



# SPECIAL COMMISSION MEETING

PORT OF KENNEWICK

DECEMBER 16, 2014 MINUTES

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## CALL TO ORDER

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

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

## PLEDGE OF ALLEGIANCE

Mr. Gene Wagner led the Pledge of Allegiance.

Mr. Barnes inquired if any items on the Consent Agenda needed to be removed and placed further down on the Agenda.

***Motion:*** Commissioner Barnes moved that Item C (Award of Bid) under New Business, be moved to item A under New Business, and subsequent items follow. Furthermore, Item L, under the Consent Agenda (Resolution 2014-39), be removed and placed under New Business as Item D. Commissioner Novakovich seconded. With no further discussion, all in favor 3:0. Motion to adjust the Agenda carried unanimously.

## PUBLIC COMMENT

Justin Raffa (Artistic Director for the Mid-Columbia Mastersingers, Secretary of the Mid-Columbia Performing Arts Center, and a member of the Vista Vision Task Force), 1214 Gowen Avenue, Richland. Mr. Raffa wanted to take the opportunity to express that he is delighted with the entire process for the re-visioning of Vista Field. Mr. Raffa believes the Port is handling the redevelopment the right way, by being candid and open; and he stated the Charrette was a wonderfully informative, public event, with opportunities for public input. Mr. Raffa is pleased with the work of the Port and thanked the Commission for doing the right thing for the community. As a member of the Vista Vision Task Force and a representative of the performing arts community, he supports the Commission and is excited to help guide the process along, to have a successful outcome for the community. Mr. Raffa applauded the Commission for their work on the redevelopment of Vista Field.



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No further comments were made.

## CONSENT AGENDA

The consent agenda consisted of the following:

- A. Approval of Direct Deposit and E-Payments Dated December 2, 2014*  
Direct Deposit totaling \$63,308.13.
- B. Approval of Warrant Registers Dated December 9, 2014*  
Expense Fund Voucher Numbers 36338 through 36392 for a grand total of \$417,222.75.
- C. Approval of Special Commission Meeting Minutes dated October 21, 2014*
- D. Approval of Special Commission Meeting Minutes dated November 4, 2014*
- E. Approval of Special Commission Meeting Minutes dated November 10, 2014*
- F. Approval of Special Commission Meeting Minutes dated November 12, 2014*
- G. Approval of Special Commission Meeting Minutes dated November 13, 2014*
- H. Approval of Special Commission Meeting Minutes dated November 15, 2014*
- I. Approval of Special Commission Meeting Minutes dated November 18, 2014*
- J. Approval of Special Commission Meeting Minutes dated December 2, 2014*
- K. Correction of Resolution 2014-26 approving the Purchase and Sale Agreement with Ag-Reserves Inc.*
- L. Approval of Amendments to the Port's Personnel Manual; Resolution 2014-40*

Mr. Barnes reiterated Resolution 2014-39, has been removed from the Consent Agenda and placed under New Business.

**MOTION:** *Commissioner Novakovich moved for approval of the Consent Agenda, with removal of Item C and Item L.*

*Mr. Barnes clarified that it had been Item C under New Business that was elevated to Item A under New Business, that Item C had not been removed from the Consent Agenda.*

*Mr. Novakovich wished to clarify that for Item C, under the Consent Agenda, for the Special Commission Meeting Minutes dated October 21, 2014, Mr. Moak is showing present, however, he was excused from that meeting.*

*Mr. Barnes noted the correction.*

**MOTION:** *Commission Novakovich moved for approval of the Consent Agenda, as amended, with removal of item L (Resolution 2014-39), and the correction to the minutes under Item C. Commissioner Moak seconded. With no further discussion, all in favor, 3:0. Motion carried unanimously.*

## PRESENTATION

### *A. 2014 Friend of the Port*

Mr. Arntzen stated in 2008 the Port implemented a Friend of the Port award and stated the only requisite is that the recipient has been helpful to the Port as a team or entity. Today, the Port is recognizing a woman who has her fingerprints on projects throughout this community, Kris





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Watkins. From the lowering of the shoreline levees, to construction of the Three Rivers Convention Center, and establishing the Tourism Promotion Area as a dedicated and reliable source of marketing funds, to construction of the Tri-Cities Business & Visitor Center in partnership with the Tri-Cities Area Regional Chamber and TRIDEC. From the Playground of Dreams and Family Fishing Pond, to the regional community branding and most recently the designation of the Manhattan Project National Historic Park. Ms. Watkins has done much to expand the portfolio of our community and has worked hard to ensure a strong tourism industry, and a healthy business climate.

Mr. Arntzen presented a plaque which read: "In recognition of your work on river shore enhancement; for advocating product development to create a vibrant economy; and for your early leadership and continued support of Vista Field redevelopment."

Ms. Watkins thanked the Port for this honor and commended the Port for their effort in helping promote Tri-City tourism. Ms. Watkins has enjoyed being able to voice her opinion as a member of the Vista Vision Task Force and thanked the Commission for their leadership and stepping forward for the region. Ms. Watkins stated it is a great treasure, and a deep honor to have been recognized.

