

AGENDA

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

Tuesday, June 24, 2014
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. COMMISSIONER COMMENTS

V. CONSENT AGENDA

- A. Approval of Direct Deposit and Warrants Dated June 19, 2014
- B. Approval of Warrant Registers Dated June 25, 2014
- C. Approval of Commission Meeting Minutes Dated June 10, 2014

VI. PRESENTATION

- A. City of Richland, Joe Schiessl

VII. NEW BUSINESS

- A. Report from West Richland Development Committee Joint Chairs
- B. Wine Industry Report, Ken Robertson
- C. Approval of Contract with Thornhill Architects for Design Services for the 421 Columbia Drive Project; Resolution 2014-13
- D. Approval of Contract with Strategic Construction Management to Perform Construction Management Services for the 421 Columbia Drive Project; Resolution 2014-14
- E. Approval of a Land Sale to Agrium U.S. Inc., Resolution 2014-15
- F. Vista Vision Task Force
 - 1. Appointment of Task Force Members and Approval of Rules of Procedure; Resolution 2014-16

VIII. REPORTS, COMMENTS AND DISCUSSION ITEMS

- A. Columbia Gardens Redevelopment Timeline
- B. Vista Field Corporate Hangar Interim Use
- C. I-502 Update
- D. Confederated Tribes of the Umatilla Indian Reservation
- E. 2015 Work Plan/2015 Budget
- F. Commissioner Meetings (formal and informal meetings with groups or individuals)
- G. Non-Scheduled Items

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

X. 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. Real Estate, per RCW 42.30.110(1)(c)

XI. COMMISSIONER COMMENTS

XII. ADJOURNMENT

PLEASE SILENCE CELL PHONES

PORT OF KENNEWICK
RESOLUTION 2014-13

**A RESOLUTION OF THE PORT OF KENNEWICK BOARD OF COMMISSIONERS
APPROVING A PROPOSAL BY TERENCE L. THORNHILL, ARCHITECT INC. P.S. TO
PERFORM ARCHITECTURAL AND ENGINEERING WORK FOR THE DESIGN OF THE
PORT'S COLUMBIA GARDENS WINE BUSINESS DEVELOPMENT BUILDINGS**

WHEREAS, the 2013 interlocal agreement between the Port and City included a commitment by the Port to construct or remodel buildings to accommodate boutique and small scale wineries; and

WHEREAS, the Port desires to contract with an architectural firm for design services for the Port's Columbia Gardens Wine Business Development Building, and staff has reviewed qualifications of three architectural firms; and

WHEREAS, Terence L. Thornhill, Architect Inc. P.S. has assembled a team of professionals necessary to produce biddable construction documents with a focus on constructability and quality; and

WHEREAS, Terence L. Thornhill, Architect Inc. P.S. has presented a proposal to perform the desired service for the sum of \$216,000, which represents approximately twelve percent (12%) of the estimated cost of the project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick does hereby approve the proposal by Terence L. Thornhill, Architect Inc. P.S. to provide architectural and engineering services for the design of the Port's Columbia Gardens Wine Business Development Buildings, in an amount not to exceed \$216,000.

BE IT FURTHER RESOLVED that the Executive Director is authorized to sign any contract documents necessary to implement the work of Terence L. Thornhill, Architect Inc. P.S.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 24th day of June 2014.

PORT OF KENNEWICK
BOARD OF COMMISSIONERS

By:

DON BARNES, *President*

By:

SKIP NOVAKOVICH, *Vice President*

By:

THOMAS MOAK, *Secretary*

PORT OF KENNEWICK
RESOLUTION 2014-14

**A RESOLUTION OF THE PORT OF KENNEWICK BOARD OF COMMISSIONERS
APPROVING A PROPOSAL BY STRATEGIC CONSTRUCTION MANAGEMENT, INC. TO
PERFORM CONSTRUCTION MANAGEMENT WORK FOR THE PORT'S COLUMBIA
GARDENS WINE BUSINESS DEVELOPMENT BUILDINGS**

WHEREAS, the 2013 interlocal agreement between the Port and City included a commitments by the Port to construct or remodel buildings to accommodate boutique and small scale and wineries; and

WHEREAS, the Port desires to contract with a construction management firm to assist on the oversight of the design and construction of the Port's Columbia Gardens Wine Business Development Building, and staff has reviewed qualifications of three construction management firms; and

WHEREAS, Strategic Construction Management, Inc. has demonstrated their abilities to oversee Port and public agency projects with a focus on constructability and cost savings; and

WHEREAS, Strategic Construction Management, Inc. has presented a proposal to perform the desired service for the sum of \$58,308, which represents approximately three percent (3%) of the estimated cost of the project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick does hereby approve the proposal by Strategic Construction Management, Inc. to provide construction management services for the Port's Columbia Gardens Wine Business Development Buildings, in an amount not to exceed \$58,308.

BE IT FURTHER RESOLVED that the Executive Director is authorized to sign any contract documents necessary to implement the work of Meier Architecture Engineering, Inc.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 24th day of June 2014.

