



# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

## CALL TO ORDER

Commission President Don Barnes called the Commission meeting to order at 2:01 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:** Don Barnes, President  
Skip Novakovich, Vice-President  
Thomas Moak, Secretary

**Staff Members:** Tim Arntzen, Executive Director  
Tana Bader Inglima, Director of Governmental Relations & Marketing  
Tammy Fine, Director of Finance/Auditor  
Amber Hanchette, Director of Real Estate & Operations  
Larry Peterson, Director of Planning & Development  
Lisa Schumacher, Special Projects Coordinator  
Bridgette Scott, Executive Assistant  
Lucinda Luke, Port Counsel

## PLEDGE OF ALLEGIANCE

Mr. Barnes led the Pledge of Allegiance.

## PUBLIC COMMENT

No comments were made.

## CONSENT AGENDA

The consent agenda consisted of the following:

- A. Approval of Direct Deposit, Electronic Payments and Warrants Dated July 17, 2014*  
Direct Deposit totaling \$37,269.60 and Expense Fund Voucher Numbers 35933 and 35934 totaling \$1,368.85; for a grand total of \$38,638.45
- B. Approval of Warrants Dated July 23, 2014*  
Expense Fund Voucher Numbers 35885 through 35932 totaling \$169,189.07
- C. Approval of Commission Meeting Minutes dated July 8, 2014*

## PUBLIC COMMENT

No comments were made.

## COMMISSIONER COMMENT

No comments were made.

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



# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

---

## NEW BUSINESS

### *A. 1135 Project Update, Federal Cost Sharing Agreement with the United States Army Corps of Engineers (USACE), Cindy Boen*

Ms. Bader Inglima briefly explained the partnership with the U.S. Army Corps of Engineers for the 1135 project. The 1135 grant will benefit Clover Island by repairing the shoreline while adding to habitat and recreation to the area. Corps and port staff moved forward to determine the scope of work and better define the port cost share. The cost share is less than we anticipated, as the port is able to receive a credit for “in-kind” work that the staff does for overseeing and management of the project. With the “in-kind” match, our total is decreased significantly from \$150,000 to \$97,210 for our 50/50% cash contribution match.

The Section 1135 Program is a two-phase process, requiring a feasibility phase where after the first \$100,000 is spent by the USACE (to help develop the scope of work) the remaining costs of \$304,470 are split 50/50 between the USACE and local sponsor. Port and USACE staff met in June to discuss goals, options and the scope of work required; both staffs have estimated their project costs associated with this first phase and the port will be given in-kind credit for port staff administrative work, which reduces the port’s cash contribution to only \$97,210.

Ms. Boen thanked the Commission for the opportunity to speak today. Ms. Boen was pleased to inform the Commission that she received approval on June 19, 2014, for the federal interest determination, which sets up for future work and funding. In June, there was an initial charrette with the Corps and port team, to address the problems and opportunities along the shoreline. The Corps team includes: a project manager, civil engineer, a hydrologist, a biologist, a landscape architect, a NEPA specialist, archeologist, an economist and a real estate specialist. There has been excellent progress made and the teams are working together nicely.

Mr. Novakovich inquired if the Corps could potentially spend up to five million, with a Port contribution of 25%.

Ms. Boen indicated that is correct, however, part of the match includes real estate, which the Port would receive credit for.

Ms. Bader Inglima added, the Corps, as a federal agency, would manage both phases of the project.

Ms. Luke stated she reviewed the contract and it appears to provide for great partnership and also allows an off ramp for the port, if at the end of the study, the port decides not to go further with the project. Ms. Luke further stated the agreement allows for port protections, “in-kind” matches, staff time and dollars and sets up future processes and expectations of the partnership.

Mr. Barnes confirmed that Ms. Luke approves of the contract.

Ms. Luke recommended the contract.





# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

Mr. Barnes asked when phase two begins, if there is a potential to spread it out over several fiscal years or is it subject to available funds.

Ms. Boen indicated that phase two will require another signed agreement, which is the project partnership agreement, and includes plans, inspections and construction. Ms. Boen believes the study will be completed late 2015, with funding for design and implementation in fiscal year of 2016. Federal requirement requires funding up front, once there is a contract for construction, however, budgeting can be spread over several years.

Mr. Moak inquired if the port would receive credit for work done thus far.

Ms. Bader Inglima indicated that the port cannot take credit for what has already been done; however, once the contract is signed, we can utilize the administrative costs, going forward. Ms. Bader Inglima reiterated that the federal level has determined there is value and benefit to restore the Clover Island shoreline, for habitat and species. The first phase needs to be completed in order to queue up for phase two and additional federal funding. Ms. Bader Inglima stated that improving the remainder of the shoreline is invaluable and would set us up for future economic development. This is the good opportunity for Port, existing businesses and the public.