Mr. Barnes thanked Ms. Watkins for her all of her work and stated it is a pleasure working with her on Visit Tri-Cities!

## ***B. Columbia Drive Transition 2008-2014***

Mr. Peterson reviewed photographs of Port properties on Columbia Drive illustrating the conditions upon the purchase of the properties and the improvements that have been made by the Port, Corps of Engineers, and community volunteers, in preparation for the demolition of the 205 East Columbia Drive through 421 East Columbia Drive.

Mr. Moak stated the presentation was a good reminder of the history of Columbia Drive and how far the Port has come with the area. Mr. Moak acknowledged former Commissioner Wagner and staff for their contribution to the project and taking a chance on the area. Mr. Moak thanked Mr. Peterson for his presentation.

Mr. Barnes thanked Mr. Peterson and stated it is important to reflect on the history of Columbia Drive to keep the Port focused on revitalizing the area.

## **NEW BUSINESS**

### ***A. Award of Bid: Columbia Drive Demolition: Resolution 2014-41***

Ms. Hanchette stated the Port is working toward the Columbia Drive Urban Revitalization process, to prepare the site for redevelopment. Staff has worked with several contractors and utility providers, to prepare Columbia Drive for the demolition phase. As we proceed towards demolition, the Commission approved \$350,000 for building and site demolition on Columbia Drive. Hall Engineering was contracted to detail the subsurface specifications of the site, which would enable the Port to come up with a detailed technical specification of the site demolition.



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Port staff utilized the technical specification to come up with the bid and broke it down into the base bid plus three alternates. The base bid included the 211 shed and the buildings at 219, 305, 307 and 421 East Columbia Drive.

The alternate bid included:

- #1 Concrete and asphalt that is around the building structure.
- #2. 205 East Columbia Drive: foundation and slab removal.
- #3. Demolition of the house located at Cable Greens.

Hall Engineering estimated the base bid at \$220,000 plus an additional \$100,000 for all three alternates. This was a public bid due to the amount being over the \$300,000 threshold, and was publicized on the Port website and in the *Tri-City Herald*. The Port received five construction bids and staff and the project engineer certified that the bids received were in compliance with the plans and specifications, which ranged from \$158,000 to \$315,000. Big D's Construction of Tri-Cities, Inc. was certified as the most responsible and lowest bid by Port staff and the project engineer. The amount of \$158,551.20 including applicable tax for the base bid work and the alternate bid items.

Mr. Novakovich inquired why there was such a huge discrepancy between bids.

Ms. Hanchette indicated Duane Howard of Big D's Construction is able to recycle some concrete from the demolition to use in other projects. Also, he is a local contractor that does not need to bring in heavy equipment or pay for travel expenses.

Mr. Novakovich stated Big D's has done a great job for us in the past and thanked Ms. Hanchette for a thorough presentation.

Mr. Moak asked, on which Port projects has Big D's worked.

Mr. Peterson stated Big D's has worked on several projects for the Port, including:

- Currently completing two art work installations.
- The treated surface (orange) parking lot.
- Site/civil work for yacht building and the lighthouse.
- Causeway work: from the lighthouse to the levy.

Mr. Peterson further stated, Big D's is familiar with Port requirements regarding tribal relations and has done very well for us.

## PUBLIC COMMENTS

No comments were made.

***Motion:*** Commissioner Novakovich move approval of Resolution 2014-41, authorizing the Port's Executive Director to execute the contract with Big D's Construction of Tri-Cities, Inc. for the demolition and removal of designated structures and materials within the Columbia Drive Urban Revitalization Area, for the sum of \$158,551.20, including applicable tax. Commissioner Moak seconded the motion.





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***Discussion:***

*Mr. Novakovich stated Big D's has done an excellent job for the Port in the past.*

*Mr. Barnes stated Big D's is the lowest, responsible bid and has demonstrated their capabilities in the past for the Port and he is supportive of Resolution 2014-41.*

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

***B. Vista Vision Charrette Update, Michael Mehaffy, Laurence Qamar (see presentation)***

Mr. Peterson introduced Michael Mehaffy and Laurence Qamar of Duany Plater-Zyberk (DPZ).

Mr. Mehaffy thanked the Commission and reported that DPZ is in the process of completing the written report and identifying key issues, from the November Charrette, and hope to have it completed by the end of January. DPZ was pleased with the Charrette and were met with enthusiasm and great ideas from the public. During the Charrette, DPZ was able to meet with City of Kennewick elected officials and staff, and Barb Johnson and Corey Peterson from the Kennewick Public Facilities District (KPFD). Our hope is for the Port and KPFD to potentially integrate the Vista Field plan with the expansion of the Three Rivers Convention Center, to reach an exceptional development.

Mr. Mehaffy stated the two main issues for the Port to consider and recommend to other stake holders for consideration are:

- DPZ finds benefits for the region, which, if they are to be realized, must be identified and developed through a coordinated partnership strategy.
- A “go it alone” approach (by the Port, or by its potential partners) will fail to realize the potential benefits for the region.

