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AGENDA

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

October 8, 2024
2:00 p.m.

- I. CALL TO ORDER**
- II. ANNOUNCEMENTS AND ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. PUBLIC COMMENT** *(Please state your name and address for the public record)*
- V. CONSENT AGENDA**
 - A. Approval of Direct Deposit and ePayments October 2, 2024
 - B. Approval of Warrant Register Dated October 8, 2024
 - C. Approval of Regular Commission Meeting Minutes September 24, 2024
 - D. Surplus of Vista Field Right-of-Way Roads; Resolution 2024-21
- VI. PRESENTATIONS**
 - A. Benton Franklin Transit Update
 - B. Succession Plan; Resolution 2024-23 Ann Allen (TIM)
 - C. Year in Review (LARRY/ TANA)
- VII. ACTION ITEMS**
 - A. 2025-2026 Work Plan; Resolution 2024-22 (LARRY)
 - B. Rural County Capital Funds (RCCF) Application; Resolution 2024-24 (TANA)
- VIII. REPORTS, COMMENTS AND DISCUSSION ITEMS**
 - A. Vista Field
 - 1. Southern Gateway Project Update (LARRY)
 - 2. Vista Field Parking Lots Project Update (LARRY)
 - B. Oak Street, 1328 E Third Select Demolition Project Status Update (LARRY)
 - C. New Port Employee Philline Go (NICK)
 - D. CEO Report (if needed) (TIM)
 - E. Commission Meetings (formal and informal meetings with groups or individuals)
 - F. Non-Scheduled Items
(LISA/BRIDGETTE/TANA/NICK/LARRY/MICHAEL/CAROLYN/TIM/KEN/TOM/SKIP)
- IX. PUBLIC COMMENT** *(Please state your name and address for the public record)*

- X. EXECUTIVE SESSION**, Pursuant to RCW 42.30.110 (1):
(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; and
(iii) to discuss “legal risks of a proposed action that the agency has identified when public discussion of the legal risks is likely to result in an adverse legal or financial consequence to the agency.

XI. ADJOURNMENT

***PLEASE MUTE YOUR MICROPHONE UNLESS YOU ARE SPEAKING
AND SILENCE ALL NOISE MAKING DEVICES***



PORT OF KENNEWICK REGULAR COMMISSION MEETING

DRAFT

SEPTEMBER 24, 2024 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.

ANNOUNCEMENTS AND ROLL CALL

The following were present:

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

Staff Members: Tim Arntzen, Chief Executive Officer
Tana Bader Inglima, Deputy Chief Executive (via telephone)
Nick Kooiker, CFO/ Deputy Chief Executive (via telephone)
Larry Peterson, Director of Planning and Building
Amber Hanchette, Director of Real Estate
Michael Boehnke, Director of Operations (via telephone)
Bridgette Scott, Executive Assistant (via telephone)
Lisa Schumacher, Special Projects Coordinator
David Phongsa, Marketing/Capital Projects Coordinator (via telephone)
Carolyn Lake, Port Counsel (via telephone)

PLEDGE OF ALLEGIANCE

Mr. Arntzen led the Pledge of Allegiance.

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- A. Approval of Direct Deposit and E-Payments Dated September 17, 2024**
Direct Deposit and E-Payments totaling \$109,138.91
- B. Approval of Warrant Register Dated September 10, 2024**
Expense Fund Voucher Number 106264 through 106301 for a grand total of \$162,134.82
- C. Approval of Regular Commission Meeting Minutes September 10, 2024**

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.*

PORT OF KENNEWICK REGULAR COMMISSION MEETING

SEPTEMBER 24, 2024 MINUTES

DRAFT

NEW BUSINESS

A. 2025 Hotel Concert Logistics

Mr. Arntzen stated earlier this year the Port purchased a portable stage for the Clover Island Inn's summer concert series. In April of 2024, the Clover Island Inn was purchased by the Kishan Group, who utilized the stage for the 2024 concert series. The Port received a courtesy notice from the hotel ownership group that they would be using a new event manager/promoter for 2025. Mr. Arntzen stated the Port's interest is in the stage, which includes proper setup/takedown/safety and preservation of the asset. Mr. Arntzen appreciates the notice of the change and stated the Port does not get involved with hotel business other than protection of the stage as a publicly owned asset. Mr. Arntzen stated with Commission consent, he would like to send a letter to the hotel group summarizing the Port's stance.

Commissioner Novakovich agrees with Mr. Arntzen's comments and stated it is not the Port's business to dictate how people conduct their business, as long as it is in the confines of the stage use agreement and the law. Commissioner Novakovich believes the Port should stay out of the hotel group's business and stated staff has done a great job with this and does not see any problem sending letter.

Commissioner Hohenberg concurs and appreciates the courtesy notice.

Commissioner Moak agrees with Mr. Arntzen's position on this and thinks that it is great that the concert series will continue, and stated it is a business decision between the hotel group and the contractor.

Dara Quinn of Emerald Spark Events is grateful for the opportunity and understands the Port's wishes for how things are done on Clover Island. Ms. Quinn stated her top priority is community engagement and involvement. Ms. Quinn and staff will have formal training on managing the stage next spring. Ms. Quinn thanked the Commission and hopes the Port will continue their sponsorship for the 2025 concert series.

Alicia Cullison of Emerald Spark Events has done a lot of research on Clover Island and the concert series and believes it will be a mutual benefit for everyone.

Commissioner Novakovich read the agreement and was amazed by the detail of it and believes Emerald Spark Events will do a great job and the Port is fully supportive of what they are doing. This concert series brings a lot of people to the island, and we are looking forward to seeing what you do.

It is the Consensus of the Commission for Mr. Arntzen to send the Clover Island Inn hotel ownership group a letter regarding the updated event management team and stage management.

Mr. Arntzen stated his intention was not to offer a sponsorship for the concert series, because the Port made a substantial commitment of \$400,000 by purchasing the stage. Mr. Arntzen

PORT OF KENNEWICK REGULAR COMMISSION MEETING

SEPTEMBER 24, 2024 MINUTES

DRAFT

does not want any misconceptions and does not think the Port will be a credited sponsor for 2025, unless otherwise directed.

Commissioner Novakovich stated that is a point well taken and stated the Port is quite skinny as to what we have for resources to offer, as seen in the upcoming Draft Work Plan. Commissioner Novakovich indicated that any other support we can offer, we would be happy to, as we want to see you be successful, which is what the Port tries to do for everybody.

Mr. Arntzen stated the letter (*Exhibit A*) should come as no surprise to the ownership group and the Port will continue to help businesses on the island, but recognizing concerts are the hotel's events.

Zeal Bains of the ownership group thanked the Port for their continued support and believes Ms. Quinn will make the concert series bigger and better. Ms. Quinn is working on the series now and looking to bring in more diverse acts.

Commissioner Novakovich thanked Mr. Bains for his comments and stated the Port looks forward to the partnership and seeing what will be put together and stated anything that brings people to the island is a benefit and the Port is supportive of that.

ACTION ITEMS

A. Vista Field Lot #18 Purchase & Sale Agreement – Blueberry Bridal

Ms. Hanchette stated Amber Keller submitted her letter of intent to the Port at the Vista Field grand opening in 2022 and has been working diligently to have her vision come to life. Ms. Hanchette is excited to present the Purchase and Sale Agreement (PSA) with Blueberry Bridal for Lot #18 in Vista Field and outlined the details of the planned retail building (*Exhibit B*).

Commission and Port staff discussed the details of the PSA and expressed their excitement for the new Bridal Boutique.

MOTION: *Commissioner Hohenberg moved to approve Resolution 2024-18 approving a purchase and sale agreement with Blueberry Bridal Boutique LLC for the purchase of Lot 18 in the port's Vista Field redevelopment project; and that all action by port officers and employees in furtherance hereof is ratified and approved; and further, the Port Chief Executive Officer is authorized to take all action necessary in furtherance hereof; Commissioner Moak seconded.*

PUBLIC COMMENTS

No comments were made.

Discussion:

Commissioner Hohenberg is excited for all the upcoming ribbon cuttings.

**PORT OF KENNEWICK
REGULAR COMMISSION MEETING**

SEPTEMBER 24, 2024 MINUTES

DRAFT

Commissioner Novakovich recalls meeting Ms. Keller at the grand opening of Vista Field and her excitement was palpable. Commissioner Novakovich congratulated Ms. Hanchette on sticking with Ms. Keller and believes that is what the Port does, and it is an excellent example of how the Port can promote small business economic development.

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

B. Vista Field Lot #31 Purchase & Sale Agreement – Columbia Point Eye Care

Ms. Hanchette presented a PSA with Cantley Vision Inc. (Columbia Point Eye Care) for Lot 31 in Vista Field and outlined the details of the planned medical and retail space and tenant space (*Exhibit C*).

Commission and Port staff discussed the details of the PSA.

MOTION: Commissioner Hohenberg moved to approve of Resolution 2024-19 approving a purchase and sale agreement with Cantley Vision Clinic Inc PS for the purchase of Lot 31 in the port’s Vista Field redevelopment project; and that all action by port officers and employees in furtherance hereof is ratified and approved; and further, the Port Chief Executive Officer is authorized to take all action necessary in furtherance hereof; Commissioner Moak seconded.

PUBLIC COMMENTS

No comments were made.

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

Commissioner Hohenberg appreciates the communication by staff, and thanked Mr. Arntzen for his leadership and what staff does every day to help the Commission make informed decisions.

C. Bid Award: VFDF A&B (415 N. Roosevelt)

Ms. Hanchette presented Resolution 2024-20, a construction contract with G2 Commercial Construction Inc. for façade improvements for Vista Field Development Buildings A and B. Ms. Hanchette stated over time, sun damage, rain, and melting snow caused significant damage to the exterior stucco. Ms. Hanchette outlined the project details and stated for Commission consideration is the acceptance of the base plus alternate bid by G2.

Mr. Kooiker touched on the total budget and stated the project will be 75% complete in 2024 and 25% completed in 2025, which allows the 2023-2024 budget allocation to remain the same. Mr. Kooiker stated approximately \$200,000 will be allocated for the 2025-2026 budget to complete the project.

Commissioner Hohenberg is in favor of completing Buildings A and B together and appreciates the budget update by Mr. Kooiker. Commissioner Hohenberg is in favor of this proposal.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

SEPTEMBER 24, 2024 MINUTES

DRAFT

Commissioner Moak inquired if the buildings were fully occupied.

Ms. Hanchette stated Building A is vacant and Building B is mostly occupied. This is a unique space and Ms. Hanchette believes the renovation to the exterior will make them more attractive and leasable.

MOTION: *Commissioner Hohenberg moved to approve of Resolution 2024-20, authorizing the Port's Chief Executive Officer to execute a contract with G2 Commercial Construction for VFDF A&B Façade Improvements including Alternate 1, for the sum of \$554,377.00, plus applicable tax; Commissioner Moak seconded.*

PUBLIC COMMENTS

No comments were made.

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

PRESENTATION

A. 2025-2026 Draft Work Plan

Mr. Peterson presented the 2025-2026 Draft Work Plan (*Exhibit D*) which is a compilation of Commission comments over the past two years.

Commissioner Hohenberg appreciates the presentation and stated it captures what the Commission has discussed. Commissioner Hohenberg understands our commitment to Vista Field and as we start to see more businesses investing in Vista Field, the Port needs to ensure we support those businesses and have adequate parking for them and events.

