

AGENDA

*Port of Kennewick
Special Commission Business Meeting
Port of Kennewick Commission Chambers
350 Clover Island Drive, Suite 200, Kennewick, Washington*

Tuesday, May 9, 2017

3:00 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA
- IV. PUBLIC COMMENT (*Please state your name and address for the public record*)
- V. CONSENT AGENDA
 - A. Approval of Direct Deposit and ePayments Dated May 2, 2017
 - B. Approval of Warrant Register Dated May 9, 2017
 - C. Approval of Regular Commission Business Meeting Minutes April 25, 2017
- VI. REPORTS, COMMENTS AND DISCUSSION ITEMS
 - A. Congress for New Urbanism (CNU) Conference (TIM, COMMISSIONERS, LARRY)
 - B. Vista Field Update (LARRY)
 - C. Commissioner Meetings (formal and informal meetings with groups or individuals)
 - D. Non-Scheduled Items
- VII. PUBLIC COMMENT (*Please state your name and address for the public record*)
- VIII. ADJOURNMENT

PLEASE SILENCE CELL PHONES

PORT OF KENNEWICK and CITY OF KENNEWICK, and BENTON COUNTY
Event Announcing County Partnership in Columbia Drive Urban Revitalization Area

PUBLIC NOTICE IS HEREBY GIVEN that the Port of Kennewick, City of Kennewick, and Benton County will hold a public event to announce the County's investment of funding for infrastructure to complete Columbia Gardens Phase 2 and to prepare for future mixed-use commercial development at The Willows. The event will be held **Tuesday, May 9, 2017 at 1:30 p.m. at 301 Columbia Drive** (just west of the current wine village construction site, near Zip's in historic downtown Kennewick, Washington). Event parking will be available from the Cedars Street/Columbia Drive intersection; and directional event signs will be visible from Columbia Drive.

The public is welcome and encouraged to attend.



PORT OF KENNEWICK REGULAR COMMISSION MEETING

DRAFT

APRIL 25, 2017 MINUTES

CALL TO ORDER

Commission President Skip Novakovich called the Regular 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: Skip Novakovich, President
Thomas Moak, Vice-President
Don Barnes, Secretary

Staff Members: Tim Arntzen, Chief Executive Officer
Tana Bader Inglima, Deputy Chief Executive Officer
Amber Hanchette, Director of Real Estate and Operations
Nick Kooiker, Chief Financial Officer/Auditor
Larry Peterson, Director of Planning & Development
Lisa Schumacher, Special Projects Coordinator
Bridgette Scott, Executive Assistant
Lucinda Luke, Port Counsel

PLEDGE OF ALLEGIANCE

Mark Blotz led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

It is the consensus of the Commission to approve the Agenda as presented.

PUBLIC COMMENT

Mark Blotz, 5727 West Victoria, Kennewick. Mr. Blotz, General Manager of Clover Island Inn, thanked the Port for their advertising support for Clover Island Inn's Annual Summer Concert Series. The Summer Concert Series kicks off on May 28, 2017 with Hells Belles performing and the Thunder on the Island series will begin Wednesday June 14 through August 16 and features local live bands and a family friendly atmosphere. Night Ranger will perform on August 18, 2017 and the Summer Series will wrap up on September 3, with The Shades and Colorblind performing. Mr. Blotz stated the Inn has received many positive comments from Clover Island tenants and the community about the concert series.

