on the list that, once approved, is good for the next six years. This is required so that we can qualify for FEMA Hazard Mitigation Grants in the future.

Airports				
	Project	Description	Grants Pursued/Received	Comments
8	FAA Airport Funds - Prosser Airport	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)	Held initial pre-construction meeting with Western United. Construction May 2026
9	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law BIL funds) - Richland Airport	Main Apron Reconfiguration - Design/Environmental 2025/26	BIL Funds - \$833,000	Grant Awarded. 60% Design completed.
10	FAA Airport Funds – Richland Airport	Wildlife fencing around the airport. Complete fencing around the entire airport	FAA NPE - \$205,000	Approved
11	FAA Airport Funds – Prosser Airport	Construct Heliport/Helipad with service road – design	FAA NPE - \$155,000	Approved

For the Good of the Order – February 2026

Date	What	Where	When	Who
February 11	Port of Benton Commission Meeting	Port of Benton	8:30 a.m.	All
February 11	BFCOG New Board Orientation	BFCOG Conference Room, 587 Stevens Drive, Richland or Zoom	3 p.m.	Bill, Scott
February 11	Tri-Cities National Historical Park Admin Subcommittee Meeting	7130 W. Grandridge Blvd., Kennewick	4 p.m.	Summers
February 16	Presidents Day – Office Closed			
February 17	Richland Chamber of Commerce	1515 George Washington Way, Richland	11:30 a.m.	Scott
February 19	Prosser Chamber Board Meeting	1230 Bennett Ave., Prosser	7:30 a.m.	Lori
February 20	BFCOG Board Meeting	BFCOG Conference Room, 587 Stevens Drive, Richland or Zoom	10 a.m.	Bill (Scott alternate)
February 25	Port of Benton Commission Meeting	Port of Benton	8:30 a.m.	All
February 25	Visit Tri-Cities Board of Directors	7130 W. Grandridge Blvd., Kennewick	7:30 a.m.	Scott
March 2	Benton City Chamber Luncheon	Palm Tavern, 603 9 th St., Benton City	Noon	
March 3	Prosser Chamber Monthly Luncheon	Prosser	Noon	Lori
March 4	Prosser EDA Board Meeting	236 Port Ave., Prosser	5:30 p.m.	Lori

March 10	Prosser Tourism Meeting	259 Merlot Dr., Prosser	8 a.m.	Lori
March 12	Tri-Cities National Park Committee Meeting	7130 W. Grandridge Blvd., Kennewick	4 p.m.	Summers
March 17	Richland Chamber of Commerce	1515 George Washington Way, Richland	11:30 a.m.	Scott
March 17	IPNG All Membership Meeting	Zoom	3:30 p.m.	
March 18	Port of Benton Commission Meeting	2140 Wine Country Road, Prosser	8:30 a.m.	All