Commissioner Moak confirmed that the projects at Vista Field are in line with previous policy decisions made by the Commission and there isn't much wiggle room.

Mr. Peterson stated the identified expenditures in the Draft Work Plan are consistent with the direction the Commission has provided, for example, approving a letter of intent to move forward with a PSA for interested businesses such as BlueChart Homes.

Commissioner Novakovich stated parking is key and essential and this Draft Work Plan belongs to the Commission and is an investment in Vista Field today and the future. Commissioner Novakovich appreciates the Draft Work Plan presentation prepared by Mr. Peterson.

Mr. Arntzen stated this has been a great discussion and the Commission can revise or remove anything within the Draft Work Plan.

Commissioner Hohenberg stated the Draft Work Plan captures the Commission policy, and even though parking isn't exciting, it needs to be done. It does not do the Port any good to invest in Vista Field without having parking for customers or visitors. Commissioner Hohenberg reiterated the projects captured in the Draft Work Plan is what the Commission has worked on over the past

PORT OF KENNEWICK REGULAR COMMISSION MEETING

SEPTEMBER 24, 2024 MINUTES

DRAFT

few years. Commissioner Hohenberg is fully supportive of this and understand the commitments made by the Commission.

Commissioner Novakovich agrees and if approved, the Commission should support staff, because they are following Commission directives.

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. *Vista Field*

1. *Southern Gateway Project*

Mr. Peterson reported on the Southern Gateway project (*Exhibit E*).

2. *FBO Building Demo*

Mr. Phongsa reported the FBO Building Demolition project was awarded to Andrist Construction for \$39,500. The project will begin November 2024 and will be completed in January 2025.

B. *CEO Report*

Mr. Arntzen gave a brief CEO report:

- Zeal Bains of the Clover Island Inn Group thanked the Commission for working through the process. He will be visiting the island in mid-October and would like to meet.
- Climate Action Committee. Mr. Arntzen contacted the Climate Action Committee to share our interest in becoming a nominee and participating member of the advisory committee. He was informed by the program administrator that they have made a formal outreach to the Washington Public Ports Association to help them with the selection of a port representative.

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

Commissioners reported on their respective committee meetings.

D. *Non-Scheduled Items*

Mr. Kooiker received notice from the State Auditor's Office that the annual financial and accountability audit (2023) will begin October 14, 2024.

Mr. Peterson reported that the Oak Street (1328 E. 3rd Avenue) project is out to bid and bids are due October 1, 2024.

Mr. Peterson reported that the Oak Street water rights transfer to the Benton Franklin County Fairgrounds is still underway. Mr. Peterson read Dan Haller's response:

The Board accepted the Port's application in March 2024. Board's work on application s in order they were filed. There were two applications ahead of the Port at the time. Those two applications finally got resolved last month and the Board is now turning to the Port's application. I spoke with the Board chair yesterday and they are actively reviewing the application and formulating a list of questions. The public notice has already been

PORT OF KENNEWICK REGULAR COMMISSION MEETING

SEPTEMBER 24, 2024 MINUTES

DRAFT

published and I've sent an email to confirm no adverse comments were received. The next step I expect is for the Board to send a list of questions, which I will coordinate responses to and keep you in the loop. My hope is in the coming month (or two) the Board will have enough information to send their recommendation up to Ecology, who then has 75 days to review and issue their approval/modification/reversal of the Board decision. Boards are volunteer appointees and we're somewhat at the mercy of their schedule and others in line when we file.

Mr. Boehnke reported that security cameras have been installed at the Clover Island Lighthouse, the gravel parking lot, the boat launch bathroom and parking lot, and the guest boat ramp. We placed cameras on the areas that have been targeted by vandalism.

Commissioner Novakovich stated the Port hosted a group from the Tamastlikt Cultural Institute last week. Commissioner Novakovich, Ms. Bader Inglema and Mr. Kooiker gave them a tour of Clover Island, including the Gathering Place and the shoreline restoration work and extended Riverwalk Trail. Many of the group had not been to the island before and were very impressed with the artwork and interpretive information and the care with which the Port is maintaining The Gathering Place artwork and cultural displays.

PUBLIC COMMENTS

No comments were made.

COMMISSION COMMENTS

No comments were made.

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 4:21 p.m.

PORT OF KENNEWICK

RESOLUTION No. 2024-18

***A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK TO
APPROVE A PURCHASE AND SALE AGREEMENT
WITH BLUEBERRY BRIDAL BOUTIQUE LLC***

WHEREAS, the Port of Kennewick (“Port) Commission has authorized port staff to market parcels for sale within the Vista Field redevelopment project; and

WHEREAS, port staff received a proposal for construction of a 4,128 square foot building on Lot 18 within the first phase of Vista Field redevelopment from entrepreneur Amber Keller of Blueberry Bridal Boutique, LLC; and

WHEREAS, Blueberry Bridal Boutique, LLC (Purchaser), has offered to purchase approximately 4,956 square feet of the area graphically depicted on “*Exhibit A*” as 625 Crosswind Boulevard at the Port of Kennewick’s Vista Field redevelopment project in Kennewick, Washington from the Port of Kennewick (Seller) for \$74,340.00; and

WHEREAS, Port staff and the Port attorney have reviewed the proposed Purchase and Sale Agreement and find it is in proper form with potential minor modifications prior to Closing and is in the Port’s best interest.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby authorize the Port’s Chief Executive Officer to execute a Purchase and Sale Agreement with Blueberry Bridal Boutique, LLC for lot 18 in the Vista Field development; and hereby authorizes the Port’s Chief Executive Officer 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.

BE IT FURTHER RESOLVED that the Port of Kennewick Board of Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof; and authorize the Port Chief Executive Officer to take all action necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 24th day of September, 2024.

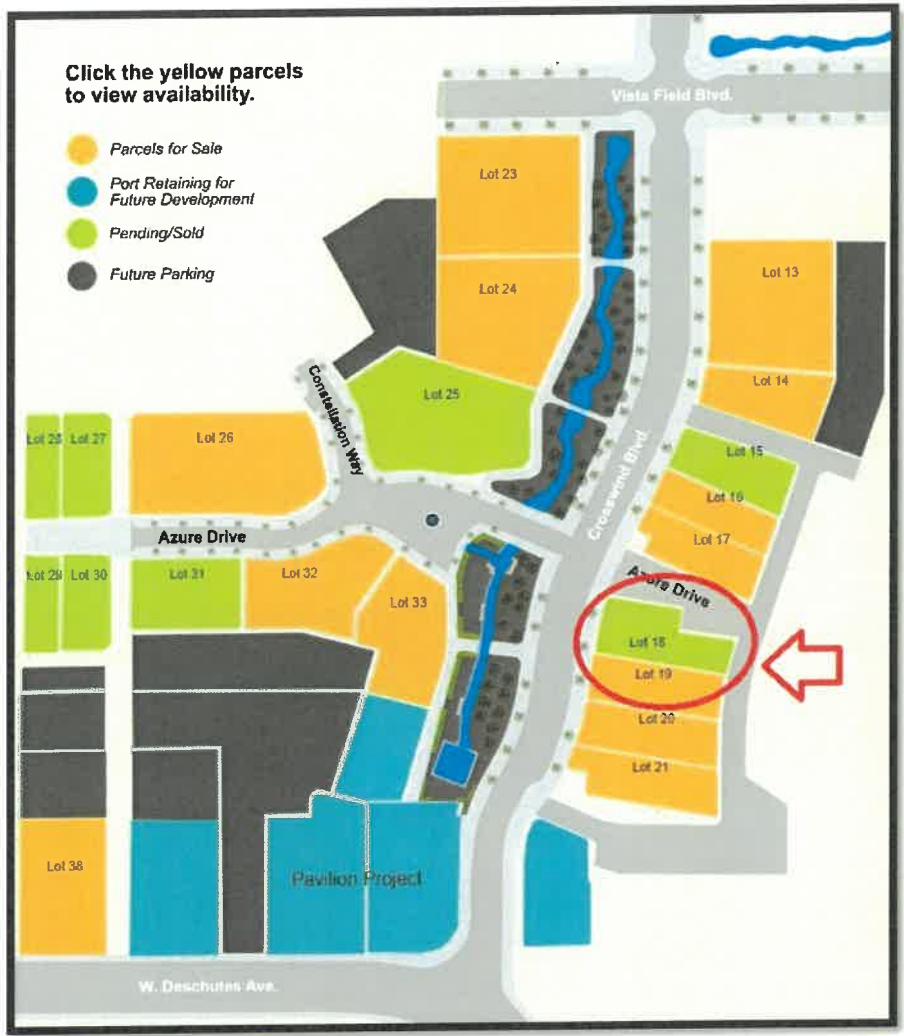
***PORT of KENNEWICK
BOARD of COMMISSIONERS***

By: DocuSigned by:
Skip Novakovich
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SKIP NOVAKOVICH, President

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KENNETH HOHENBERG, Vice President

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Thomas Moak
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THOMAS MOAK, Secretary

EXHIBIT A



**PORT OF KENNEWICK
REGULAR COMMISSION MEETING**

SEPTEMBER 24, 2024 MINUTES

DRAFT

APPROVED:

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

Skip Novakovich, President

Kenneth Hohenberg, Vice President

Thomas Moak, Secretary

PORT OF KENNEWICK

RESOLUTION No. 2024-19

***A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK TO
APPROVE A PURCHASE AND SALE AGREEMENT
WITH CANTLEY VISION INC, PS***

WHEREAS, the Port of Kennewick (“Port) Commission has authorized port staff to market parcels for sale within the Vista Field redevelopment project; and

WHEREAS, port staff received a proposal for construction of a 7,000 square foot building on Lot 31 within the first phase of Vista Field redevelopment from Dr. Brandon Furness and Dr. Royce Barney of Cantley Vision Inc, PS; and

WHEREAS, Cantley Vision Inc, PS (Purchaser), has offered to purchase approximately 6,826 square feet of the area graphically depicted on “*Exhibit A*” as 6737 W. Azure Drive at the Port of Kennewick’s Vista Field redevelopment project in Kennewick, Washington from the Port of Kennewick (Seller) for \$143,346.00; and

WHEREAS, Port staff and the Port attorney have reviewed the proposed Purchase and Sale Agreement and find it is in proper form with potential minor modifications prior to Closing and is in the Port’s best interest.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby authorize the Port’s Chief Executive Officer to execute a Purchase and Sale Agreement with Cantley Vision Inc, PS for lot 31 in the Vista Field development; and hereby authorizes the Port’s Chief Executive Officer 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.

BE IT FURTHER RESOLVED that the Port of Kennewick Board of Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof; and authorize the Port Chief Executive Officer to take all action necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 24th day of September, 2024.

