



# PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 8, 2019 MINUTES

Commission President Thomas Moak 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:** Thomas Moak, President  
Don Barnes, Vice-President  
Skip Novakovich, Secretary

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

## PLEDGE OF ALLEGIANCE

Commissioner Barnes led the Pledge of Allegiance.

## APPROVAL OF THE AGENDA

***MOTION:*** Commissioner Novakovich moved to approve the Agenda as presented; Commissioner Barnes seconded. With no further discussion, motion carried unanimously. All in favor 3:0.

## PUBLIC COMMENT

No comments were made.

## CONSENT AGENDA – PART A

- A. Approval of Direct Deposit and E-Payments Dated December 17, 2018***  
Direct Deposit and E-Payments totaling \$59,756.85
- B. Approval of Warrant Register and E-Payments Dated December 21, 2018***  
Expense Fund Voucher Numbers 100680 through 100709 and 100711 through 100723 for a grand total of \$82,362.30
- C. Approval of Direct Deposit and E-Payments Dated December 31, 2018***  
Direct Deposit and E-Payments totaling \$74,302.49
- D. Approval of Warrant Register and E-Payments Dated December 31, 2018***  
Expense Fund Voucher Numbers 100724 through 100737 and 100739 through 100744 for a grand total of \$111,582.44
- E. Approval of Warrant Register and E-Payments Dated January 8, 2019***  
Expense Fund Voucher Numbers 100745 through 100767 for a grand total of \$102,985.14
- F. Approval of Regular Commission Business Meeting Minutes December 11, 2018***

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

## CONSENT AGENDA – PART B

- A. ***Approval of Warrant Register Dated December 21, 2018 (PS Media)***  
Expense Fund Voucher Number 100710 for a grand total of \$8,424.58
- B. ***Approval of Warrant Register Dated December 21, 2018 (PS Media)***  
Expense Fund Voucher Number 100738 for a grand total of \$11,849.90

Commissioner Novakovich would like to recuse himself from any action on Consent Agenda-B 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 and other printed materials. Esprit does not get paid directly from the Port; they get paid from PS Media.

Consent Agenda-B are payments 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 Barnes moved for approval of the Consent Agenda – Part B, as presented; Commissioner Moak seconded. With no further discussion, motion carried unanimously. All in favor 2:1 Abstain (Commissioner Novakovich).

## REPORTS, COMMENTS AND DISCUSSION ITEMS

- A. ***Draft Community Letter to Governor Inslee re: Removing \$750,000 from the Proposed Budget to Study Potential Breaching or Removal of the Four Lower Snake River Dams***

Mr. Arntzen recently received an email from Port of Pasco Executive Director, Randy Hayden regarding a form letter from the group associated with RiverFest. The group drafted a joint community letter to Governor Inslee regarding the funding request for the Southern Resident Orca Task Force to study potential breaching or removal of the four lower Snake River dams. Mr. Arntzen stated this is not the first time the Port has received a request for support via draft letter and indicated that the Commission previously declined to sign those draft letters. Additionally, the Port and the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) have a Memorandum of Understanding which states the Port will attempt dialogue with the CTUIR regarding certain issues.

Furthermore, the Washington Public Ports Association (WPPA) has flagged the Orca Recovery as a legislative issue. Commissioner Novakovich is an appointee to the WPPA Legislative Committee and is participating at the legislative end. The issue was also discussed at the WPPA Annual meeting in December 2018 and a member of the WPPA is sitting on the Orca Recovery Task Force. Mr. Arntzen inquired if the the Commission would like staff to sign the letter.

Commissioner Moak inquired if there were any public comments related to the dam issue.

## PUBLIC COMMENTS

No comments were made.

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Commissioner Novakovich stated it is important for the Port to consult with the CTUIR on this item and is in favor of letting the WPPA address the issue.

Commissioner Barnes agrees with Commissioner Novakovich's comments and stated the WPPA is a member of the Orca Recovery Task Force and will be more effective than a joint community letter. Commissioner Barnes voiced his concern over the process of these form letters.

