



REGULAR COMMISSION MEETING

PORT OF KENNEWICK

NOVEMBER 10, 2009 MINUTES

CALL TO ORDER

Commission President David Hanson called the Commission meeting to order at 2:00 p.m. in the Port of Kennewick Commission Chambers located at 350 Clover Island Drive, Suite 200, Kennewick, Washington 99336.

The following were present:

Board Members: David Hanson, President
Gene Wagner, Vice President
Calvin E. Dudney, Secretary

Staff Members: Tim Arntzen, Executive Director
Larry Peterson, Director of Planning & Development
Dan Cryer, Director of Operations/Airport Manager
Teresa Hancock, Real Estate * & Project Specialist
Mary Fitch, Finance Specialist & Marina Manager
Laury Shumaker, Administrative Assistant
Craig Walker, Port Counsel

PLEDGE OF ALLEGIANCE

Commissioner Hanson led the Pledge of Allegiance.

PUBLIC COMMENT:

Lynn Rogers, President of the Sand and Sage Sports Car Club, extended this thanks to the Port for use of the West Richland Racetrack property, with special thanks to Dan Cryer and Mike Boehnke for keeping the property in good condition, enabling them to continue to put on high quality events. Mr. Rogers invited Port staff to their annual season banquet the Saturday after next. Mr. Arntzen added that Mr. Rogers, in addition to speaking at the meeting, sent the Port his thoughts on possible long-term use of the property and invited Mr. Rogers to comment on that letter at this time if he wished to. Mr. Rogers declined the offer to speak; Commissioner Hanson asked that staff review the letter and bring back a recommendation for the Commissioners to consider. Mr. Arntzen thanked Mr. Rogers for taking the time to send in his comments.

CONSENT AGENDA

The consent agenda consisted of the following:

- A) Approval of Warrant Register dated October 31, 2009
- B) Approval of Warrant Registers dated November 10, 2009
 - *Approval of Expense Fund Vouchers No. 29848 through 29889 totaling \$53,694.09*
 - *Construction Fund Vouchers No. 2645 through 2654 totaling \$41,380.52*
 - *Airport Operations Fund Vouchers No. 40944 through 40948 totaling \$2117.81*
 - *Airport Improvement Fund Voucher No. 367 totaling \$46.50*
- C) Resolution 2009-35 Amending Port Policies and Procedure
- D) Resolution 2009-36 Approving Secondary Emergency Vehicle Access Easement in the Southridge Village Area



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E) Approval of Minutes:

1. *October 13, 2009 Planning Workshop*
2. *October 13, 2009 Regular Commission Meeting*
3. *October 27, 2009 Preliminary Budget Workshop & Regular Commission Meeting*

Commissioner Wagner moved approval of the consent agenda; Commissioner Dudney seconded, with no further discussion motion carried unanimously.

UNFINISHED BUSINESS

Resolution 2009-37 Accepting Clover Island Yacht Club/Office building

Director of Planning & Development Larry Peterson

The Port has received the certificate of occupancy from the city of Kennewick, making it appropriate for the Port to accept the Clover Island Yacht Club/Office building as complete. This action will start the lien-filing process - the last step to close out the project.

Commissioner Dudney moved approval of Resolution 2009-37 Accepting Clover Island Yacht Club/Office building; Commissioner Wagner seconded, with no further discussion motion carried unanimously.

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. *Clover Island Update - Director of Planning & Development Larry Peterson*

- **Lighthouse & Gateway Update**

Lighthouse – Mountain States Construction poured a test panel to ensure the concrete texture methodology was correct, and will pour an additional panel to determine the correct color. Mr. Peterson showed a picture of the proposed turret section above the concrete panels. The project completion should occur prior to Christmas. Landscaping will be finished after the first of the year.

Gateway - Substantial work is continuing on the gateway; the stacked stone look will be carried out in a 4' retaining wall around the lighthouse. The 62' long gateway arch is being fabricated in one piece in Spokane.

- **Cost Savings Report - Director of Operations & Airport Manager Dan Cryer**

\$3000 was budgeted for the Port's potable water system and fire sprinkler system winterization in the 2009 budget. Mr. Cryer and Maintenance Supervisor Mike Boehnke have been training with the contractors that are responsible for carrying out the process for the past year and a half, and consulting with the fire sprinkler company, which will enable them to carry out the tasks themselves, lowering the line item to between \$500 and \$1000 for the 2010 budget, down from the \$3000 in this year's budget.