***PORT of KENNEWICK
BOARD of COMMISSIONERS***

By: DocuSigned by:
Skip Novakovich

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SKIP NOVAKOVICH, President

By: DocuSigned by:
Kenneth Hohenberg

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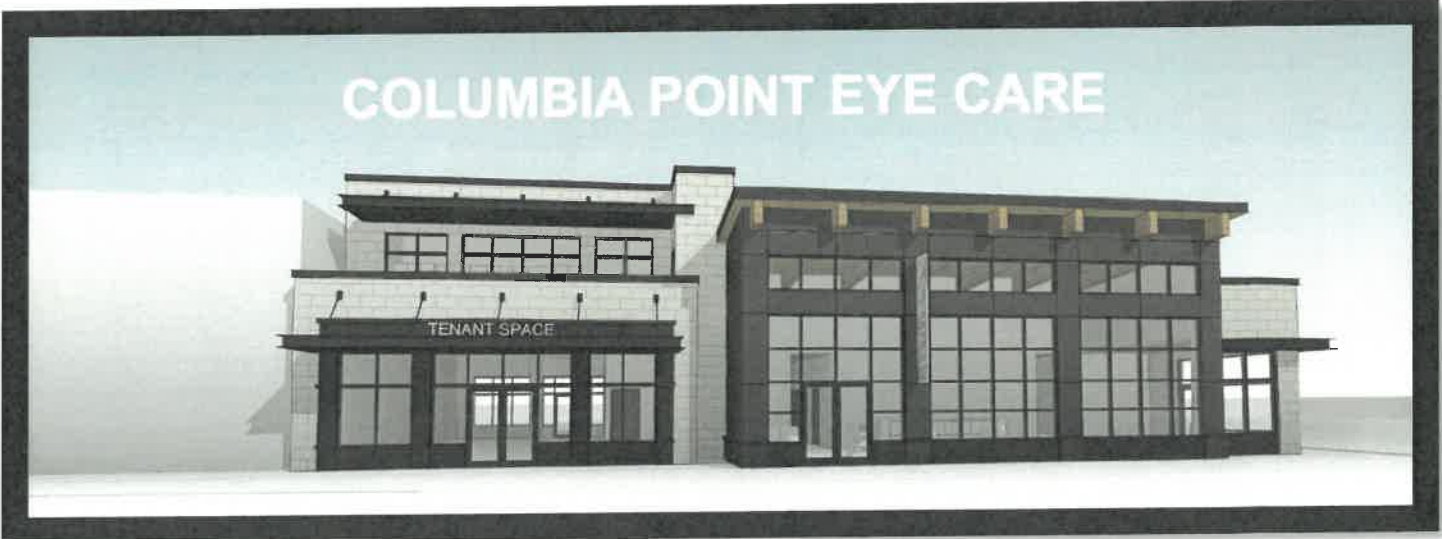
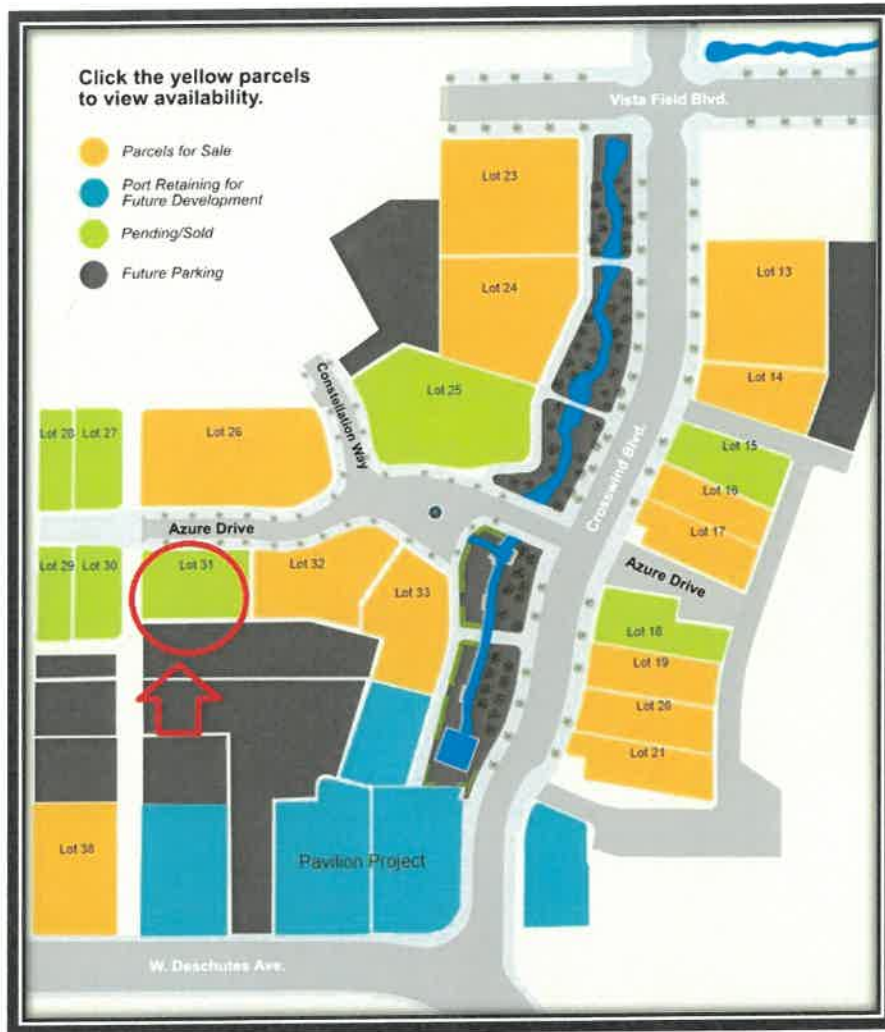
KENNETH HOHENBERG, Vice President

By: DocuSigned by:
Thomas Moak

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THOMAS MOAK, Secretary

EXHIBIT A



PORT OF KENNEWICK

RESOLUTION No. 2024-20

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK ACCEPTING AND AWARDING A CONSTRUCTION CONTRACT FOR VFDF A&B FAÇADE IMPROVEMENTS

WHEREAS, a request for bids for repair, updating and painting at the port's Vista Field Development Facilities (VFDF) A & B, 415 N. Roosevelt was properly advertised with the approved plans and specifications being made available to prospective bidders; and

WHEREAS, construction plans and specifications were presented to the bidder in a base bid and alternate bid format; and

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

WHEREAS, the staff and the project architect have certified that the bidder G2 Commercial Construction Inc. provided a base bid in the amount of \$183,000.00, plus applicable tax which includes repair of stucco, new drainage, exterior updates and paint and that such bid is in compliance with the plans and specifications; and

WHEREAS, the staff and the project architect have certified that the bidder G2 Commercial Construction Inc. also provided a bid in the amount of \$371,000.00, plus applicable tax for Bid Alternate 1 work which includes replacement of damaged stucco panels, new drainage, exterior updates and paint and that such bid is in compliance with the plans and specifications; and

WHEREAS, the staff and the project architect have certified that the low bidder for the work including the base bid and Alternate 1 is G2 Commercial Construction Inc. in the amount of \$554,377.00, plus applicable tax.

NOW THEREFORE, BE IT RESOLVED that the Port of Kennewick Commission does hereby accept the base bid of G2 Commercial Construction Inc. for the necessary exterior repair and renovations to VFDF A&B at 415 N. Roosevelt, Kennewick in the amount of \$554,377.00, plus applicable tax and hereby awards the construction contract to said bidder and that the CEO is further authorized to proceed with all necessary procedures required to complete construction of the project.

BE IT FURTHER RESOLVED that the Port of Kennewick Board of Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof; and authorize the Port Chief Executive Officer to take all action necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 24th day of September, 2024.

***PORT of KENNEWICK
BOARD of COMMISSIONERS***

By: DocuSigned by:
Skip Novakovich
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KENNETH HOHENBERG, Vice President

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Thomas Moak
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THOMAS MOAK, Secretary



PORT of KENNEWICK

350 CLOVER ISLAND DRIVE, SUITE 200, KENNEWICK WASHINGTON 99336 509-586-1186 WWW.PORTOFKENNEWICK.ORG

September 25, 2024

Dara Quinn
Emerald Spark Events
www.emeraldsparkedvents.com

CII Hospitality LLC
c/o Gurdeep "Zeal" Bains
Clover Island Inn
435 N Clover Island Inn
Kennewick, WA

Dara and Gurdeep:

Thank you to Dara for reaching out to the Port to discuss the launch of Emerald Spark's involvement with Thunder on the Island and the Clover Island Concert Series. And thanks also to Gurdeep for our recent conversation discussing how CII Hospitality and Emerald plan to work together to bring music performance and other entertainment options to the Island. On behalf of the Port, please know we support the success of the Concert series, which brings the public to share in all the commercial and recreational amenities of Kennewick's Historic Waterfront District, which of course includes the Clover Island Inn.

Dara was kind enough to share a copy of the Agreement between Emerald Sparks and CII Hospitality for the Series Event's management. We understand that some services to be provided by Emerald includes use of the Stage, which was purchased by the Port and is subject of an Agreement between the Port and CII Hospitality. At the request of our legal counsel, we ask that for clarity, a simple paragraph be added to the Event Management Agreement to clarify that the Agreement is not intended to impact the Stage Agreement between the Port and CII Hospitality. We understand you are ready to launch your new production venture, so to not delay progress, we include the proposed updated Event Management Agreement which contains language acceptable to the Port. After your review and acceptance, please share a copy of the signed Agreement with the Port for our records.

Again, the Port values both your respective investments in time, heart and resources to improve Clover Island as a vibrant and entertaining public gathering space. Please reach out to me if you have any questions.

Tim Arntzen
CEO, Port of Kennewick
Enclosure: Updated Event Management Agreement



Agreement from: Emerald Spark Productions LLC dba Emerald Spark Events

To: CII Hospitality

August 28, 2024

Going into agreement for the 20th anniversary of Thunder on the Island in 2025, Emerald Spark Events proposes a partnership to ensure the execution of a well-organized and engaging event that not only upholds the time-honored tradition of Thunder on the Island but also enhances the public perception of Clover Island Inn. Entrusting these responsibilities to Emerald Spark leverages our experience in live music event production to facilitate a seamless process for the CII Hospitality team.

Services

1. Event Management

- Comprehensive event planning and coordination.
- Booking high-quality entertainment and ensuring a diverse lineup.
- Managing vendor relationships and negotiating contracts including those with light and sound technicians and backline providers.
- Providing artist hospitality according to contractual agreements and riders.
- Providing Master of Ceremony (MC) services.
- Providing labor to operate the event, including food and beverage, set-up, tear-down, and gate attendants, and merchandise table attendants.
- Barricading the east end parking lot the day before shows.

2. Logistics and Operations

- **Fencing and Security:** Ensure the venue is secure with appropriate fencing and professional security services.
- **Porta-Potties:** Provide adequate sanitation facilities to cater to the large audience.
- Overseeing the setup and breakdown of events.
- Ensuring all necessary permits are obtained and regulations are adhered to.
- Rental of extra supplies as needed.

3. Vendor and Permit Management

- **Food and Beverage Vendors:** Curate a selection of quality food and beverage vendors.
- Obtain all necessary permits for the event, including health, safety, and alcohol permits.
- Obtain music licensing permits as needed.
- Obtain event permits from local municipality(ies) as needed.
- Obtain necessary insurance policies prior to events.

5. Sponsorship and Partnerships

- Identify and secure sponsorships to enhance event funding.
- Create attractive sponsorship packages offering visibility and engagement opportunities.
- Develop partnerships with local businesses, including the hotel, to create mutually beneficial promotions.

3. Marketing and Advertising

- Campaigns: Develop targeted marketing campaigns to promote the event.
- Media Partners: Collaborate with media partners for extensive coverage.
- Social Media: Utilize social media platforms for engagement and ticket sales.

NOTE:

Emerald Spark Events will pay \$350.00 per event to CII Hospitality for the usage of the following:

- STAGE - 32 X 24 Apex stage
- VENUE - East end parking lot
- ELECTRICITY - CII Hospitality's electrical box is located on the East Parking Lot.
- WATER

Emerald Spark Events will contact Jeff Hess of Apex Stage to obtain training for 10 individuals to be certified stage operators. It is understood that CII Hospitality will charge \$800.00 per event to set up and tear down the stage if Emerald Spark's certified crew is unavailable.

