

AGENDA

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

Tuesday, January 8, 2013
2:00 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. NEW BUSINESS
Election of 2013 Officers

IV. PUBLIC COMMENT *(Please state your name and address for the public record)*

V. CONSENT AGENDA

- A. Approval of Direct Deposit and Warrants Dated December 14, 2012
- B. Approval of Warrant Registers Dated December 26, 2012
- C. Approval of Direct Deposit and Warrants Dated December 31, 2012
- D. Approval of Warrant Registers Dated January 2, 2013
- E. Approval of Warrant Registers Dated January 9, 2013
- F. Approval of Corrected Consent Agenda for Commission Meeting Minutes Dated May 22, 2012
- G. Approval of Electrical Maintenance Service Contract for 2013-2014; Resolution 2013-01
- H. Approval of HVAC Maintenance Service Contract for 2013-2014; Resolution 2013-02
- I. Approval of Emergency HVAC Repair at 415 N. Quay, Building A; Resolution 2013-03

VI. REPORTS, COMMENTS AND DISCUSSION ITEMS

- A. Clover Island
 - 1. Northwest Travel magazine's photo contest
- B. Vista Field Update
- 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. EXECUTIVE SESSION, if necessary *(Ask public if they are staying, and if not, where they can be located if the Executive Session ends early.)*

- A. Potential Litigation, per RCW 42.30.110(1)(i)
- B. Real Estate, Site Selection, per RCW 42.30.110(1)(b)

IX. ADJOURNMENT

PLEASE SILENCE CELL PHONES



REGULAR COMMISSION MEETING

PORT OF KENNEWICK

MAY 22, 2012 MINUTES

works mainly with colored pencils and illustrates racing horses and Native American history. Ms. Harding is hopeful that as the island is developed, the Port will have room for artwork from local artists. Ms. Harding is a commissioned artist and has worked for some of the greatest race horse trainers in history; her work has been featured on the cover of Racing Quarter Horse Magazine. Ms. Harding shared two pieces of her Native American artwork.

City of Kennewick Councilman John Hubbard, 2609 S. Kent Street, Kennewick. Mr. Hubbard welcomed Don Barnes to the Commission and stated he and the City are looking forward to working with him.

No further comments were made.

CONSENT AGENDA

Mr. Novakovich commented Consent Agenda items are a number of items taken collectively in one motion to be approved or disapproved. He further stated the Commission has the option to remove items from the Consent Agenda. He would like to remove Item C and have the item approved separately because on April 12, 2011, he disclosed that Esprit, the company he and his wife own, has a contract with PS Media to produce the Port's newsletter. Esprit does not get paid directly from the Port; they get paid from PS Media. Item C is the payment to PS Media and in the interest of any kind of perception that there could be a conflict, he would like to recuse himself from any action on this item.

MOTION: *Commissioner Novakovich moved to remove Item C from the Consent Agenda for separate consideration; Commissioner Barnes seconded. All in favor 3:0. With no further discussion motion carried unanimously.*

The consent agenda consisted of the following:

A. Approval of Direct Deposit and Warrants Dated May 15, 2012

Direct Deposit totaling \$23,432.92 and Expense Fund Voucher Numbers 33129 through 33132 totaling \$4,245.00; for a grand total of \$27,677.92.

B. Approval of Warrant Registers Dated May 23, 2012

Expense Fund Voucher Numbers 33089 through 33128 error –should be 33133-33163 and 33165 through 33183 totaling \$54,438.78 error –should be totaling \$47,128.68.
Construction Fund Voucher Numbers 3280 through 3285 totaling \$15,314.89.

C. Approval of Warrant Register Dated May 23, 2012

Expense Fund Voucher Number 33128 error- should be (33164 in the amount of \$6141.91).

D. Approval of Pump Replacement Emergency Repair; Resolution 2012-29

MOTION: *Commissioner Barnes moved approval of consent agenda items A, B and D, with Item C to be approved separately; Commissioner Wagner seconded. All in favor 3:0. With no further discussion motion carried unanimously.*

MOTION: *Commissioner Wagner: moved approval of Item C on the consent agenda for payment to PS Media; Commissioner Barnes seconded. Commissioner Novakovich recused himself from the vote. All in favor 2:0. With no further discussion motion carried unanimously.*



REGULAR COMMISSION MEETING

PORT OF KENNEWICK

MAY 22, 2012 MINUTES

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- B. Approval of Warrant Registers Dated May 23, 2012 (Clerk's Note: Corrected 01/08/13)**
Expense Fund Voucher Numbers 33133 through 33163 and 33165 through 33183 totaling \$47,128.68. Construction Fund Voucher Numbers 3280 through 3285 totaling \$15,314.89.
- C. Approval of Warrant Register Dated May 23, 2012 (Clerk's Note: Corrected 01/08/13)**
Expense Fund Voucher Number 33164 in the amount of \$6,141.91.
- D. Approval of Pump Replacement Emergency Repair; Resolution 2012-29**

MOTION: *Commissioner Barnes moved approval of consent agenda items A, B and D, with Item C to be approved separately; Commissioner Wagner seconded. All in favor 3:0. With no further discussion motion carried unanimously.*