The Commissioners thanked Mr. Cryer for a job well done.



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- Governor's Best Practice Award - *Executive & Director Tim Arntzen*
Mr. Arntzen reported Port and City of Richland representatives traveled to Spokane to receive one of five economic development awards given state-wide by Washington State Governor Christine Gregoire and displayed the award for the audience. The award was for the Spaulding Business Park, in partnership with the City of Richland. Mr. Arntzen commented it is nice to have the accomplishments of entities on the east side of the mountains be recognized and the project is a great example of a partnership with the private sector and the City of Richland.

B. Meeting Reports

- Commissioner Wagner attended the Good Roads and Transportation Association meeting; Council of Governments and other regular monthly meetings.
- Commissioner Hanson had no report.
- Commissioner Dudney attended monthly meetings.
- Executive Director Tim Arntzen met with Clover Island Inn Manager Mark Blotz to discuss a mutually beneficial agreement regarding the lease rate establishment for the hotel. This meeting was the beginning of the first phase of negotiating and was very productive. One possibility discussed might be crediting the hotel, for any master plan capital project they do, from the capital projects fund. This solution would ensure there is no question of gifting public funds and the Port receives the full value of the rent. Mr. Arntzen hopes to present a proposal to the Commissioners regarding this issue at the first meeting in December. Mr. Arntzen also toured property in Benton City with Mayor Carnahan; attended the NW Marina Conference in Seattle; attended the WPPA legislative meeting in Olympia; and had lunch with Benton County Commissioner Leo Bowman. Mr. Arntzen reminded the Commissioners that he will be traveling to the general aviation airport in Caldwell ID on Friday which could give the Port a better understand of one community's implementation of the JUB Master Plan.
- Director of Planning & Development Larry Peterson attended a State Fish and Wildlife Department meeting. The permits for the shoreline enhancement project, including the shoreline aquatic enhancement, shoreline stabilization and the pathways were obtained and they are working on the next project, the \$500,000 ALEA grant for enhancement of the shoreline from the levy to the lighthouse site, to ensure the project is what the State Fish and Wildlife Department expected; undulating shorelines are not the norm. In response to Mr. Arntzen's question, Mr. Peterson said that the Umatilla's support an undulating shoreline because it mimics a more natural shoreline and the plan includes native vegetation they requested. The Tribe submitted a letter in support of the Port's efforts to enhance the Clover Island shoreline which has been helpful in the permitting process. Mr. Peterson also attended the Benton Franklin Council of Governments Advisory Committee where there was consensus that, despite the economy, the time is right for construction of roadway projects.



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- Director of Operations & Airport Manager Dan Cryer attended an Endures (insurance provider) board meeting and was pleased to hear that the hike in insurance rates may not materialize. Mr. Cryer also attended the Tri-Cities Visitor & Convention Bureau Annual Meeting and Tourism Showcase; and the Confluence Project lunch with Director of Governmental Relations & Marketing Tana Bader Inglima, Confluence Project staff and representatives from the arts community in support of the artwork in Sacajawea State Park and other regional art.
- Marina Manager Mary Fitch attended the NW Marina Conference.

C. Non-Scheduled Items – Executive & Director Tim Arntzen

- The Port newsletter "*Vision*" is out – Ms. Bader Inglima fielded a phone call from a taxpayer who liked the publication and the discussion about Clover Island improvements and revitalization of downtown Kennewick, citing Arculus’ plan that shows the carousel on Columbia Drive, which he hopes the agencies will find a location for soon.
- Mr. Arntzen suggested the Port send a letter from the Commission President and he, welcoming new City of Kennewick elected officials and thanking the existing elected officials, and also, consider postponing action on the Vista Field Airport contract until the new members have an opportunity to be brought up to date. Commissioner Hanson concurred that action on the contract be put on hold for the present time. Mr. Arntzen and legal counsel Craig Walker will research the legalities of the timing of the swearing in of the new Commissioner.
- Mr. Arntzen took the opportunity to thank Commissioner Dudney for his dedication during his tenure as Commissioner, and recognized Commissioner-elect Skip Novakovich, who was in the audience.

PUBLIC COMMENTS

Kennewick Arts Commission President Barb Carter – Since the Port approved the purchase of the “*Family Group*” art piece she has been actively searching for funds. She has received positive responses from people; has received a \$1,000 donation from the Kay Metz family; will be asking the Arts Commission for funding at their next meeting and she is distributing information flyers on the art piece and the opportunity to donate to its placement costs. Ms. Carter thanked the Commissioners for all their support of public art in community.