Mr. Mehaffy summarized the potential benefits for the area:

- Direct economic benefits (jobs, taxes, etc.).
- Regional competitiveness benefits (amenity to assist with recruitment and retention)
- Strategic development benefits (opportunity sites, co-location synergies, etc.).
- Regional identity benefits (landmark amenity, reinforcement of other elements like wine, etc.).
- Quality of life benefits (parks, public spaces, etc.).

Vista Field has the potential to “fix the gaps” that were identified by Roger Brooks International:

- There is a scarcity of amenities that serve to attract and retain key employees in growing business, such as knowledge economy employees and notable, vibrant districts that offer evening recreational activities.
- There is a lack of cultural amenities and larger gathering places that contribute to the region's identity and attractiveness.
- There is a lack of locally developed and locally distinctive businesses, particularly those that serve tourism, young professionals, and other economically important sectors.

Mr. Mehaffy stated the Port needs to be collaborative, inclusive and visionary and commended



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the Port for making the effort to gather community input during the 2012 and 2014 Charrette. Mr. Mehaffy reiterated that nothing will be possible unless the Port has a strong collaboration with their partners; the City of Kennewick and the KPFD.

Mr. Qamar stated the vision of Vista Field can be achieved through the collaborative process of multiple agencies working together. Mr. Qamar indicated it is not only about the Port owned 113 acres, or the addition of the Convention Center and entertainment district, or the mall, but the scope that needs to be achieved is the street connectivity from the railroads to major arterials along the edges. The plan that came out of the Charrette is a framework on how to proceed forward, which will connect to the entertainment district and show a gradual development. The goal is to use greenways to place infrastructure (utilities) and utilize the current pavement to create a lean development. Mr. Qamar stated that a Performing Arts Center was discussed on numerous occasions during the Charrette and it was deemed a desire of the community to see that included in the redevelopment.

Mr. Mehaffy concluded the presentation, stating the most delicate issue is the Port cannot connect the 113 acres without the help from jurisdictional partners.

Mr. Novakovich stated connectivity is critical, wanted, needed and necessary for the redevelopment of Vista Field. Mr. Novakovich indicated the proposal for a Performing Arts Center is critical; with Port property and structures and a public/private partnership, a Performing Arts Center could be created without having to raise taxes. He believes this could be a cornerstone for Vista Field, along with the Convention Center and the Toyota Center, and would draw a massive amount of people to the area and attract other business and spur future development. Mr. Novakovich believes the Port should establish a non-competitive, collaborative action, and if the Port has the land and structures to support building a Performing Arts Center, the Port should look at a partnership to make it happen.

Mr. Moak stated he would like to see the Port properties help other entities, such as the Convention Center and the local shopping area. He further stated, to elevate the region with the current amenities surrounding Vista Field will take a partnership, to see the vision come to fruition. The Port has been open throughout the process, by engaging the community as a whole and the work that DPZ has done with other entities makes this a project that will benefit the community significantly. The connectivity issue is very important and Mr. Moak would like to see a network that extends to Richland and Pasco, whether it is by car, bike or pedestrian use. Mr. Moak expressed his excitement to see more pieces come together and appreciated Mr. Raffa's comments.

Mr. Barnes indicated the term "coordinated partnership strategy" resonates immensely and stated the Port cannot accomplish the redevelopment alone, and needs the City of Kennewick; the KPFD; the private sector; surrounding property owners; and the community to complete this vision. With the Port's limited resources and the redevelopment potential, we cannot wait until we are able to marshal only our resources, we cannot waste time or opportunities. Mr. Barnes believes the Port has the best interest in the community and needs to partner with other entities to make this a successful project.





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Mr. Mehaffy stated connecting the Three Rivers Campus to Vista Field will be a competitive advantage for the region and will offer the dining and entertainment options the area currently lacks.

Mr. Arntzen indicated there are two key points of connectivity that are at risk: the coliseum/convention center alley and Grandridge Boulevard. Port staff and DPZ met with KPFD and discussed the area. Currently the KPFD has plans to close access to Grandridge Boulevard and does not plan to develop the alleyway. Mr. Arntzen stated if the two areas are not developed, we would have two separate centers, and the area could not achieve the most positive benefit. Mr. Arntzen believes critical action needs to take place soon to preserve opportunities of connectivity and stated it should be addressed as soon as possible.

Mr. Barnes is concerned about the connectivity to the Three Rivers Convention Center. He does not want to see it closed off from Vista Field and indicated the need for site permeability and connectivity that makes sense for every property owner. There needs to be a coordinated partnership strategy to address potential issues, such as connectivity, site permeability and the initial cost of infrastructure. The Port cannot succeed in creating the community vision alone, we need our partners to help us address these issues and find a solution that makes sense for everyone.

Mr. Peterson stated there is potential for disconnect between the Three Rivers Convention Center and the future core of Tri-Cities. An urban core would help create a vibrant Convention Center and the Port will need to engage in discussions with all surrounding property owners and development partners. The Port and jurisdictional partners will be able to achieve far more with a coordinated partnership, than by working alone.

Mr. Novakovich agrees with Mr. Peterson and Mr. Arntzen and stated the community wants this and he feels the Port needs to make it happen.

