

AGENDA

Port of Kennewick
Regular Commission Meeting
Port of Kennewick commission Chambers
350 Clover Island Drive, Suite 200
Kennewick, Washington

Tuesday, August 25, 2009
2:00 p.m.

- I) **CALL TO ORDER**
- II) **PLEDGE OF ALLEGIANCE**
- III) **PUBLIC COMMENT** (*Please state your name and address for the public record*)
- IV) **CONSENT AGENDA**
 - A) Approval of Warrant Register dated August 14, 2009
 - B) Approval of Warrant Registers dated August 25, 2009
 - C) Approval of Regular Commission Meeting Minutes – August 11, 2009
 - D) Approval of Southridge Village LLC Real Estate Contract Extension
 - E) Approval of Replacement Parking Lot Change Order
 - F) Approval of Resolution 2009-26 *Adopting a Records Management Committee & Appointing a Records Officer*
 - G) Approval of Resolution 2009-27 *Authorizing Amendments to the Personnel Policy*
- V) **OLD BUSINESS**
 - A) Resolution 2009-25 *Approval of Local Revitalization Financing Interlocal with City of Kennewick*
- VI) **NEW BUSINESS**
 - A) Resolution 2009-28 *Lighthouse Construction Management*
- VII) **REPORTS, COMMENTS AND DISCUSSION ITEMS**
 - A) Clover Island Update
 - B) Lighthouse & Gateway Update
 - C) Parking Lot Update
 - D) Joseph OR Visit with Artist and Foundry Tour
 - E) TV Spots
 - F) Meeting Reports
 - G) Non-Scheduled Items
- VIII) **PUBLIC COMMENT** (*Please state your name and address for the public record*)
- IX) **EXECUTIVE SESSION**
 - A) Real Estate Matter: RCW 42.30.110(c)
- X) **ADJOURNMENT**

PLEASE SILENCE CELL PHONES

PORT OF KENNEWICK

Resolution 2009-25

***A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF PORT OF KENNEWICK AUTHORIZING AN INTERLOCAL COOPERATIVE AGREEMENT
WITH CITY OF KENNEWICK TO ENTER INTO THE LOCAL REVITALIZATION FINANCING
OF THE SOUTHRIDGE REVITALIZATION AREA***

WHEREAS, City is authorized by Second Substitute Senate Bill 5045 (Chapter 270, Laws of 2009) (the “Act”) to establish “revitalization areas” and to use “local revitalization financing” therein to finance “public improvements” that are reasonably likely to increase private investment and employment within such revitalization areas and generate increases in state and local property, sales, and use tax revenues;

WHEREAS, the City created on July 28, 2009, pursuant to Ordinance No. 5265 (the “Ordinance”), a revitalization area designated as the “Southridge Revitalization Area” (the “Revitalization Area”); and

WHEREAS, the City and the Port wish to evidence their respective agreements pertaining to the use of “local property tax allocation revenues” for purposes of local revitalization financing of public improvements within the Revitalization Area; and

WHEREAS, the City and the Port recognize that there are various partners that will contribute towards the cost of public infrastructure in the Revitalization Area and the Port’s portion is at a maximum of \$14,000 a year for 25 years as outlined in an Interlocal Cooperative Agreement between the City and Port; and

WHEREAS, the City and the Port recognize that the Port does not have authority to construct parks not in conjunction with Port owned facilities. Furthermore, the City and the Port recognize that the Port has legal and audit implications on a portion of property within the Southridge Revitalization Area that is currently under a developer contract. Therefore, the Port funds must be directed to Hildebrand Boulevard and the Water and Sewer System construction projects only.

WHEREAS, An Interlocal Cooperative Agreement between Port of Kennewick and City of Kennewick establishing financing of the project and terms of agreement have been prepared;

WHEREAS, An Interlocal Cooperative Agreement follows the Revised Codes of Washington Interlocal Cooperation Act 39.34;

NOW, THEREFORE;

BE IT HEREBY RESOLVED that the Board of Commissioners of Port of Kennewick hereby approve Resolution 2009-2 authorizing the Port’s Executive Director to execute all necessary documentation associated with the Interlocal Cooperative Agreement with City of Kennewick to enter into the Local Revitalization Financing of the Southridge Revitalization Area.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 25th day of August 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. 2009-26

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK ADOPTING A RECORDS MANAGEMENT
COMMITTEE AND APPOINTING A RECORDS OFFICER**

WHEREAS, it is the policy of the Port of Kennewick to comply with state law regarding the retention, protection, public accessibility, and disposal of all Port's records, and

WHEREAS, in order for the Port of Kennewick to comply with state law, the Commission must appoint a Records Officer and establish a records committee as per RCW 40.14.040 through RCW 40.14.070, and

WHEREAS, the Port of Kennewick would like to revise Resolution 2005-50 and declare a new Records Officer, and

NOW THEREFORE, BE IT RESOLVED that the Port of Kennewick Commission hereby appoints the Administration Assistant as the Port of Kennewick Records Officer and adopts a records committee that consist of The Records Officer, The Director of Finance/Auditor and the Port Attorney and hereby authorizes the Port's records committee to develop and enforce a Records Management Program.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 25th day of August, 2009.

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

By: _____
GENE WAGNER, *President*

By: _____
DAVID HANSON, *Vice President*

By: _____
CALVIN DUDNEY, *Secretary*

PORT OF KENNEWICK

Resolution No. 2009-27

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK AUTHORIZING
AMENDMENTS TO THE PORT'S PERSONNEL MANUAL**

WHEREAS, The Port of Kennewick (Port) has a personnel manual in effect which addresses general administrative and personnel matters; and

WHEREAS, This manual must be updated occasionally with all revisions being approved by the Port Commission via Resolution; and

WHEREAS, Staff proposes revisions to the manual are in the best interest of the Port:

NOW, THEREFORE;

BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby approve revisions to the Port's personnel manual, which manual shall remain in effect until further revised.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 25th day of August 2009.

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

By: _____
GENE WAGNER, *President*

By: _____
DAVID HANSON, *Vice President*

By: _____
CALVIN DUDNEY, *Secretary*

PORT OF KENNEWICK

Resolution No. 2009-28

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK
APPROVING A PROPOSAL BY THE HDJ DESIGN GROUP, PLLC, TO PROVIDE
CONSTRUCTION MANAGEMENT SERVICES FOR THE CLOVER ISLAND LIGHTHOUSE
AND GATEWAY PROJECT***

WHEREAS, the unique nature of the Lighthouse and Gateway project coupled with the immediate proximity of the Columbia River require construction management oversight beyond that which staff has time and resources to provide; and

WHEREAS, involvement of Federal Housing and Urban Development Block Grant monies in the project requires an enhanced level of scrutiny beyond which staff has time and resources to provide; and

WHEREAS, the HDJ Design Group PLLC, led the design team which generated the Lighthouse & Gateway bid documents, therefore is keenly aware of the details of the project; and

WHEREAS, the HDJ Design Group PLLC, proposal indicates the cost of services will be on a time and expense basis not to exceed \$56,900.00 without further authorization;

NOW, THEREFORE:

BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick does hereby approve the proposal by HDJ Design Group to provide construction management services for the Clover Island Lighthouse and Gateway project for an amount not to exceed \$56,900.00; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to sign any contract documents necessary to implement the work of HDJ Design Group, PLLC.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 25th day of August, 2009.

***PORT OF KENNEWICK
BOARD OF COMMISSIONERS***

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DAVID HANSON, *President*

By: _____
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