CII Hospitality will give Emerald Spark Events access and full creative control of the website thunderontheisland.com, however, CII Hospitality will retain ownership of the domain and the website infrastructure.

All event ticket revenue and food and beverage revenue will go to Emerald Spark Events. CII Hospitality retains the right to book events on the stage if it doesn't interfere with scheduled concerts by Emerald Spark Events. Wednesday nights between Memorial and Labor Day are exclusively reserved for Emerald Spark Events.

Other events produced by Emerald Spark Events at the CII venue. will be held on Sundays. Events taking place on Fridays and Saturdays will be cleared through CII Hospitality in advance.

CII Hospitality will not be providing the following:

- Labor to set up and tear down the event
- Gate and concert labor during the event
- Merchandise table labor (if applicable)
- Food and Beverage labor
- ROOM PACKAGES - CII Hospitality offers Emerald Spark a set rate of \$89 for Single Queen and \$99 for Double Queen plus taxes & fees per night, if Emerald Spark decides to offer a Concert Room Package to their concert attendees. To secure the discounted rate, a room block of 20 rooms will be created, no more 3 months out, and will be released 3 weeks prior to the event/concert date.

Requested Resources from CII Hospitality

- Calendar with Blackout Dates and current holds if any
- Mailing list of previous ticket holders
- List of current sponsors and their contact information
- List of permits/licenses required by city, port, or any other entity
- Agreement to co-promote events
- Copies of all previous artist contracts
- Copies of any other relevant documents relating to Thunder on the Island
- Previous marketing contacts and contracts

CII Hospitality In-Kind Sponsorship Resources

- Wifi
- Access to update website and social media
- Graphic design assets for use on marketing materials
- water & electricity
- Outdoor ice machine
- BBQ
- Access to 4th floor banquet facility with walk-in refrigerator
- Misters
- 2 portable bars
- Bar storage with walk-in cold storage
- Key to secure storage areas
- Approximately 400 chairs and 30 tables
- Cabana in east end parking lot
- Green Room/Banquet room based on availability for national acts
- 1 comped Green Room/hotel room per Wednesday band with a max of 10 rooms total for the summer of 2025. (These events will be held in CII Hospitality's east end parking lot from mid-June to mid-August of 2025).

For clarity, CII Hospitality and Emerald Sparks Production LLC acknowledge that this Agreement is not intended to be and is not an Assignment of the Stage and Rental Agreement between the Port of Kennewick and CII Hospitality and does not modify the rights and duties of the parties to that Stage and Rental Agreement.

Signed : _____ Date: _____
Emerald Spark Events

Name: _____

Signed : _____ Date: _____
CII Hospitality

Name: _____



AGENDA REPORT

TO: Port Commission

FROM: Amber Hanchette, Director of Real Estate

MEETING DATE: September 24, 2024

AGENDA ITEM: Vista Field Purchase & Sale Agreement – Lot 18 – 625 Crosswind Boulevard; Resolution 2024-18

I. REFERENCE(S):

- Letter of Intent dated June 16, 2022

II. FINANCIAL IMPACT: Revenue \$74,340.00

III. DISCUSSION:

Local entrepreneur Amber Keller submitted her letter of intent to the port at the Vista Field grand opening on June 16, 2022. Her desire is to construct a 4,128 square foot building on lot 18 (625 Crosswind Boulevard) to showcase her retail business, Blueberry Bridal Boutique.



July 11, 2023 the port commission agreed through consensus to approve a 90-day Right to Negotiate with Blueberry Bridal Boutique.

Lot 18 is located at the corner of Crosswind Boulevard and Azure Drive. Ms. Keller specifically chose this parcel for the angle of light that could spill into her showroom from several large windows on two sides of her building.



Shortly after submitting her proposal for Lot 18, interest rates started increasing dramatically in response to fears of a national post COVID recession. Even with the economic conditions outside of her control, Ms. Keller continued to work with her design team and the Vista Field Town Architect refining her building to fit within the Vista Field vision and the aesthetic she wanted for her business.

Along the way she found a banking partner in Baker Boyer Bank and received her pre-qualification for a construction loan from Northwest Business Development Association as part of the U.S. Small Business Administration's lending program.



AGENDA REPORT

TO: Port Commission

FROM: Amber Hanchette, Director of Real Estate

MEETING DATE: September 24, 2024

AGENDA ITEM: Vista Field Purchase & Sale Agreement – Lot 31 – 6737 W. Azure Drive - Resolution 2024-19

- I. REFERENCE(S):**
Letter of Intent dated June 27, 2024

- II. FINANCIAL IMPACT:** Revenue \$143,346.00

- III. DISCUSSION:**

Dr. Royce Barney and Dr. Brandon Furness submitted their letter of intent to the port on June 27, 2024, under Cantley Vision Inc, PS. Their proposal is to construct a 7,000 square foot building on lot 31 in Vista Field for their medical practice Columbia Point Eye Care Clinic and leasable space to a potential future tenant.



On July 9, 2024, the port commission approved a '90-Day Right to Negotiate' period with Cantley Vision Inc, PS.

Lot 31 has frontage on three sides: Azure Drive, the pedestrian walkway to the west and joint use parking to the south.



Dr. Furness and Dr. Barney are excited to be part of Vista Field and are ready to accelerate construction. They have selected Hummel Construction and Development Group as their builder and received a construction pre-approval letter from Community First Bank.

Their proposed building design continues to proceed through the Collaborative Design Process with the port's Vista Field Town Architect, Matt Lambert of DPZ CoDesign.

Medical is a desired use in Vista Field and Lot 31 creates a natural transition between future residential development and activity envired closer to the water feature and open-air pavilions.

Purchase and sale agreement highlights:

- Vista Field Lot 31 – 6737 W. Azure Drive
- 6,826 square foot parcel
- 7,000 square foot medical and retail building
- Uses: Medical, boutique optical retail, leasable space
- Price: \$143,346.00 fixed price for parcel.
- Effective date = Date PSA is approved by commissioners
- Closing: 90 days (60 days feasibility period, 30 days document preparation)
- Time to completion of project = 24 months from effective date of PSA
- PSA to be signed by Dr. Royce Barney and Dr. Brandon Furness as owners of Cantley Vision Inc, PS dba Columbia Point Eye Care Clinic.
- Agreement is subject to Vista Field Covenants, Conditions and Restrictions, Vista Field Design Standards, an Obligation to Construct and Repurchase Option.
- Contingencies:
 - Seller's obligations to construct common area parking, use easement for waste container, license agreement for use of property during construction.
 - Buyer's contingencies: feasibility study, environmental conditions, and financing.

IV. ACTION REQUESTED OF COMMISSION:***Motion:***

I move approval of Resolution 2024-19 approving a purchase and sale agreement with Cantley Vision Clinic Inc PS for the purchase of lot 31 in the port's Vista Field redevelopment project; and that all action by port officers and employees in furtherance hereof is ratified and approved; and further, the Port Chief Executive Officer is authorized to take all action necessary in furtherance hereof.

Her proposed building design continues to proceed through the Collaborative Design Process with the port's Vista Field Town Architect, Matt Lambert of DPZ CoDesign.

Ms. Keller has selected Kaizen Construction and Development as her contractor.

Purchase and sale agreement highlights:

- Vista Field Lot 18 – 625 Crosswind Boulevard
- 4,956 square foot parcel
- 4,128 square foot restaurant building
- Uses: Retail
- Price - \$74,340.00 fixed price for parcel.
- Effective date = Date PSA is approved by commissioners
- Time to completion = 24 months from effective date of PSA
- PSA to be signed by Amber Keller as owner of Blueberry Bridal Boutique LLC.
- Agreement is subject to Vista Field Covenants, Conditions and Restrictions, Vista Field Design Standards, an Obligation to Construct and Repurchase Option.
- Contingencies:
 - Seller's obligations to construct common area parking, use easement for waste container, license agreement for use of property during construction.
 - Buyer's contingencies: feasibility study, environmental conditions, and financing.

IV. ACTION REQUESTED OF COMMISSION:

Motion:

I move approval of Resolution 2024-18 approving a purchase and sale agreement with Blueberry Bridal Boutique LLC for the purchase of lot 18 in the port's Vista Field redevelopment project; and that all action by port officers and employees in furtherance hereof is ratified and approved; and further, the Port Chief Executive Officer is authorized to take all action necessary in furtherance hereof.

2025-2026 WORK PLAN

Approved by Resolution 2024-xx
October 8, 2024

PROSPECTIVE VISION Page 2

CAPITAL EXPENDITURE SUMMARY Page 3

DISTRICT BOUNDARY MAP Page 4

PROPERTY PORTFOLIO

PRIORITY PROJECTS

 Vista Field Redevelopment Page 5

 Kennewick Historic Waterfront District (Clover Island & Columbia Drive) Page 7

OTHER PROJECTS/PROPERTIES

 Vista Field Industrial, Oak Street, Finley & Plymouth Island Page 9

ADDITIONAL WORK PLAN PROJECTS Page 10

- **The Port is an economic development entity focused on redevelopment.**
- **The redevelopment role avoids duplicating private sector efforts while both invigorating areas of the district lagging in private sector investment and forging a economically sustainable development pattern.**
- **Acknowledge the enormity of the Vista Field Redevelopment project and the significance of this effort to the entire Port district and larger Tri-City area.**
- Follow direction established by 2016 Comprehensive Scheme of Development and Harbor Improvements as amended in 2017 and 2019.
- Continue with Kennewick Waterfront District projects: Columbia Drive — Wine & Artisan Village and Clover Island Improvements.
- Pursue projects with development partners demonstrating support (match funding, political support and enthusiasm).
- Pursue fewer projects while selecting projects with the greatest benefit to the community.
- Realize & support economic development opportunities with wine, culinary & tourism industry.
- Continue to pursue grant funding opportunities.
- Remain focused on containing operational expenses.
- A strong focus must be placed on successfully running daily Port operations.
- Remain solidly focused on the Port’s core business and established priorities; not swayed by the oscillating influence of external entities.