Mr. Moak stated the key is to recognize that each entity has a plan and we should continue to work together in an open and transparent way, and create a plan that will benefit the community the most.

Mr. Barnes encourages DPZ and staff to continue working with our partners and potential partners.

Mr. Arntzen stated the Commission has the opportunity to receive public comment at any time and may want to do so, given the significance of the topic.

Mr. Barnes stated he will open the floor for discussion after the Vista Vision Task Force update.

## ***C. Vista Vision Task Force Update with Chair Rich Cummins***

Mr. Arntzen recapped the history of the Vista Vision Task Force (V. V. T. F.), which was formulated by the Commission in June. Chairman Rich Cummins is here today to update the Commission on what the V. V. T. F. has accomplished to date, where they are headed and to request direction from the Commission on further topics.



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Mr. Cummins thanked the Commission for the invitation to apprise them of the progress the V. V. T. F. has made over the past few months. Mr. Cummins stated he received an invitation from Mr. Novakovich, asking if he would be willing to chair the V. V. T. F., and after many conversations with staff, he felt it would be interesting to be involved with the V. V. T. F. Mr. Cummins stated, as a committee, we are citizens, who were given some rules, but were given a wide berth to operate, and report back to our leadership exactly what the people were interested in seeing. Mr. Cummins indicated the task force works with an agenda, however, they invite the public to sit at the table, which creates an informal, inclusive process. In preparation for the Charrette, Mr. Cummins approached the *Tri-City Herald Editorial Board* regarding an article, in which all task force members were invited to participate. Mr. Cummins stated the Port received a glowing editorial endorsement from the *Tri-City Herald*, which applauded the Port's transparent process and the call for community action and strategic partnership conversations. Mr. Cummins stated the article created a positive buzz for the Charrette, which helped drive traffic to the meetings and he is proud to be a part of the process. Moving forward, the task force will review the DPZ plan and make recommendations to the Commission based on task force conversations. Mr. Cummins stated this process is creating a great example for community conversations and transparency.

Mr. Novakovich stated Mr. Cummins is doing a marvelous job overseeing the V. V. T. F. and believes he has taken the committee to a new level by encouraging participation from everyone who attends the meetings. Mr. Novakovich inquired if there is a way to educate our partners on potentially game changing opportunities, in a non-threatening way.

Mr. Cummins stated it would be helpful to show our partners examples of developments that do not work, for example, the Portland Rose Garden. Mr. Cummins believes the more information our partners and community have, the more educated we become.

Mr. Moak stated the task force is a solid representation of the Tri-Cities and the members have the knowledge and the background to help the Commission throughout the redevelopment process. Mr. Moak appreciates the inclusion of the public who attend the meetings and as a non-political body, the task force has the flexibility and freedom to have those important conversations. Mr. Moak is looking forward to hearing the task force recommendations once the DPZ plan has been reviewed. Mr. Moak expressed his appreciation for the task force and the open process Mr. Cummins is employing.

Mr. Cummins stated, when Columbia Basin College decided to remodel the Hawk Union Building (HUB), we asked a team of students, architects, and the Vice President of Student Services to help create a viable plan. The HUB used to be three rectangular blocks, which did not attract students, now, it is packed at any given moment. Mr. Cummins offered, if you go to the users and ask their desires, there may be ideas that were not considered. He believes diversity demands inclusiveness, which is the most powerful principle in a complex system, to help achieve the broadest set of ideas.

Mr. Mehaffy stated it is very important to create diversity and DPZ's approach has been to listen and incorporate ideas and create a flexible framework that can evolve and accommodate many different activities.





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Mr. Barnes thanked Mr. Cummins for volunteering to chair the V. V. T. F. He believes there are important aspects of the task force that will help the Port achieve the best possible redevelopment of Vista Field. Mr. Barnes understands that there are differing points of view and he appreciates that the task force explores these points in the best interest of our partnerships and community. Mr. Barnes reiterated his appreciation for Mr. Cummins and the task force and stated there are numerous issues that need to be addressed and stated the task force is critical to the redevelopment process.

Mr. Arntzen requested direction from the Commission regarding topics for the V. V. T. F. to consider. Mr. Arntzen feels the Commission can either provide a list of formal topics for the task force or interface with Mr. Peterson on items the Commission believes are critical and need to be addressed.

Mr. Barnes would like to identify a short list for the V. V. T. F. to pursue, due to timing issues.

Mr. Moak stated the task force should look higher level strategic items.

Mr. Novakovich agrees with Mr. Arntzen and stated if the V. V. T. F. is comfortable taking on issues that need to be addressed quickly, then he believes they should pursue those topics.

Mr. Peterson stated Ms. Jao, secretary of the V. V. T. F. suggested creating sub-committees within the task force, by expertise, to look at several key items:

- Overall connectivity: Port, City and KFPD properties.
- Undergrounding of utilities versus overhead: economic and community perception.
- Performing Arts Center: site selection.
- Overall Financing.

Mr. Peterson offered that the task force should be able to critique and criticize the master plan early on and vet out any elements that may not work.

