

## **AGENDA**

*Port of Kennewick  
Regular Commission Business Meeting*

*The Arc of Tri-Cities  
1455 Fowler Street, Richland*

Tuesday, July 26, 2011  
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. CONSENT AGENDA**

- A. Approval of Direct Deposit and Warrants Dated July 15, 2011
- B. Approval of Warrant Registers Dated July 27, 2011
- C. Approval of Commission Meeting Minutes Dated June 28, 2011
- D. Approval of Commission Meeting Minutes Dated July 12, 2011

**V. PRESENTATIONS**

- A. City of Richland Update, Bill King, Deputy City Manager
- B. Spaulding Business Park

**VI. NEW BUSINESS**

- A. Vehicle Allowance, Amendment to Policy Manual; Resolution 2011-27

**VII. REPORTS, COMMENTS AND DISCUSSION ITEMS**

- A. Vista Field
  - 1. HAEIFC Grant Update
  - 2. Courtesy Vehicle
- B. West Richland
  - 1. Tefft Landscaping –
- C. Letter Supporting Tri-Cities Visitor & Convention Bureau Proposal
- D. 2012 Preliminary Budget
- E. Washington Tourism Alliance Update
- F. Washington Public Ports Association (WPPA) Building Purchase
- G. Public Use of Port's Facilities
- H. Commissioner Meetings (formal and informal meetings with groups or individuals)
- I. Non-Scheduled Items

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

**IX. ADJOURNMENT**

***PLEASE SILENCE CELL PHONES***

# PORT OF KENNEWICK

## Resolution No. 2011-27

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK AMENDING THE THE PORT'S POLICY MANUAL

**WHEREAS**, each year staff reviews Port policies to determine whether changes should be made to reflect current conditions or potential improvements in operations; and

**WHEREAS**, staff has reviewed the Vehicle Reimbursement Policy and has identified a proposed change which would be in the best interest of the public; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of Port of Kennewick hereby approves amending the Port of Kennewick Policy Manual as follows:

The Port of Kennewick Vehicle Reimbursement Policy shall be amended to read as follows:

- A. The following monthly allowances shall be provided (all sums net):

<i>Executive Director:</i>	<i>\$400</i>
<i>Director of Governmental Affairs:</i>	<i>\$350</i>
<i>Other Directors and Real Estate Manager:</i>	<i>\$300</i>
<i>Other Staff:</i>	<i>Not to Exceed \$150 per month</i>

As established by the Executive Director. Most other staff would not receive compensation under current practices.

- B. Employees must submit valid proof of insurance on an annual basis to the Port Auditor; and
- C. No reimbursement, allowance or any other form of payment shall be made by the Port to an employee for 1) parking tickets, 2) towing or impound fees, 3) traffic violations, 4) automotive repairs, and 5) other vehicle expense; and
- D. For an employee receiving the allowance, IRS reimbursement will only be paid for extraordinary out of town travel (outside of Benton, Franklin and Walla Walla Counties, Washington); and
- E. The Port of Kennewick permits combining personal travel with business travel, provided that employees clearly disclose any personal travel and/or annual leave time to be taken in conjunction with business travel and pro-rate such travel as appropriate under the circumstances; and

- F. The allowance shall be paid monthly and treated as normal income with appropriate deductions withheld; and
- G. The allowance shall be adjusted annually at a rate of 3.6 percent which is in accordance with the Bureau of Labor Statistics last twelve months Consumer Price Index for all index items released on Friday, July 15, 2011; and
- H. With approval of the Executive Director, an individual entitled to an allowance may seek the IRS reimbursement rate in lieu of the allowance, as long as the Executive determines this would provide a cost savings to the Port; and
- I. This policy may be rescinded or amended at any time by the Board of Commissioners.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick on the 26th day of July 2011.

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

By: \_\_\_\_\_  
SKIP NOVAKOVICH, President

By: \_\_\_\_\_  
DAVID HANSON, Vice President

By: \_\_\_\_\_  
GENE WAGNER, Secretary