Commissioner Moak agrees with Commissioner Barnes and believes these form letter requests are happening more frequently and the Port does not have the level of expertise to sign this type of letter. Commissioner Moak does not believe the Port should sign the letter and would like the Port of Kennewick signature line removed from the letter.

*The Commission is in consensus to not sign the letter.*

## **B. Approval to Sell and Convey Surplus Property; Resolution 2019-01**

Mr. Arntzen stated for Commission consideration is Resolution 2019-01, which authorizes staff to surplus items that are obsolete, broken and/or no longer needed for Port purposes. Staff determined that there is no longer a need for the 2004 Ford F150 work truck and would like to surplus and sell it through an auction house.

## **PUBLIC COMMENTS**

No comments were made.

***MOTION:*** *Commissioner Novakovich moved for approval of Resolution 2019-01 authorizing the CEO to dispose of surplus property; Commissioner Moak seconded. With no further discussion, motion carried unanimously. All in favor 3:0.*

## **C. Columbia Drive Update**

### **1. Phase 2A, 2B, and 2C**

Mr. Peterson stated Phase 2A construction is nearly complete and includes: the loop road, utilities, parking spaces, and food truck plaza. Phase 2B includes the wine tasting building and additional parking will go out for bid later this month. Phase 2C includes the installation of the Ben Franklin Transit bus shelter and the Aspirations art piece, which will be completed this spring. Mr. Peterson presented renderings of the future wine tasting building and art installations.

Mr. Peterson introduced Thomas Kastner from Meier Architecture and Engineering, who designed the Wine Tasting Building.

Mr. Arntzen expressed his appreciation for Mr. Kastner and the design of the wine tasting building and believes it will be a wonderful addition to Columbia Gardens.

Mr. Kastner thanked Mr. Arntzen for his kind words and stated from the beginning, Meier understood that we had a limited floor plan to create an attractive, memorable, and modest scaled building. The initial concept that drove the project forward was reminiscent of an older

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boathouse or fishing cabin. The wine tasting building boasts two independent designs merged together as one building, with a clock tower separating the two spaces.

Mr. Peterson recently received the City's final comments and stated Phase 2B will go out for bid on January 21, 2019 and will be due on February 19, 2019. Staff will bring the final bid recommendation to the Commission at the February 26, 2019 Regular Commission Business Meeting.

Mr. Peterson stated lots will be available for sale following the completion of the wine tasting building.

Ms. Bader Inglima reported that the Port will have a booth at the Washington Winegrowers Convention and Tradeshow on February 12-14, 2019 and will be advertising the lots.

Commissioner Moak expressed his excitement for the tasting room design and differentiation aesthetics of the building colors. Commissioner Moak inquired when Swampy's BBQ and Frost Me Mobile Sweets will begin their tenancy.

Ms. Hanchette believes at the end of month, when the Port takes occupancy of the space. Once that happens, Ms. Hanchette can finalize the leases with the tenants.

Commissioner Moak asked how long before the container restroom is installed.

Mr. Peterson stated the utilities are in place and it will take three months to arrive, once ordered. Mr. Peterson stated the public will have access to restrooms at the Wine Village exterior access and the container restroom is on hold pending the Phase 2B bid results.

Commissioner Moak inquired when Phase 2B construction will be completed.

Mr. Peterson estimated 7-8 months from the Notice to Proceed.

Commissioner Moak thanked staff and Mr. Kastner for their work.

## ***D. Clover Island***

Ms. Hanchette gave a brief operations report and presented pictures of Clover Island and The Willows at Christmas.

Commissioner Novakovich stated the Island looked amazing with all of the Christmas lights.

Commissioner Moak agreed with Commissioner Novakovich and appreciates that Ms. Hanchette continues to add more lights. Commissioner Moak inquired if operations will hang lights in Columbia Gardens.

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Ms. Hanchette stated electrical outlets were added in with the streetscape during construction of Columbia Gardens and she has already discussed it with the tenants for the next holiday season. Operations is planning to add lights to the trees and streetscape and the front entrance of the Wine Village.

Commissioner Moak inquired when the damaged railing on Clover Island would be repaired.

