



**Office of the Washington State Auditor  
Pat McCarthy**

March 25, 2021

Board of Commissioners  
Port of Kennewick  
Kennewick, Washington

**Contracted CPA Firm's Audit Report on Financial Statements**

We have reviewed the audit report issued by a certified public accounting (CPA) firm on the financial statements of the Port of Kennewick for the fiscal year ended December 31, 2019. The Port contracted with the CPA firm for this audit and requested that we accept it in lieu of performing our own audit.

Based on this review, we have accepted this report in lieu of the audit required by RCW 43.09.260. The Office of the Washington State Auditor did not audit the accompanying financial statements and, accordingly, we do not express an opinion on those financial statements.

This report is being published on the Office of the Washington State Auditor website as a matter of public record.

Sincerely,

Pat McCarthy  
State Auditor  
Olympia, WA

***Americans with Disabilities***

*In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at [webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov).*

**PORT OF KENNEWICK**  
**BENTON COUNTY, WASHINGTON**

**1699**  
MCAG No.

**ANNUAL FINANCIAL REPORT**

Submitted pursuant to RCW 43.09.230

to the

WASHINGTON STATE AUDITOR'S OFFICE

**For the Fiscal Year Ended**  
**December 31, 2019**

Certified correct as of August 27, 2020 to the best of my knowledge and belief:

PREPARED BY:

TAMMY FINE, CPA, CFE, CGMA

**PORT OF KENNEWICK  
ANNUAL FINANCIAL REPORT  
For the Year Ended December 31, 2019**

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## **PORT OF KENNEWICK**

### **ANNUAL FINANCIAL REPORT**

**For the Year Ending December 31, 2019**

#### **COMMISSIONERS**

Thomas Moak	President
Don Barnes	Vice President
Skip Novakovich	Secretary

#### **PORT OFFICERS/DIRECTORS**

Tim Arntzen	Chief Executive Officer
Tana Bader-Inglima	Deputy Chief Executive Officer
Nick Kooiker	Chief Financial Officer & Auditor
Amber Hanchette	Director of Operations & Real Estate
Larry Peterson	Director of Planning & Development
Tammy Fine	Advisor & CPA, CGMA, CFE

#### **PORT STAFF**

Bridgette Scott	Executive Assistant
Kandy Yates	Marina Manager & Office Assistant
Jen Roach	Accounting Administration Assistant
Lisa Schumacher	Special Projects Coordinator
Mike Boehnke	Facilities Manager
Mike Melia	Maintenance Technician
Anthony Eleshio	Maintenance Technician

#### **MISSION STATEMENT**

To provide and support sound economic growth opportunities that create jobs and/or improve the quality of life of the Port district citizens.

August 27, 2020 Board of Commissioners  
Port of Kennewick  
350 Clover Island Drive, Suite 200  
Kennewick, WA 99336

Dear Commissioners:

The 2019 Annual Financial Report of the Port of Kennewick (Port) as of and for the year ended December 31, 2019 is hereby submitted for your review. Responsibility for the accuracy of the data, the completeness and fairness of presentation, including all disclosures, rests with the management of the Port. The Port has established a comprehensive framework of internal controls to provide reasonable assurance that the financial statements are free from any material misstatements. I believe the data, as presented, is accurate in all material aspects, that it is presented in a manner designed to fairly set forth the transactions of the Port, and that all disclosures necessary to gain a reasonable understanding of the Port's financial affairs have been included.

The financial report includes detailed financial information as well as statistical data relevant to the operations of the Port. The enclosed Annual Financial Report is prepared using generally accepted accounting principles. The Port's financial statement is audited to ensure it conforms to applicable accounting standards and compliance with State and Federal laws.

A firm of independent auditors is engaged to conduct an audit of the Port's financial statements in accordance with auditing standards generally accepted in the United States of America. The goal of the independent audit is to provide reasonable assurance that the financial statements are free of material misstatements. The independent audit report is included in the Annual Financial Report upon audit and is also located at the Washington State Auditor's Office website.

The preparation of this report on a timely basis could not be accomplished without the dedication of the entire Port staff. I would like to express appreciation to all staff members who assisted and contributed to the preparation of this Annual Financial Report. I would also like to thank the Port Commissioners for their interest and support in planning and conducting the Port's financial operations in both a responsible and progressive manner in the best interest of our taxpayers.

Sincerely,

Tammy Fine, CPA, CFE, CGMA



## INDEPENDENT AUDITORS' REPORT

Board of Commissioners  
Port of Kennewick  
Kennewick, Washington

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Port of Kennewick, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial of the Port of Kennewick as of December 31, 2019, and the changes in its financial position and, where applicable, its cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of changes in total OPEB liability and related ratios, schedule of the Port's proportionate share of the net pension liability, and schedule of the Port's contributions on the pages listed in the tables of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated August 27, 2020, on our consideration of the Port of Kennewick's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Port of Kennewick's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Port of Kennewick's internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

Yakima, Washington  
August 27, 2020

## **Port of Kennewick**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS For The Year Ended December 31, 2019**

#### **INTRODUCTION**

The following is the Port of Kennewick (Port) Management's Discussion and Analysis (MD&A) of financial activities and the performance for the calendar year ended December 31, 2019, with selected comparative information for the year ended 2018. This discussion and analysis is designed to assist the reader in focusing on the significant financial activities of the Port, to identify any significant changes in financial position, and to serve as an introduction to the Port's financial statements.

This report also presents certain required supplementary information regarding capital assets and long-term debt activity (if any) during the year, including commitments made for capital expenditures. Information contained in the MD&A has been prepared by Port management and should be considered in conjunction with the financial statements and the notes.

#### **OVERVIEW OF THE FINANCIAL STATEMENTS**

The financial section of this annual report consists of three parts: MD&A, the basic financial statements, and the notes to the financial statements. The basic financial statements include: The Statement of Net Position; the Statement of Revenues, Expenses, and Changes in Net Position; and the Statement of Cash Flows.

The Statements of Net Position and Revenues, Expenses, and Changes in Net Position shows the Port's overall financial position and an understanding on the operations of the Port, to assist users in assessing whether that financial position has improved or deteriorated as a result of the year's activities. Over time, increases or decreases in net position may serve as an indicator of whether the Port is financially stable or if there are any concerns.

The Statement of Revenues, Expenses, and Changes in Net Position shows how the Port's net position changed during the most recent year. These changes are reported as the underlying event occurs regardless of the timing of related cash flows.

The Statement of Cash Flows reports cash receipts, cash payments, and net changes in cash resulting from operations, investing and noncapital and capital related financing activities. A reconciliation of the cash provided by operating activities to the Port's operating income as reflected on the statement of revenues, expenses, and changes in net assets is also included.

The Notes to Financial Statements provide the reader additional detailed information that may not be apparent from the actual financial statements. The Notes to Financial Statements are essential to a full understanding of the data contained in the financial statements and can be found immediately following the financial statements.

## FINANCIAL REPORT

### Financial Highlights

The Port's overall financial condition has improved over the prior year based on several financial highlights stated below:

- The Port's assets exceeded its liabilities at close of calendar year 2019 by just below \$60 million.
- The Port has no outstanding debt.
- The Port's overall operating revenues in 2019 increased by approximately \$20 thousand or 1.6% from 2018 while operating expenses before depreciation increased by approximately \$203 thousand or 9%.
- The Port's nonoperating revenues over nonoperating expenses was just under \$5.2 million.
- The Port's net position increased by just under \$3.8 million due to the increase in total revenues over total expenses (excluding capital), which represents a healthy organization.
- There are no known significant liabilities or contingencies that will negatively impact the Port's future financial position.

### Financial Position Summary

The Statement of Net Position presents the financial position of the Port as of December 31, 2019. The statement includes all the Port's assets and liabilities. As described earlier, the net position serves as an indicator of the Port's financial position. A condensed comparison of the Port's assets, liabilities, and net position at December 31, 2019 and 2018 follows:

#### PORT OF KENNEWICK'S Net Position

	<u>2019</u>	<u>2018</u>
Current assets	\$ 8,925,254	\$ 9,942,934
Other Assets	1,316,000	-
Capital assets	52,286,757	48,456,982
<b>Total assets</b>	<b>62,528,011</b>	<b>58,399,916</b>
Deferred Outflows of Resources	156,561	144,235
Current liabilities	1,434,290	894,369
Noncurrent liabilities	1,230,400	1,423,113
<b>Total liabilities</b>	<b>2,664,690</b>	<b>2,317,481</b>
Deferred Inflows of Resources	277,513	250,723
Net Position:		
Net Investment in Capital Assets	51,607,760	48,034,108
Unrestricted	8,134,609	7,941,838
<b>Total net position</b>	<b>\$ 59,742,369</b>	<b>\$ 55,975,946</b>

**Capital Assets:** The Port’s investment in capital assets (land, buildings, improvements, machinery and equipment, and construction in progress), net of related debt increased by just under \$3.6 million (net of accumulated depreciation). As described in the notes to the financials, the major capital asset events during 2019 included Columbia Drive and Vista Field redevelopment projects.

**Current and Noncurrent Liabilities:** The Port’s noncurrent liabilities consist of two accounting treatments required by Governmental Accounting Standards Board for reporting the Port’s share of Pension liabilities and healthcare cost. The Port’s noncurrent liabilities decreased by nearly \$193 thousand dollars. These are noncash transactions and are not legal liabilities owed by the Port to any third party.

The Port’s current liabilities consist of warrants and retainage payable, employee accrued paid time off(compensated absences), benefits payable, lease securities payable, and prepaid rents (unearned revenue). Current liabilities increased by \$540 thousand primarily due to warrants payable for the Vista Field and Columbia Drive Redevelopment projects that will clear in 2020, compensated absences and benefits payable.