No comments were made.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 25, 2017 MINUTES

DRAFT

CONSENT AGENDA

Consent agenda consisted of the following:

- A. *Approval of Direct Deposit and E-Payments Dated April 3, 2017***
Direct Deposit and E-Payments totaling \$68,516.59
- B. *Approval of Warrant Registers Dated April 11, 2017***
Expense Fund Voucher Numbers 38959 through 39001 for a grand total of \$230,197.01
- C. *Approval of Direct Deposit and E-Payments Dated April 18, 2017***
Direct Deposit and E-Payments totaling \$49,644.20
- D. *Approval of Warrant Registers Dated April 25, 2017***
Expense Fund Voucher Numbers 39052 through 39100 for a grand total of \$527,713.62
- E. *Approval of Regular Commission Business Meeting Minutes March 28, 2017***

MOTION: *Commissioner Moak moved for approval of the Consent Agenda, as presented; Commissioner Barnes seconded. With no further discussion, motion carried unanimously. All in favor 3:0.*

NEW BUSINESS

- A. *Approval of Interlocal Agreement between Port of Kennewick, City of Kennewick and Benton County for Rural County Capital Funds; Resolution 2017-08***

Mr. Arntzen stated Port and City staff have been working in partnership on the Rural County Capital Funds application for Phase 2 of Columbia Gardens Artisan Village and The Willows and this is the final step in the process. Mr. Arntzen stated Ms. Bader Inglima, Mr. Kooiker and Ms. Luke have been working with the City and Benton County on an Interlocal Agreement (ILA), which outlines the disbursement of the Rural County Capital Funds (RCCF).

Ms. Bader Inglima stated the Port, City and Columbia Basin College (CBC) entered into an Interlocal Agreement earlier this year to complete infrastructure at Columbia Gardens and place additional infrastructure for the CBC Culinary Institute at The Willows. The Port and City submitted a joint application to the County in January, and our application is the first to advance forward to a formal agreement. Mr. Kooiker worked closely with City and County staff on the disbursement policy, which is a tri-lateral agreement, where the Port will receive the Port and City's allotment in an effort to create efficiencies within the accounting departments. When Resolution 2017-08 is codified, the ILA will be forwarded to the Kennewick City Council for signature on May 2, 2016, and to the County to formalize the arrangement for funding on May 9, 2017. Ms. Bader Inglima requested the Commission approve Resolution 2017-08 and the Interlocal Agreement between the Port, City, and Benton County for \$1,100,000 in funding for Columbia Gardens Phase 2.

Mr. Kooiker stated City and County staff were great to work with and the process was incredibly smooth.

Mr. Novakovich inquired if there is a time frame for the funds to be expended by.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 25, 2017 MINUTES

DRAFT

Mr. Peterson believes the ILA outlines a three year time frame, however, this will not be an issue. Mr. Peterson stated the construction of the three winery buildings will be completed early this fall. Then the next step for infrastructure will follow, including opening up an estimated five acres of remaining land for sale or lease, completing the loop road and the completing the food truck site. Furthermore, infrastructure will be added to The Willows site to support CBC's Culinary Institute.

Ms. Bader Inglima stated the Port and City are unable to move forward with planning and design until paperwork is finalized, as the agreement does not allow for back billing.

Mr. Peterson stated staff is working on the time frame and sequencing of the project, and anticipates the loop roadway, additional parking and food truck site project will be bid this fall.

Mr. Arntzen stated even though a schedule is in place, we realize that great projects take time. The starting point of the Columbia Drive revitalization began in 2003 with the Bridge to Bridge plan. Mr. Arntzen is very proud of the vision and the team effort of the jurisdictions to bring the vision to fruition.

Mr. Kooiker stated the Port ensures that the project is within the statute of the .09% sales and use tax, which is defined under RCW. The project consists of utility and infrastructure work, which is an allowable expense. Furthermore, if the Port does not use all of the funds, it can be used towards another project that falls under the RCW.

Mr. Barnes stated this is a great opportunity to welcome the County into the Columbia Gardens partnership and feels it is a testament of our strong partnership with the City, who has committed their portion of the RCCF to Phase 2 of Columbia Gardens and the continued redevelopment of Columbia Drive.

Ms. Bader Inglima stated the County has already passed a resolution regarding RCCF. Resolution 2017-08 and the ILA is the document that outlines how the Port will receive the funds. The County has indicated the Port and City's application is the standard and it demonstrates all of the elements under the guidelines.