Mr. Cummins would like to include a minority report, along with the critique of the master plan, so the Commission receives a fully voiced set of recommendations.

Mr. Barnes invited public comment.

## PUBLIC COMMENT

Ed Frost, 609 West Albany Avenue, Kennewick. Mr. Frost stated he is concerned about the multiple plans for this area of Kennewick and the lack of congruency. Mr. Frost believes if the Port, KFPD, and the City are unable to create a unified vision, the redevelopment will never reach the expectations of the community. Mr. Frost suggested a public meeting be held, which include the Port Commission, the Kennewick City Council and the KFPD to openly discuss the redevelopment effort. During the Charrette, Mr. Duany repeatedly asked where the issue with the redevelopment is and people did not speak up about prior plans for the area. Mr. Frost stated the Port did an exceptional job getting information to the public and hopes we can get the three organizations working together.



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Chuck Eaton, 2309 Davison Avenue. Richland. Mr. Eaton is a member the Arts Center Task Force and the Arts Foundation of the Mid-Columbia, and informed the Commission that a public, joint meeting will be held at 6:00 p.m. tonight at the Mid-Columbia Library Union Street Branch. This joint meeting is bringing together the graphic, visual, literary, and performing artists, to engage in a discussion regarding the Vista Field Plan. The Vista Field planning process has brought together artists of all kinds, who ultimately will have an interest and investment in a center for the arts. Performing and visual artists relate differently, which has always been a hurdle, however, the Vista Field plan is bringing us together. Mr. Eaton emphasized the need for a dedicated center of the arts at Vista Field.

Mr. Arntzen stated he is unable to attend the meeting tonight, but asked if Mr. Eaton could come back and update the Commission at a later date. Mr. Arntzen stated during the Charrette process, the Port received numerous view-points and not all projects originated from the Port. Mr. Arntzen is very impressed that there is a scheduled open public forum to address a center for the arts, and asked that Mr. Frost and Mr. Eaton update him on the meeting.

*Mr. Barnes called for a recess of the meeting at 4:10 p.m. for approximately six minutes.*

*Mr. Barnes reconvened the meeting at 4:16 p.m.*

***C. Approval of Commissioner Compensation; Resolution 2014-39: (moved from Consent Agenda)***

Ms. Fine reported that in June 2014, the Port faced a vacancy in the accounting department. In an effort to reduce costs while maintaining the current levels of service, the Port has chosen to not replace the vacant accounting position and instead find ways to absorb duties and improve efficiencies. Port staff has significantly streamlined many processes since June of 2014 and the accounting department recommends streamlining the Office of Financial Management (OFM) requirements for Commissioner meeting reporting and calculation, by using a flat compensation amount. Cost savings is anticipated due to Commissioner and staff time reduction when eliminating detail tracking, reporting, and auditing requirements of the per-diem calculation as per OFM. Furthermore, this eliminates potential audit issues.

Mr. Novakovich verified that the Commission compensation remains the same, and the only modification is how compensation is tracked. Mr. Novakovich inquired if the change will go into effect after a Commissioner is reelected.

Ms. Fine stated if the Resolution is passed today, it would go into effect January 1, 2015, however, it would follow the election schedule if it was not passed today. Ms. Fine further stated she and Ms. Luke have been working on additional policy revisions to reduce audit issues and create more efficiencies, which will be presented later this year.

**PUBLIC COMMENTS**

No comments were made.

***Motion: Commissioner Novakovich moved for approval of Resolution 2014-39. Commissioner Moak seconded.***





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***Discussion:***

*Mr. Barnes stated he believed it was appropriate to move Resolution 2014-39 off the Consent Agenda as there was a need for discussion. Mr. Barnes appreciates that Commission Compensation will not increase, and by making the change it will significantly reduce accounting paperwork. Mr. Barnes supports Resolution 2014-39.*

*Mr. Moak reported he has been assigned to work on policies and Ms. Fine was able to address his concerns regarding the change. Mr. Moak supports Resolution 2014-39.*

***With no further discussion, all in favor 3:0. Motion carried unanimously.***

**REPORTS COMMENTS AND DISCUSSION ITEMS**

***A. 2015 Unified Wine & Grape Symposium, January 27-25, 2015***

Mr. Arntzen reported that he has asked Ms. Bader Inglima to attend the 2015 Unified Wine and Grape Symposium (Wine Expo) to promote the Columbia Drive Wine Village. Ms. Walsh and Ms. Estes-Cross from the City of Kennewick will be attending the wine expo as well. The Port is exploring a joint venture with Mr. Gary Black and hopes to display promotional materials and potentially the model Mr. Black designed. The wine expo is a good opportunity to market the Columbia Drive Wine Village property. Mr. Arntzen inquired if Commissioner Moak would like to attend the wine expo with Port and City staff. Currently, staff is working on looking at rescheduling the DPZ Florida trip with Mr. Barnes, and Mr. Novakovich has indicated he would like to travel to Denver to attend the conference on New Urbanism.

Mr. Barnes indicated he would like the opportunity to attend the Florida trip.