**Debt:** The Port has no debt as of December 31, 2019.

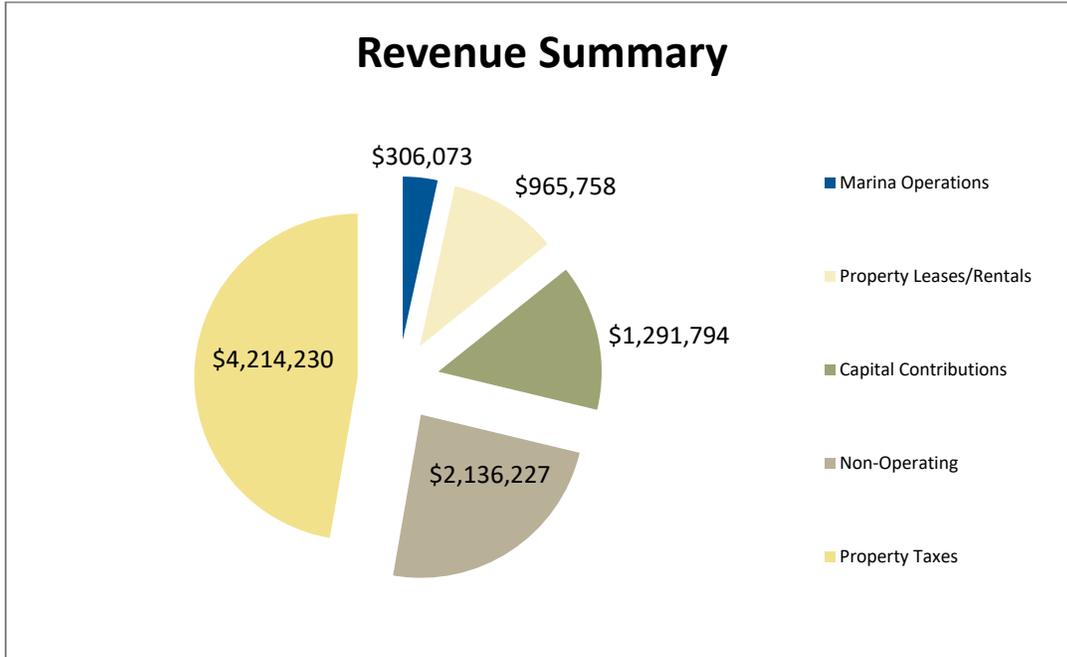
### Financial Operating Highlights Summary

The following condensed financial information summarizes the Port’s revenues, expenses, and changes in net position:

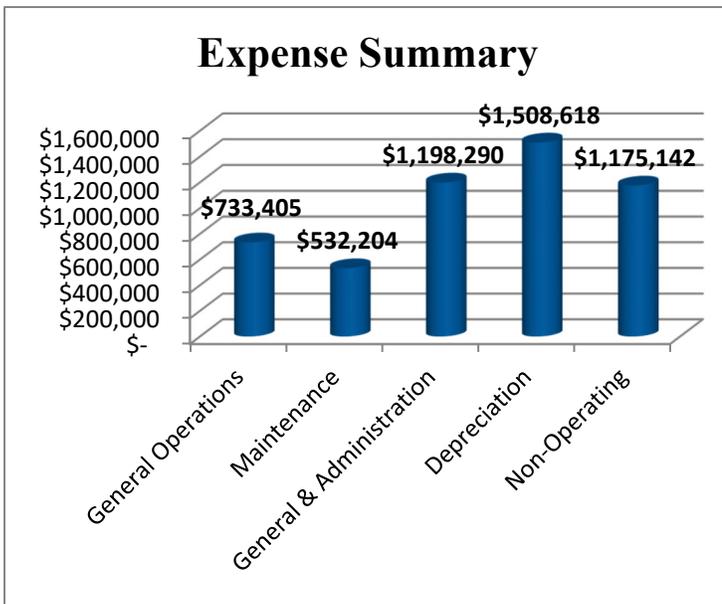
#### Statement of Revenues, Expenses, and Changes in Net Position

	<b>2019</b>	<b>2018</b>
Operating Revenues	\$ 1,271,831	\$ 1,251,900
Operating Expenses before depreciation	2,463,899	2,261,101
<b>Total operating loss before depreciation</b>	<b>(1,192,069)</b>	<b>(1,009,201)</b>
Depreciation	1,508,618	1,446,057
<b>Total operating loss after depreciation</b>	<b>(2,700,686)</b>	<b>(2,455,258)</b>
Non-operating revenues (expenses)	961,085	(845,725)
Ad valorem tax revenues	4,214,230	4,086,600
Total non-operating revenues (expenses)	5,175,315	3,240,875
<b>Increase in net position, before capital contributions</b>	<b>2,474,629</b>	<b>785,617</b>
Capital contributions	1,291,794	290,395
<b>Increase in net position, before special items</b>	<b>3,766,424</b>	<b>1,076,012</b>
Change in accounting principle (OPEB GASB 75)	-	(521,524)
Net position at beginning of year	55,975,945	55,421,457
<b>Net position at end of year</b>	<b>\$ 59,742,369</b>	<b>\$ 55,975,945</b>

**Operating Revenues:** 2019 operating revenues amounted to approximately \$1.3 million.



**Operating Expenses:** 2019 operating expenses before depreciation amounted to just under \$2.5 million.



**PORT OUTLOOK AND ECONOMIC FACTORS**

Port of Kennewick is an economic development entity focused on growing, improving, and sustaining regional employment, tourism, and quality of life. Port of Kennewick has developed strong partnerships to transform neighborhoods and bring renewed economic vibrancy to challenged areas throughout our district. We’ve made waterfront investments, we’ve fostered new industries, we’ve championed art as a tool for economic development,

and we've worked to engage stakeholders and our citizenry in transparent urban planning. Together, the port and its partners are completing significant projects for our region. And this past year has been one of the most memorable in port history.

At **Vista Field**, the Port is following a community-driven master plan to create a vibrant, pedestrian-focused town-center that features mixed-use neighborhoods and urban lifestyle amenities.

Last April, with support from City of Kennewick and Benton County, the Port began constructing the first phase of infrastructure, including streets, sidewalks, landscaping, a linear park, water features, and a plaza. Phase-One is being completed using a variety of fund sources, including: existing capital fund property tax receipts, land sale proceeds, county economic development funds, and a \$5 million bank loan. The initial, publicly-funded "horizontal" infrastructure includes roads, streets, sidewalks, landscaping, linear park, water feature, and plaza. That infrastructure will create opportunities for investments in commercial, retail, and residential "vertical" development by the private sector.

In 2020, the Port will complete the phase one infrastructure, finalize parcels, create a property owner association, set pricing, and begin marketing available lots in the central 20 acres for commercial, retail and residential development opportunities. The Port plans to sell the shovel-ready sites, and use those proceeds to fund future phased infrastructure; using a pay-as-you-go approach, until the site plan is complete. We will also undertake planning to remodel the former hangar buildings as commercial business space to continue the momentum at Vista Field.

The Port's Vista Field land holdings are included within a federally designated "Opportunity Zone" that allows a federal tax incentive which is expected to increase economic development by the private sector in this area. At full build-out of the 103 acres, Vista Field is expected to generate more than \$500 million in private-sector investment with more than 1,000 residential units and 740,000 square feet of commercial space.

In east Kennewick, we've partnered with City of Kennewick, Benton County, and the Hanford Area Economic Investment Fund Advisory Committee to transform Kennewick's historic waterfront into a destination gathering place known as **Columbia Gardens Wine & Artisan Village**.

Bartholomew Winery and Monarcha/Palencia Wine Company recently celebrated their second successful year at Columbia Gardens. Since those initial wineries opened, we've also completed a loop road, parking, lighting, landscaping, signage and a Food Truck Plaza. We also installed artwork titled "Aspirations" at the east end of the wine village and Ben Franklin Transit, Kennewick Arts Commission and Columbia Center Rotary helped us commission and install an artistic transit shelter, "Rolling Mass."

The newest building—just finished in February 2020—brings tasting rooms for Cave B Estate and Gordon Estate Wineries to the wine village. Development at Columbia Gardens will continue this year as we add a shade structure to the plaza that will be hung with Edison-style lights to create a festive evening environment and install a public restroom.

The Port now has six, shovel-ready parcels available for private-sector investment at that waterfront complex. The Port's Columbia Drive land holdings are included within a federally designated "Opportunity Zone" that allows a federal tax incentive which is expected to increase economic development by the private sector in this area.

In **West Richland**, the Port sold land to Benton County Fire District #4 to build a new fire station. With 20,000 more residents anticipated within the next 20 years, the sale of that property was critical to help the fire district reduce response times and ensure continued public safety. We also sold 93 acres to City of West Richland to accommodate a new police station and create opportunities for additional private sector commercial and light industrial development.

**City of Richland:** after two decades of creating, selling, and fostering investment at Spaulding Business Park, the Port was ready to tackle a shorter-return project and provided \$800,000 in funding support to the city as they upgrade the Island View neighborhood by making road, utility, pedestrian and recreational-access improvements to Columbia Park Trail.

At **Clover Island**, the Port continues to collaborate with the U.S. Army Corps of Engineers on Clover Island habitat and recreational enhancements – a joint project to extend the public trail and restore shallow water habitat along the island’s north shoreline.

The Port is using a \$500k grant from the Washington State Recreation and Conservation Office (RCO) Aquatic Lands Enhancement Account (ALEA); and \$1 million from Benton County’s Rural County Capital Funds as local match to the \$3.5 million in Federal funding for habitat restoration and recreation. That \$5 million project would make riparian improvements to Clover Island’s north and eastern shoreline, and extend the Clover Island Riverwalk trail from the lighthouse to the Clover Island Inn. The design phase of this project began in summer 2019, with construction bid documents anticipated to be ready for bid by late fall 2020. Upon completion of the USACE’s Clover Island 1135 project, four upland development parcels will be ready for private-sector development opportunities. In preparation for public interest in those waterfront development parcels, the Port has begun the process of updating its Clover Island/historic Kennewick waterfront master plan. That revised waterfront plan should be finalized and presented to Commission in spring 2021.