PUBLIC COMMENTS

Boyce Burdick, 414 Snyder Street, Richland. Mr. Burdick inquired if Columbia Gardens Phase 2 project exhausts all of the County RCCF.

Mr. Arntzen stated the County paid off the jail debt faster than anticipated and there is funding for each jurisdiction. Mr. Arntzen anticipates seven years of funding for the Port, if we continue to meet the County's criteria. Mr. Arntzen stated it is a significant amount of funding, approximately \$350,000 a year.

No further comments were made.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 25, 2017 MINUTES

DRAFT

MOTION: Commissioner Moak moved for approval of Resolution 2017-08 adopting the Interlocal Agreement between Port of Kennewick, City of Kennewick, and Benton County related to Rural County Capital Funds to improve infrastructure for Columbia Gardens Wine Village Phase 2, and The Willows. We authorize the Port's Chief Executive Officer to execute the Agreement and instruct him to take all action necessary to implement such Agreement; Commissioner Barnes seconded.

Discussion:

Mr. Moak stated the Port received an email from Adam Fyall, Benton County's Sustainable Development Manager, which expressed his appreciation for how the Port and City staff went above and beyond what they were asked to do. Mr. Moak stated Columbia Gardens is a great signature project for the County which emphasizes what the RCW allows and it is a great partnership opportunity for the Port. Mr. Moak thanked staff for their work on the application and throughout the process.

With no further discussion, motion carried unanimously. All in favor 3:0.

Ms. Bader Inglima stated she will be meeting with Emily Estes Cross from the City of Kennewick and Cheyenne Faulconer of Benton County later this week to discuss a media event after all entities have signed the Interlocal Agreement. Benton County would like to schedule the media event for May 9, 2017 at 1:30 p.m., which is a regular Commission Meeting day, and inquired if the Port Commission is amiable to rescheduling the time of the Commission Meeting.

The Commission is in consensus to hold the meeting at 3:00 p.m. following the event and requested only the Congress of New Urbanism reports, Vista Field, and essential information be discussed at the Commission meeting.

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. Clover Island Update

Mr. Peterson stated the Gathering Place project, which includes art placement, pond, boardwalk, and landscaping is slated for completion in June. Additionally, Big D's Construction continues to work on the viewing platform, which will be in place prior to the beginning of the 1135 U.S. Corps of Engineers Shoreline improvement project.

B. Columbia Drive Update

Mr. Peterson presented a video and photos from the Columbia Gardens Wine Village construction.

Ms. Bader Inglima reported that two new businesses have moved in across from Columbia Gardens and additional facade improvements are being made to vacant buildings.

C. Vista Field Update

1. Phase I Debriefing

Mr. Peterson reported that he and Mr. Arntzen met with the principals of Duany Plater-Zyberk last week to touch base and verify that the Port is on the right path for the Master Plan and to receive input on Phase I of the development plan. In attendance were Lizz Plater-Zyberk,

PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 25, 2017 MINUTES

DRAFT

Andres Duany, Senen Antonio, Michael Mehaffy and Laurence Qamar. The main priority is to build a coherent and complete development. It was determined that the Port should focus on constructing two or three live/work units to set the frame of the development and establish an example for developers; and reduce the narrow road for the residential lots. Furthermore, the Port should rehabilitate all three of the corporate hangars, however, the third hanger would be simpler in nature and could be used for community activities that cater to the younger generation.

Mr. Arntzen stated Mr. Duany joined the group on Monday and offered up many ideas and was very excited that the City is on board with the development. Mr. Antonio conveyed that although it seems like the project is moving slowly, in fact, it is moving faster than most projects of this magnitude do. Mr. Arntzen inquired if the Commission would like to discuss the memo dated April 21, 2107.

Mr. Novakovich asked Mr. Arntzen to brief the Commission on the five decision points outlined in the memo.