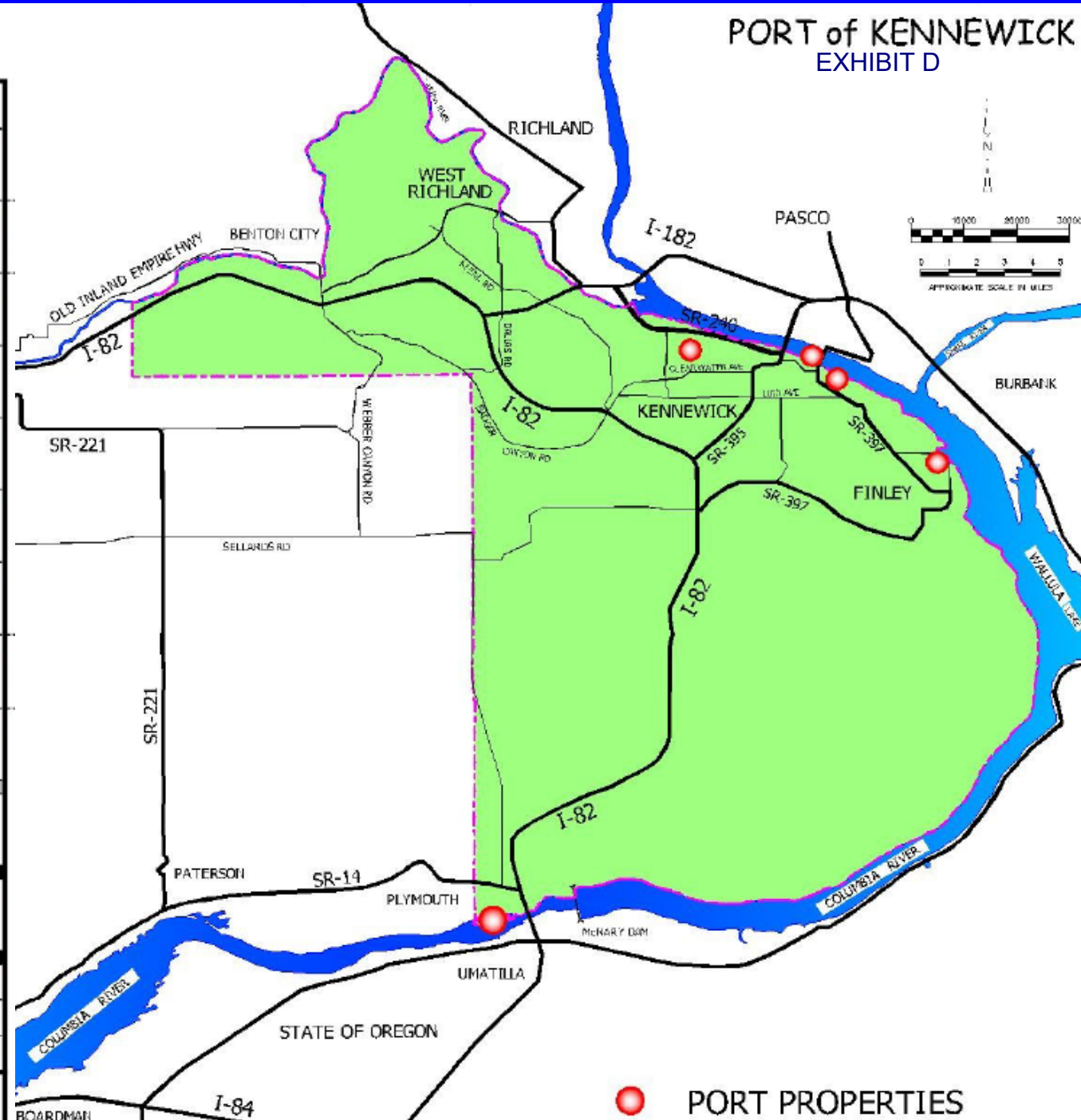
CAPITAL EXPENDITURE SUMMARY

PORT of KENNEWICK EXHIBIT D

Dated: September 16, 2024

2025/2026 DRAFT CAPITAL BUDGET

Vista Field	Infrastructure West Construction (BlueChart Block #1)	\$ 2,300,000
Vista Field	Joint-Use Parking Lot Construction (Pavilions)	\$ 1,000,000
Vista Field	Joint-Use Parking Lot Construction (Woonerf-North)	\$ 150,000
Vista Field	Joint-Use Parking Lot Construction (Lots 23-25)	\$ 400,000
Vista Field	Joint-Use Parking Lot Construction (Woonerf-South)	\$ 225,000
Vista Field	Joint-Use Parking Lot Construction (Brockman)	\$ 750,000
Vista Field	Infrastructure East Construction (BlueChart Block #2)	\$ 2,300,000
Vista Field	Infrastructure East Street Construction (Grandridge & Vista Field Blvds.)	\$ 1,600,000
Vista Field	Daybreak Commons Phase #1 Construction	\$ 1,500,000
Vista Field	Team {Town Architect, Project Design}	\$ 300,000
Vista Field [VFDF]	Exterior Building Improvements (estimated carryover)	\$ 200,000
District-wide	Art Project/Installation	\$ 100,000
District-wide	Opportunity Fund	\$ 125,000
District-wide	Asset Replacement	\$ 400,000
TOTAL		\$ 11,350,000



● PORT PROPERTIES

VISTA FIELD REDEVELOPMENT

- 103+ Acres Combined
- Zoning/Utilities: UMU (Urban Mixed Use) with all Municipal Services

STRENGTHS

- Centrally located in the Tri-Cities, surrounded by vibrant commercial district (Columbia Center Mall) and adjacent to the Three Rivers Entertainment District (Toyota Center Coliseum, Three Rivers Convention Center and Tri-Cities Business & Visitor Center)
- Located within "Opportunity Zone" per 2017 Tax Cuts & Jobs Act

CHALLENGES

- * Undertaking massive redevelopment effort while balancing district-wide objectives
- Limited financial resources
- Establishing a new land use and development paradigm in the community

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- Infrastructure West Construction (BlueChart Block #1) [\\$2,300,000](#)®
- Joint-Use Parking Lot Construction (Pavilions) [\\$1,000,000](#) {RCCF}
- Joint-Use Parking Lot Construction (Woonerf-North) [\\$150,000](#)
- Joint-Use Parking Lot Construction (Lot 23-25) [\\$400,000](#)
- Joint-Use Parking Lot Construction (Woonerf-South) [\\$225,000](#)
- Joint-Use Parking Lot Construction (Brockman) \$750,000
- Infrastructure East Construction (BlueChart Block #1) [\\$2,300,000](#)®
- Infrastructure Grandridge Blvd. Construction [\\$1,600,000](#) {RCCF} ®
- Daybreak Commons Phase #1 Construction [\\$1,500,000](#)®
- Vista Field Team (supporting marketing efforts) - [\\$300,000](#) ®

Remain true to the community's vision remembering the initial steps, whether positive or negative, set the tone for the entire project.

Patience during the next two years coupled with strategic decision making will yield positive results for decades.

- [Provide Support & Oversight to Previously Approved Land Sales](#)
- Market properties through RFP process & review proposals through the Collaborative Design Process ®

Existing/Pending Contractual Obligation
Support Previously Expressed
 ® *Revenue Generation Potential*



KENNEWICK HISTORIC WATERFRONT DISTRICT (Clover Island & Columbia Drive)

EXHIBIT D

- Clover Island 16 Acres; Columbia Drive 15.26 acres
- Zoning/Utilities: Clover Island CM (Commercial Marina); Columbia Drive UMU (Urban)

STRENGTHS

- Unique waterfront property with tourism opportunities - lighthouse, gateway, marina, public plazas, shoreline trails, public art amenities, wine tasting rooms & food truck cluster with commercial & recreational opportunities
- Located within "Opportunity Zone" per 2017 Tax Cuts & Jobs Act

CHALLENGES

- * Balancing focus on both Kennewick waterfront and Vista Field redevelopment priority projects
- Surrounded by blighted neighborhoods consisting of residential, low-income, commercial-general and light industrial business-use properties
- Inconsistent design development standards within the surrounding area

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

CLOVER ISLAND

- Respond to private sector development inquiries on N.W. corner and Cedars West parcels (land lease) ②
- Hold parcel adjacent Gathering Place to accommodate/support development of north shoreline parcels.

COLUMBIA DRIVE

- Respond to private sector development inquiries on Columbia Gardens, Willows & Cable Greens parcels (sale or lease) ②

Existing/Pending Contractual Obligation
Support Previously Expressed
② Revenue Generation Potential



VISTA FIELD — VFDF



OAK STREET



DISTRICT-WIDE WORK PLAN PROJECTS

EXHIBIT D

SUGGESTED WORK PLAN

- Remain focused on the day-to-day efforts to operate a successful Port District
- Complete projects authorized in 2023-2024 Budget
- Pursue grant funding as appropriate [Ⓜ]
- Port asset replacement program (building upkeep & annual maintenance) - \$400,000 [Ⓜ]
- Opportunity fund for yet to be identified small projects (either Port or outside agency) - \$125,000 *{of which \$25,000 committed to Cable Bridge Lightina effort}* [potential [Ⓜ] dependent upon project(s) selected]
- Support Artwork Installation - \$100,000
- Pursue water rights transfer from City of West Richland to Benton County (Fairgrounds) and Port properties (Vista Field)
- Due to favorable terms given to the City of West Richland in the Tri-City Raceway land sale, involvement in West Richland will be limited to observations and non-financial support when consistent with Port's sprawl avoidance philosophy
- Continue strengthening governmental relationships with CTUIR
- Continue strengthening governmental relationships with jurisdictional partners: City of Kennewick, City of Richland, City of West Richland, City of Benton City and Benton County

FINLEY

(Twin Tracks & Hedges Lagoon)



PLYMOUTH ISLAND



SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- VFDF buildings A & B exterior improvements (estimated carryover)- \$200,000 [Ⓜ]
- Market available VFDF and Oak Street building space and respond to private sector development inquiries on Oak Street parcels not identified for retention in Comprehensive Scheme [Ⓜ]
- Hold Hedges lagoon as stewards in recognition of the Port's MOU w/CTUIR and Pursue CTUIR inquiry regarding transfer of Plymouth island to CTUIR

Existing/Pending Contractual Obligation
Support Previously Expressed
[Ⓜ] Revenue Generation Potential

Existing/Pending Contractual Obligation
Support Previously Expressed
[Ⓜ] Revenue Generation Potential

CAPITAL EXPENDITURE SUMMARY

Dated: September 16, 2024

EXHIBIT D

2025/2026 DRAFT CAPITAL BUDGET		
<i>Vista Field</i>	<i>Infrastructure West Construction (BlueChart Block #1)</i>	\$ 2,300,000
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<i>Vista Field</i>	<i>Joint-Use Parking Lot Construction (Lots 23-25)</i>	\$ 400,000
<i>Vista Field</i>	<i>Joint-Use Parking Lot Construction (Woonerf-South)</i>	\$ 225,000
<i>Vista Field</i>	<i>Joint-Use Parking Lot Construction (Brockman)</i>	\$ 750,000
<i>Vista Field</i>	<i>Infrastructure East Construction (BlueChart Block #2)</i>	\$ 2,300,000
<i>Vista Field</i>	<i>Infrastructure East Street Construction (Grandridge & Vista Field Blvds.)</i>	\$ 1,600,000
<i>Vista Field</i>	<i>Daybreak Commons Phase #1 Construction</i>	\$ 1,500,000
<i>Vista Field</i>	<i>Team {Town Architect, Project Design}</i>	\$ 300,000
<i>Vista Field [VFDF]</i>	<i>Exterior Building Improvements (estimated carryover)</i>	\$ 200,000
<i>District-wide</i>	<i>Art Project/Installation</i>	\$ 100,000
<i>District-wide</i>	<i>Opportunity Fund</i>	\$ 125,000
<i>District-wide</i>	<i>Asset Replacement</i>	\$ 400,000
TOTAL		\$ 11,350,000