**Challenges & Opportunities:** While the community has prioritized these above redevelopment strategies and projects, the Port cannot do them alone. The Port must secure partnerships and leverage funding, and we must remain vigilant to ensure that changing regulations and priorities do not hinder a chance to foster distinctive neighborhoods with a strong sense of place. As always, Port of Kennewick will endeavor to serve as a catalyst for economic development throughout our 485-square-mile district. Indeed, in all we do, the Port remains mindful that we are stewards of the public’s trust: we work to exercise thoughtful planning; give diligent consideration to potential projects; skillfully and transparently communicate our projects, programs, financial standing, and economic impacts; and work to ensure resources and developments are economically sustainable with a positive return to the citizens and taxpayers our region.

**Special Note:** As of March 2020, serious concern is required regarding an international crisis impacting all business and jurisdictions due to the rapidly-evolving world-wide COVID-19 pandemic. Supply-chains have been seriously disrupted. The US stock market is plummeting. President Trump has mandated international travel moratoriums. Washington State Governor Jay Inslee has issued emergency proclamations temporarily closing all restaurants, bars, tasting rooms, and recreational facilities; closing all schools; and prohibiting large gathering.

These unprecedented COVID-19 public health and safety precautions are already taking a toll on our national, regional, and local economy; and will have significant, long-term impacts on business occupancies, land leases, private-sector development, and regional economic vibrancy—in fact, many ports are already receiving requests for rent abatement from tenants.

The Port of Kennewick, as an economic development entity, will likely be required to pivot, adjust, adapt, and remain flexible in all aspects of its projects and priorities in order to help meet changing community needs and the extraordinary challenges created by this worldwide pandemic.

**Tax Levy.** Over the years, the Port of Kennewick has worked to minimize the Port's property tax levy. We strive to keep the Port levy low. Our goal is to be able to offset operational costs and future economic development opportunities with revenue from tenants or developers while keeping tax revenue well below our taxing authority. With those goals in mind, the Port's levy rate has decreased from \$0.44 in 2001 to \$0.31 in 2019 which is a 30% decrease. A \$250 thousand house cost \$110 in Port property taxes in 2001; and just \$77 in 2019.

### **REQUEST FOR INFORMATION**

This annual report is designed to provide citizens, customers, investors, and creditors with a general overview of the Port's finances and to show accountability of public funds. If you have any questions regarding this annual report, or need additional information, please visit our website at [www.PortofKennewick.org](http://www.PortofKennewick.org) or contact: Chief Financial Officer, 350 Clover Island Drive, Suite 200, Kennewick, WA 99336; Telephone 509-586-1186; Fax 509-582-7678.

**Port of Kennewick**  
**STATEMENT OF NET POSITION\***  
**December 31, 2019**

**Business-Type Activities**

**ASSETS**

**Current Assets:**

Cash and cash equivalents	\$ 8,048,955
Other receivables (net)	20,826
Insurance proceeds receivable	582,488
Taxes receivable	75,821
Prepaid expenses	197,164
<b>Total current assets</b>	<b>\$ 8,925,254</b>

**Noncurrent Assets:**

Note Receivable	1,316,000
Capital assets	
Capital assets not being depreciated:	
Land	8,651,068
Construction in progress	10,784,713
Capital assets being depreciated:	
Improvements to land	11,412,263
Buildings	35,344,951
Equipment	1,373,044
Less: accumulated depreciation	(15,279,282)
Total capital assets (net)	52,286,757
<b>Total noncurrent assets</b>	<b>\$ 53,602,757</b>

**TOTAL ASSETS** **\$ 62,528,011**

**Deferred Outflows of Resources:**

OPEB	6,894
State Pension	149,667
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 156,561</b>

\*The accompanying Notes to Financial Statements are an integral part of these financial statements.

Port of Kennewick  
**STATEMENT OF NET POSITION\***  
**December 31, 2019**

**Business-Type Activities**

**LIABILITIES**

**Current Liabilities:**

Warrants payable	\$ 670,349
Retainage payable under construction contracts	131,579
Compensated absences	340,963
Accrued benefits	172,500
Unearned revenue	25,301
Lease securities payable	93,598
<b>Total current liabilities</b>	<b>1,434,290</b>

**Noncurrent Liabilities:**

Other post-employment benefits liability	813,180
Port share of net state pension liability	417,220
<b>Total noncurrent liabilities</b>	<b>1,230,400</b>

<b>TOTAL LIABILITIES</b>	<b>\$ 2,664,690</b>
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**Deferred Inflows of Resources:**

State Pension	277,513
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<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>\$ 277,513</b>
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**NET POSITION**

Net investment in capital assets	51,607,760
Unrestricted	8,134,609

<b>TOTAL NET POSITION</b>	<b>\$ 59,742,369</b>
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\*The accompanying Notes to Financial Statements are an integral part of these financial statements.

**Port of Kennewick**

**STATEMENT OF REVENUES, EXPENSES, AND  
CHANGES IN NET POSITION\*  
For the Year Ended December 31, 2019**

**Business-Type Activities**

**OPERATING REVENUE**

Property lease/rental operations	\$ 965,758
Marina operations	306,073
<b>Total operating revenues</b>	<b>1,271,831</b>

**OPERATING EXPENSES**

General operations	733,405
Maintenance	532,204
General and administration	1,198,290
<b>Total before depreciation</b>	<b>2,463,899</b>
Depreciation	1,508,618
<b>Total operating expenses</b>	<b>3,972,517</b>

<b>Operating loss</b>	<b>(2,700,686)</b>
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**NONOPERATING REVENUES (EXPENSES)**

Taxes levied for general purposes	4,214,230
Interest income	208,840
Gain or (Loss) on disposition of assets	1,150,393
Other nonoperating revenues	776,993
Real estate division expenses	(49,723)
Economic development division expenses	(211,023)
Public, election, OPEB, Pension, & governmental relations expenses	(914,395)
<b>Total nonoperating revenues (expenses)</b>	<b>5,175,316</b>

<b>Income before other revenues, expenses, gains and losses</b>	<b>2,474,629</b>
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Capital contributions	1,291,794
<b>Increase in net position</b>	<b>3,766,424</b>

Net position - beginning of year	\$ 55,975,945
Net position - end of year	\$ 59,742,369

\*The accompanying Notes to Financial Statements are an integral part of these financial statements.

Port of Kennewick

STATEMENT OF CASH FLOWS\*  
For the Year Ended December 31, 2019

Business-Type Activities

**CASH FLOWS from OPERATING ACTIVITIES**

Receipts from customers	\$1,275,577
Payments to suppliers	(886,491)
Payments to employees	(1,305,374)
<b>Net cash used by operating activities</b>	<u>(916,288)</u>

**CASH FLOWS from NONCAPITAL FINANCING ACTIVITIES**

Non-capital property taxes received	33,438
Non-operating receipts	194,505
Non-operating expenses	(1,353,391)
<b>Net cash used by noncapital financing activities</b>	<u>(1,125,447)</u>

**CASH FLOWS from CAPITAL AND RELATED FINANCING ACTIVITIES**

Capital property taxes received	4,214,230
Proceeds from sale of capital assets	2,197,551
Purchases of capital assets	(7,445,428)
Capital contributions	1,291,794
<b>Net cash provided by capital and related financing activities</b>	<u>258,148</u>

**CASH FLOWS from INVESTING ACTIVITIES**

Interest and dividends on investments	208,840
<b>Net cash provided by investing activities</b>	<u>208,840</u>

**Net decrease in cash and cash equivalents** (1,574,748)

**Balances - beginning of the year** 9,623,703

**Balances - end of the year** \$8,048,955

\*The accompanying Notes to Financial Statements are an integral part of these financial statements.

**Port of Kennewick**

**Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities\***

**Business-Type Activities**

**For the Year Ended December 31, 2019**

Operating loss	\$ (2,700,686)
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*Adjustments to reconcile operating loss to net cash  
used by operating activities:*

Depreciation expense	1,508,618
 Changes in assets and liabilities	
Accounts receivable (net)	(811)
Prepayments	(7,208)
Customer deposits payable	8,750
Warrants payable	23,691
Compensated absences	255,551
Unearned revenue	(4,193)
<b>Net cash used by operating activities</b>	<u><b>\$ (916,288)</b></u>

**Noncash Activates For Investing and Financing Activities**

The noncash portion of these transactions are as follows:

Note receivable in exchange for capital asset	\$1,316,000
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**\*The accompanying Notes to Financial Statements are an integral part of these financial statements.**

## Port of Kennewick

### NOTES TO FINANCIAL STATEMENT For the Year Ended December 31, 2019

#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Port have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described below.

#### A. Reporting Entity

The Port of Kennewick (the “Port”) was formed by citizen vote March 6, 1915 and incorporated on April 12, 1915. The Port operates under the laws of the State of Washington applicable to public Port districts. The Port is governed by an elected three member Board of Commissioners.

The Port is a special purpose government and provides marina and property lease/rental operations to the general public and is supported primarily through operating lease revenues, property sales, and/or property taxes. As required by generally accepted accounting principles (GAAP), the Port has no component units (after considering all potential component units in defining the reporting entity).

#### B. Basis of Accounting and Reporting

The accounting records of the Port are maintained in accordance with methods prescribed by the State Auditor under the authority of Chapter 43.09 RCW. The Port uses the *Budgeting, Accounting and Reporting System for GAAP Cities, Counties, and Special Purpose Districts* in the State of Washington.

The Port statements are reported using the economic resources measurement focus and full-accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when liability is incurred regardless of the timing of the cash flows.

The Port distinguishes between operating revenues and expenses from nonoperating ones. Operating revenues and expenses result from providing services and producing and delivering goods in connection with the Port’s ongoing operations. The primary operating revenues of the Port are charges to customers primarily for services provided by the Port and for leasing of Port property for the Marine Division and the Property Management Division.

Operating expenses for the Port include expenses associated with the operations of the Marine Division and Property Management Division for the services provided by the Port and for leasing of Port property for the Marine Division and the Property Management Division. Operating expenses also include the cost of sales and services, general and administrative (Corporate Division) expenses as defined below, and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses or capital.