1. Consider utilizing third corporate hangar for public facility, “black box”;
2. Consider reducing residential narrow street and use proceeds to construct two mixed use structures;
3. Discuss materials for drivable and walkable surfaces;
4. Potentially reuse the T hangars as community space;
5. “Fast track” the rehabilitation for the corporate hangars, due to upcoming changes in Washington State Building Code in July 2017.

Mr. Novakovich stated the most urgent issue to address right now is the hangar remodels.

Mr. Barnes stated staff returned with strong recommendations from DPZ and Mr. Barnes offered the following on the decision points:

1. Ms. Plater-Zyberk has stated several times that an event space or festival would attract attention to Vista Field immediately, and using the third corporate hangar for a public space is consistent with her recommendations;
2. It is imperative that the Port construct the first few live/work units so developers understand and can replicate the high expectations for the development;
3. Street and sidewalk surfaces were addressed during the meeting with Parametrix, Mr. Qamar, and Mr. Mehaffy in March, and Mr. Barnes would like to see examples;
4. With the changes in the building codes, it is crucial to take action, to ensure the Port falls under the “grandfathered” category for the rehabilitation of the corporate hangars.

Mr. Moak stated the ideas that have been presented about the hangars are very exciting and the narrow passage that runs between them will make the entrance into Vista Field grand and offered the following:

1. It is important that if the Port is going to use the hangars, to move quickly if the codes are changing;

PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 25, 2017 MINUTES

DRAFT

2. With respect to the third hangar, Mr. Moak believes it is important to introduce the element of a public space, however, he would like to see a model for the “black box,” and inquired who would be running the facility. Mr. Moak stated the concept sounds familiar to what the Arts Foundation of the Mid-Columbia was trying to accomplish with the FBO building;
3. Mr. Moak agrees that the Port should construct the two mixed use buildings to set the standard and believes the Port do the same for the narrow roads;
4. Mr. Moak would like to see examples of surfaces and stated it is important that they are comfortable for strollers, suitcases, etc.;
5. Mr. Moak would like more information about the T-Hangars and the vision for them.

It is the consensus of the Commission to “fast track” the rehabilitation of the three corporate hangars.

Mr. Arntzen stated the Port does not have a program for the “black box,” nor does it have staffing; however, the Port could rehab the facility and put in place minimal use requirements for the facility and lease the space. Regarding the residential narrow road and reducing the length, Mr. Arntzen stated additional financial and legal items need to be addressed to ensure it is a viable option. If the Commission decides to reduce the length of the narrow street, this would be a major deviation from the plan.

Mr. Novakovich inquired if reducing the narrow street would affect the Master Plan.

Mr. Arntzen stated the Master Plan would not be affected because reducing the narrow street is more of a timing and sequence approach versus altering the physical layout. Mr. Arntzen and Mr. Peterson recently viewed the physical state of the T-Hangars and believes they are in such a dilapidated state that it would not be cost effective to rehabilitate them.

Mr. Arntzen proposed that the primary objective is the rehabilitation of the corporate hangars. Furthermore, staff is looking at reinventing the T-Hangar idea by creating an open structure with a metal frame and roof and is currently looking at potential costs. Mr. Arntzen indicated he would like to reuse the decking somewhere within the development and believes the Port could utilize the Coyote Work Crew to remove sections and relocate the decking.

Mr. Arntzen stated focus will be the corporate hangars, but would like to look at concepts that might work well in the development. Mr. Arntzen reported that Mr. Peterson is working with David Robison, Mr. Mehaffy, and Mr. Qamar on building plans for the building permits for the rehabilitation of the corporate hangars. The plans do not have to be exact, however, it is important that the deadline is met.

Mr. Novakovich reiterated that rehabilitating the corporate hangars is the highest priority and the second priority would be to shorten the narrow streets and utilize the funds for the mixed-use buildings.