Mr. Novakovich thanked Ms. Boen for all her work and believes this is an exciting opportunity for the Port and the constituents, and believes the Port should pursue phase two, depending on resources, staff time and funding available.

## PUBLIC COMMENT

Jim Wade: 1813 South Ranier place. Mr. Wade stated he is in full support of the 1135 project and believes it is a tremendous opportunity.

***MOTION:*** Commissioner Novakovich moved for approval of Resolution 2014-19, authorizing the Port's Executive Director to enter into the Federal Cost Share Agreement with the Department of the Army for the Clover Island Section 1135 Project; Commissioner Moak seconded.

### *Discussion*

*Mr. Moak indicated this is a wonderful opportunity to enhance our island, as it benefits the public, the habitat, and the fish. By partnering with another government entity, we are utilizing multiple resources, disciplines, and are able to do good things.*

*Mr. Barnes believes it is excellent work by staff and an excellent opportunity to collaborate with the Corps, for the benefit of our community.*

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

### ***B. Vista Field Historical/Relevant Artifacts Assessment, Barb Carter***

Ms. Bader Inglima introduced Ms. Carter, who has been contracted to inventory the artifacts, objects and items located at Vista Field. Ms. Carter helped determined relevance and potential



# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

---

value pieces may have.

Ms. Carter gave a brief assessment of the artifacts at Vista Field. She indicated that there was a common belief that many objects and materials could be utilized, however, there were a limited number of items that held significant, historic value:

- Pierced metal planking (1/2 acre)
  - Bergstrom Air Museum and Hood River Aeronautical Museum have expressed interest in the planking.
- Appollo rotating beacon
  - Company is no longer in business and it is missing parts. If new parts were used, it would lose historical value.
- Tetrahedron (wind tee)
  - The Tetrahedron was built by volunteers, using salvaged parts and is locally significant.

Ms. Carter suggests the three items be used for display or repurposed, however, she does not believe there is enough to support a dedicated air museum. Ms. Carter indicated there are several items that are of minimal value, but could be repurposed into art forms and placed around the community, or perhaps utilized at the art incubator in Columbia Gardens. Ms. Carter thanked Ms. Hanchette, Mr. Boehnke and Mr. Melia for the facility tour.

Mr. Novakovich inquired if the metal planking could be repurposed for a playground.

Ms. Carter believes a playground would not be feasible, however, the possibility of utilizing for pedestrian use (sidewalk) or perhaps, building a vertical wall.

Mr. Moak asked whether DPZ could use the planking for a specific purpose, but would also like to see some go to the Bergstrom Air Museum or the Hood River Aeronautical museum.

Mr. Peterson indicated the planking is approximately 1/2 acre and weighs 16 pounds per square foot (approximately 16 tons of material). The planking is cumbersome to move, slick when wet, and has gaps in the material. Mr. Peterson stated he will be sharing the detailed report with the DPZ team and the public during the charrette. Mr. Peterson would like to be able to tie the material back to aviation.

Mr. Moak believes the history of the airport is important to the Tri-Cities community and would like to see a display that tells the story. There are interesting facts that can be useful and tell the story and importance of the airport pre and post war. Mr. Moak appreciates Ms. Carter's report.

Mr. Barnes believes the port may want to consider a museum or a display, which preserves the Vista Field history.

Mr. Arntzen appreciates Ms. Carter's report and work. Mr. Arntzen further stated the next step is to look at the specific items, identified by Ms. Carter, and bring back staff recommendations. Like the Commissioners, Mr. Arntzen believes the metal decking is very unique and should take a





# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

closer look at. Mr. Arntzen extended separate invitations to the Commissioners to take a look at the decking and get a feel for it, and the potential it has. Mr. Arntzen believes it could be utilized as a street or pathway, and will ask DPZ to place special emphasis on the decking.

## **C. Advertising Agency of Record; Resolution 2014-20**

Ms. Bader Inglima reported the port has undertaken and is embarking on numerous projects which will require significant levels of communications with our community, including Clover Island renewal; Columbia Drive revitalization; West Richland former raceway master planning; Vista Field redevelopment and public planning; and the Port's upcoming 100<sup>th</sup> anniversary.

To improve staff efficiency and productivity, it is standard practice for organizations with limited staff to work with a professional agency to create and implement required print materials, photography, videography, editing and scheduling; provide marketing support; and ensure a consistent look, feel, and continuity across departments, projects and business sectors.

PS Media, Inc. has demonstrated experience in developing successful advertising and marketing materials, including graphics, print, and videography; and has an assembled team of professionals with a focus on quality which can help ensure a continuity of Port message and materials.

## **PUBLIC COMMENT**

No comments were made.