The Port uses a Cost Allocation Methodology Plan to allocate the Port's staffing and indirect costs to the Port's various properties, operations, capital (except indirect cost which is not allocated to capital assets) and nonoperating divisions. The Corporate Division allocates its general and administrative expenses according to the direct level of services they provide to the divisions; however, a majority of their function is to support all operations, nonoperating and capital. The Port's cost allocation methodology does not allocate all corporate costs to the various divisions; however, it does apply an indirect cost allocation based on the direct cost associated with the division, nonoperating items, or other special items. The Corporate Division includes, but is not limited to Accounting, Finance & Auditing, Board of Directors, Legal, and Management and Administration.

Nonoperating revenues are defined as revenues that do not support the Port's Marine and Property Management Divisions. Nonoperating revenues include but are not limited to property tax revenue (Ad Valorem Taxes), gain on sale of assets, capital contributions such as grants, interest income, public revenues, and other miscellaneous income not associated with the Port's Marine and Property Management Divisions.

Nonoperating costs are expenses incurred by activities not related to the Marine and Property Management Divisions. Furthermore, some of the nonoperating costs are nonrecurring in nature and do not support the current operations of the Port; however, they are useful for planning and decision making such as market and feasibility studies. Nonoperating costs include, but are not limited to, interest expense; governmental relations consultant; grant seeking and writing; public costs such as responding to public records requests and public awareness marketing campaigns; noncapital studies that do not currently impact or improve the Marine, and Property Management Divisions; other postemployment benefits and pension expenses (which are defined as an accounting liability by the Governmental Accounting Standards Board and are not a legal liability that the Port is required to contribute in the future) and other costs that do not currently impact or improve the Marine or Property Management Divisions, and/or costs that do not meet the capitalization requirements per Governmental Accounting Standards. The definition of operating cost is for accounting purposes only (not to be used for legal definitions and includes but is not limited to bond and debt issuance).

The Economic Development & Planning Division plans and delivers projects as well as provides technical and contracting services in support of the business plans and infrastructure needs of the Port. This division supports all the Port capital assets to be acquired or constructed. As defined by Governmental Accounting Standards, not all Economic Development & Planning Division costs can be capitalized such as indirect costs (e.g. feasibility studies, indirect staffing cost allocation, and miscellaneous office supplies). The above costs are located in the nonoperating expenses for this division and all costs, associated directly and properly identified as capital, are reported as capital costs and are located in the capital budget. Capital costs are necessary expenditures and are directly associated with putting a capital asset into place, which includes, but is not limited to planning, direct staffing costs, site readiness costs, construction, and/or acquisition costs.

The Real Estate Division deals with the process of selling and purchasing property in support of the business plans and infrastructure needs of the Port. The Real Estate Division also markets Port properties for sale and provides technical and contracting services in support of the business plans and infrastructure needs of the Port. The associated staffing and indirect costs related to the Real Estate Division are located within the expenses of this division as nonoperating and all costs, associated

directly and properly identified as capital, are reported as capital costs and are located in the capital budget.

All assets and all liabilities (whether current or noncurrent) with the associated activity to these accounts are included in the statement of net position (or balance sheet). The reported fund position is segregated into net investment in capital assets, restricted, and unrestricted components of net position. Operating statements present increases (revenues and gains) and decreases (expenses and losses) in net position. The Port discloses changes in cash flows by a separate statement that presents the operating, noncapital financing, capital and related financing, and investing activities. Capital asset purchases are capitalized and long-term liabilities are accounted for in the statement of net position (or balance sheet).

C. Use of Estimates

The preparation of the Port's financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

D. Pension

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all state sponsored pension plans and additions to/deductions from those plans' fiduciary net position have been determined on the same basis as they are reported by the Washington State Department of Retirement Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

E. Summary of Significant Accounting Policies (Accounting and Reporting Change)

a. Change in Accounting Principle

There are no changes in accounting principles that impacted the Port's financial statements for 2019.

F. Assets, Liabilities, and Net Position

a. Cash and Cash Equivalents

It is the Port's policy to invest all temporary cash surpluses. At December 31, 2019, the Benton County Treasurer held just over \$8 million in short-term residual investments of surplus cash as discussed in Note 5, *Deposits and Investments* held in Washington State approved depository. These amounts are classified on the Statement of Net Position as cash and cash equivalents. Interest on deposits and investments are accounted for on the Statement of Revenues, Expenses, and Changes in Net Position as nonoperating revenues.

For purposes of the Statement of Cash Flows, the Port considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

b. Investments – See Note 5, *Deposits and Investments*.

c. Receivables and Unearned Revenues

Taxes receivable consist of property taxes and related interest and penalties. (See Note 12, *Property Tax*). Accrued interest receivable consists of amounts earned on investments, notes, and contracts at the end of the year.

Customer and tenant accounts receivable consist of amounts owed from private individuals or organizations for goods, services, or leases of property including amounts owed for which billings have not been prepared. The Port classifies prepaid rents from tenants as unearned revenue in the current liability section of the financial statements.

Notes and contracts receivable consist of amounts owed on open accounts from private individuals or organizations for goods and services rendered, from insurance proceeds to be received, or from property sales on contract.

d. Inventories

The Port maintains a small inventory of office supplies and maintenance parts. Parts and supplies are expensed as purchased and no cost of inventoried goods for these items is maintained.

e. Capital Assets and Depreciation - See Note 2, *Capital Assets and Depreciation*.

f. Other Assets, Debts, or Liabilities

Lease securities payable are lease securities or deposits held under the terms of certain lease agreements. The Port requires or allows its customers or tenants to provide security to satisfy contractual obligations. The Port classifies these amounts as lease securities and they are included in the current liability in the Statement of Net Position. The Port is allowed to draw from these lease securities in certain events as defined in these agreements, such as defaults or delinquencies in rent payment. The balance is determined by the lease terms and is recalculated according to the provisions of the agreements.

Unearned revenue includes amounts recognized as receivables (assets) but not revenues because the revenue recognition criteria have not been met.

Retainage payable under construction contracts are retainage amounts held and required to be paid upon full legal performance of the contractor. The Port reports the amounts owed to contractors under retainage payable on the Statement of Net Assets as a current liability.

Preliminary surveys or planning costs include preliminary costs incurred for proposed construction projects and are included in the construction in progress within the Port's capital assets. If the asset is successfully constructed and placed into service, the related costs become part of the cost of the

asset; if the project is abandoned, related costs are charged as a nonoperating or operating expense based on its proper operating or nonoperating definition previously described.

g. Deferred Outflows/Inflows of Resources

In accordance with GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, the Port reports a separate section for deferred inflows and outflows of resources. The deferred inflows and outflows consist of OPEB and Pension transactions. See Note 9, *OPEB* and Note 10, *Pension*.

h. Compensated Absences and Accrued Benefits

In accordance with GASB Statement No. 16, *Accounting for Compensated Absences*, the Port accrues a liability for compensated absences (e.g. paid time off). The Port records unpaid leave for compensated absences as an expense when earned and a liability when incurred.

Payable upon separation of services from the Port, PTO (paid time off) may be accumulated up to a maximum of 60 days at 100% of an employee's current salary and up to a maximum of 120 days at 50% of an employee's current salary. Employees are also allowed to cash out up to 30 days per year and the CEO up to 40 days per year of their unused PTO balances.

Furthermore, to encourage longevity at the Port, employees who have served for at least five years receive a lump sum payment based on a multiplier and years of service into their HRA VEBA upon separation.

i. Long-Term Debt – See Note 7, *Long-Term Debt and Changes in Long-Term Liabilities*.

## **NOTE 2 – CAPITAL ASSETS AND DEPRECIATION**

Capital assets, which include property, plant and equipment and infrastructure assets (e.g. roads, parking lots, sidewalks, and similar items), are reported in the Statement of Net Position. The Port's policy is to capitalize all assets with an initial, individual cost of \$1,000 or more and an estimated life of more than one year. Such assets are recorded at historical cost (or estimated historical cost, where historical cost is not known) if purchased or constructed. Donated capital assets are recorded at acquisition value (or estimated market value) at the date of donation. Donations by developers (and customers) are recorded at the contract price or acquisition value.

Cost for additions or improvements to capital assets are capitalized when they increase the effectiveness or efficiency of the asset. Major expenses for capital assets, including capital leases and major repairs that increase useful lives, are capitalized. Maintenance, repairs, and minor renewals are accounted for as expenses when incurred. (Obligations under capital leases, if any, are disclosed in Note 6, *Leases* and Note 7, *Long-Term Debt and Changes in Long-Term Liabilities*).

Ongoing major outlays for capital assets and improvements are capitalized under construction in progress (CIP).

Depreciation expense is charged to operations to allocate the cost of capital assets over their estimated useful lives, using the straight-line method with useful lives of 1 to 50 years. In general, furniture and equipment are depreciated over 5 to 7 years; improvements are depreciated over 15 to 25 years; and buildings are depreciated over 25 to 45 years.

The Port has acquired certain assets with funding provided by federal financial assistance programs. Depending on the terms of the agreements involved, the federal government could retain an equity interest in these assets. However, the Port has sufficient legal interest to accomplish the purpose for which the assets were acquired and has included such assets within the applicable account.

In the event of a sale or disposal of a significant capital asset, the original cost is removed from the Port's capital accounts, accumulated depreciation is charged with the accumulated depreciation related to the property sold or disposed, and the net gain or loss on disposition is credited or charged to income.