Mr. Novakovich stated Mr. Barnes should travel to Florida as it is beneficial to the Commission. Mr. Novakovich has attended the wine expo several times and believes Mr. Moak should attend the wine expo, if he is interested.

Mr. Moak expressed his interest in attending the wine expo and believes there will be numerous opportunities to promote Columbia Drive and Vista Field. Mr. Moak believes it would be beneficial for Mr. Barnes to go to Florida and spend time with the DPZ Miami group.

Mr. Arntzen apologized for the short notice and will work with staff on tentative travel arrangements and indicated there are additional conferences in 2015 if the Commission desires. Staff will explore a travel strategy for 2015, and be cognizant of public expenditures.

***B. Delegation of Authority and Policies and Procedures***

Ms. Fine reported that she is currently in the process of overhauling Port policies and procedures and at this time, Ms. Luke has reviewed the Delegation of Authority Policy, the Personnel Manual and the Bidding and Purchasing Manual. Ms. Fine stated that Mr. Moak is on the Policy review committee as well and is doing a very thorough job reviewing the policies. Ms. Fine will be reviewing other examples of Port policies located on Municipal Research and will look at refining the policies from an operational standpoint. Ms. Fine stated her priority at this time is the annual financial report, working on the chart of accounts and implementing the new



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accounting software. She hopes to present the revisions to the Port policies to the Commission mid-2015.

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

Commissioners reported on their respective committee meetings.

**D. Non-Scheduled Items**

1. Mr. Moak reported this meeting concludes his first year and wanted to thank his fellow Commissioners, staff and public. He appreciates being a part of the Port and is excited for the upcoming projects.
2. Mr. Barnes reflected on 2014 and is proud of what the Port has accomplished and commended staff for their hard work. Mr. Barnes believes the Port of Kennewick has established a positive trend, by working with our public and private partners, and are seeing tangible and visible results along Columbia Drive and other Port properties.
3. Mr. Novakovich stated Mr. Peterson received a letter from Mr. Steven Wiley regarding a potential performing arts center. Mr. Novakovich would like staff to follow up with Mr. Wiley and see what the interest is and if the Port can establish a relationship with the Arts Center Task Force.
4. Mr. Novakovich reported that a Richland doctor has been routinely riding his bike from Richland to Clover Island and is excited about what is taking place on Columbia Drive and Clover Island.
5. Ms. Bader Inglima thanked Ms. Pihl from the *Tri-City Herald* for all her hard work covering the Charrette and relaying the message to the public. Ms. Bader Inglima also stated the *Journal of Business* article regarding the Charrette and the master planning process came out December 15, 2014.
6. Mr. Arntzen inquired if the Commission would like him to draft a response letter to Mr. Wiley of the Arts Center Task Force stating staff would like an opportunity to meet and discuss their mission.
  - Mr. Moak stated a formal letter from the Port would be helpful.
  - Mr. Novakovich stated an invitation to a meeting with staff would be appropriate.
7. Ms. Luke appreciates working with the Commission and staff and is looking forward to 2015.
8. Mr. Peterson reported that the Arts Center Task Force is made up of the following groups:
  - Mid-Columbia Ballet
  - Mid-Columbia Master Singers
  - Musical Theater
  - Mid-Columbia Symphony
9. Ms. Fine reported that Clifton Larson Allen is almost finished with the Port's annual financial audit and will hold a public exit conference mid-January, with a pre-exit meeting with staff. At this time, Clifton Larson Allen has not found any errors and are having the audit examined by two Governmental Accounting Standards Board reviewers.
10. Ms. Fine briefed the Commission on the budget and stated the following:
  - The operating revenues are over budget at 102%;
  - The operating expenses are under budget at 92%, however, we are still receiving December invoices, may put us at 100% or over;





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- Non-operating revenues have exceeded the budget;
  - Non-operating expense are under budget at 48%;
  - Capital expenditure are at 40%.
11. Mr. Peterson updated the Commission on the progress of the Columbia Gardens Wine and Artisan Village. Mr. Thornhill and staff have been working with winemaker, Charlie Hoppes and have altered the plan to allow for two production winery buildings and the third building will be utilized for barrel storage. Mr. Arntzen stated the barrel storage will help the city's effluent treatment strategy as well.

## PUBLIC COMMENTS

Steve Mallory, 5822 West Yellowstone Kennewick. Mr. Mallory applauded the Port on a successful year. He thanked staff for placing the Christmas lights on the tree at the entrance of Clover Island and stated it was a beautiful sight.

No further comments.

## COMMISSIONER COMMENTS

No further comments were made.

## ADJOURNMENT


With no further business to bring before the Board; the meeting was adjourned at 5:09 p.m.