**MOTION:** *Commissioner Novakovich moved for approval of Resolution 2014-20, authorizing the Port's Executive Director to contract with PS Media, Inc. as the Port's Advertising Agency of Record; Commissioner Moak seconded.*

### *Discussion*

*Mr. Novakovich believes with limited staff and the large projects the port is undertaking, this is another means of creating efficiencies for the port. Mr. Novakovich considers this to be a cost savings and a benefit to the tax payers.*

*Mr. Moak feels, with the complex projects the port has over the next few years, it is important to maintain our high quality and believes this is a prudent way to go. Mr. Moak verified if the quoted hourly rate was fixed or could it fluctuate over the next three to four years.*

*Ms. Bader Inglima indicated she does not anticipate the rates fluctuating, but remaining fixed, during the time frame.*

*Mr. Moak believes this is a wise investment.*

*Mr. Barnes agrees with Mr. Novakovich and Mr. Moak. Mr. Barnes stated the resolution does not state the dollar limit of \$200,000 or the time frame of three to four years, nor does it preclude the port from working with other agencies. Mr. Barnes is in support of the resolution, but would like to amend the resolution to state: **Which will not exceed \$200,000 or four years and not***



# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

*preclude the Port working with other contract agencies as needed.*

*Mr. Novakovich seconded the amendment to resolution 2014-20.*

*With no further discussion, All in favor of amendment: 3:0, amendment passed.*

*With no further discussion, as amended, the motion carried unanimously. All in favor 3:0.*

Mr. Barnes thanked Ms. Bader Inglima for her work and believes this will help staff tremendously in the future.

## REPORTS COMMENTS AND DISCUSSION ITEMS

### A. *West Richland Racetrack Master Plan Update*

Mr. Peterson updated the Commission on the West Richland Racetrack master planning process. West Richland's request to expand its urban growth area to include the former Tri-City Raceway is moving to Benton County Commissioners for approval with a unanimous recommendation from the Benton County Planning Commission. Mr. Peterson and Mr. Arntzen met with Mr. Connole and Mr. Slade to discuss details of the master plan. At this time, staff is waiting for formal comments from West Richland regarding lot size details. Staff would like to submit one comprehensive list of changes to Oneza and the design team once comments are received back from the City. Mr. Peterson stated West Richland would like the port to reach out to surrounding property owners and neighbors regarding the proposal for new roads, so people are not caught by surprise.

Mr. Peterson stated Oneza questioned if the master plan should include a time line. Many master plans, such as Clover Island include a time line, however, this is a policy question. Mr. Peterson asked the Commission to discuss the timing of development of the racetrack in relevance to the private sector. The time line could be identified a number of ways:

- Time line by calendar years
- Events related to development
- Private Sector Development

Mr. Arntzen stated staff is very cognizant of the interlocal agreement with the City of Kennewick and section 6.2, which states the port will not run parallel projects that compete with the Columbia Gardens project. At this time, Mr. Arntzen is following the current work plan, which states holding the racetrack property until inclusion into the Urban Growth Area (UGA). Mr. Arntzen asked for further guidance and direction from the Commission regarding the racetrack property.

Mr. Barnes confirmed with Mr. Peterson that the Benton County Planning Commission strongly recommended the inclusion of the 94 acres into the UGA.

Mr. Peterson verified the Benton County Planning Commission unanimously approved the racetrack site be included in the UGA. Mr. Peterson conveyed there is an approximate sixty day review period through the Department of Commerce, which would allow for public comment on the application. The Planning Commission will then make a recommendation to the Benton





# REGULAR COMMISSION MEETING

**PORT OF KENNEWICK**

**JULY 22, 2014 MINUTES**

---

County Commissioners, and after the sixty day review period, a Benton County Commission meeting will be scheduled. At this time, we do not have specific dates available.

Mr. Barnes stated once the Benton County Commissioners make the final decision regarding the racetrack property, then the Board will be able to get better picture of the surrounding property and determine the next step. However, if the property is not included the UGB, then the Port and West Richland will need to regroup.

Mr. Moak inquired if the City of Kennewick interlocal agreement non-compete clause was for a specific time period.

Mr. Arntzen believes it is for a specific time period, that once the interlocal expires, the non-compete clause expires as well. However, our partnership with the City has been very successful, and the Board may want to move forward with the City for Phase 2 of Columbia Gardens.

Mr. Peterson stated prior to interlocal agreement with the City of Kennewick, the racetrack's initial concept from the September 2013 plan allowed for small boutique sites. However, as time has evolved, the City of Kennewick is looking to treat approximately 160,000 gallons of wine, whereas West Richland is looking to treat millions of gallons. There has been discussion between the Port, West Richland, and Kennewick and each entity has agreed that Columbia Gardens will focus on the boutique wineries, whereas West Richland will be able to draw the larger, industrial side of wine production. Mr. Peterson stated that Pacific Rim is currently the only facility that is in wine production. At this time, the remainder of the property is owned by several different individuals and is in close proximity of port owned land.