The Port did not have any impaired capital assets in 2019. Capital asset activity for the year ended December 31, 2019 was as follows:

	<b>Beginning Balance January 1</b>	<b>Deletions</b>	<b>Additions</b>	<b>Ending Balance December 31</b>
Capital assets, not depreciated:				
Land	\$ 10,727,274	\$ 2,080,420	\$ 4,214	\$ 8,651,068
Construction in progress	4,960,831	1,856,506	7,680,388	10,784,713
<b>Total capital assets, not depreciated</b>	<b>15,688,105</b>	<b>3,936,927</b>	<b>7,684,602</b>	<b>19,435,781</b>
Capital assets, depreciated:				
Buildings	35,344,951	-	-	35,344,951
Improvements other than buildings	9,962,232	100,781	1,550,812	11,412,263
Machinery and equipment	1,367,604	38,069	43,509	1,373,044
<b>Total capital assets, depreciated</b>	<b>46,674,787</b>	<b>138,849</b>	<b>1,594,320</b>	<b>48,130,258</b>
Less accumulated depreciation for:				
Buildings	8,478,338	-	828,239	9,306,576
Improvements other than buildings	4,665,882	98,881	583,284	5,150,285
Machinery and equipment	761,691	36,365	97,095	822,421
Total accumulated depreciation	13,905,911	135,247	1,508,618	15,279,282
Total capital assets, being depreciated (net)	32,768,877	3,602	85,702	32,850,976
<b>Total capital assets (net)</b>	<b>\$ 48,456,981</b>	<b>\$ 3,940,529</b>	<b>\$7,770,305</b>	<b>\$ 52,286,757</b>

### **NOTE 3 – CONSTRUCTION AND OTHER SIGNIFICANT COMMITMENTS**

As of December 31, 2019, The Port had three large active planning and construction projects; Columbia Drive Redevelopment, Vista Field Redevelopment, and Clover Island Shoreline enhancements. At year-end, the Port's commitments on contract were as follows:

<b>Project</b>	<b>Spent to Date</b>	<b>Remaining Commitment</b>
Vista Field Redevelopment	\$ 5,073,698	\$ 1,689,052
Columbia Drive Redevelopment, Tasting Room	\$ 1,803,573	\$ 220,261
Clover Island Shoreline 1135 Project	\$ 10,004	\$ 9,996
<b>Total</b>	<b>\$ 6,887,275</b>	<b>\$ 1,919,309</b>

Of the committed balance of approximately \$1.9 million, the Port has sufficient funding available to cover all cost as disclosed in Note 5, *Deposits and Investments*.

#### **NOTE 4 – CONTINGENCIES, LITIGATION, STEWARDSHIP, AND ACCOUNTABILITY**

There have been no material violations of financial, accountability, legal or contractual compliance requirements.

The Port has recorded in its financial statements all material liabilities, including an estimate for situations which are not yet resolved but where, based on available information, management believes it is probable that the Port will have to make payment. In the opinion of management, the Port’s insurance policies and/or self-insurance reserves are adequate to pay all known or pending claims.

As discussed in Note 7, *Long-Term Debt and Changes in Long-Term Liabilities*, the Port has no long-term debts.

As discussed in Note 3, *Construction Commitments*, the Port has committed to several projects that are under contract. They are fully funded by the Port’s revenues, cash, and investments.

The Port participates in a number of federal and state assisted programs. These grants are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grants. Management is not aware of any disallowances; however, if any, these would be immaterial.

In April, 2013, the Port Commission voted to close Vista Field Airport effective December 31, 2013. As of the date of this Financial Report, the Port is not aware of any further contingencies related to the closure of Vista Field Airport.

The Port entered into an interlocal agreement with the City of Kennewick in 2019. The interlocal commits \$1 million from the City’s RCCF allocation for development assistance on the Clover Island Shoreline Project (Resolution 2019-04). This project will also create additional marketable land for sale/lease to the public sector.

The Port Commission has directed the Chief Executive Officer to formalize an agreement with the City of Richland, contributing \$800 thousand of Port funding to installing infrastructure and utilities on Columbia Park Trail (Resolution 2020-02). This project will stimulate economic development in the Island View area of Richland, providing more incentive for businesses to relocate there.

On March 25, 2019 the Port received a citizen complaint alleging violation of Port Commission Rules of Policy and Procedure and the Open Public Meetings Act by two Port Commissioners. An investigation was conducted by independent legal counsel and findings were made that certain Rules had been violated by the two Port Commissioners. Pursuant to the Rules, corrective actions were recommended. One Commissioner accepted the

corrective action and one did not, appealing pursuant to the Rules. The appeal process is pending at this time. No monetary damages are claimed and no final decision has been issued as to whether the corrective action against the one Commissioner will be upheld.

Other than the instances described above, the Port Management believes that such disallowances of other grants or the tenant leases, if any, will be immaterial.

## **NOTE 5 – DEPOSITS AND INVESTMENTS**

### **Deposits**

The Benton County Treasurer is the *ex officio* treasurer for the Port of Kennewick and holds all accounts of the Port in the Port's name within the Benton County Treasurer's accounts. The Port directs the County Treasurer to invest Port financial resources which management has determined are not needed to meet the current financial obligations of the Port.

The Port is a participant in the Benton County Treasurer's Investment Pool (TIP), an external investment pool. The Port reports its investments in the Pool at cost, which is the value of the Pool per share. Benton County Treasurer is responsible for managing the Pool and has adopted a formal deposit and investment policy pursuant to RCW 36.29.020. The Benton County Finance Committee consists of the Benton County Treasurer as Chair, the Benton County Auditor as Secretary, and the Chair of the Board of Benton County Commissioners. All deposits and investments are subject to written policies and procedures adopted by the Benton County Finance Committee. The philosophy in developing the TIP was to create a locally managed diversified investment option that would take advantage of the economies of scale, simplify administration, and achieve a potentially higher yield than other available programs.

Deposits are classified on the Statement of Net Position as cash and cash equivalents. Investments with maturities of more than three months are classified on the Statement of Net Positions as investments. The Port of Kennewick had no investments and no insured or collateralized investments with maturities of more than three months as of December 31, 2019 since all of the Port's deposits are within the Benton County TIP and can be cashed out in their entirety daily or with a 10-day notice if over \$10 million as per the Investment Service Agreement.

**Custodial Risk.** Custodial risk for deposits and investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its deposits and investment or collateral securities that are in the possession of an outside party. The Port's deposits and certificates of deposit are entirely covered by federal depository insurance (FDIC) or by collateral held in multiple financial institutions collateral pool administered by the Washington Public Deposit Protection Commission (PDPC). The Benton County Treasurer's policy dictates that all deposits and investment instruments other than nonnegotiable certificates of deposit and monies placed with the Washington State Local Government Investment Pool are transacted on the delivery versus payment basis. This means that payment is made simultaneously with the receipt of the security. Securities are held in safekeeping in the county's name by an institution (custodian) under contract with the county Treasurer. Currently, safekeeping is with Bank of New York Mellon.

Port of Kennewick deposits by type at December 31, 2019 are as follows:

<b>Deposit</b>	<b>Maturity</b>	<b>Fair Value of Port of Kennewick's Own Investments</b>	<b>Amortized Cost of the Port of Kennewick Deposits</b>	<b>Total</b>
Benton County (External Investment Pool)	Daily	\$0.00	\$8,033,955	\$8,033,955
Gesa petty cash	Daily	\$0.00	\$15,000	\$15,000
Total		\$0.00	\$8,048,955	\$8,048,955

The Gesa \$15,000 petty cash account is highly liquid and is held at Washington State approved depositories.

External Investment Pool. The Benton County TIP is not registered with the Securities and Exchange Commission (SEC) as an investment company and does not have a credit rating. Oversight is provided by the Benton County Finance Committee. The Pool is established from the RCW 36.29 which authorizes the County Treasurer to invest the funds of participants. In 2012, the Board of Commissioners, Finance Committee, and County Treasurer authorized the expansion of the TIP and with that expansion, an alternative investment vehicle is available not only to the county, but allows for participation by other legally separate entities such as special districts and public agencies, for which the county is *ex officio* treasurer. Participation in the pool by districts and agencies is voluntary, with a signed Investment Service Agreement submitted to the county treasurer. The county and districts are able to take advantage of higher yielding investment opportunities by combining purchasing power while maintaining objectives of safety, liquidity, and yield.

**NOTE 6 – LEASES**

As of December 31, 2019, the Port had no material noncancellable contracts where the Port leases property as a lessee. The Port has one major customer that is just over 10% of total operating revenues.

The Port, as a lessor, enters into several operating leases with tenants for the use of properties at various locations, including Marine Division and Property Management Division land, facilities, and equipment rentals with minimum annual guarantees, securities, or deposits under lease terms of 1 to 50 years. In addition, some properties are rented on a month-to-month basis. Port procedure is to negotiate all leases at fair market value at the best of our abilities considering market conditions, economic factors, property condition and location, as well as other factors that may impact negotiating lease prices.

The Port currently has 17 noncancellable lease arrangements ranging in monthly payments between \$300 and \$11 thousand with either fixed, 2% to 4% rent escalation clauses. Seven of the noncancellable leases have contract terms ranging from one to four option(s) of 5- to 15-year lease renewal option(s). One lease contains a purchase option at fair market value at the end of the lease expiration.

The Port has calculated the minimum future lease rental income on noncancellable operating leases through their lease terms and with the optional extensions. On leases with optional extensions the Port included the extension periods if it is a land lease with significant improvements (e.g. building) or the Port has reason to believe the tenant will renew (e.g. long history with the Port).

The Port’s minimum future lease rental income on noncancellable operating lease terms remaining in excess of one year are as follows:

<i>Years Ending December 31</i>	
2020	\$ 739,388
2021	\$ 537,833
2022	\$ 416,384
2023	\$ 262,407
2024	\$ 206,560
Thereafter	\$ 7,440,956
<b>TOTAL</b>	<b>\$ 9,603,528</b>

The Port’s leased properties involved are in part used by internal Port operations, or in part of a building with land, and/or for land held for sale. It is not reasonably determinable to segregate the value of assets associated with producing minimum rental income from the value of the assets associated with an entire facility.

**NOTE 7 – LONG-TERM DEBT AND CHANGES IN LONG-TERM LIABILITIES**

A. Long-Term Debt, Refunded Debt, Conduit Debt, and Special Assessments

In August of 2018, the Port entered into a bond financing agreement to fund the Vista Field redevelopment project in the amount of \$5 million. The interest rate is 2.85% until the first rate reset date of June 1, 2023. As of December 31, 2019, the total draws to date on the bond are \$0 with no principal outstanding.