**APPROVED:**

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

  
Don Barnes, President

  
Skip Novakovich, Vice President

  
Thomas Moak, Secretary

## **PORT OF KENNEWICK**

### **RESOLUTION 2014-26**

#### **A RESOLUTION OF THE BOARD OF COMMISSISONERS OF THE PORT OF KENNEWICK AUTHORIZING A PURCHASE AND SALE AGREEMENT WITH AG-RESERVES INC.**

**WHEREAS**, AgReserves Inc. (Purchaser), has offered to purchase 94.32 acres of the area graphically depicted on *Exhibit "A"* at the Plymouth Industrial Area, in Kennewick, Washington from the Port of Kennewick (Seller) for the of sum of \$265,000; 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 2014-26 authorizing the Port's Executive Director to execute a Purchase and Sale Agreement with AgReserves Inc. in the sum of \$265,000 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 the Port of Kennewick this 9<sup>th</sup> day of September, 2014.

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

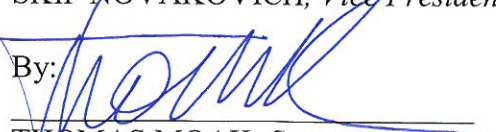
By:

  
DON BARNES, *President*

By:

  
SKIP NOVAKOVICH, *Vice President*

By:

  
THOMAS MOAK, *Secretary*



# **PORT OF KENNEWICK**

## **Resolution No. 2014-39**

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK APPROVING COMMISSIONER COMPENSATION**

**WHEREAS**, the Revised Code of Washington (RCW) 53.12.260 allows the Port Commission of the Port of Kennewick to set compensation to be paid to Commissioners; and

**WHEREAS**, the Board of Commissioners of the Port of Kennewick desire to streamline processes, reduce staffing hours, increase efficiencies, while reducing audit issues; and

**WHEREAS**, Commission compensation was approved in Resolution 2006-54 and 2011-46; and

**WHEREAS**, the Port Commission desires to combine these two resolutions into one and use a flat rate compensation based on the 2014 monthly salary amount and the 2014 per diem rates as established by Office of Financial Management (OFM).

**NOW, THEREFORE; BE IT HEREBY RESOLVED**, the compensation of the Commissioners of the Port of Kennewick, as set forth in RCW 53.12.260 shall be amended to combine Resolutions 2006-54 and 2011-46, creating a monthly fixed salary amount effective January 1, 2015 with the annual cost of living adjustment of four percent (4%) in January.

**BE IT FURTHER RESOLVED** that pursuant to statutory and constitutional provisions, this increase in additional compensation shall only take effect upon the subsequent re-election of an existing Commissioner or the election of a new Commissioner upon expiration of the six (6) year term unless early implementation is allowed. Commissioners will still receive all standard employee benefits as outlined in Port policy.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick on the 16th day of November 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. 2006-54**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK APPROVING COMPENSATION  
PAYMENT TO COMMISSIONERS ELIMINATING THE  
CURRENT PER DIEM COMPENSATION**

**WHEREAS**, the Revised Code of Washington (RCW) 53.12.260(3) allows the Port Commission of the Port of Kennewick to set compensation to be paid to Commissioners; and

**WHEREAS**, the Commission of the Port of Kennewick recognizes that each Commissioner contributes a significant amount of personal time to participate as a Commissioner for the Port of Kennewick, and further recognizes that the Port of Kennewick has for the last several years been growing steadily with increased requirements placed upon the Commissioners not only for time but also for expertise; and

**WHEREAS**, the Port Commission has a fiduciary responsibility to manage over \$31 million in total Port assets as of December 31, 2005; and

**WHEREAS**, the Port Commission has never increased their compensation; and

**WHEREAS**, this increase in compensation would eliminate the current per diem compensation; and

**WHEREAS**, the Commission of the Port of Kennewick believes that it is appropriate to provide increased compensation to the Commissioners of the Port of Kennewick, recognizing that no increase can take effect until the next election at which time any increase would apply only to re-elected Commissioner or a new Commissioner.

**NOW, THEREFORE; BE IT HEREBY RESOLVED**, that as of November 14, 2006, the compensation of the Commissioners of the Port of Kennewick, as set forth in RCW 53.12.260(3), shall be set at \$850 a month, eliminating the current per diem compensation, with an annual cost of living adjustment of four (4%) percent per year of which cost of living adjustment shall be adjusted to the compensation of the Commissioners in January of each year; and

**BE IT FURTHER RESOLVED** that pursuant to statutory and constitutional provisions, this increase in additional compensation shall only take effect upon the subsequent re-election of an existing Commissioner or the election of a new Commissioner.



***ADOPTED*** by the Board of Commissioners of the Port of Kennewick on the 14th day of November 2006.

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

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

By: \_\_\_\_\_  
GENE WAGNER, *Vice President*

By: \_\_\_\_\_  
LINDA BOOMER, *Secretary*

**PORT OF KENNEWICK**

**Resolution No. 2011-46 A**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK APPROVING COMMISSIONER COMPENSATION**

**WHEREAS**, the Revised Code of Washington (RCW) 53.12.260(3) allows the Port Commission of the Port of Kennewick to set compensation to be paid to Commissioners; and

**WHEREAS**, the Board of Commissioners of the Port of Kennewick recognizes that each Commissioner contributes a significant amount of personal time to participate as a Commissioner by attending several meetings for the Port of Kennewick, and further recognizes that the Port of Kennewick has for the last several years been growing steadily with increased requirements placed upon the Commissioners not only for time but also for expertise; and

**WHEREAS**, the Port Commission has a fiduciary responsibility to manage approximately \$54 million in total Port assets as of December 31, 2010; and

**WHEREAS**, Commission compensation was approved in Resolution 2006-54; and

**WHEREAS**, the Port Commission desires to add Commissioners shall also receive the legal meeting per diem amounts as provided in RCW 53.12.260(1) and Office of Financial Management.