Mr. Novakovich asked Mr. Arntzen whether the City of Kennewick interlocal non-compete clause contains a Return-on-Investment or if it is based on the wine effluent capacity reaching a certain level, the non-compete disappears.

Mr. Arntzen recalls that was the intent, but not specifically worded that way. He believes the timing which was built into agreement will be reached first, not the capacity. Mr. Arntzen stated the port does not want to compete with themselves, and believes Columbia Gardens is a niche project that we may not want to duplicate anywhere else. Mr. Arntzen asked the Commission to look at best attributes of each property and develop those, so we aren't competing against ourselves.

Mr. Moak believes there are several factors needed to be in place before the Commission can make decisions and give staff direction.

Mr. Barnes conveyed that minimal competition with the private sector would be ideal. The Port owns the racetrack, and we are in the business of economic development and job creation, so it is inevitable to have some competition. The Port will need to communicate with the private sector and make sure everyone is informed of our intentions.



# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

---

## ***B. Interim Use of Vista Field Properties***

Ms. Hanchette stated over the past several meetings, staff has received direction from the Board, regarding the interim use of buildings and vacant land within Vista Field and the port owned property at 480 North Quay St. Kennewick (commonly known as Verizon). Based on discussions with the Board and staff interpretation for the purpose of leasing and managing subject properties is as follows:

### **Reference:**

The Port of Kennewick 2014 Work Plan (page 12) suggests to hold former Vista Field Airport properties until completion of community visioning and master planning process and hold northern portion of the Verizon industrial site until vision and plan for airport redevelopment site is formulated, then market consistent with established vision.

### **Staff interpretations for Vista Field Interim Use:**

- No community events are to be held on the Vista Field property due to the many airfield hazards and potential liability.
- Vista Field properties may be used for public safety training by local police departments, SWAT, K9 and fire departments subject to availability.
- 6600 W. Deschutes Building C (former corporate hangar) may be leased on a short term basis (2 years or less) with no Port provided tenant improvements or tenant-made modifications to the interior and exterior building structure. The Port executive director may, at his discretion with the support of the commission, accept or reject a potential lease applicant for this space.
- Verizon (480 N. Quay St., Kennewick): Consistent with the 2014 Work Plan, the Verizon property shall not be marketed for sale or lease (short or long term) until the vision and plan for airport redevelopment is formulated. Operations staff is secure the facility and maintain the grounds.

Mr. Novakovich concurs with Ms. Hanchette's interpretation.

Mr. Moak stated if there were some larger community events that would be beneficial to our jurisdictional partners, we may want to consider.

Mr. Barnes verified the interpretations were in line with earlier Board discussions. Mr. Barnes thanked Ms. Hanchette for the summary.

## ***C. Clover Island Boat Ramp***

Ms. Bader Inglima reported the maintenance and planning departments have identified a need to repair and improve the Clover Island boat launch ramps. Mr. Mark Allen was hired to dive and review the in-water ramp area and found:

- voids below the concrete pads
- missing metal pins which were used to anchor the concrete
- potholed areas and eroding gravel and concrete.

The Commission has made significant improvements on Clover Island, and as a result, more





# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

people are using the island and the boat launch. Staff has received feedback from the Benton County Sheriff's department, yacht club members, and maintenance staff, indicating the launch should be improved.

As part of the State Boating Facilities Program Grants, staff is in the process of developing construction drawings for the restroom, parking lot and storm drains, and landscaping to the upland portion of the boat launch. It would be conducive to repair the ramp this year, and receive permitting with the state and federal agencies so staff could do the required in-water work this winter and dovetail the upland improvements under the state grant, which need to be completed by July 31, 2015.

Mr. Peterson stated the most recent ramp project was Wade Park ramp, located on Road 52 in Pasco, which was completed between 2007 and 2008. The ramp cost Franklin County approximately \$105,000. Mr. Peterson believes the ramps are approximately fifty years old and installing a new ramp would cost between \$135,000 and \$150,000. From a permitting standpoint, there shouldn't be any issues, as we are not adding pile drivers or disturbing the habitat.

Mr. Fine indicated, after a preliminary review, the port revenues have exceeded our expectation and our expenditures are currently under budget. We have available funding of approximately \$200,000. The funding is available if the Commission would like to proceed with the repairs.

Mr. Barnes conveyed that the ramps are in need of repair, and the best course of action is to repair the ramps prior to the Boat Launch grant project, so there is no damage to the new launch. Mr. Barnes asked what direction staff needs.

