

REVISED AGENDA

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

Tuesday, October 23, 2012
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 October 15, 2012
- B. Approval of Warrant Registers Dated October 24, 2012
- C. Approval of Warrant Registers Dated October 24, 2012
- D. Approve Amended Ambassador Policy; Resolution 2012-53
- E. Approval of Special Commission Meeting (Planning Workshop) Minutes Dated September 25, 2012
- F. Approval of Commission Meeting Minutes Dated September 25, 2012
- G. Approval of Special Joint Commission Meeting Minutes Dated September 25, 2012

V. NEW BUSINESS

- A. Public Records Request Process, Ramsey Ramerman
- B. Tri-Cities Airport Citizens Advisory Group

VI. 2013 FINAL BUDGET HEARING / ADOPTION

- A. 2013 Final Budget Hearing / Adoption; Resolution 2012-49
 - 1. Levy Certification; Resolution 2012-50
 - 2. Increase in Tax Capacity; Resolution 2012-51
- B. Amend Resolution 2010-41 Budget Goals and Adopt Improved Budget Goals; Resolution 2012-52

VII. REPORTS, COMMENTS AND DISCUSSION ITEMS

- A. Vista Field
 - 1. Kick Off Meeting November 5, 2012
 - 2. Charrette Meeting November 7 and 8, 2012
- B. Amended 2013 Work Plan Memo
- C. Bruker Elemental, Manufacturer of the Year Award
- D. Special Commission Meeting, October 30, 2012 at 2:30 p.m.
- E. Commissioner Meetings (formal and informal meetings with groups or individuals)
- F. Non-Scheduled Items

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

IX. 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. Personnel, per RCW 42.30.110(1)(g)

X. ADJOURNMENT

PLEASE SILENCE CELL PHONES

PORT OF KENNEWICK

RESOLUTION NO. 2012-49

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PORT OF KENNEWICK ADOPTING THE 2013 BUDGET

WHEREAS, the Board of Commissioners of Port of Kennewick met at a regular meeting on October 23, 2012, a quorum of the Commission being present; and

WHEREAS, Port of Kennewick has properly given notice of the public hearing held on October 9, 2012 to consider Port of Kennewick's Budget for the 2013 calendar year, pursuant to RCW 84.55.120; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Kennewick after a public hearing, and after duly considering all relevant evidence and testimony presented, has adopted the attached budget for Port of Kennewick for the year 2013.

ADOPTED by the Board of Commissioners of Port of Kennewick at its regular meeting on October 23, 2012.

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

By: _____
SKIP NOVAKOVICH, President

By: _____
GENE WAGNER, Vice President

By: _____
DON BARNES, Secretary

PORT OF KENNEWICK

	2013 BUDGET
BEGINNING CASH BALANCES	\$ 6,122,682
ANTICIPATED REVENUES	
Industrial/Ag Leases	\$ 657,201
Marina Leases	\$ 294,455
Boat Haul Out Revenue	\$ 8,011
Airport Leases	\$ 49,318
<i>Total Operating Revenues</i>	\$ 1,008,985
Gain From Property Sales	\$ 50,000
Ad Valorem Tax	\$ 3,396,443
Interest Income	\$ -
Miscellaneous	\$ -
<i>Total Non-Operating Revenues</i>	\$ 3,446,443
<i>Total Anticipated Revenues</i>	\$ 4,455,427
TOTAL AVAILABLE FUNDS	\$ 10,578,110
LESS ANTICIPATED EXPENSES	
Airport Operations and Maintenance	\$ 361,469
Marina Operations and Maintenance	\$ 94,354
Property Lease/Rental Operations and Maintenance	\$ 942,726
General and Administrative	\$ 1,728,410
Non-Operating Expenditures	\$ 190,456
TOTAL ANTICIPATED EXPENSES	\$ 3,317,414
<i>TOTAL AVAILABLE FUNDS LESS EXPENSES</i>	\$ 7,260,696
LESS FUNDS FOR PROJECTS & EQUIPMENT (except Industrial development and promotional hosting expenditures)	\$ 4,710,763
LESS INDUSTRIAL DEVELOPMENT EXPENDITURES	\$ -
LESS PROMOTIONAL HOSTING EXPENDITURES	\$ 9,500
ENDING CASH ON HAND	
RESERVE FUNDS	
UNRESTRICTED FUND BALANCES	\$ 2,500,000
<i>TOTAL UNRESTRICTED AND RESERVE FUNDS</i>	\$ 40,434

PORT OF KENNEWICK

RESOLUTION NO. 2012-50

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE PORT OF KENNEWICK CERTIFYING THE PORT'S 2012 LEVY FOR 2013 COLLECTION

WHEREAS, the Board of Commissioners of the Port of Kennewick met and considered its budget for the calendar year 2013 at a regular meeting on October 23, 2012, a quorum of the Commission being present; and

WHEREAS, a legal notice of public hearing on the Preliminary Budget of Port of Kennewick for the calendar year of 2013 was published in accordance with RCW 53.35.020, RCW 53.35.045 and RCW 84.52.020, and such hearing being held on the 9th day of October, 2012; and

WHEREAS, the Port's actual levy amount from the previous year was \$3,277,002; and

WHEREAS, the population of the Port is more than 10,000; and

WHEREAS, the Board of Commissioners of Port of Kennewick after hearing and after duly considering all relevant evidence and testimony presented, determined that the Port of Kennewick requires a regular levy in the amount of \$3,600,000.00, which includes an increase in property tax revenue from the previous year, amounts resulting from the addition of new construction, improvements to property, any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick substantiate that an increase in the regular property tax levy is hereby authorized for the levy to be collected in 2013 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be approximately \$36,000, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Port of Kennewick hereby direct the Director of Finance/Auditor to certify a copy of this resolution and forward the same to the Clerk of the Board of the County Commissioners in accordance with RCW 84.52.020.