B. Notes Payable

As of December 31, 2019, the Port of Kennewick had no notes payable.

C. Changes in Long-Term Liabilities

As of December 31, 2019, the following changes occurred in long-term liabilities:

Type	ID No.	Description	Date of Original Issue	Date of Maturity	Beginning Balance January 1	Additions	Deletions	Ending Outstanding Balance December 31
GO	259.12	Compensated Absences	N/A	N/A	\$ 257,913	\$ 83,050	\$ -	\$ 340,963
GO	263.99	Accrued Benefits	N/A	N/A	-	172,500	-	172,500
GO	264.30	PERS/Pension Related	Jan-15	N/A	525,056	-	107,836	417,220
GO	263.40	OPEB/Pension Related	Jan-13	N/A	898,057	-	84,877	813,180
<b>Total Liabilities</b>				\$ -	<b>\$1,681,026</b>	<b>\$ 255,550</b>	<b>\$192,713</b>	<b>\$ 1,743,863</b>

Compensated absences accounts for accrued employee paid time off (PTO), which includes vacation and sick pay. Accrued benefits account for HRA Veba contributions for employees who have at least five years of service. In order to encourage longevity at the Port, employees will receive a lump sum payment based on a multiplier and years of service upon separation into their HRA Veba account. These liabilities are paid through the Port’s general budget (operating revenues or taxes levied) each year as employee uses their PTO.

The PERS and OPEB Pension related liabilities are not actual legal liabilities of the Port that require funding. The PERS and OPEB liabilities are accounting entries only required in order to be in compliance with Generally Accepted Accounting Principles.

**NOTE 8 – OTHER DISCLOSURES**

The Port had several contractual obligations which are discussed in Note 4, *Contingencies and Litigation*.

The Port has several real estate holdings that were originally purchased with the intent to develop, build, or lease. Real estate deemed no longer needed for Port purposes and available for sale in accordance with the Port’s Comprehensive Scheme of Development are as follows:

- 3.97 acres at Willows
- 3.2 acres at Cable Greens

**NOTE 9 – OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLANS**

Legally, the Port does not have a contractual obligation or a policy to maintain and provide its employees with continued medical insurance coverage after termination or retirement. The Public Employees Benefits Board (PEBB) plan document offers a subsidized retirement coverage to its plan participants and the Port can terminate medical insurance with no future obligation or liability to PEBB or its retirees. In order to be in compliance with GASB Statement No. 75, the Port adopted and implemented this statement in 2018.

The following table represents the aggregate OPEB amounts for all plans subject to the requirements of GASB 75 for the years ended December 31:

	<b>2019</b>
OPEB Liabilities	\$813,180
OPEB Assets	0
Deferred Outflows of Resources	6,894
Deferred Inflows of Resources	0
OPEB Expense	(\$68,612)

The Port provides to its retirees employer subsidies for postemployment medical insurance benefits (OPEB) provided through the Public Employees Benefits Board (PEBB). The actual medical costs are paid through annual fees and premiums to the PEBB.

## General Information about the OPEB Plan

### Plan Description

The PEBB was created within the Washington State Health Care Authority to administer medical, dental and life insurance plans for public employees and retirees and their dependents. Port employees who end public employment are eligible to continue PEBB insurance coverage as a retiree if they retire under the public employees' retirement system and are vested in that system.

### *Benefits Provided*

The Washington State Health Care Authority (HCA) administers PEBB plan benefits. For medical insurance coverage, the HCA has two claims pools: one covering employees and non-Medicare eligible retirees, and the other covering retirees enrolled in Medicare Parts A and B. Each participating employer pays a portion of the premiums for active employees. For retirees, participating employers provide two different subsidies: an explicit subsidy and an implicit subsidy.

The explicit subsidies are monthly amounts paid per post-65 retiree and spouse. As of the valuation date, the explicit subsidy for post-65 retirees and spouses is the lesser of \$168 or 50% of the monthly premiums. As of January 1, 2020, the subsidy increased to \$183 per month.

The implicit medical subsidy is the difference between the total cost of medical benefits and the premiums. For pre-65 retirees and spouses, the retiree pays the full premium amount, but that amount is based on a pool that includes active employees. Active employees will tend to be younger and healthier than retirees on average, and therefore can be expected to have lower average health costs. For post-65 retirees and spouses, the retiree does not pay the full premium due to the subsidy discussed above.

### *Employees Covered by Benefit Terms*

At December 31, the following employees were covered by the benefit terms:

Active Employees	16
Inactive Employees or beneficiaries currently receiving benefits	2
Inactive Employees Entitled to But Not Yet Receiving Benefit Payments	0
Total	18

### *Funding Policy*

The plan is funded on a pay-as-you-go basis and there are no assets accumulating in a qualifying trust.

### *Contributions.*

The OPEB relationship between PEBB employers and their employees and retirees is not formalized in a contract or plan document. Rather, the benefits are provided in accordance with a substantive plan. A substantive plan is one in which the plan terms are understood by the employers and plan members. This understanding is based on communications between the employers and plan members and the historical pattern of practice with regard to the sharing of benefit costs.



## Changes in the Total OPEB Liability

	<b>2019</b>
Balance – January 1	\$898,057
Service Cost	31,986
Interest	35,681
Changes in Experience and Data Assumptions	(136,279)
Changes in Benefit Terms	0
Benefit Payments	(16,265)
Other	0
Net Change in Total OPEB Liability	(84,877)
Total OPEB Liability - Ending	\$813,180

## Sensitivity of the Total OPEB Liability

*Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rate and Discount Rate.*

The following presents the total OPEB liability of the Port calculated using a discount rate and healthcare cost trend rates that are 1-percentage point lower or 1-percentage-point higher than the current discount rate and health care cost trend rates:

Total OPEB Liability	1% Decrease	Current	1% Increase
Discount Rate	\$971,300	<b>\$813,180</b>	\$687,495
Healthcare Trend	\$671,688	<b>\$813,180</b>	\$995,901

## OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

The Port recognized OPEB expense for the years ended December 31, measured as of June 30, 2019 as follows:

	<b>2019</b>
Service Cost	\$31,986
Interest Cost	35,681
Changes in Experience and Data Assumptions	(136,279)
Total OPEB Expense	(\$68,612)

At December 31, 2019 the Port reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Payments subsequent to the measurement date	\$6,894	\$0

Deferred outflows and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ending December 31	
2020	\$6,894

## **NOTE 10 – PENSION PLANS**

The following table represents the aggregate pension amounts for all plans subject to the requirements of the GASB Statement 68, *Accounting and Financial Reporting for Pensions* for the year 2019:

<b>Aggregate Pension Amounts - All Plans</b>	
Pension liabilities	\$ 417,220
Pension assets	\$ -
Deferred outflows of resources	\$ 149,667
Deferred inflows of resources	\$ (277,513)
Pension expense/expenditures	\$ 62,967

### **State Sponsored Pension Plans**

Substantially all Port's full-time and qualifying part-time employees participate in one of the following statewide retirement systems administered by the Washington State Department of Retirement Systems, under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans. The state Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems (DRS), a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems  
Communications Unit  
P.O. Box 48380  
Olympia, WA 98540-8380

Or the DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

### **Public Employee's Retirement System (PERS)**

PERS members include elected officials; state employees; employees of the Supreme, Appeals and Superior Courts; employees of the legislature; employees of district and municipal courts; employees of local governments; and higher education employees not participating in higher education retirement programs. PERS is comprised of three separate pension plans for membership purposes. PERS plans 1 and 2 are defined benefit plans, and PERS plan 3 is a defined benefit plan with a defined contribution component.

**PERS Plan 1** provides retirement, disability and death benefits. Retirement benefits are determined as 2% of the member’s average final compensation (AFC) times the member’s years of service. The AFC is the average of the member’s 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least 5 years of service. Members retiring from active status prior to the age of 65 may receive actuarially reduced benefits. Retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and nonduty disability payments, an optional cost-of-living adjustment (COLA), and a one-time duty-related death benefit, if found eligible by the Department of Labor and Industries. PERS 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

Contributions

The **PERS Plan 1** member contribution rate is established by State statute at 6%. The employer contribution rate is developed by the Office of the State Actuary and includes an administrative expense component that is currently set at 0.18%. Each biennium, the state Pension Funding Council adopts Plan 1 employer contribution rates. The PERS Plan 1 required contribution rates (expressed as a percentage of covered payroll) for 2019 were as follows:

<b>PERS Plan 1</b>		
<b>Actual Contribution Rates</b>	<b>Employer</b>	<b>Employee*</b>
January – June 2019		
PERS Plan 1	7.52%	6.00%
PERS Plan 1 UAAL	5.13%	
Administrative Fee	0.18%	
<b>Total</b>	<b>12.83%</b>	<b>6.00%</b>
July – December 2019		
PERS Plan 1	7.92%	6.00%
PERS Plan 1 UAAL	4.76%	
Administrative Fee	0.18%	
<b>Total</b>	<b>12.86%</b>	<b>6.00%</b>

Port of Kennewick’s actual contributions to the plan amounted to approximately \$59 thousand.

**PERS Plan 2/3** provides retirement, disability and death benefits. Retirement benefits are determined as 2% of the member’s average final compensation (AFC) times the member’s years of service for Plan 2 and 1% of AFC for Plan 3. The AFC is the average of the member’s 60 highest-paid consecutive service months. There is no cap on years of service credit. Members are eligible for retirement with a full benefit at 65 with at least five years of service credit. Retirement before age 65 is considered an early retirement. PERS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older, are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65. PERS Plan 2/3 members who have 30 or more years of service credit and are at least 55 years old can retire under one of two provisions:

- With a benefit that is reduced by 3% for each year before age 65; or
- With a benefit that has a smaller (or no) reduction (depending on age) that imposes stricter return-to-work rules.