Mr. Arntzen stated a consensus from the Board is needed to move forward with the repairs. Mr. Arntzen wanted to make sure we had proper funding for the repair and did not want to slow down or impede the grant.

Mr. Novakovich stated it makes sense to complete the repairs now, and is in favor of moving forward with the repairs.

Mr. Moak believes we should move forward with the repair as well.

The consensus of the Board is to move forward with the repairs to the Clover Island Boat Ramp.

## ***D. 2015 Rebranding and Website***

Ms. Bader Inglima reported that several years ago, the Commission had looked at the need to potentially rebrand the Port of Kennewick with the idea that we could better reflect our large, taxing district which, encompasses not only Kennewick, but Richland south of the Yakima, all of West Richland, a portion of Benton City and unincorporated Benton County. The Port of Kennewick's name can be confusing to people when we are representing the Port at events and meetings and partnering with other cities on projects outside of Kennewick.

The Commission looked at doing a branding research project regarding:

- What our name means within the community



# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

---

- Potential for increasing brand awareness
- Issue with clarity of messaging
- What about the Port resonates with the community, our customers and our partners
- Different projects and business lines and compare those with other ports
- Ways to distinguish our Port and our messages.

After answering all those questions, there may or may not be a change to several factors, such as name, tagline, logo, and colors. The Tri-Cities Visitor and Convention Bureau, the Chamber of Commerce and TRIDEC are currently involved in the process of brand development and have initially invested \$87,000 in the back-end research and development. The port could potentially incur the same amount, if not more, just for the back-end development. The port previously budgeted \$60,000 several years ago, however, due to other factors, such as updating our Comp Plan, and divestment of property and rail, and with limited funds and staff and a large number of capital projects underway, it was determined then that the branding could wait. As we look toward budgeting for 2015 and the Port's 100<sup>th</sup> anniversary is next year. Now is the time to review who the port is and what we mean to the community, and how we want to represent the port into the next century.

Ms. Bader Inglima further stated, there is a need to update the port website, which is almost seven years old. It was created on a platform that is now considered out of date, and with the extensive use of smart phones, tablets and mobile technology we are in need of updating the site. Ms. Bader Inglima suggested three options the Board may want to consider:

1. Tweak the current website, using the existing architecture, add photos, new text and pages, and continue with minimal spending on this old architecture for a potential cost of \$3,000 to \$5,000
2. Or, transition our content with its current look, feel, and functionality to a mobile responsive platform [architecture which detects what type of device you are using, and varies the design to accommodate either tablet or smart phone]. Potential cost of \$15,000
3. Or, completely redesign the website with a new mobile-responsive platform, using the latest technology, giving our site a completely updated look and feel, with new content, photos, and functionality. Potential cost \$20,000 to \$30,000 (depending on how much new content is required).

Ms. Bader Inglima has also been approached about social media, which may bring another level of complexity to the redesign of the website. The daily managing of social media and how the port would catalog, maintain and archive the content for public records may be a separate cost as well. If the Board's preference is to completely redesign the website, then Ms. Bader Inglima asked that we address the question of branding before we re-do the website, since a new brand would most likely require redesign of the website as part of any implementation plan. Ms. Bader Inglima inquired if the Commission would want staff to pursue for a project in 2015.

Mr. Arntzen believes this is two separate issues; rebranding and the website, and if the Commission would like to have these items in the 2015 Work Plan. Mr. Arntzen is looking at restructuring port business, in an effort to be prepared for the work that will be involved in the





# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

---

Vista Field redevelopment project. At this time, Mr. Arntzen believes that port staff does not have the time to take on this involved of a project. In regards to the website, Mr. Arntzen stated it is a two component project: a one-time overhaul of the site and on-going maintenance. At this time there has not been any research on the cost, but he believes it would be fairly high cost, on an annual basis. Mr. Arntzen stated it would be best to contract these services out and asked the Commission for their thoughts and if it is a project the Board would like to pursue.

Mr. Barnes verified the Port had allocated \$60,000 for the website, a few years back. Mr. Bader Inglima stated the \$60,000 was for rebranding only.

Mr. Barnes asked if the \$60,000 was still available. Ms. Fine indicated the money had been reallocated.

Mr. Novakovich does not think the port has the time or resources to take on the website. The port started out as a five mile district to take advantage of the shipping opportunities on the Columbia River and now, we are a 485 square miles district and are no longer the "Port of Kennewick." Mr. Novakovich believes it is time to work on rebranding for the port and extend the effort on who we are and what we are now, versus what we were 100 years ago. He believes it is essential, and tying it into the Port's 100<sup>th</sup> anniversary may help mitigate some costs. Mr. Novakovich believes the website could be updated at some time, but rebranding is far more critical and indicated if the website needs to be addressed that is fine, but he is not in favor of social media, due to the public records act and opening the port up to potential liability.