VISTA FIELD SOUTHERN GATEWAY

Construction Update
September 24, 2024



VISTA FIELD



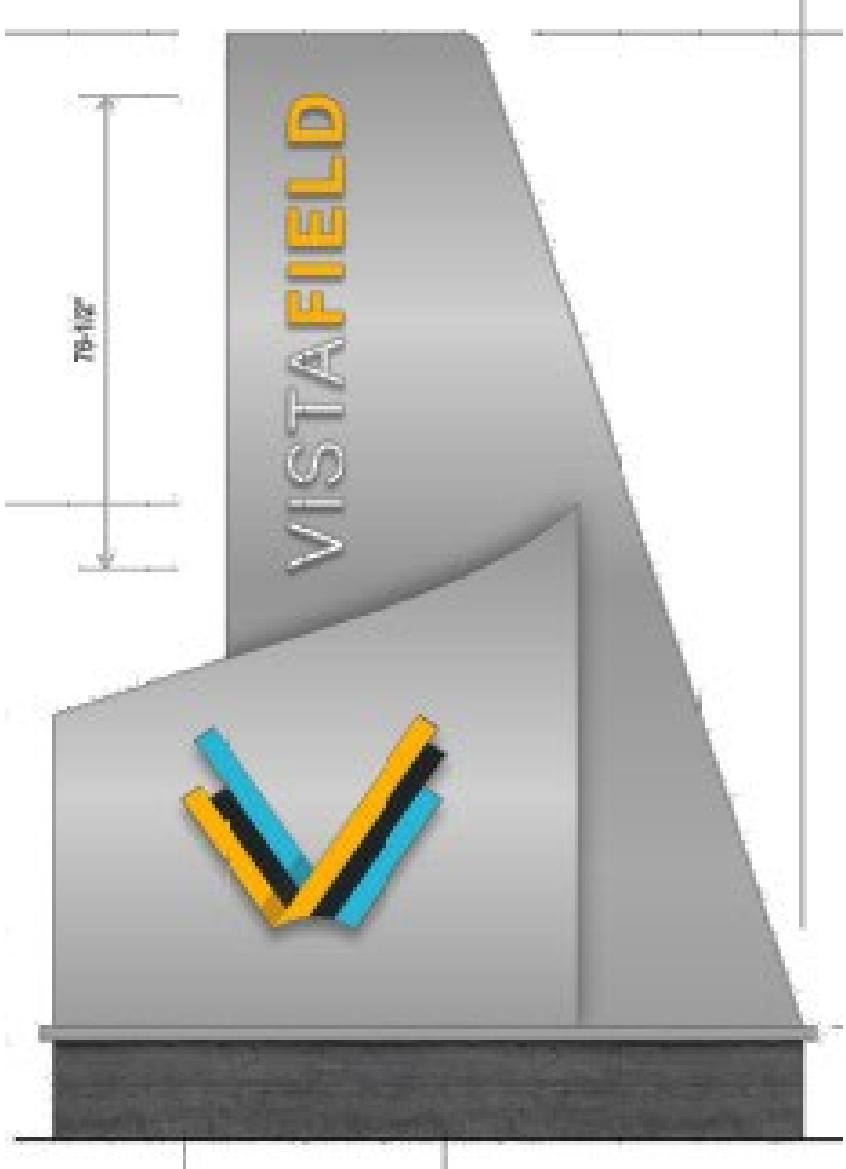












THANK YOU

Larry Peterson

Director of Planning & Development

Port of Kennewick

www.vistafield.com

AGENDA REPORT

TO: Port of Kennewick Commission

FROM: Nick Kooiker, Deputy CEO & Chief Financial Officer

MEETING DATE: October 8, 2024

AGENDA ITEM: Resolution 2024-21 and its Exhibit A, Approval to Surplus Vista Field Right-of-Way Dedicated to the City of Kennewick

I. REFERENCE(S): Resolution 2024-21
Exhibit A - "Vista Field Right-of-Way 3.20 Acres Dedicated to City of Kennewick" with the CFO/Auditor Certification for the Surplus Property

II. FISCAL IMPACT: Reporting purposes only. Removes Vista Field right-of-way assets from Port's balance sheet for generally accepted accounting principles (GAAP).

III. DISCUSSION:

For Port property disposition, the Port Chief Executive Officer is directed to present to the Commission an itemized list of property along with a written certification that the property is no longer needed for Port purposes. Vista Field Redevelopment Master Plan 2017, adopted on October 24, 2017, by Resolution 2017-17, addresses dedicating right-of-way A and B streets to the City of Kennewick. The Port has no formal dedication process that establishes a date for disposition of right-of-way assets from the Port's balance sheet. This disposition date is only needed for generally accepted accounting principles (GAAP) to properly calculate the removal of the assets dedicated.

The Port's Binding Site Plan Survey #4674 outlines Phase #1 Boundary to include 3.20 acres dedicated to the City of Kennewick as public right-of-way for Crosswind, Grandridge, and Vista Field Boulevard. This resolution sets a date for the accounting department to formally remove the Vista Field rights-of-ways from the Port's balance sheet to adhere to generally accepted accounting principles (GAAP).

3.20 acres dedicated as right-of-way estimated balance sheet impact as of 1/1/24:

- 3.20 acres of the 103 acres is approximately 3% of the Vista Field land which calculates the removal of assets as follows:
 - o Land asset 280 (\$27 thousand),
 - o Asset 1169 and 1368 Vista Field Phase 1 Redevelopment (\$348 thousand), and
 - o Accumulated depreciation for assets 1169 and 1368 (\$301 thousand).

IV. STAFF RECOMMENDATION:

Approve Resolution 2024-21 authorizing the property dedication date for the right-of-use (City roads) as of January 1, 2024, for GAAP accounting purposes.

V. ACTION REQUESTED OF COMMISSION:

I move approval of Resolution 2024-21 authorizing the date of January 1, 2024, for GAAP accounting purposes, to surplus the right-of-way (City roads) of 3.20 acres and formally allow the accounting department to remove the assets from the balance sheet.

PORT OF KENNEWICK

RESOLUTION 2024-21

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK AUTHORIZING THE PORT CHIEF EXECUTIVE OFFICER TO SELL AND CONVEY SURPLUS PROPERTY

WHEREAS, the Board of Commissioners of the Port of Kennewick met this 8th day of October, 2024, a quorum of the Commissioners being present; and

WHEREAS, RCW 53.08.090 provides that the Port Commissioners may authorize the Port Chief Executive Officer to sell and convey surplus property; and

WHEREAS, when the Port disposes of a capital asset, that asset must be removed from the Port's balance sheet to adhere to generally accepted accounting principles (GAAP); and

WHEREAS, Resolution 2017-17 adopted the Port's Vista Field Redevelopment Master Plan 2017 on October 24, 2017, in a public meeting dedicating A and B streets to the City of Kennewick as public right-of-way, assuring the key elements of the public realm remains public; and

WHEREAS, Resolution 2017-19 amended the Port's Comprehensive Scheme of Development and Harbor Improvements on October 24, 2017, to include the Port's Vista Field Redevelopment Master Plan 2017; and

WHEREAS, the Binding Site Plan Survey #4674 outlines Phase #1 boundary to include 3.20 acres dedicated to the City of Kennewick as public right-of-way for Crosswind, Granridge, and Vista Field Boulevard. The Port deems it has received full value for the dedicated right-of-way by the City of Kennewick maintaining the right-of-way and assuring the right-of-way remains in the public realm; and

WHEREAS, for Port property dispositions, the Port Chief Executive Officer is directed to present to the Commission an itemized list of the property and to make written certification that the listed property is no longer needed for Port District purposes.

NOW, THEREFORE, BE IT RESOLVED the Port of Kennewick Commissioners authorize the Chief Executive Officer to surplus Port property no longer needed for Port purposes as identified in "Exhibit A". For GAAP purposes, the Port will use a dedication date of January 1, 2024, to remove the 3.20 acres of right-of-way (City Roads) from the Port's balance sheet.

ADOPTED by the Board of Commissioners of Port of Kennewick this 8th day of October 2024.

***PORT of KENNEWICK
BOARD of COMMISSIONERS***

By: _____

SKIP NOVAKOVICH, *President*

By: _____

KENNETH HOHENBERG, *Vice President*

By: _____

THOMAS MOAK, *Secretary*

RESOLUTION 2024-21

“Exhibit A”

VISTA FIELD RIGHT-OF-WAY 3.20 ACRES DEDICATED TO CITY OF KENNEWICK

updated: September 19, 2024

VISTA FIELD REDEVELOPMENT PROJECT

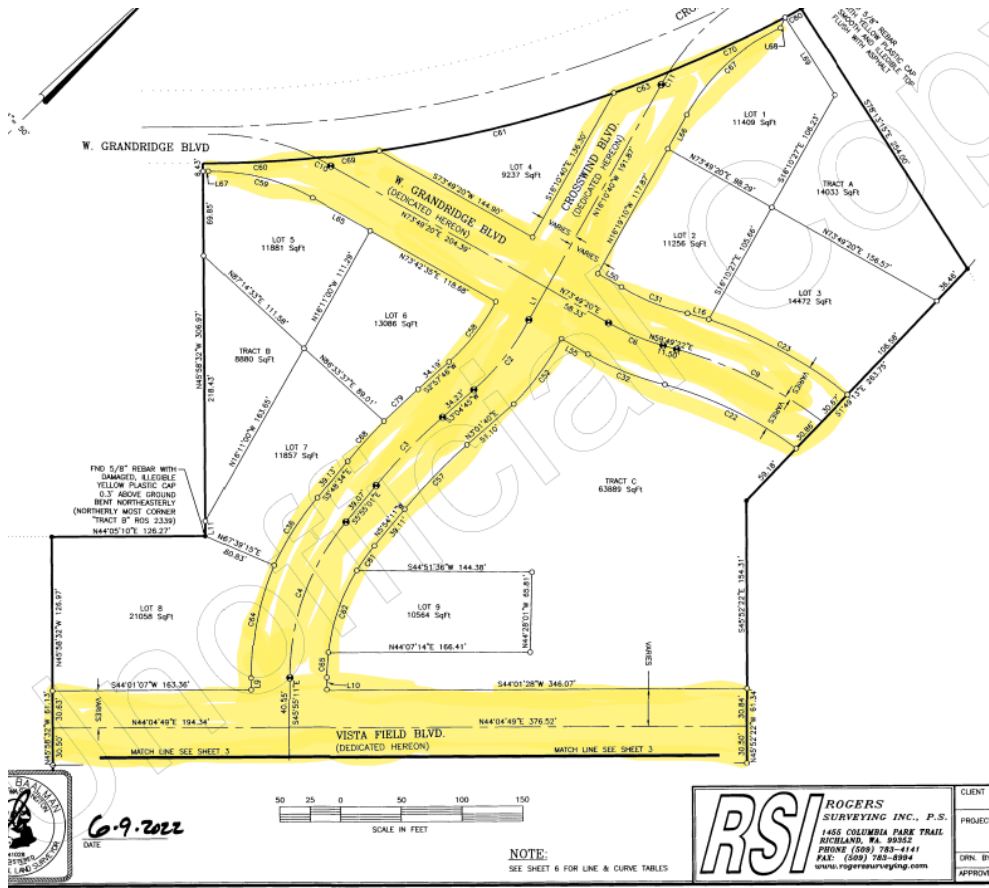
PARCEL	USE	SQ. FT.
Lot 1	Mixed	11,409
Lot 2	Mixed	11,256
Lot 3	Mixed	14,472
Lot 4	Mixed	9,237
Lot 5	Mixed	11,881
Lot 6	Mixed	13,086
Lot 7	Mixed	11,857
Lot 8	Mixed	21,058
Lot 9	Park-Comm.	10,564
Lot 10	Mixed	35,418
Lot 11	Mixed	83,583
Lot 12	Mixed	12,149
Lot 13	Mixed	12,149
Lot 14	Mixed	4,993
Lot 15	Live/Work	4,928
Lot 16	Live/Work	4,142
Lot 17	Live/Work	4,401
Lot 18	Live/Work	4,956
Lot 19	Live/Work	4,784
Lot 20	Live/Work	4,970
Lot 21	Sales Office	4,977
Lot 22	Hangar A	6,450
Lot 23	Mixed	13,687
Lot 24	Mixed	11,408
Lot 25	Mixed	13,077
Lot 26	Mixed	14,325
Lot 27	SFDU	3,799
Lot 28	SFDU	2,799
Lot 29	SFDU	2,827
Lot 30	SFDU	3,955
Lot 31	Mixed	6,826
Lot 32	Mixed	8,718
Lot 33	Mixed	7,701
Lot 34	Food Truck Plaza	4,585
Lot 35	Hangar B	10,145
Lot 36	Hangar C	10,064
Lot 37	Hangar Support	8,616
Lot 38	Mixed	8,616