MOTION: *Commissioner Wagner: moved approval of Item C on the consent agenda for payment to PS Media; Commissioner Barnes seconded. Commissioner Novakovich recused himself from the vote. All in favor 2:0. With no further discussion motion carried unanimously.*

PORT OF KENNEWICK

Resolution No. 2013-01

**A RESOLUTION OF THE PORT OF KENNEWICK BOARD OF COMMISSIONERS
ACCEPTING AND AWARING A CONTRACT FOR
ELECTRICAL MAINTENANCE SERVICES FOR 2013 AND 2014**

WHEREAS, the Port of Kennewick owns over 200,000 square feet of buildings and approximately 1,000 acres of land with a variety of improvements requiring regular maintenance and repair; and

WHEREAS, a contract with a private sector firm for maintenance and repair of Port electrical systems is allowed by State law and deemed the most efficient method to provide timely and cost effective repair and maintenance to the Port's buildings and properties; and

WHEREAS, the Port utilized the small works roster to solicit bids for Electrical Maintenance Services for 2013 and 2014, with contractors submitting bids identifying hourly wages, overtime wages, material mark-up and administrative expenses; and

WHEREAS, Port staff has reviewed the wage rates and references submitted and determined Garrett Electric Company, Inc. to be the lowest bidder for provision of Electrical Maintenance Services to the Port of Kennewick for 2013 and 2014.

NOW THEREFORE, BE IT RESOLVED that the Port of Kennewick Commission does hereby accept the bid of Garrett Electric Company, Inc. to provide Electrical Maintenance Services to the Port of Kennewick for 2013 and 2014.

BE IT HEREBY FURTHER RESOLVED that the Executive Director is authorized to enter into a contract between the Port of Kennewick and Garrett Electric Company, Inc. to provide Electrical Maintenance Services to the Port of Kennewick for 2013 and 2014, and that the Executive Director is further authorized to proceed with all necessary procedures required to contract for these services.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 8th day of January 2013.

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

By: _____
SKIP NOVAKOVICH, *President*

By: _____
DON BARNES, *Vice President*

By: _____
GENE WAGNER, *Secretary*

PORT OF KENNEWICK

Resolution No. 2013-02

**A RESOLUTION OF THE PORT OF KENNEWICK BOARD OF COMMISSIONERS
ACCEPTING AND AWARDED A CONTRACT FOR
HVAC MAINTENANCE SERVICES FOR 2013 AND 2014**

WHEREAS, the Port of Kennewick owns over 200,000 square feet of buildings and approximately 1,000 acres of land with a variety of improvements requiring regular maintenance and repair; and

WHEREAS, a contract with a private sector firm for maintenance and repair of Port HVAC systems is allowed by State law and deemed the most efficient method to provide timely and cost effective repair and maintenance to the Port's buildings and properties; and

WHEREAS, the Port utilized the small works roster to solicit bids for HVAC Maintenance Services for 2013 and 2014, with contractors submitting bids identifying hourly wages, overtime wages, material mark-up and administrative expenses; and

WHEREAS, Port staff has reviewed the wage rates and references submitted and determined Bruce Mechanical Inc. to be the lowest bidder for the provision of HVAC Maintenance Services to the Port of Kennewick HVAC systems for 2013 and 2014.

NOW THEREFORE, BE IT RESOLVED that the Port of Kennewick Commission does hereby accept the bid of Bruce Mechanical Inc. to provide HVAC Maintenance Services to the Port of Kennewick HVAC systems for 2013 and 2014.

BE IT HEREBY FURTHER RESOLVED that the Executive Director is authorized to enter into a contract between the Port of Kennewick and Bruce Mechanical Inc. to provide HVAC Maintenance Services to the Port of Kennewick for 2013 and 2014, and that the Executive Director is further authorized to proceed with all necessary procedures required to contract for these services.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 8th day of January 2013.

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

By: _____
SKIP NOVAKOVICH, *President*

By: _____
DON BARNES, *Vice President*

By: _____
GENE WAGNER, *Secretary*

PORT OF KENNEWICK

Resolution No. 2013-03

***A RESOLUTION OF THE PORT OF KENNEWICK BOARD OF
COMMISSIONERS DESIGNATING THE EMERGENCY HVAC REPAIR AT
415 N. QUAY, BUILDING A (BRUKER) AS EXEMPT FROM PUBLIC WORKS
COMPETITIVE BIDDING REQUIREMENTS***

WHEREAS, in accordance with RCW 39.04.280, the Port of Kennewick (Port) is authorized to designate certain public works contracts as emergencies and, therefore, exempt from competitive bidding requirements; and

WHEREAS, the Port of Kennewick's 415 N. Quay, Building A, Kennewick HVAC unit stopped working, threatening the (Bruker) tenants ability to perform work in 32 degree weather which could of resulted in loss of income to the tenant; and

WHEREAS, under his delegation of authority, the Executive Director authorized emergency replacement with A-1 Refrigeration and so notified each commissioner individually;

NOW, THEREFORE, BE IT RESOLVED that the Port of Kennewick Board of Commissioners designates the HVAC repair as an emergency public works project within the guidelines of RCW 39.04.280, and therefore exempt from competitive bidding requirements.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 8th day of January, 2013.

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

SKIP NOVAKOVICH, *President*

DON BARNES, *Vice President*

GENE WAGNER, *Secretary*