Mr. Moak indicated that the port should look at who we are, but does not believe rebranding should include changing the name. The port is very different than it was a 100 years ago and we need to look at what we do and how it reflects our community. Mr. Moak stated the logo and website are ordinary, but neither reflect that we are the port of redevelopment, architecture, and great ideas. Mr. Moak is interested in rebranding and believes with the large projects we have on the horizon, our brand needs to be emphasized in the community. He concurs with Mr. Novakovich about social media and the issues it may bring; however, Mr. Moak believes we need to appeal to a different generation. Mr. Moak indicated if we are going to be asking developers to invest in Columbia Gardens, Vista Field or the racetrack, we need to have a dynamic website that focuses on the island and business opportunities. Mr. Moak stated he is support of rebranding and updating the website, but the rebranding should come first.

Mr. Barnes stated the port made a significant decision to close Vista Field and it was a course changer. If the port is going to encourage a half a billion dollars in private investment for Vista Field, we need to project ourselves as a dependable and worthy partner to the private sector. To capture this level of commitment and investment from the private sector, we need to reshape our resources, and establish an image we want to portray, which may cost a considerable amount; however, the port is working for our constituents, our levy rate has gone down and we are operating within budget. Mr. Barnes supports the rebranding and has high expectations and sees the need to improve our brand and improve our marketing.



# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

---

Mr. Arntzen appreciates the Board's comments and would like to bring back a scope of work and detail for port rebranding and website maintenance. Mr. Arntzen asked for Board support when he includes the rebranding and website maintenance as part of the 2015 Work Plan. As indicated previously, the rebranding effort may be a high cost to the port, and when other projects may not move forward, due to limited budget and staff, Mr. Arntzen asked for the Board to support that as well.

Mr. Barnes believes Mr. Arntzen made a very good point. The port has limited resources and we need to stay focused on the most important tasks, going forward.

Mr. Arntzen would like the opportunity to discuss with staff and bring back more detail. Staff will look at the Agency of Record (PS Media) and see how they can be utilized, however, this project may be too large and require a separate bid and contract.

Mr. Barnes called for a Recess of the Regular Commission Meeting at 4:08 p.m.

Mr. Barnes reconvened the Regular Commission Meeting at 4:16 p.m.

## ***E. Clover Island Milfoil update***

Ms. Hanchette reported on the Clover Island milfoil. The port has contracted Lakeland Restoration Services to treat 15 acres, from the boat ramp, east of fuel dock. Ms. Hanchette stated treatment will take place in the fall, after the Kennewick water treatment system is closed for the winter.

## ***F. Columbia Drive Wine Village Site prep***

Mr. Peterson stated Mr. Black turned over his 30% renderings for Columbia Drive, to Terrence Thornhill July 10-11, 2014. There was discussion regarding the demolition of the 421 building and the consensus was, demolition should take place now, rather than during construction. Although some demolition has already been completed, Mr. Peterson indicated it would be cost effective to remove the asphalt, 421 building, concrete slabs, the pawn shop, labor ready, cinder blocks, and the remainder of the Chieftain Motel. Mr. Peterson reported that the project could be done in phases, but suggested demolishing the site all at once, so the port is not performing demolition next to new buildings. The price to demolish the buildings is approximately \$220,000, however, that price does not include the shed and various concrete slabs, which would be an additional \$50,000. Staff will be working on the site to determine some unknowns, so there are more details in the bid and less change orders.

As part of our agreement with the City of Kennewick, the port needs to clear up the 40 foot corridor so the City can complete the improvements to the streetscape, landscaping and pathway projects. Mr. Peterson stated the port has a great working relationship with the city and their Public Works Department. Mr. Peterson anticipates a demolition contract, for the Board's consideration, in late September, and it may be over the \$300,000 small works threshold process.

Mr. Novakovich inquired if this amount is included in the \$1.3 million initial investment or if it is in addition.





# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

---

Mr. Peterson indicated this figure is in addition to the \$1.3 million investment. This is an expenditure necessary to implement our commitment to Columbia Gardens. At this time, the project is estimated at \$2.1 million dollars, and if the Board is not comfortable with that figure, the Commission could decide to build only one or two buildings, instead of three. Mr. Peterson has heard the Commission say they want to make an impactful first impression for Columbia Gardens, which would be the three buildings presented at the last Commission Meeting. Mr. Peterson indicated the \$1.3 million allocated for the 2014 budget, will be utilized for construction in 2015, design fees of approximately \$250,000, \$1.8 million for construction of the buildings, \$300,000 for demo and the cost of the wine effluent building. The Commission would need to allocate an additional \$1,000,000 for the 2015 Budget. Mr. Peterson requested further direction from the Commission and how they would like to proceed.