Mr. Arntzen thanked the Commission for the direction and will have further details available at the May 9, 2017 meeting.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 25, 2017 MINUTES

DRAFT

Mr. Barnes inquired if the aviation artwork referenced in Mr. Qamar's email should be addressed.

Mr. Arntzen stated Mr. Qamar proposed placing Cessna aircrafts in the sagebrush as part of a natural garden, where the arts community could paint them, which is similar to what is seen in the Wynwood Art District in Miami. However, at this time, Mr. Arntzen does not believe this to be a priority.

Mr. Arntzen stated it was an incredible opportunity to meet with DPZ in Miami and working with the team is an indescribable process. Mr. Arntzen paraphrased Mr. Duany's comments:

"The project needs to be 'messy' for the first five years, and will not be what you want it to be and be sure to listen to the younger generation in terms of ideas, and if it makes the Commission uncomfortable, even better."

D. Commissioner Meetings (formal and informal meetings with groups or individuals)

Commissioners reported on their respective committee meetings.

E. Non Scheduled Items

1. Mr. Moak thanked staff and Banlin Construction for making the waste receptacle accessible to the Duffy's trail walkers.
2. Ms. Scott reported that the Commission will receive the Congress of New Urbanism travel packets by April 28, 2017.

Ms. Scott and Ms. Schumacher recently attended the Washington Municipal Clerks Association Conference and found it very beneficial to network with clerks from city, county, transit, and special purpose districts. Some of the topics that were discussed were archives, record management systems, notary practices, open government laws and the public records act. Ms. Scott and Ms. Schumacher will attend further training at the Washington Association of Public Records Officers, which focuses on public records do's and don'ts and case laws currently pending. Recently, the state House voted to approve House Bill 1595, which allows agencies to charge up to 10 cents per page for scanned documents and up to 5 cents for every four electronic attachments when replying to a public records requests in an effort to curb robotic requests. House Bill 1594 directs the state Attorney General's Office to develop a program to assist local governments in managing public record requests and requires the State Archives to train local agencies on documentation retention practices and establish a grant program to improve information technology services. Both bills are currently on Governor Inslee's desk. Ms. Scott reported that the WMCA recommends action minutes as much as possible for a simpler, more efficient way to search records and referenced Jurassic Parliament Procedure.

Mr. Arntzen inquired what the Commission's thoughts are on action minutes versus summary/verbatim minutes and if the Commission would be comfortable to trend towards action minutes, with the understanding that items such as Vista Field would be summary/verbatim.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 25, 2017 MINUTES

DRAFT

Mr. Moak is aware of the recommendations provided by Jurassic Parliament, however, when he researches other agencies minutes, he finds it difficult to garner background information. Mr. Moak finds the Port's minutes very helpful and thinks summary/verbatim on important items, would be acceptable.

Mr. Barnes understands the recommendation, however, action minutes provide no discussion on how the action was reached. Mr. Barnes stated Mr. Moak's suggestion that the minutes show justification that leads to action is well taken. Mr. Barnes would like further discussion on the minutes.

Mr. Novakovich inquired if the Commission went to action minutes if the recordings would be available, which documents the background on the action.

Mr. Moak inquired if the recordings would be accessible to the public via the Port website.

Mr. Novakovich agrees with Mr. Moak and stated it is helpful to know background and how the action was decided.

Mr. Arntzen stated staff will continue to research further and bring back at a later date.

The consensus of the Commission is to hear additional information on action minutes versus summary/verbatim minutes.

3. Ms. Bader Inglima recently spoke with USACE project manager, Rebecca Kalamasz. The 1135 Shoreline project is moving forward and the agency is currently answering questions that were raised by the agency technical review team. The team has met with the national fisheries, the national fish and wildlife service, and are working through the NEPA process. Ms. Bader Inglima stated USACE is hoping the document will be available mid-May for public review, and concurrent with the public review, they will be working on the final cost estimating. Then, the cost estimating projections are sent to the head office for another round of review.
4. Mr. Arntzen reported the Congress of New Urbanism Conference is May 2-6, 2017 in Seattle. Ms. Plater-Zyberk shared her suggestions on what classes the Port should attend. Also, Mr. Duany will be attending, along with his brother, Douglas Duany, who is a professor at the school of Architecture at the University of Notre Dame.