PERS Plan 2/3 members hired on or after May 1, 2013 have the option to retire early by accepting a reduction of 5% for each year of retirement before age 65. This option is available only to those who are age 55 or older and have at least 30 years of service credit. PERS Plan 2/3 retirement benefits are also actuarially reduced to reflect the choice of a survivor benefit. Other PERS Plan 2/3 benefits include duty and nonduty disability payments, a cost-of-living allowance (based on the CPI), capped at 3% annually and a one-time duty related death benefit, if

found eligible by the Department of Labor and Industries. PERS 2 members are vested after completing five years of eligible service. Plan 3 members are vested in the defined benefit portion of their plan after 10 years of service; or after 5 years of service if 12 months of that service are earned after age 44.

**PERS Plan 3** defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. PERS Plan 3 members choose their contribution rate upon joining membership and have a chance to change rates upon changing employers. As established by statute, Plan 3 required defined contribution rates are set at a minimum of 5% and escalate to 15% with a choice of six options. Employers do not contribute to the defined contribution benefits. PERS Plan 3 members are immediately vested in the defined contribution portion of their plan.

Contributions

The **PERS Plan 2/3** employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2 and the defined benefit portion of Plan 3. The Plan 2/3 employer rates include a component to address the PERS Plan 1 UAAL and an administrative expense that is currently set at 0.18%. Each biennium, the state Pension Funding Council adopts Plan 2 employer and employee contribution rates and Plan 3 contribution rates. The PERS Plan 2/3 required contribution rates (expressed as a percentage of covered payroll) for 2019 were as follows:

<b>PERS Plan 2/3</b>		
<b>Actual Contribution Rates</b>	<b>Employer 2/3</b>	<b>Employee 2*</b>
January – June 2019		
PERS Plan 2/3	7.52%	7.41%
PERS Plan 1 UAAL	5.13%	
Administrative Fee	0.18%	
Employee PERS Plan 3		Varies
<b>Total</b>	<b>12.83%</b>	<b>7.41%</b>
July – December 2019		
PERS Plan 2/3	7.92%	7.90%
PERS Plan 1 UAAL	4.76%	
Administrative Fee	0.18%	
Employee PERS Plan 3		Varies
<b>Total</b>	<b>12.86%</b>	<b>7.90%</b>

Port of Kennewick’s actual contributions to the plan amounted to approximately \$92 thousand.

**Actuarial Assumptions**

The total pension liability (TPL) for each of the DRS plans was determined using the most recent actuarial valuation completed in 2019 with a valuation date of June 30, 2018.

The actuarial assumptions used in the valuation were based on the results of the Office of the State Actuary’s (OSA) *2007-2012 Experience Study* and the *2017 Economic Experience Study*.

Additional assumptions for subsequent events and law changes are current as of the 2018 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2019. Plan liabilities were rolled forward from June 30, 2018, to June 30, 2019, reflecting each plan’s normal cost (using the entry-age cost method), assumed interest and actual benefit payments.

- **Inflation:** 2.75% total economic inflation; 3.5% salary inflation
- **Salary increases:** In addition to the base 3.5% salary inflation assumption, salaries are also expected to grow by promotions and longevity.
- **Investment rate of return:** 7.4%

Mortality rates were based on the RP-2000 report's Combined Healthy Table and Combined Disabled Table, published by the Society of Actuaries. The OSA applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100% Scale BB. Mortality rates are applied on a generational basis; meaning, each member is assumed to receive additional mortality improvements in each future year throughout his or her lifetime.

There were minor changes in methods and assumptions that impact the Port PERS 1, 2, & 3 plans since the last valuation.

- OSA updated modeling to reflect providing benefit payments to the date of the initial retirement eligibility for terminated vested members who delay application for retirement benefits.
- OSA updated COLA programming to reflect legislation signed during the 2018 legislative session that provides PERS and TRS Plan 1 annuitants who are not receiving a basic minimum, alternate minimum, or temporary disability benefit with a one-time permanent 1.5% increase to their monthly retirement benefit, not to exceed a maximum of \$62.50 per month.

## **Discount Rate**

The discount rate used to measure the total pension liability for all DRS plans was 7.4%.

To determine that rate, an asset sufficiency test included an assumed 7.5% long-term discount rate to determine funding liabilities for calculating future contribution rate requirements. Consistent with the long-term expected rate of return, a 7.4% future investment rate of return on invested assets was assumed for the test. Contributions from plan members and employers are assumed to continue being made at contractually required rates, including PERS 2/3 employers, whose rates include a component for the PERS 1. Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.4% was used to determine the total liability.

## Long-Term Expected Rate of Return

The long-term expected rate of return on the DRS pension plan investments of 7.4% was determined using a building-block-method. In selecting this assumption, the Office of the State Actuary (OSA) reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered capital market assumptions and simulated expected investment returns provided by the Washington State Investment Board (WSIB). The WSIB uses the capital markets assumptions and their target asset allocation to simulate future investment returns over various time horizons.

## Estimated Rates of Return by Asset Class

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of June 30, 2019 are summarized in the table below. The inflation component used to create the table is 2.2% and represents the WSIB’s most recent long-term estimate of broad economic inflation.

Asset Class	Target Allocation	% Long-Term Expected Real Rate of Return Arithmetic
Fixed Income	20%	2.20%
Tangible Assets	7%	5.10%
Real Estate	18%	5.80%
Global Equity	32%	6.30%
Private Equity	23%	9.30%
	<b>100%</b>	

## Sensitivity of Net Pension Liability/(Asset)

The table below presents the Port’s proportionate share of the net pension liability calculated using the discount rate of 7.4%, as well as what the Port’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.4%) or 1-percentage point higher (8.4%) than the current rate.

	1% Decrease (6.4%)	Current Discount Rate (7.4%)	1% Increase (8.4%)
PERS 1	393,965	314,588	245,719
PERS 2/3	787,145	102,632	(459,057)

## Pension Plan Fiduciary Net Position

Detailed information about the State’s pension plans’ fiduciary net position is available in the separately issued DRS financial report.

**Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2019, Port reported a total pension liability for its proportionate share of the net pension liabilities as follows:

<b>Liability (or Asset)</b>	
PERS 1	\$ 314,588
PERS 2 & 3	\$ 102,632
<b>TOTAL</b>	<b>\$ 417,220</b>

At June 30, the Port’s proportionate share of the collective net pension liabilities was as follows:

	<u>6/30/19</u>	<u>6/30/18</u>	<u>Change</u>
PERS 1	.008181%	.007898%	.000283%
PERS 2/3	.010566%	.010093%	.000473%

Employer contribution transmittals received and processed by the DRS for the fiscal year ended June 30 are used as the basis for determining each employer’s proportionate share of the collective pension amounts reported by the DRS in the *Schedules of Employer and Nonemployer Allocations* for all plans.

The collective net pension liability (asset) was measured as of June 30, 2019, and the actuarial valuation date on which the total pension liability (asset) is based was as of June 30, 2018, with update procedures used to roll forward the total pension liability to the measurement date.

**Pension Expense**

For the year ended December 31, 2019, the Port recognized pension expense as follows:

<b>Pension Expense</b>	
PERS 1	\$ 28,877
PERS 2 & 3	\$ 34,090
<b>TOTAL</b>	<b>\$ 62,967</b>

## Deferred Outflows of Resources and Deferred Inflows of Resources

At December 31, 2019, the Port reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

PERS 1	Deferred Outflows of Resources	Deferred Inflows of Resources	PERS 2 & 3	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	-	-	Differences between expected and actual experience	\$29,404	(\$22,065)
Net difference between projected and actual investment earnings on pension plan investments	-	(21,017)	Net difference between projected and actual investment earnings on pension plan investments	\$0	(149,390)
Changes of assumptions	-	-	Changes of assumptions	\$2,628	(43,061)
Changes in proportion and differences between contributions and proportionate share of contributions			Changes in proportion and differences between contributions and proportionate share of contributions	\$43,089	(\$41,977)
Contributions subsequent to the measurement date	\$27,984		Contributions subsequent to the measurement date	\$46,561	
<b>TOTAL</b>	<b>\$27,984</b>	<b>(\$21,017)</b>	<b>TOTAL</b>	<b>\$121,683</b>	<b>(\$256,493)</b>

Deferred outflows of resources related to pensions resulting from the Port's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2020. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense if the net amount is under \$1,000. Other amounts reported as deferred outflows and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year	PERS 1	PERS 2/3
	Yearly Amortization	Yearly Amortization
2020	(4,640)	(45,794)
2021	(10,990)	(78,987)
2022	(3,922)	(36,318)
2023	(1,466)	(20,513)
2024	-	(3,927)
Thereafter	-	4,168
<b>Total Net Deferred (Inflows)/Outflows</b>	<b>(21,017)</b>	<b>(181,371)</b>

**NOTE 11 – PLEDGES OF FUTURE REVENUES**

In August of 2009, the Port of Kennewick entered into an interlocal agreement with the City of Kennewick establishing a Local Revitalization Financing Agreement as allowed by the State of Washington. The Port pledges the increased property taxes due to new construction stimulated by the City of Kennewick’s bond financing in an amount not to exceed \$14,000 per year for a period of 25 years. The Port reports the revenues and expenses within the nonoperations on the Statement of Revenues, Expenses and Changes in Net Position.

**NOTE 12 – PROPERTY TAX**

The county treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities.

Property Tax Calendar	
January 1	Taxes are levied and become an enforceable lien against properties.
February 14	Tax bills are mailed.
April 30	First of two equal installment payments is due.
May 31	Assessed value of property established for next year's levy at 100 percent of market value.
October 31	Second of two equal installment payments is due.

Property tax is recorded as a receivable and revenue when levied. Property tax collected in advance of the fiscal year to which it applies is recorded as a deferred inflow and recognized as revenue of the period to which it applies. No allowance for uncollectible tax is established because delinquent taxes are considered fully collectible. Prior year tax levies were recorded using the same principle, and delinquent taxes are evaluated annually.

The Port may levy up to \$0.45 per \$1,000 of assessed valuation for general governmental services. The Washington State Constitution and Washington State Law, RCW 84.55.010, limit the rate.