APPROVED and dated by the Commissioners of the Port of Kennewick at its regular meeting on October 23, 2012.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

SKIP NOVAKOVICH, *President*

GENE WAGNER, *Vice President*

DON BARNES, *Secretary*

CERTIFICATION OF TAX LEVY

STATE OF WASHINGTON

County of Benton

In accordance with RCW 84.52.020, I, **Tammy Fine**, Director of Finance/Auditor for Port of Kennewick, do hereby certify to the Benton County legislative authority that the Commissioners of said district request that the following levy amounts be collected in 2013 as provided in the district's budget, which was adopted at a public hearing held on October 23, 2012. I hereby request the Board of County Commissioners of Benton County, Washington, to make said regular levy of the Kennewick Port District, as set forth below, and that said regular levy is for operation, maintenance, land acquisition, construction, and the levy is to be distributed as follows:

Expense Fund	\$1,400,000
Construction Fund	\$2,168,000
Administration Refund Fund	\$32,000

<i>Total Regular Levy</i>	<i>\$3,600,000</i>
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<i>Population Certification:</i>	<i>Above 10,000</i>
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If the above certification is more than the Assessor's levy calculations, the Assessor's Office is directed to reduce the Construction Fund amount by the actual Assessor's levy calculation.

CERTIFIED this 23th day of October, 2012.

CERTIFIED BY:

**PORT of KENNEWICK
DIRECTOR of FINANCE/AUDITOR**

TAMMY FINE

PORT OF KENNEWICK

RESOLUTION NO. 2012-51

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK AUTHORIZING AN INCREASE IN TAX LEVY CAPACITY PURSUANT TO RCW 84.55.120 AND WAC 458-19-005

WHEREAS, a public hearing was held by the Board of Commissioners for the Port of Kennewick regarding the 2013 budget; and

WHEREAS, pursuant to RCW 84.55.120 and WAC 458-19-005, the rate of inflation (IPD rate) for 2013 is 1.295 percent and the limit factor for property taxes for 2013 is one hundred and one percent (101%); and

WHEREAS, the Port of Kennewick's levy amount from the previous year was \$3,277,002; and

WHEREAS, the Port has set its increase in tax levy capacity for the 2013 budget at one percent (1%) and finds there is substantial need to set the levy limit at one hundred and one percent (101%); and

WHEREAS, the Board of Commissioners of the Port of Kennewick Taxing District, after hearing and after duly considering all relevant evidence and testimony presented, finds there is a substantial need to set the levy limit at one hundred one percent (101%), in order to discharge the expected expenses and obligations of the district and in its best interest; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Port of Kennewick Taxing District that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in levy value of state assessed property, is hereby authorized for the 2013 levy in the amount of approximately \$36,000 which is a one (1%) percentage increase from the previous year.

ADOPTED by the Board of Commissioners of the Port of Kennewick at a regular meeting held this 23rd day of October 2012; and duly signed by its proper officers in the authentication of its passage on said date.

DATED this 23rd day of October, 2012.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

SKIP NOVAKOVICH, *President*

GENE WAGNER, *Vice-President*

DON BARNES, *Secretary*

PORT OF KENNEWICK

RESOLUTION No. 2012-52

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE PORT OF KENNEWICK AMENDING RESOLUTION 2010-41 AND ESTABLISHING IMPROVED BUDGET GOALS

WHEREAS, the Port Auditor presented the 2013 Preliminary Budget on October 9, 2012 and included the Chief Financial Officer's budgetary goals for the Port of Kennewick; and

WHEREAS, the Commission wholeheartedly agrees with the Chief Financial Officer's budgetary goals, and, in an effort to demonstrate its intention to adhere to the goals, the Commission desires to officially amend Resolution 2010-41 and adopt the improved budget goals below:

- Work towards closing the operating gap.
- Fund projects with resources in-hand, not with bonds or loan financing.
- Pursue fewer projects while selecting projects with the greatest return to the Port and taxpayers.
- Pursue projects with development partners who demonstrate support; i.e. matching funds, political/citizen/taxpayer support, and enthusiasm.
- Identify holdings with no or little economic benefit to the taxpayers at large to divest of to redirect staff time to more meaningful projects.
- Identify holdings that create a loss for the Port with no or little economic benefit to the taxpayers at large to divest of to reduce our future losses.
- Focus our future on good Return On Investment, sound economic development projects with great job creation that benefit the community at large and have good revenue producing abilities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Port of Kennewick hereby amends Resolution 2010-41 and adopts the above budgetary goals.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 23rd day of October, 2012.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

SKIP NOVAKOVICH, *President*

DON BARNES, *Vice President*

GENE WAGNER, *Secretary*

PORT OF KENNEWICK

Resolution No. 2012-53

***A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK AUTHORIZING
AMENDMENTS TO THE PORT'S POLICY MANUAL***

WHEREAS, the Port of Kennewick (Port) has a policy manuals in effect which addresses general administrative and personnel matters; and

WHEREAS, this manual must be updated occasionally with all revisions being approved by the Port Commission via Resolution; and

WHEREAS, staff recommends revisions to the Policies and Procedures Handbook and believes this to be in the best interest of the Port.

NOW, THEREFORE; BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby approves the amended Ambassador Policy.

BE IT HEREBY FURTHER RESOLVED the manual shall remain in effect until further revised.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 23rd day of October 2012.

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

By: _____
SKIP NOVAKOVICH, *President*

By: _____
DON BARNES, *Vice President*

By: _____
GENE WAGNER, *Secretary*