



PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 11, 2023 MINUTES

Commission Meeting recordings, with agenda items linked to corresponding audio, can be found on the Port's website at: <https://www.portofkennewick.org/commission-meetings-audio/>

Commission President Skip Novakovich called the Regular Commission Meeting to order at 2:00 p.m. via GoToMeeting Teleconference.

ANNOUNCEMENTS AND ROLL CALL

The following were present:

Board Members: Skip Novakovich, President (via telephone)
Kenneth Hohenberg, Vice President (via telephone)
Thomas Moak, Secretary (via telephone)

Staff Members: Tim Arntzen, Chief Executive Officer (via telephone)
Tana Bader Inglima, Deputy Chief Executive Officer (via telephone)
Larry Peterson, Director of Planning (via telephone)
Amber Hanchette, Director of Real Estate (via telephone)
Nick Kooiker, Chief Finance Officer (via telephone)
Lisa Schumacher, Special Project Coordinator
Bridgette Scott, Executive Assistant (via telephone)
Carolyn Lake, Port Counsel (via telephone)

PLEDGE OF ALLEGIANCE

Commissioner Novakovich led the Pledge of Allegiance.

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- A. Approval of Direct Deposit and E-Payments Dated April 3, 2023**
Direct Deposit and E-Payments totaling \$102,945.08
- B. Approval of Warrant Register Dated April 11, 2023**
Expense Fund Voucher Number 104685 through 104705 for a grand total of \$27,848.50
- C. Approval of Regular Commission Meeting Minutes March 28, 2023**

MOTION: Commissioner Hohenberg moved to approve the Consent Agenda as presented; Commissioner Moak seconded. With no further discussion, motion carried unanimously. All in favor 3:0.

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REPORTS, COMMENTS AND DISCUSSION ITEMS

A. Vista Field Intersection Update

Mr. Peterson stated in 2017, the Port, through the Vista Field Development Agreement, made a commitment to the City of Kennewick regarding transportation impacts to key intersections. The Development Agreement outlined several intersections that will need to be improved. Mr. Peterson reported that the City will be making improvements to the intersection of Columbia Center Boulevard and Deschutes Avenue and the Port is responsible for 25% of the improvement cost. The City received a \$1,280,000 grant to make the improvements to the intersection and will use the funds to bring down the City and Port's costs. The City is handling the project and the Port will reimburse the City 25% once the project is completed.

Mr. Kooiker stated the project is not part of 2023-2024 Budget and would like to revisit the project in June, once the bids are open. Once Mr. Kooiker receives the bid amount, he would be able to make recommendations for funding.

Mr. Arntzen stated because this is an unanticipated project, this may mean some projects might be affected in the 2023-2024 Budget.

Commissioner Novakovich asked when Mr. Kooiker comes back with recommendations, to also have a list of projects that may be affected by this project, if any.

B. Columbia Gardens Container Restroom/Wayfinding Signage Update

Ms. Hanchette briefed the Commission on the wayfinding signage project along Columbia Gardens and Clover Island and stated the contractor is waiting for the concrete to cure. Additionally, the container restroom has been placed on site, which includes two unisex restrooms and a storage room. The electrical, plumbing, and interior work can now be completed. Ms. Bader Inglima will present potential wrap ideas for the container at a future meeting. Ms. Bader Inglima is working with PS Media and a photographer to discuss what kind of collage to put on the wrap to see what would fit best on the container restroom and educate people on the diversified wildlife of the area.

Commissioner Hohenberg confirmed that the restrooms will open during business hours and locked after hours.

Ms. Hanchette stated they will be open during the food truck hours of operation and locked after hours.

Commissioner Moak stated food truck hours vary and inquired if there will be signage posting the open hours.

Ms. Hanchette stated that is correct; however, the lock is on a timed system, and we can set it to the operating hours for food truck employees and customer access.

Further Commission and staff discussion regarding signage of restroom hours continued.

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C. Marketing Update

Ms. Bader Inglima gave a brief update on the current marketing plan, including: the Department of Transportation signage on State Route 240, the Work Plan Summary document, and the spring newsletter. Ms. Bader Inglima stated the invitation for the Clover Island Shoreline Celebration on May 12, 2023 will go out on Wednesday, April 12, 2023.

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

Commissioners reported on their respective committee meetings.

E. Non-Scheduled Items

Ms. Hanchette reported there was a fire at the Oak Street Industrial Park, 1328 East 3rd Avenue, Development Building 3 today. The Kennewick Fire Department (KFD) responded quickly and contained the fire to two spaces. Mr. Boehnke is on site and securing the building and Ms. Hanchette reported there were no injuries, but there was some property damage.

Mr. Arntzen thanked the Commission for working efficiently and effectively through the Agendas. The last few meetings have been shorter and Mr. Arntzen attributes that to the Commission appreciating a more direct Agenda.

Mr. Arntzen commented on the Intersection project and stated it is a big deal with the City and Mr. Peterson and Mr. Roe took care of the details. Mr. Arntzen thanked the Kennewick Fire Department and Chief Michael for their great partnership and their quick response on the fire today and the Yacht Club fire in December. Additionally, Chief Michael has been very helpful with the Vista Field Development. Furthermore, Mr. Arntzen thanked the City Public Works Department, Carey Roe, and the leadership at the City for their partnership.

Mr. Arntzen stated a lot of staff worked on the 1135 project; however, Ms. Bader Inglima has been working on the project for 15 years, which shows her tenacity and thoroughness in completing a project.

Commissioner Hohenberg echoed Mr. Arntzen comments and expressed his gratitude and appreciation for all the work that continues to be done.

Commissioner Novakovich mentioned the shorter Agendas and Meetings and believes it is attributed to this Commission putting their trust in the staff and realizing the Port staff is fantastic and knows what they are doing. Commissioner Novakovich stated staff brings items forward when it is time to verify, but for the most part, they move forward and do a good job for our constituents.

Commissioner Novakovich has heard about potential investors at Vista Field and appreciates the flexibility of staff to accommodate these people.

PUBLIC COMMENTS

No comments were made.

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COMMISSION COMMENTS

No comments were made.

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 2:53 p.m.

APPROVED:

PORT of KENNEWICK BOARD of COMMISSIONERS

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Skip Novakovich

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Skip Novakovich, President

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Kenneth Hohenberg

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Kenneth Hohenberg, Vice President

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Thomas Moak

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Thomas Moak, Secretary