The Port’s regular tax levy for 2019 was \$0.31 per \$1,000 on an assessed valuation of \$13.6 billion for a total regular tax levy of just over \$4.2 million.

## **NOTE 13 – RISK MANAGEMENT**

Port of Kennewick is a member of the Cities Insurance Association of Washington (CIAW). Chapter 48.62 RCW authorizes the governing body of any one or more governmental entities to form together into or join a pool or organization for the joint purchasing of insurance, and/or joint self-insuring, and/or joint hiring or contracting for risk management services to the same extent that they may individually purchase insurance, self-insure, or hire or contract for risk management services. An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The program was formed on September 1, 1988 when 34 cities in the State of Washington joined together by signing an Interlocal Government Agreement to pool their self-insured losses and jointly purchase insurance and administrative services. As of December 1, 2019, there are 191 members in the program.

The program provides the following forms of joint self-insurance and reinsurance coverage for its members: property, including automobile comprehensive and collision, equipment breakdown, and crime protection and liability; including general, automobile and wrongful acts, which are included to fit members' various needs.

The program acquires liability insurance through their Administrator, Clear Risk Solutions that is subject to a per-occurrence self-insured retention (SIR) of \$100,000, with the exception of Wrongful Acts and Law Enforcement Liability which has a self-insured retention of \$25,000. Member are responsible for \$1,000 to \$10,000 deductible for each claim, while the program is responsible for the \$100,000 retention. Since the program is a cooperative program, there is a joint liability among the participating members toward the sharing of \$100,000 of the self-insured retention, in addition to the deductible. The program also purchases a Stop Loss Policy as another layer of protection to its membership, with an attachment point of \$1,910,871.

Property insurance is subject to a per-occurrence self-insured retention of \$25,000. Members are responsible for a \$1,000 deductible for each claim. The program bears the \$25,000 self-insured retention, in addition to the deductible.

Privacy and Network Liability coverage is offered with a \$10,000 member deductible and \$40,000 self-insured retention for systems using encryption and \$50,000 member deductible and \$50,000 self-insured for those without encryption.

Equipment breakdown insurance is subject to a per-occurrence deductible of \$2,500, which may vary per member with the exception of pumps and motors, which is \$10,000. Members are responsible for the deductible amount of each claim. There is no program self-insured retention on this coverage, with the exception of pumps and motors which is \$15,000 and is covered by the CIAW.

Members contract to remain in the pool for a minimum of one year, and must give notice before December 1, to terminate participation the following December 1. The Interlocal Agreement is renewed automatically each year. In the event of termination, a member is still responsible for contributions to the program for any unresolved, unreported, and in-process claims for the period they were a signatory to the Interlocal Agreement.

A board of 10 members is selected by the membership from three geographic areas of the state on a staggered term basis and is responsible for conducting the business affairs of the program.

The program has no employees. Claims are filed by members/brokers with Clear Risk Solutions, who has been contracted to perform program administration, underwriting, claims adjustment, and loss prevention for the program. Fees paid to the third-party administrator under this arrangement for the year ended December 31, 2019, were \$2,687,105.

The Port of Kennewick had no other material claims in 2019 other than two ongoing claims from 2017 (collapse of the 211-building due to the heavy snow fall) and a slip and fall. As of December 31, 2019, the Port has approximately \$582 thousand of insurance proceeds left to collect for the Port's newly constructed building. The Port received these funds on March 20, 2020. The slip and fall claim at the Vista Field Development Facility liability deductible is \$1 thousand and was paid in 2018. This claim was settled in November 2019, with no additional costs to the Port. There has been no claim settlements per occurrence or in the aggregate that exceeded coverage.

Port of Kennewick has chosen to be self-insured for unemployment insurance purposes. The Port had no claims during 2019 and no unemployment claims are outstanding as of December 31, 2019. The Port has sufficient unrestricted cash as disclosed in Note 5, *Deposits and Investments* to pay any future claims if incurred, and reserve policy in place (Resolution 2018-27).

#### **NOTE 14 – SUBSEQUENT EVENTS**

In accordance with the Port's Comprehensive Scheme of Development Plan and Budget, the Port had the following events subsequent to December 31, 2019:

- 1) The Port entered into a bond financing agreement to fund the Vista Field Phase-One(A) Infrastructure for the construction of a road, utilities, landscape improvements, and a water feature for \$5 million as indicated in Note 7, *Long-Term Debt and Changes in Long-Term Liabilities*. The Port had no draws in 2019. The Port withdrew \$5 million on May 15, 2020.

In February 2020, the Governor of the State of Washington declared a state of emergency in response to the spread of a deadly new virus. In the weeks following the declaration, precautionary measures to slow the spread of the virus have been ordered. These measures include closing schools, colleges and universities, cancelling public events, closing bars, restaurants, and other entertainment venues, and limiting gathering sizes.

Due to these closures, many businesses in the community have had negative financial impacts. The Port leases space to many businesses that have been affected by the closures, and we have received rent relief requests in the form of deferred rent. The Port has not received any requests to waive rent. The Port is in the process of analyzing and developing a plan to respond to these possible requests.

The length of time these measures will be in place, and the full extent of the financial impact on the Port is unknown at this time.

Port of Kennewick

MCAG No. 1699

REQUIRED SUPPLEMENTARY INFORMATION  
OTHER POSTEMPLOYMENT BENEFITS  
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS

As of June 30,

	2018	2019
<b>Total OPEB liability - beginning</b>	\$886,449	\$ 898,057
Service cost	36,525	31,986
Interest	32,933	35,681
Changes in benefit terms	0	0
Differences between expected and actual experience	0	0
Changes of assumptions	(51,687)	(136,279)
Benefit payments	(6,163)	(16,265)
Other changes	0	0
<b>Total OPEB liability - ending</b>	<u>898,057</u>	<u>813,180</u>
<b>Covered-employee payroll</b>	1,170,103	1,223,389
<b>Total OPEB liability as a % of covered payroll</b>	76.75%	66.47%

Note to Schedule

Changes of benefit terms:

For 2018, amounts presented reflect a \$150 per month in the retirees' share of health insurance premiums.

For 2019, amounts presented reflect a \$168 per month in the retirees' share of health insurance premiums.

Changes of assumptions: Changes assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are discount rates used in each period:

2018 3.58% to 3.87%

2019 3.87% to 3.50%

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB 75.

**Port of Kennewick**

**MCAG No. 1699**

**REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF THE PORT'S PROPORTIONATE SHARE OF  
THE NET PENSION LIABILITY**

**As of June 30,**

**PERS 1**

Port of Kennewick					
Schedule of Proportionate Share of the Net Pension Liability					
PERS 1					
As of June 30, 2019					
	2015	2016	2017	2018	2019
Employer's proportion of the net pension liability (asset)	0.007%	0.008%	0.007%	0.008%	0.008%
Employer's proportionate share of the net pension liability	\$ 391,535	\$ 455,094	\$ 338,561	\$ 352,727	\$ 314,588
Employer's covered payroll	\$ 857,894	\$ 947,168	\$ 982,936	\$ 1,058,341	\$ 1,156,993
Employer's proportionate share of the net pension liability as a percentage of covered payroll	45.64%	48.05%	34.44%	33.33%	27.19%
Plan fiduciary net position as a percentage of the total pension liability	59.10%	57.03%	61.24%	63.22%	67.12%

**PERS 2 & 3**

Port of Kennewick					
Schedule of Proportionate Share of the Net Pension Liability					
PERS 2 & 3					
As of June 30, 2019					
	2015	2016	2017	2018	2019
Employer's proportion of the net pension liability (asset)	0.007%	0.011%	0.009%	0.010%	0.010%
Employer's proportionate share of the net pension liability	\$ 345,229	\$ 546,188	\$ 318,857	\$ 172,329	\$ 172,329
Employer's covered payroll	\$ 857,894	\$ 947,168	\$ 982,936	\$ 1,058,341	\$ 1,058,341
Employer's proportionate share of the net pension liability as a percentage of covered payroll	40.24%	57.67%	32.44%	16.28%	16.28%
Plan fiduciary net position as a percentage of the total pension liability	89.20%	85.82%	90.97%	95.77%	97.77%

Information is required to be presented for 10 years. However, until a full 10 year trend is compiled, the Port will present information for only those years for which information is available.

**Port of Kennewick**

**MCAG No. 1699**

**REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF THE PORT'S CONTRIBUTIONS**

**As of December 31,**

**PERS 1**

	2015	2016	2017	2018	2019
Statutorily or contractually required contributions	\$ 39,197	\$ 46,063	\$ 49,899	\$ 55,712	\$ 59,097
Contributions in relation to the statutorily or contractually required contributions	\$(39,197)	\$(46,063)	\$(49,899)	\$(55,712)	\$(59,097)
Contribution deficiency (excess)	0	0	0	0	0
Covered payroll	892,400	965,689	1,018,370	1,100,187	1,194,396
Contributions as a percentage of covered payroll	4.39%	4.77%	4.90%	5.06%	4.95%

**PERS 2 & 3**

	2015	2016	2017	2018	2019
Statutorily or contractually required contributions	\$ 51,950	\$60,162	\$69,853	\$82,516	\$ 90,047
Contributions in relation to the statutorily or contractually required contributions	\$(51,950)	\$(60,162)	\$(69,853)	\$(82,516)	\$(90,047)
Contribution deficiency (excess)	0	0	0	0	0
Covered payroll	892,400	965,689	1,018,370	1,100,187	1,194,396
Contributions as a percentage of covered payroll	5.82%	6.23%	6.86%	7.50%	7.54%

Information is required to be presented for 10 years. However, until a full 10-year trend is compiled, the Port will present information for only those years for which information is available.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners  
Port of Kennewick  
Kennewick, Washington

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Port of Kennewick, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise Port of Kennewick's basic financial statements, and have issued our report thereon dated August 27, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Port of Kennewick's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Port of Kennewick's internal control. Accordingly, we do not express an opinion on the effectiveness of Port of Kennewick's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Port of Kennewick's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**CliftonLarsonAllen LLP**

Yakima, Washington  
August 27, 2020