Ms. Hanchette received an estimate to replace the railing for \$4,300 and another estimate to repair the railing for \$6,000. Ms. Hanchette is working on getting a few more estimates.

### *E. Vista Field*

Mr. Peterson reported that Vista Field Infrastructure Phase 1A construction project will be advertised for bid on January 20, 2019 with plans available on January 21, 2019. Bids are due on February 21, 2019 and staff will bring the final results to the Commission at the February 26, 2019 Regular Commission Meeting. The bid estimates, based upon recent contractor bids and general comments are coming in at a reasonable amount. The project will include: roadway, utilities, pavement, lighting, landscaping, water feature, and parking lot improvements. Vista Field Phase 1A will also include a similar food truck plaza that was constructed in Columbia Gardens to add activity to the site at the onset, and will be located adjacent to the hangars. Phase 1B is the hangar remodel design and construction, however, the project is on hold until after the Phase 1A bid.

Mr. Peterson outlined the design plans for the water feature and presented a draft task timeline (*Exhibit A*) for Vista Field Phase 1A:

- March 2019: Construction begins and Vista Field branding completed for Commission consideration;
- August 2019: Builder's Bible completed for Commission consideration;
- September 2019: Prospectus (pricing included) completed for Commission consideration;
- October 2019: Property Owners Association completed for Commission consideration;
- December 2019: Construction complete;
- January 2020: Vibrancy plan completed for Commission consideration;
- February 2020: Advertise lots for sale or lease and hold builders and realtor's forum.

Mr. Peterson indicated that there will be several policy questions for the Commission that will need to be addressed over the next year. Furthermore, in addition to Vista Field, the Port will continue working on Columbia Gardens and other priority projects at the same time.

Ms. Bader Inglima continues to work on the Vista Field branding and street names with Rusty George Creative, with continued oversight from DPZ Partners.

Mr. Arntzen thanked Mr. Peterson for the detailed task timeline with realistic timelines. Mr. Arntzen stated it has been 5 years since the Port closed the airport and since then, the Port has diligently been working through the complex process of redevelopment.

Commissioner Novakovich thanked Mr. Peterson for the excellent, well-thought out document.

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Commissioner Barnes appreciates the thoroughness of the document and the comprehensive framework; however, he anticipates that there will be adjustments and changes throughout the year.

Commissioner Moak stated it is good to have targets and have the details laid out for the Commission, staff and the consultants. As Mr. Peterson pointed out, there are a lot of policy issues that the Commission will need to address, which could lead to possible delays. Commissioner Moak stated it is also important to recognize that the Port is working on projects other than Vista Field. Commissioner Moak appreciates the document and stated it helps us understand the complexities and dynamics of the redevelopment.

Mr. Arntzen stated this is a great opportunity to review the calendar and what will need to be accomplished over the next year. Mr. Arntzen understands that items may come up and that the timeline is subject to change.

Commissioner Barnes stated the timeline is a good introduction to what the Port will be doing over the next year. Commissioner Barnes believes when the community finally sees construction at Vista Field, the focus will become more intense.

Mr. Arntzen reported that the Port has already begun receiving unsolicited offers from builders who are offering to construct test projects for Vista Field. Mr. Arntzen stated people are already getting excited about Vista Field and he understands that once the asphalt goes down, the Port will need to manage expectations.

### ***F. Commissioner Meetings (formal and informal meetings with groups or individuals)***

Commissioners reported on their respective committee meetings.

### ***G. Non-Scheduled Items***

1. Commissioner Moak is looking forward to a great year full of projects for the Port.
2. Ms. Bader Inglima recently received an email from the Port of Pasco, regarding the use of the Port logo for a Local Good Roads and Transportation Association brochure, in which Commissioner Moak is the Port representative. The brochure outlines the priority transportation projects in Benton, Franklin and Walla Walla Counties and the members' logo serves as an endorsement for the community projects. The CERB board is meeting with the Olympia Legislators next week and want to leave an educational document which highlights the priority projects. Ms. Bader Inglima inquired if the Commission approves of the use of the Port's logo on the brochure.