TRACTS	USE	SQ. FT.			
		Parking	Alley	Woonerf	Open Space
Tract A	Parking & Access	14,033			
Tract B	Parking & Access	8,880			
Tract C	Open Space				63,889
Tract D	Parking & Access	26,837			
Tract E	Parking & Access	8,315			
Tract F	Alley		5,654		
Tract G	Non-City Street/Woonerf			5,856	
Tract H	Alley		10,388		
Tract J	Parking & Access	5,905			
Tract K	Open Space				18,211
Tract L	Non-City Street/Woonerf			24,513	24,513
Tract M	Open Space				15,246
Tract N	Parking & Access	10,925			
Tract P	Alley		6,915		
Tract Q	Parking & Access	12,477			
Tract R	Parking & Access	19,494			
Tract S	Parking & Access	4,753			
Tract T	Alley		4,753		
Tract U	Parking & Access	1,582			
Tract V	Parking & Access	3,153			
Tract W	Parking & Access	4,652			

	LOTS
Square Feet	433,868
Acres	9.96
ACRES	9.96

TRACTS			
Parking	Alley	Woonerf	Open Space
121,006	27,710	30,369	121,859
2.78	0.64	0.70	2.80
6.91			

R-O-W	TOTALS
139,219	874,031
3.20	20.06
3.20	20.06



CFO/Auditor Certification: _____

Nick Kooiker

Date



State of the Transit

Port of Kennewick
Board of Commissioners

October 8, 2024

Kevin Sliger, BFT Chief Planning & Development Officer

AGENDA



- ▶ **Introduction to Services**
- ▶ **Public Transportation Benefit Area (PTBA)**
- ▶ **Service Changes & Data Metrics**
- ▶ **Impacts of Initiative 2117**
- ▶ **Annual Service Plan & Long-Range Transit Plan**
- ▶ **Q&A**

Ben Franklin Transit Services

- **Fixed Route Bus Service**

- 18 routes
- Approximately 1,000 bus stops

Bus Hours of Operation

Weekdays: 6 a.m. - 10 p.m.

Saturday: 7 a.m. - 10 p.m.

Sunday: 8 a.m. - 6:30 p.m. (7 routes run on Sundays)

- **Dial-A-Ride Paratransit**

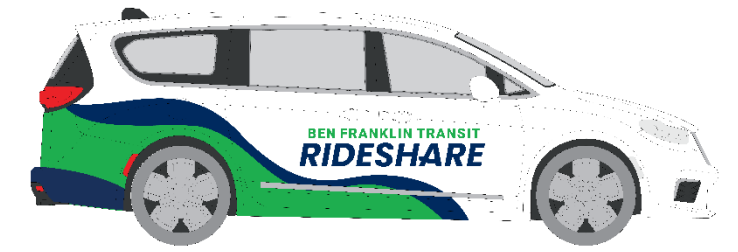
- Door-to-door transportation for people whose disabilities prevent their ability to use the fixed-route bus system
- Dial-A-Ride's hours of operation are the same as Fixed Route



Ben Franklin Transit Services

- **Rideshare (formerly Vanpool)**

A group of 5 to 15 people who commute together in a comfortable passenger van



- **CONNECT**

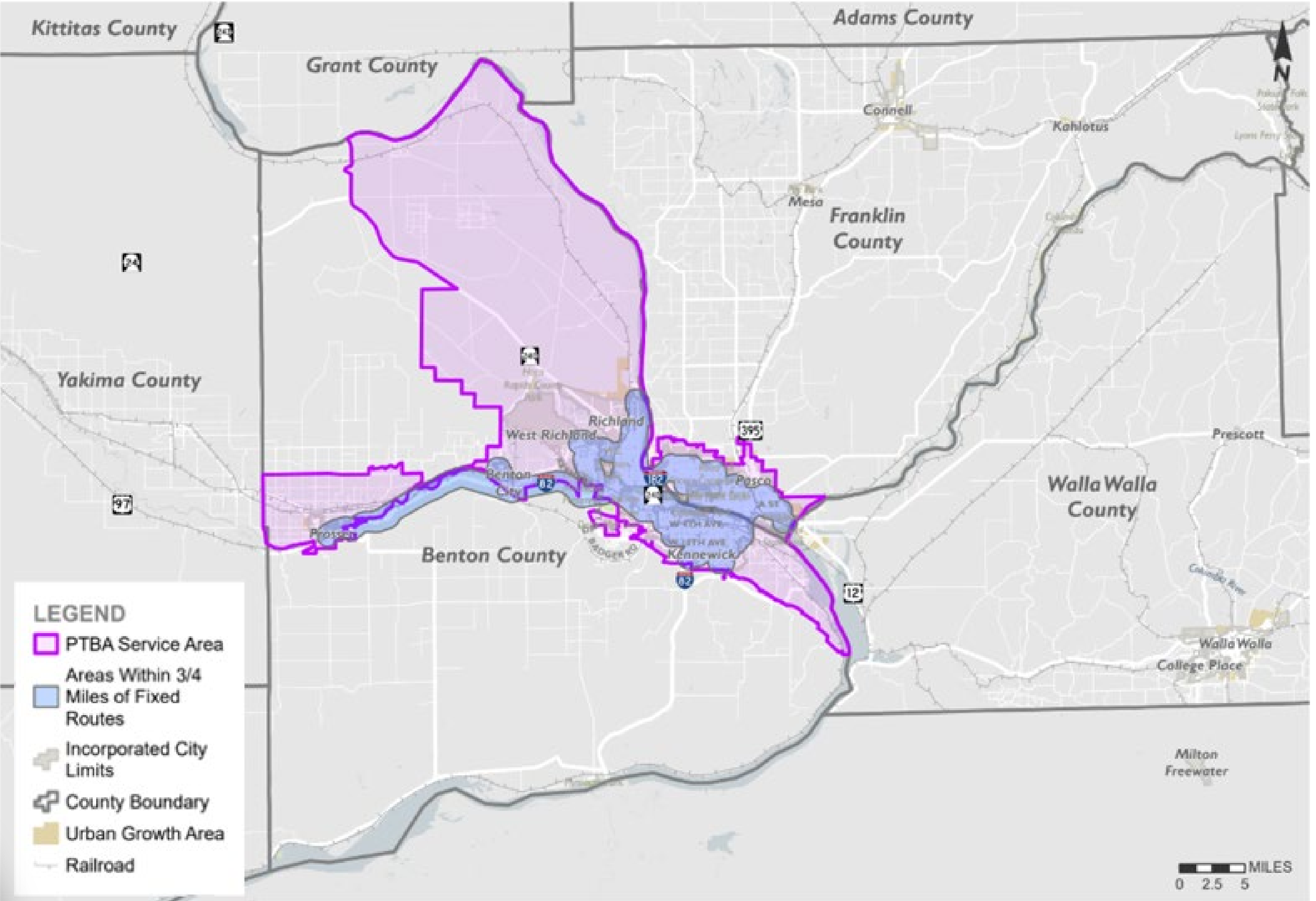
On-demand rideshare service for customers whose starting locations or destinations are too far from a bus stop



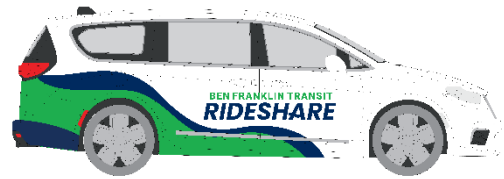
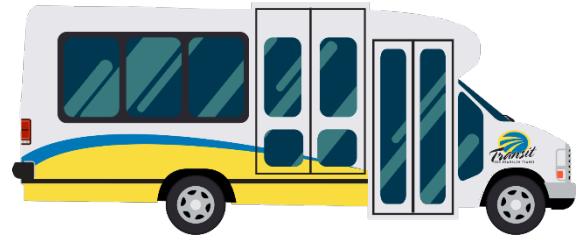
- **Prosser/Benton City General Demand Service**

General Demand service connects riders to pre-designated stops (including connection to [Route 170](#)). This service is demand responsive, meaning riders must request service via telephone to receive a ride.

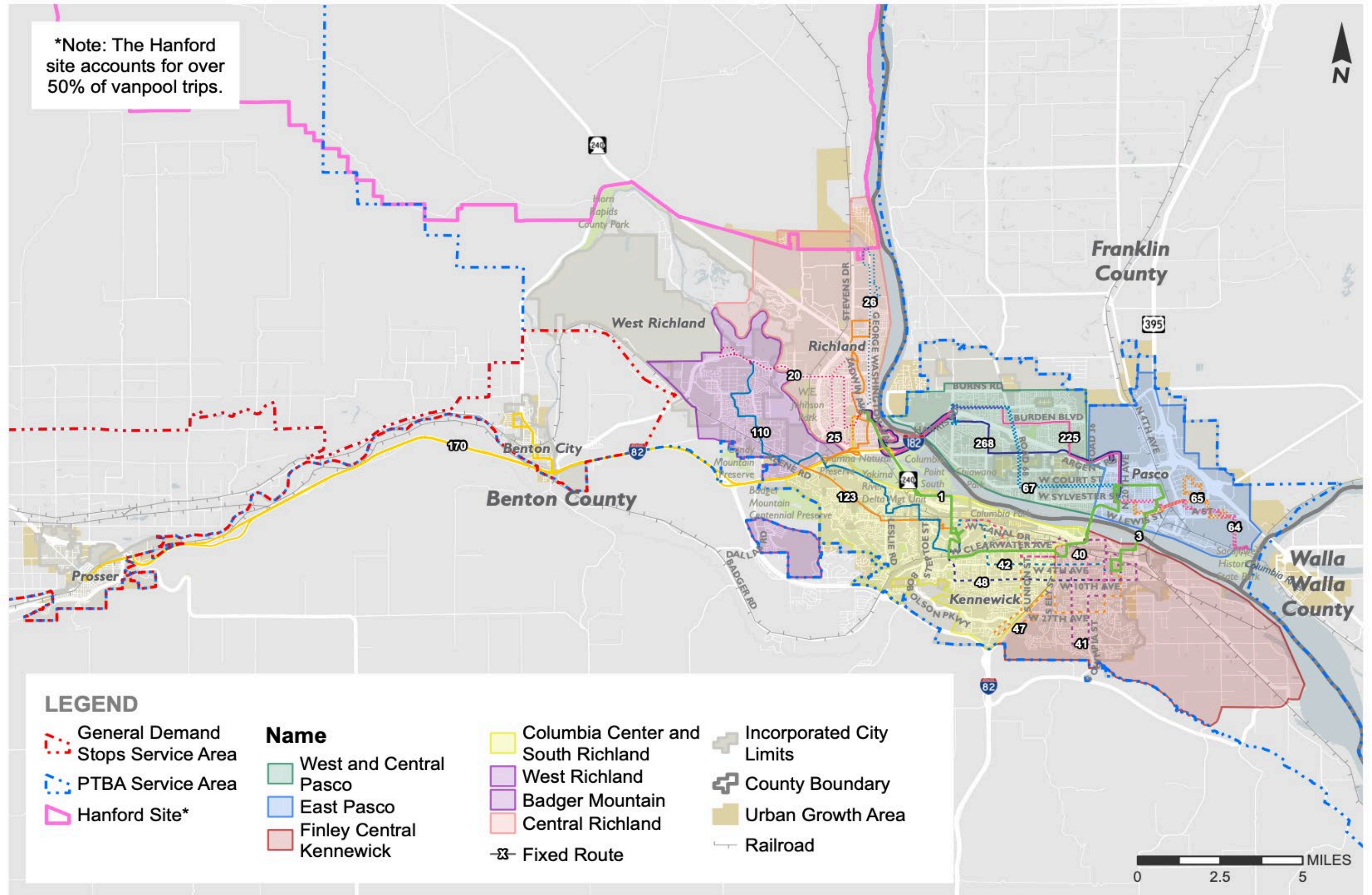
Service Area Overview



BFT Services



*Note: The Hanford site accounts for over 50% of vanpool trips.