PORT OF KENNEWICK
BOARD OF COMMISSIONERS

By:

DON BARNES, *President*

By:

SKIP NOVAKOVICH, *Vice President*

By:

THOMAS MOAK, *Secretary*

PORT OF KENNEWICK
RESOLUTION 2014-15

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK
AUTHORIZING A PURCHASE AND SALE AGREEMENT WITH AGRIMUM U.S. INC.**

WHEREAS, Agrium U.S. Inc. (Purchaser), has offered to purchase 12.64 acres of the area graphically depicted on *Exhibit "A"* at the Twin Track Industrial Area, in Kennewick, Washington from the Port of Kennewick (Seller) for the of sum of \$75,000; and

WHEREAS, Port staff and the Port attorney have reviewed the proposed Purchase and Sale Agreement and find it is in proper form and is in the Port's best interest; and

WHEREAS, the Port Commission finds that said property is surplus to the Port's needs and the proposed sale is consistent with all previous Port policies, including its Comprehensive Scheme of Development.

NOW, THEREFORE; BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby approves Resolution 2014-15 authorizing the Port's Executive Director to execute a Purchase and Sale Agreement with Agrium U.S. Inc. in the sum of \$75,000 and hereby authorizes the Port's Executive Director to execute all documents and agreements on behalf of the Port to complete the transaction as specified above.

BE IT FURTHER RESOLVED that the Port Commission declares that said property is surplus to the Port's needs and the proposed sale as referenced above is consistent with all previous Port policies, including its Comprehensive Scheme of Development.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 24th day of June 2014.

PORT OF KENNEWICK
BOARD OF COMMISSIONERS

By:

DON BARNES, *President*

By:

SKIP NOVAKOVICH, *Vice President*

By:

THOMAS MOAK, *Secretary*

PORT OF KENNEWICK
Resolution No. 2014-16

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK
APPOINTING THE VISTA VISION TASK FORCE**

WHEREAS, staff has proposed the formation of a citizen's task force of community stakeholders to provide guidance related to Vista Field redevelopment and other limited issues; and

WHEREAS, each member of the task force is willing to serve and can provide valuable input.

NOW, THEREFORE; BE IT HEREBY RESOLVED the Board of Commissioners of the Port of Kennewick hereby appoints the following members to the Vista Vision Task Force (VVTF) to serve under the terms of the Rules of Procedure, attached hereto as "Exhibit A"; and further authorizes the Executive Director to take all action to implement this Resolution.

The following individuals shall comprise the membership of the VVTF:

1. City of Kennewick (Will appoint an elected)
2. Benton County (Will appoint an elected)
3. Chuck Freeman, Kennewick Irrigation District
4. Kris Watkins, Tri-Cities Visitor & Convention Bureau (TCVCB)
5. Carl Adrian, Tri-City Development Council (TRIDEC)
6. Lori Matson, Tri-City Regional Chamber of Commerce
7. Barb Johnson, Columbia Center Mall/Kennewick Public Facilities District
8. Rich Cummins, Columbia Basin College
9. Gary Spanner, Pacific Northwest National Laboratory/Economic Development
10. Derrick Stricker, Young Professionals of Tri-Cities (YPTC)/Real Estate
11. Traci Jao, Citizen at Large/Real Estate
12. Vicki Monteagudo, Citizen at Large/Real Estate
13. Justin Raffa, Citizen at Large/Arts/YPTC
14. Steve Simmons, Citizen at Large/Business
15. Kirk Williamson, Citizen at Large/Communications

Commission Designated Alternates:

1. Kyle Cox, Citizen at Large/YPTC/Mid-Columbia Libraries
2. Charlie Drader, Citizen at Large/Finance
3. Ed Frost, Citizen at Large/Public Transportation
4. Austin Nielson, Citizen at Large/Business/TCRCC

ADOPTED by the Board of Commissioners of the Port of Kennewick this 24th day of June, 2014.

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

By: _____
DON BARNES, *President*

By: _____
SKIP NOVAKOVICH, *Vice President*

By: _____
THOMAS MOAK, *Secretary*

Resolution No. 2014-16
Exhibit A

VISTA VISION TASK FORCE RULES OF PROCEDURE

SECTION I: GENERAL

The Port of Kennewick acquired the Vista Field airport from the City of Kennewick in 1991. The Port has operated the airfield as a small, general aviation airfield since that time, occasionally making small to modest airfield improvements over the years. In April of 2013, after public input and thorough review, the Port Commission voted to close the airport and redevelop it into a mixed use development.

With this in mind, the Vista Vision Task Force (VVTF) was established by the Port Commission to provide guidance on the master plan process and other directly related matters as assigned in writing by the Port Commission. It is anticipated that the VVTF will provide an opportunity for public participation in guiding the future of Vista Field, primarily through the master planning process. Therefore, the duration of the VVTF will be limited as set forth below.