Commissioner Moak stated Good Roads is trying to be more active legislatively this year under the leadership of Leo Bowman. Commissioner Moak stated all three counties are involved and at least one project has a direct correlation to Port property.

*It is the consensus of the Commission that the Local Good Roads and Transportation has the authority to use the Port logo for a community brochure.*

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3. Mr. Arntzen reported that Kandy Yates sent a welcome card to Ted Wright, new executive director for the CTUIR, which led him to reach out to the Port. Mr. Arntzen and Ms. Bader Inglima visited with Mr. Wright last Friday.

Mr. Arntzen is meeting with Art Center Task Force Executive Director Renee Adams and Steve Wiley, Chairman of the Board of the Art Center Task Force later this week for an update.

Mr. Arntzen reported that he will be meeting with City of Richland City Manager, Cindy Reents regarding the Rural Capital County Funds (RCCF) application. Mr. Arntzen will place an update for the City of Richland on the Agenda.

Mr. Arntzen stated it is important for the Port to verify the use of our logo on a community document; however, the use of the Tri-Port logo only requires two votes from the any of the three ports. Mr. Arntzen believes the Port should begin thinking about an intellectual property policy.

Commissioner Novakovich inquired if the Tri-Ports has a policy regarding the logo use.

Mr. Arntzen confirmed there is a policy.

Ms. Bader Inglima likes to brief the Commission on the use of logo and each port can use their own logo if one port is not in agreement.

Commissioner Moak believes it is appropriate that each port agrees to the use of the Tri-Ports logo.

Commissioner Barnes believes the use of the logo should be addressed early on in the process and not at the tail end of the request.

Commissioner Moak does not believe the Port should give away our credibility because an outsider has requested the use of our logo and thanked Ms. Bader Inglima for bringing the request forward. It is important for the Port to continue protecting our brand/logo.

Mr. Arntzen will continue to research the concept of intellectual property and report back at a later date.

4. Ms. Luke commended staff and the Commission for the conversation on intellectual property and taking steps to protect the Port logo and brand.
5. Mr. Peterson reiterated that construction at Columbia Gardens may seem like it is moving slow, when in reality the Port is moving at a rapid pace.

### PUBLIC COMMENTS

Dorothy Hansen, Kennewick. Dorothy Hansen, Clover Island Yacht Club Commodore introduced Jim Sarpolus, the new building and grounds director, who will act as the formal liaison to the Port.

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## COMMISSIONER COMMENTS

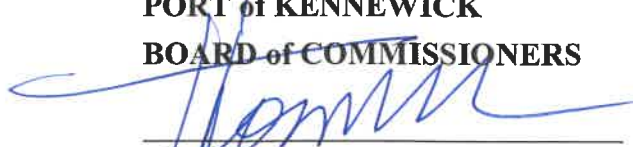
No comments were made.

## ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 4:19 p.m.

## ***APPROVED:***

### PORT of KENNEWICK BOARD of COMMISSIONERS



*Thomas Moak, President*



*Don Barnes, Vice President*



*Skip Novakovich, Secretary*



# DRAFT VISTA FIELD PHASE #1A TASK TIMELINE

	DEVELOPMENT		DEVELOPER			OWNER		
	PORT CONTROLLED Construction	CITY CONTROLLED Platting/Recording	Message/Brand {Media/Public focused}	"Builder's Bible" (BB) {Process focused}	Prospectus/Marketing {Realtor/Buyer focused}	Property Owners Association (POA) Maintenance & Assessment	Vibrancy	
<b>Consultant(s)</b> <b>DIRECTOR LEAD</b> <b>CEO Involvement</b>	Sam & Gary Larry/Amber Medium	Sam & Gary Larry Light	Rusty George & Tana/Amber Light	Michael & Laurence Larry/Amber Heavy	TBD Amber/Larry Medium/Heavy	Ben, Doris, Lucinda Larry/Amber Medium	Ben, Doris, Lucinda Amber/Tana Medium	
<b>2019</b>	January	Advertise for Bid						
	February	Open Bids, Commission Awards	Rusty George Final Branding Recommendation	Identify/Define/Test Proposal Review Process	Identify Product Available in Phase 1A		Identify Vibrancy Scope	
	March	Construction Begins	Commission Approved Brand		Identify/Define Marketing Strategy & materials/format; Review Value (Appraisal & Policy)	Begin Assembly of POA Draft document	Compile Comparable information	
	April	Construction Continues	Street Names presented to City		Begin Compiling BB	Begin Compiling Prospectus	POA Draft document compilation	Establish working budget
	May	Construction Continues	City Council considers Street Names		Continue Compiling BB	Continue Compiling Prospectus	Test Draft POA document	
	June	Construction Continues	City Council Approves Street Names		Final Draft BB	Continue Compiling Prospectus	Test Draft POA document	
	July	Construction Continues			Commission Reviews & Comments on BB	Final Draft Prospectus	Revise Draft POA document as identify	
	August	Construction Continues			Commission Approved BB	Commission Reviews & Comments on Prospectus	Final Draft POA	Begin Preparing Vibrancy Plan
	September	Construction Continues		Incorporate Approved BB, Prospectus, POA & Branding into updated website		Commission Approves Prospectus including PRICING	Commission Reviews/Comments	Continue Compiling Vibrancy Plan
	October	Construction Continues			Begin Prep fo Builders/Realtors Forum (BRF)	Continue BRF Prep	Commission Approved POA	Continue Compiling Vibrancy Plan
	November	Construction Continues			Continue BRF Prep			Final Draft Vibrancy Plan
	December	Construction Completed						Commission Reviews/Comments
<b>2020</b>	January	As-Built Drawings, City Review			Continue BRF Prep		Commission Approved Vibrancy Plan	
	February	City Acceptance, Record Plat			Builders/Realtors Forum			

DELIVERABLES		
2019 March	Construction Begins	Branding
2019 August		Builders Bible
2019 September		Prospectus
2019 October		Property Owners Association
2019 December	Construction complete	
2020 January		Vibrancy Plan
2020 February	Lots for Sales/Lease	Builders & Realtors Forum

**PORT OF KENNEWICK**

**RESOLUTION 2019-01**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
PORT OF KENNEWICK AUTHORIZING THE PORT CHIEF EXECUTIVE OFFICER  
TO SELL AND CONVEY SURPLUS PROPERTY***

**WHEREAS**, the Board of Commissioners of the Port of Kennewick met this 8th day of January, 2019, a quorum of the Commissioners being present; and

**WHEREAS**, from time to time it is necessary to surplus items no longer needed for Port District purposes; and

**WHEREAS**, Port asset number 780 for the 2004 Ford F-150 has an asset book value of \$0.00; the purchase cost in 2004 was \$16,395; and

**WHEREAS**, due to cost of maintaining this vehicle and the administration of having a Port owned vehicle, it has been determined to be a major cost savings for the Port to provide monthly auto allowances to maintenance staff instead of providing Port owned vehicles; and

**WHEREAS**, RCW 53.08.090 provides that the Port Commissioners may authorize the Port Chief Executive Officer to sell and convey property; and

**WHEREAS**, prior to each such disposition of Port property, the Port Chief Executive Officer is directed to present to the Commission an itemized list of the property and to make written certification that the listed property is no longer needed for Port District purposes.

**NOW, THEREFORE, BE IT RESOLVED** the Port of Kennewick Commissioners authorize the Chief Executive Officer to surplus Port property no longer needed for Port purposes as attached in "Exhibit A".


**ADOPTED** by the Board of Commissioners of Port of Kennewick this 8th day of January 2019.

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

By:

  
THOMAS MOAK, *President*

By:

  
DON BARNES, *Vice President*

By:

  
SKIP NOVAKOVICH, *Secretary*

RESOLUTION 2019-01  
"Exhibit A"

Capital Assets				
Asset	Disposition	Property Description	Date In Service	Cost
780	Sale	2004 Ford F-150	7/15/04	16,395.04

CFO/Auditor Certification:

  
Nick Kooiker

1/8/19  
Date