Mr. Arntzen stated the Commission has indicated Columbia Gardens is going to be a flagship development for the port. The City of Kennewick has already discussed plans for phase 2. The Commission has employed a savings strategy, which Mr. Arntzen would like to continue with Vista Field. The Port is in a very good position, and has the available funds for Columbia Gardens.

Mr. Novakovich expressed the site needs to have tremendous impact coming off the Cable Bridge and is the flagship development for the port. The port should move forward and should not cut corners. Mr. Novakovich stated his full support.

Mr. Moak verified the 211 building will remain. Mr. Peterson verified the 211 building will remain for the art incubator and there were too many challenges with the other sites.

Mr. Barnes inquired if a preliminary site plan is available. Mr. Peterson indicated he is currently working with Meier Engineering on the specific details and identifying utility stubs, in conjunction with landscaping.

## ***G. Vista Field Redevelopment-travel to Miami***

Mr. Arntzen requested approval from the Commission, for himself, Mr. Barnes, and Mr. Peterson for travel to Miami for Vista Field redevelopment research. Mr. Novakovich and Mr. Moak have previously traveled to Miami to meet and interface with the DPZ team and explore redeveloped sites. Kennewick Mayor Steve Young, and Kennewick City Manager Marie Mosely, and Kris Watkins with the Tri-Cities Visitor and Convention Bureau, will also be accompanying the port on this trip. Mr. Arntzen is excited for the city to see firsthand what DPZ has accomplished in Miami and help facilitate discussions with the city. Mr. Arntzen understands travel is expensive, but there is a substantial public investment in Vista Field, and believes it is very important to research other redeveloped communities.

Mr. Moak believes Mr. Barnes, as the Port's spokesman, should travel to Miami, and become invested in the principles, people and spirit of DPZ. Mr. Barnes stated he supports the travel and is looking forward to the trip.



# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

---

Mr. Novakovich stated it is necessary for Mr. Barnes to travel to Miami.

The consensus of the Board is to approve travel for Mr. Arntzen, Mr. Peterson and Mr. Barnes to Miami for Vista Field Redevelopment research.

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

Commissioners reported on their respective committee meetings.

## ***I. Non-Scheduled Items***

Mr. Arntzen reported that Senen Antonio of DPZ will be in Kennewick, August 19-20. Mr. Arntzen would like him to see the Tri-Cities at its best and get a feel for our city.

Mr. Arntzen indicated he will be meeting with Dave Tovey, Executive Director for the Confederated Tribes of the Umatilla Indian Reservation next week.

Mr. Arntzen stated the 1135 project with Corps of Engineers is living up to the goals the Commission set forth with matching funds projects and applauded the Commission.

Ms. Hanchette reported the boat races are this weekend and the US Coast Guard Auxiliary will be utilizing the transient docks for the duration of the races.

## **PUBLIC COMMENT**

Steve Mallory, 5822 West Yellowstone Kennewick. Mr. Mallory commended the Commission for removing the slabs at Columbia Drive. Mr. Mallory suggested the fences be removed as well and indicated it would be easier to do now. He believes it will open up the Willows to the water and people will have access to multiple points on the island. Mr. Mallory stated the 211 building's bow string trusses are a high value and looks forward to seeing them used for the art incubator.

No further comments were made.

## **COMMISSIONER COMMENTS**

No comments were made.

Mr. Barnes anticipates the Executive Session will last approximately 15 minutes, for Real Estate, minimum price, per RCW 42.30.110(1)(c) with possible action anticipated. Mr. Barnes asked the public to notify port staff if they will return after the executive session.

Mr. Barnes recessed the Regular Commission Meeting at 4:58 p.m.

Mr. Barnes convened the meeting into Executive Session at 5:01 p.m. for approximately 15 minutes.





# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

JULY 22, 2014 MINUTES

## EXECUTIVE SESSION

### *A. Real Estate, minimum price, per RCW 42.30.110(1)(c)*

Mr. Barnes adjourned the Executive Session 5:16 p.m.

After verifying the public was not waiting, the Regular Board meeting reconvened at 5:16 p.m. with action taken.

## PUBLIC COMMENT

No comments were made.