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 2:27 p.m.

APPROVED:

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

David Hanson, President

Gene Wagner, Vice President

Calvin E. Dudney, Secretary

PORT OF KENNEWICK

RESOLUTION 2009-35

***A RESOLUTION OF THE BOARD of COMMISSISONERS
OF PORT of KENNEWICK AMENDING
PORT POLICIES and PROCEDURES***

WHEREAS, Each year staff reviews the Port policies to determine whether changes should be made to reflect current conditions or potential improvements in operations; and

WHEREAS, Staff has reviewed policies and has identified a proposed change which would be in the best interest of the public; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Port of Kennewick hereby approves amending Port policies as follows:

Amendment No. 1:

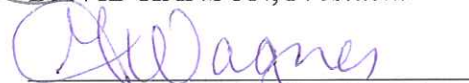
Port of Kennewick's Policy Manual shall be amended to reflect the Port will offer a \$1000 incentive to all employees and Commissioners if they select the lowest cost Health Insurance plan(s) to the Port of Kennewick. This \$1000 is reimbursable expenses for co-payments and out of pocket expenses incurred for health care; however employee or Commissioner may option to receive the \$1000 as allowance, which will be taxable to the employee. The reimbursement or allowance shall be paid out no more than quarterly to the employee or Commissioner. The Port Director of Finance/Auditor will notify staff and Commissioners of the applicable lowest cost plan(s).

ADOPTED by the Board of Commissioners of Port of Kennewick this 10th day of November 2009.


**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**



DAVID HANSON, *President*



GENE WAGNER, *Vice President*



CALVIN E. DUDNEY, *Secretary*

PORT OF KENNEWICK

Resolution No. 2009-36

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF PORT OF KENNEWICK APPROVING SECONDARY EMERGENCY VEHICLE ACCESS
EASEMENT IN THE SOUTHRIDGE VILLAGE AREA**

WHEREAS, the adjacent property owner William Smith Properties, Inc has requested a 50-foot wide Secondary Emergency Vehicle Access easement over and across Lot 7, Short Plat 3167; and

WHEREAS, the proposed easement would allow an increased yet compatible level of development on the property adjacent to the Port's contract holdings; and

WHEREAS, the location of the proposed easement is adjacent and parallel with a lot line thereby minimizing impact, if any, to the Port's remaining properties; and

WHEREAS, the Port entered into Purchase and Sale Agreement with Southridge Village LLC with respect to the property in question and Southridge Village LLC approves of the granting of the Secondary Emergency Vehicle Access easement; and

WHEREAS, Port staff and the port attorney have reviewed the proposed Secondary Emergency Vehicle Access easement and find it is in proper form and is in the port's best interest; and

NOW, THEREFORE;

BE IT HEREBY RESOLVED that the Board of Commissioners of Port of Kennewick hereby approve Resolution 2009-36 authorizing the Port's Executive Director to execute all necessary documentation associated with granting a Secondary Emergency Vehicle Access easement to William Smith Properties, Inc.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 10th day of November 2009.

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

By: _____

DAVID HANSON, *President*

By: _____

GENE WAGNER, *Vice President*

By: _____

CALVIN DUDNEY, *Secretary*

PORT OF KENNEWICK

Resolution No. 2009-37

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK ACCEPTING THE CLOVER ISLAND YACHT CLUB/OFFICE BUILDING PROJECT COMPLETED BY CHERVENELL CONSTRUCTION COMPANY

WHEREAS, upon notification by Chervenell Construction Company that the Clover Island Yacht Club/Office Building project has been substantially completed in accordance with the plans and specifications prepared by Bernardo-Wills Architects and the Port of Kennewick; and

WHEREAS, Bernardo-Wills Architects, the City of Kennewick and the Port of Kennewick staff have inspected the work and certified that it has been completed in accordance with the plans and specifications;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick hereby accepts the work of Chervenell Construction Company as being substantially completed in accordance with the contract documents; and

BE IT FURTHER RESOLVED that upon completion of all required documentation for the project, the Executive Director is authorized to proceed with the necessary requirements to finalize the project account.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 10th day of November, 2009.

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

By: _____

DAVID HANSON, *President*

By: _____

GENE WAGNER, *Vice President*

By: _____

CALVIN DUDNEY, *Secretary*