**NOW, THEREFORE; BE IT HEREBY RESOLVED**, that as of November 8, 2011, the compensation of the Commissioners of the Port of Kennewick, as set forth in RCW 53.12.260(3) and Resolution 2006-54, shall be amended to include the monthly per diem amounts as allowed by RCW 53.12.260(1) as amended by Office of Financial Management.

**BE IT FURTHER RESOLVED** that pursuant to statutory and constitutional provisions, this increase in additional compensation shall only take effect upon the subsequent re-election of an existing Commissioner or the election of a new Commissioner.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick on the 8th day of November 2011.

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

By:   
SKIP NOVAKOVICH, President

By:   
DAVID HANSON, Vice President

By:   
GENE WAGNER, Secretary



# PORT OF KENNEWICK

## Resolution No. 2014-40

### ***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 manual 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 Wellness Program, Jury Duty, and Maintenance Clothing Allowance effective January 1, 2015, as follows and believes this to be in the best interest of the Port:

#### **Wellness Program**

All full-time employees and Commissioners shall be entitled to a \$1,200 annual wellness contribution to their VEBA account which is subject to applicable laws and regulations. Part-time employees shall receive a pro-rated amount based on estimated annual working hours out of a 2080 hours.

#### **Maintenance Clothing Allowance**

This will be removed from the personnel manual.

#### **Jury Duty**

Employees are expected to fulfill civic responsibilities by serving as jury members when called. Employees shall receive regular salary when attending jury duty.


**NOW, THEREFORE; BE IT HEREBY RESOLVED** that the Board of Commissioners of the Port of Kennewick hereby approve revisions to the policies as illustrated above.

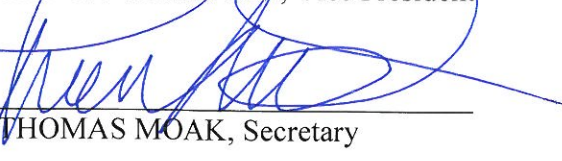
**BE IT HEREBY FURTHER RESOLVED** the manual shall remain in effect until further revised.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick this 16<sup>th</sup> day of December 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. 2014-41**

*A RESOLUTION OF THE PORT OF KENNEWICK BOARD OF COMMISSIONERS  
ACCEPTING AND AWARDING A SITE DEMOLITION AND REMOVAL CONTRACT FOR  
DESIGNATED STRUCTURES AND MATERIALS ON COLUMBIA DRIVE, KENNEWICK*

**WHEREAS**, a request for bids for the demolition and removal of multiple buildings, foundations, asphalt and designated materials within the Columbia Drive Urban Revitalization Area was properly advertised with the approved plans and specifications being made available to prospective bidders, and

**WHEREAS**, construction bids have been received and staff and the project engineer have certified that the bids received are in compliance with the plans and specifications; and

**WHEREAS**, the staff and the project engineer have certified that the low bidder for the project is Big D's Construction of Tri-Cities, Inc. in the amount of \$99,636.00 including applicable tax for the base bid work which includes demolition and removal of designated structures and materials and that such bid is in compliance with the plans and specifications; and

**WHEREAS**, the staff and the project engineer have certified that the low bidder also provided three alternate bids in the total amount of \$58,915.20 including applicable tax for work which includes demolition and removal of a building at 551 E. Columbia Drive, Kennewick and concrete foundations, asphalt and designated materials on properties owned by the port from 205 E. Columbia Drive through 421 E. Columbia Drive, Kennewick. All properties are within the Columbia Drive Urban Revitalization Area and bids are in compliance with the plans and specifications; and

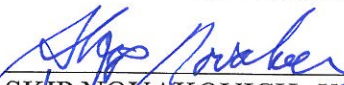
**NOW THEREFORE, BE IT RESOLVED** that the Port of Kennewick Commission does hereby accept the base bid and all three alternate bids for the demolition and removal of designated structures and materials within the Columbia Drive Urban Revitalization Area, as the low bidder in the amount of \$158,551.20, including applicable tax and hereby awards the construction contract to said low bidder.


**BE IT HEREBY FURTHER RESOLVED** that the Executive Director is authorized to enter into a contract between the Port of Kennewick and Big D's Construction of Tri-Cities, Inc. for the demolition and removal of designated structures and materials within the Columbia Drive Urban Revitalization Area and that the Executive Director is further authorized to proceed with all necessary procedures required to complete work of the project.

**ADOPTED** by the Board of Commissioners of Port of Kennewick on the 16<sup>th</sup> day of December 2014.

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

By:   
DON BARNES, *President*

By:   
SKIP NOVAKOVICH, *Vice President*

By:   
THOMAS MOAK, *Secretary*