**MOTION:** *Commissioner Novakovich moved for approval, authorizing the sale of 144 acres in Finley, as proposed, with appraised value of \$562,000 to Kennewick Game Farm LLC; Commissioner Moak seconded.*

### *Discussion*

*Mr. Moak reiterated the sale is consistent with the Comprehensive Scheme, and by packaging a number of diverse parcels into one sale, is very efficient.*

*Mr. Barnes stated this is in line with the Comprehensive Scheme and by divesting the holdings (15-17 separate parcels) the port has had for a number of years, meets our objectives. The 144 acres are of no future port use and the sale helps the private sector. Mr. Barnes is supportive of the sale.*

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

## ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 5:20 p.m.

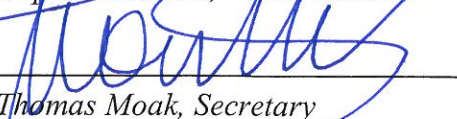
**APPROVED:**

**PORT of KENNEWICK**

**BOARD of COMMISSIONERS**

  
Don Barnes, President

  
Skip Novakovich, Vice President

  
Thomas Moak, Secretary

# **PORT OF KENNEWICK**

## **RESOLUTION 2014-19**

### **A RESOLUTION OF THE PORT OF KENNEWICK BOARD OF COMMISSIONERS APPROVING A FEDERAL COST SHARE AGREEMENT (FCSA) WITH DEPARTMENT OF ARMY FOR THE CLOVER ISLAND SECTION 1135 PROJECT**

**WHEREAS**, the Port of Kennewick has made numerous investments in Clover Island to spur the revitalization of Kennewick's historic downtown, to provide citizens with waterfront access, and to improve the shoreline for safety, erosion control, and enhanced habitat benefitting listed and endangered species; and

**WHEREAS**, the Port Commission desires to leverage Port funds with state and federal partners on additional Clover Island improvements; and to that end Port staff researched and formally requested a federal partnership with the United States Army Corps of Engineers' (USACE) Section 1135 Program for habitat restoration; and whereas on March 25, 2014 Commission encouraged staff to pursue the Federal Cost Share Agreement for the Feasibility Analysis; and

**WHEREAS**, completing Phase I will allow the USACE and Port to determine which alternative to pursue and what those related costs would be—helping Commissioners decide if they wish to move forward with Implementation & Construction (Phase II); and

**WHEREAS**, under the Section 1135 Program Feasibility Phase the first \$100,000 is spent by the USACE with the remaining cost of \$304,470 split 50/50 between the USACE and local sponsor; and

**WHEREAS**, the Port will be given in-kind credit for Port administrative work, which reduces the Port's anticipated cash contribution to only \$97,210.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Port of Kennewick does hereby authorize the Executive Director to sign all documents necessary to implement the Federal Cost Share Agreement for the Clover Island Section 1135 Project with the Department of Army.

**ADOPTED** by the Board of Commissioners of Port of Kennewick on the 22nd day of July 2014.

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

By:

  
DON BARNES, *President*

By:

  
SKIP NOVAKOVICH, *Vice President*

By:

  
THOMAS MOAK, *Secretary*



# **PORT OF KENNEWICK**

## **RESOLUTION 2014-20**

### **A RESOLUTION OF THE PORT OF KENNEWICK BOARD OF COMMISSIONERS APPROVING A PROPOSAL BY PS MEDIA, INC. TO PERFORM MARKETING WORK AS THE PORT OF KENNEWICK'S AGENCY OF RECORD**

**WHEREAS**, the Port of Kennewick has undertaken and is embarking on numerous projects which require significant and strategic levels of communications with the community including Clover Island shoreline improvements; Columbia Drive revitalization; West Richland projects; Vista Field community input and redevelopment; and the Port's upcoming 100<sup>th</sup> anniversary; and

**WHEREAS**, the Port desires to contract with an advertising firm for marketing, advertising, and promotion services to support public outreach regarding Port projects, lease space, and land sales; and such contracting will improve overall Port staff productivity; and

**WHEREAS**, staff has reviewed qualifications of three firms; and PS Media, Inc. has demonstrated experience in developing successful advertising and marketing materials, including graphics, print, and videography; and has an assembled team of professionals with a focus on quality which can help ensure a continuity of Port message and materials; and

**WHEREAS**, PS Media, Inc. has presented a proposal to perform the desired service for hourly rates of \$120 per hour for graphic design and project management; and \$175 per hour for videography and editing; plus required subcontracts; and this resolution and subsequent contract does not preclude the Port from working with other contractors or agencies on projects as needed;

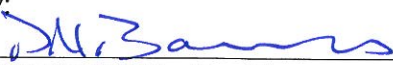
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Port of Kennewick does hereby approve the proposal by PS Media, Inc. to serve as the Agency of Record for advertising and marketing services for Port of Kennewick projects at the above hourly rates in compliance with port policy and state law, which will not exceed \$200,000, or four years, and does not preclude the Port from working with other contract agencies as needed.

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to sign any contract documents necessary to implement the work of PS Media, Inc.

**ADOPTED** by the Board of Commissioners of Port of Kennewick on the 22nd day of July 2014.

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

By:

  
DON BARNES, *President*

By:

  
SKIP NOVAKOVICH, *Vice President*

By:

  
THOMAS MOAK, *Secretary*