Mr. Arntzen recently met with Scott Keller of Port of Benton and Randy Hayden of Port of Pasco for a Tri-Ports meeting and it was concluded that the mission statement is outdated. Mr. Arntzen volunteered to write a new mission statement the re-focuses the Tri-Ports mission in the community and set protocol on meetings. The meetings are important and gives the Ports a chance to come together and update each other on projects that are being implemented and collectively lend our support to community economic development and quality of life issues.

Mr. Arntzen reported he has spoken to City of Kennewick Police Chief Hohenberg regarding the marina issues, and Chief Hohenberg relayed the use of the Coyote Work Crew is a good

PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 25, 2017 MINUTES

DRAFT

use of Port resources. The City utilizes two City work crews in the downtown area and around the KPD office building, however, Chief Hohenberg feels the Coyote work crews are better organized and managed. Chief Hohenberg communicated that he has no qualms with utilizing the work crews and sees very little correlation if theft occurs. Chief Hohenberg suggested the Port place security cameras in the marina, which Ms. Hanchette is currently looking into.

PUBLIC COMMENTS

Boyce Burdick 414 Snyder Street, Richland. Mr. Burdick stated the term “black box” a theater in Yakima and suggested if the Port is considering using the corporate hangar as a community space, then it should be referred to as such. Mr. Burdick expressed his concern with the possibility of shortening the narrow road and sees two drawbacks; it will shut off the expansion of block two, and if the Port did something with the T-Hangars, then they would not be connected to project. Furthermore, in reading Mr. Arntzen’s memo, number six states that Ms. Plater-Zyberk suggested using the third hangar as a performing arts/public facility. Mr. Burdick inquired if DPZ Miami was aware of the letter of intent that was signed by the Commission on March 28, 2017 for and 2.2 acres of land to build a Performing Arts Center. Mr. Burdick stated the Port has considered the Performing Arts Center an anchor tenant and if the Port is considering creating another community space, it may make it harder for the Arts Center Task Force to raise money. Mr. Burdick stated the April 25, 2017 meeting notice was not in the Sunday Edition of the *Tri-City Herald* and if the Port is considering rescheduling the May 9, 2017 meeting, he asked the Port to advertise any changes in the *Tri-City Herald* and the Port website.

No further comments were made.

COMMISSIONER COMMENTS

No comments were made.

Mr. Novakovich anticipates the Executive Session will last approximately 30 minutes, Site Selection per RCW 42.30.110(1)(b) and Real Estate Minimum Price per RCW 42.30.110(1)(c) with no action anticipated. Mr. Novakovich asked the public to notify Port staff if they will return after the executive session.

Mr. Novakovich recessed the Regular Commission Meeting at 4:09 p.m. for eleven minutes until 4:20 p.m.

EXECUTIVE SESSION

- A. Real Estate, per RCW 42.30.110(1)(b) – Site Selection**
- B. Real Estate, per RCW 42.30.110(1)(c) – Minimum Price**

Mr. Novakovich convened the meeting into Executive Session at 4:20 p.m. for approximately 30 minutes.

Mr. Novakovich adjourned the Executive Session at 4:48 p.m.

Mr. Novakovich reconvened Regular Commission Meeting at 4:49 p.m.

**PORT OF KENNEWICK
REGULAR COMMISSION MEETING**

APRIL 25, 2017 MINUTES

DRAFT

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 4:49 p.m.

APPROVED:

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

Skip Novakovich, President

Thomas Moak, Vice President

Don Barnes, Secretary