SECTION II: RESPONSIBILITIES

The responsibilities of the VVTF are advisory in nature only. The task force is authorized for the specific purposes of: (1) providing recommendations to the consultant preparing the master plan via the Port Commission; and (2) providing recommendations through its chair to the Port Commission at regularly-scheduled Commission meetings on items specifically assigned to it in writing by the Port Commission. The VVTF is not authorized to take action, make policy, enter into financial or other obligations on behalf of the Port, or in any way incur any liability or obligation on the part of the Port.

SECTION III: MEMBERS

The VVTF shall be comprised of fifteen individuals who have a personal or business affiliation with the former airfield, citizens with a background in economic development and land use planning, who are representatives of local government, or who are otherwise interested in the redevelopment of the former airfield. Except as otherwise provided herein, each member shall be appointed by the Port Commission.

The following individuals shall comprise the membership of the VVTF:

1. City of Kennewick (Will appoint an elected)
2. Benton County (Will appoint an elected)
3. Chuck Freeman, Kennewick Irrigation District
4. Kris Watkins, Tri-Cities Visitor & Convention Bureau (TCVCB)
5. Carl Adrian, Tri-City Development Council (TRIDEC)
6. Lori Matson, Tri-City Regional Chamber of Commerce
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10. Derrick Stricker, Young Professionals of Tri-Cities (YPTC)/Real Estate
11. Traci Jao, Citizen at Large/Real Estate
12. Vicki Monteagudo, Citizen at Large/Real Estate
13. Justin Raffa, Citizen at Large/Arts/YPTC
14. Steve Simmons, Citizen at Large/Business
15. Kirk Williamson, Citizen at Large/Communications

SECTION IV: ALTERNATE MEMBERS

The Port Commission shall appoint four alternate members designated as Alternates No. 1 through No. 4. If any appointed member is unable to attend a meeting, the Commission, in its discretion, may designate an alternate to participate at the meeting by providing notice to the alternate and the task force chair prior to the meeting. If the Commission does not designate an alternate to participate, the seat shall remain vacant for the duration of the absence. The alternate shall be counted toward meeting the quorum requirement and shall have the same voting rights as the absent member.

SECTION V: PRINCIPLES

All members shall:

- a) Focus efforts strategically to achieve the greatest contribution possible.
- b) Strive to achieve consensus, bringing together diverse views to yield recommendations to the consultant or Port Commission as the case may be.
- c) Listen to each other.
- d) Be objective.
- e) Refrain from serving special or self interests.
- f) Take on responsibility/commitments, contributing beyond meeting attendance.
- g) Participate constructively and respectfully in meetings.
- h) Respect others' opinions.
- i) Observe meeting time limits.

SECTION VI: TERMS, VACANCY

- a) The task force shall be empanelled in August 2014 and shall meet approximately once monthly from August 2014 through July 2015, at which time the committee shall be dissolved.
- b) Terms shall commence upon appointment by the Port Commission and shall expire as provided above.
- c) Terms may be extended by the Port Commission for any reasonable duration in order to complete unfinished business.
- d) Vacancies shall be filled by the Port Commission for the unexpired portion of a term.
- e) Members shall serve without compensation (actual expenses may be reimbursed according to Port Policy).
- f) Any member may be removed from office for any reason by the Port Commission.
- g) Any member absent from three consecutive meetings or accruing a total of five unexcused absences shall be removed from office.

SECTION VII: OFFICERS

The Port Commission shall designate a Chair and a Vice Chair. A majority of the VVTF members shall elect the Secretary.

The Chair shall preside at all meetings, prepare and distribute the agenda for each meeting (utilizing assistance of Port staff) and communicate with Port staff and the Port Commission.

The Vice Chair shall assume the duties of the Chair in his or her absence.

The Secretary (utilizing assistance of Port staff) shall take the minutes of each meeting, distribute copies of minutes to the Port Commission, to the local media and to others and retain the minutes for historical purposes.

SECTION VIII: MEETINGS, RECORDS, QUORUM

Each meeting shall follow the rules of the open meeting act (codified in Chapter 42.30 RCW). Meetings shall be held at such dates and times as the VVTF may determine. The presence of seven (9) or more members shall constitute a quorum.

To the greatest extent possible, the VVTF shall work toward consensus for making recommendations. Where consensus is not reached, the Chair shall put the matter before the members present for any vote needed. Voting shall be by simple majority. The Chair shall solicit input and opinions on issues from all members and then conclude decision making with a vote by voting members.

Except as provided otherwise herein or by law all documents received and created shall be a matter of public record.

SECTION IX: PORT SUPPORT

The Port shall provide necessary technical and administrative assistance as follows:

- (a) Preparation of and posting of public notices as required by the Open Meetings Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the Port Commission.
- (b) Provision of a meeting room, including any necessary audio/visual equipment.
- (c) Preparation and copies of any documentary meeting materials, such as agendas and reports.
- (d) Retention of all VVTF records, providing public access to such records as provided by law.
- (e) Attendance at meetings as requested by the VVTF.

SECTION X: DELEGATION

The Port Commission may delegate any of its duties under these rules to the Executive Director by issuing a written directive to the director.