Service Change Overview



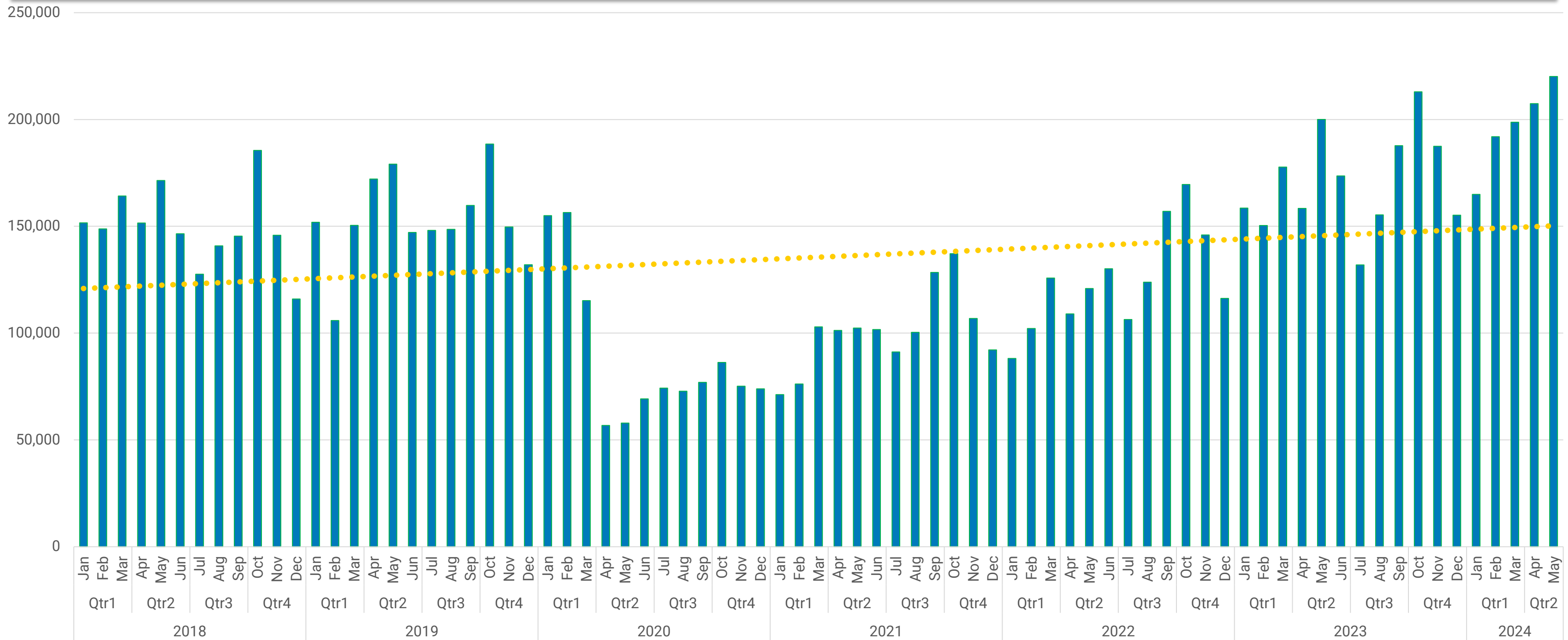
- ▶ **Network redesign (2017)**
- ▶ **Started CONNECT microtransit (2020)**
- ▶ **15-minute peak service on Metro routes (2021)**
- ▶ **Added Sunday Service (2021)**
- ▶ **Youth Ride Free Program (2022)**
- ▶ **East Pasco & Queensgate Service**

Fixed Route Weekday

Ridership: 2019 - 2024

6AM to 10PM

- 2024



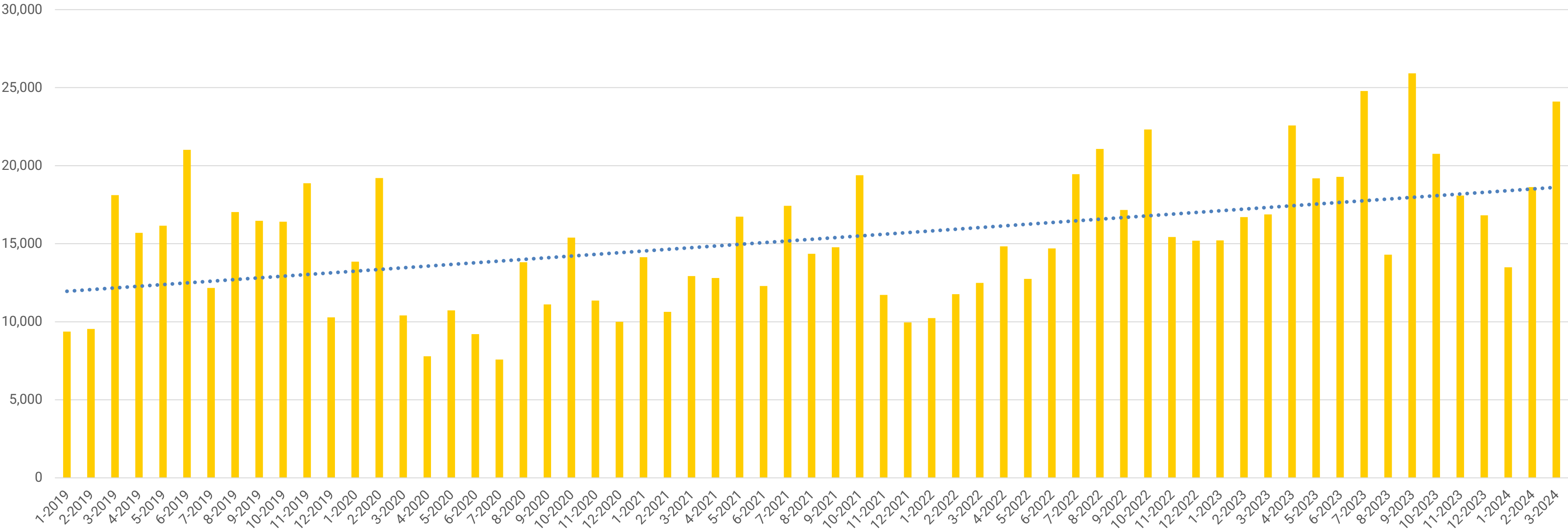
	2019	2020	2021	2022	2023
Total Weekday Boardings	1,829,438	1,075,576	1,231,454	1,543,715	2,057,669
YOY % Change		-41%	+14%	+25%	+34%

*12% increase over pre-COVID ridership (+228,231)

Fixed Route

Saturday Ridership: 2019 7AM to 10PM

- 2024

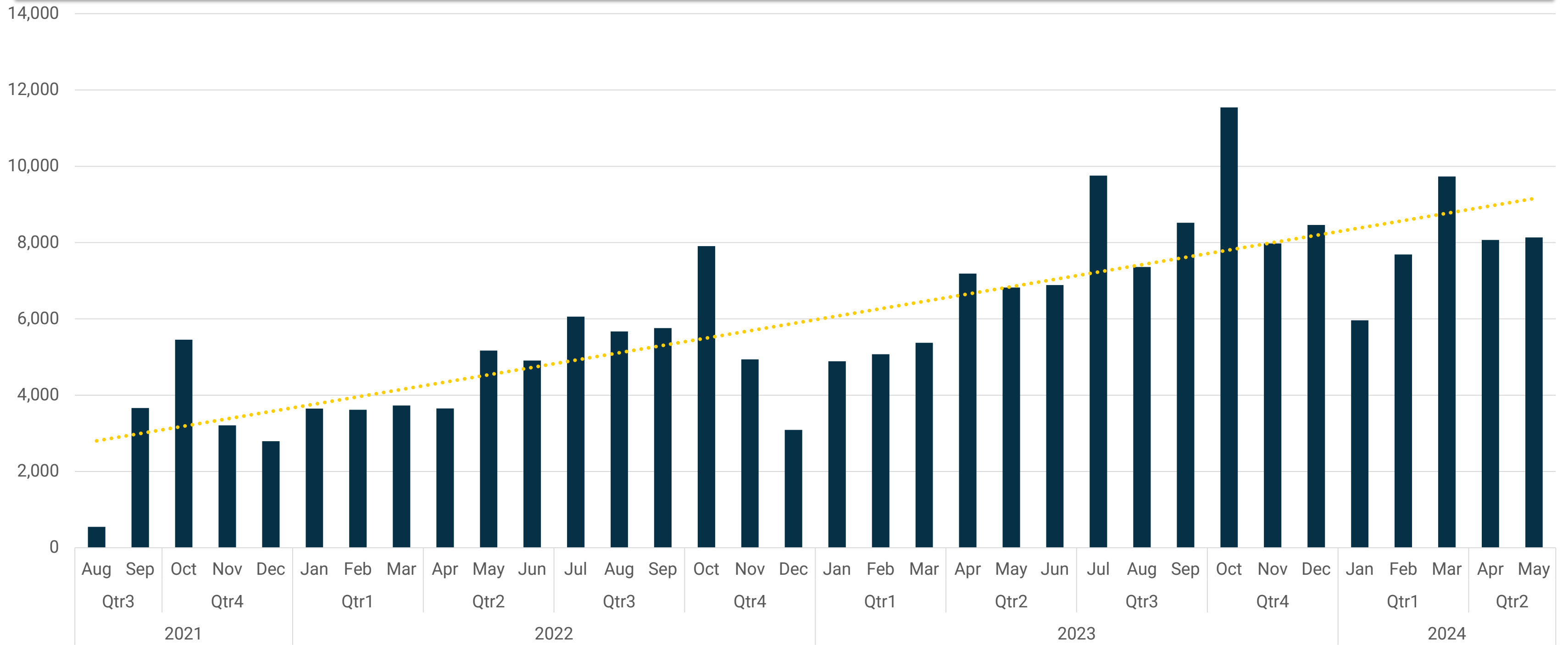


	2019	2020	2021	2022	2023
Total Saturday Boardings	181,153	140,449	167,160	187,423	230,515
YOY % Change		-22%	+19%	+12%	+23%

***27% increase over pre-COVID ridership (+49,362)**

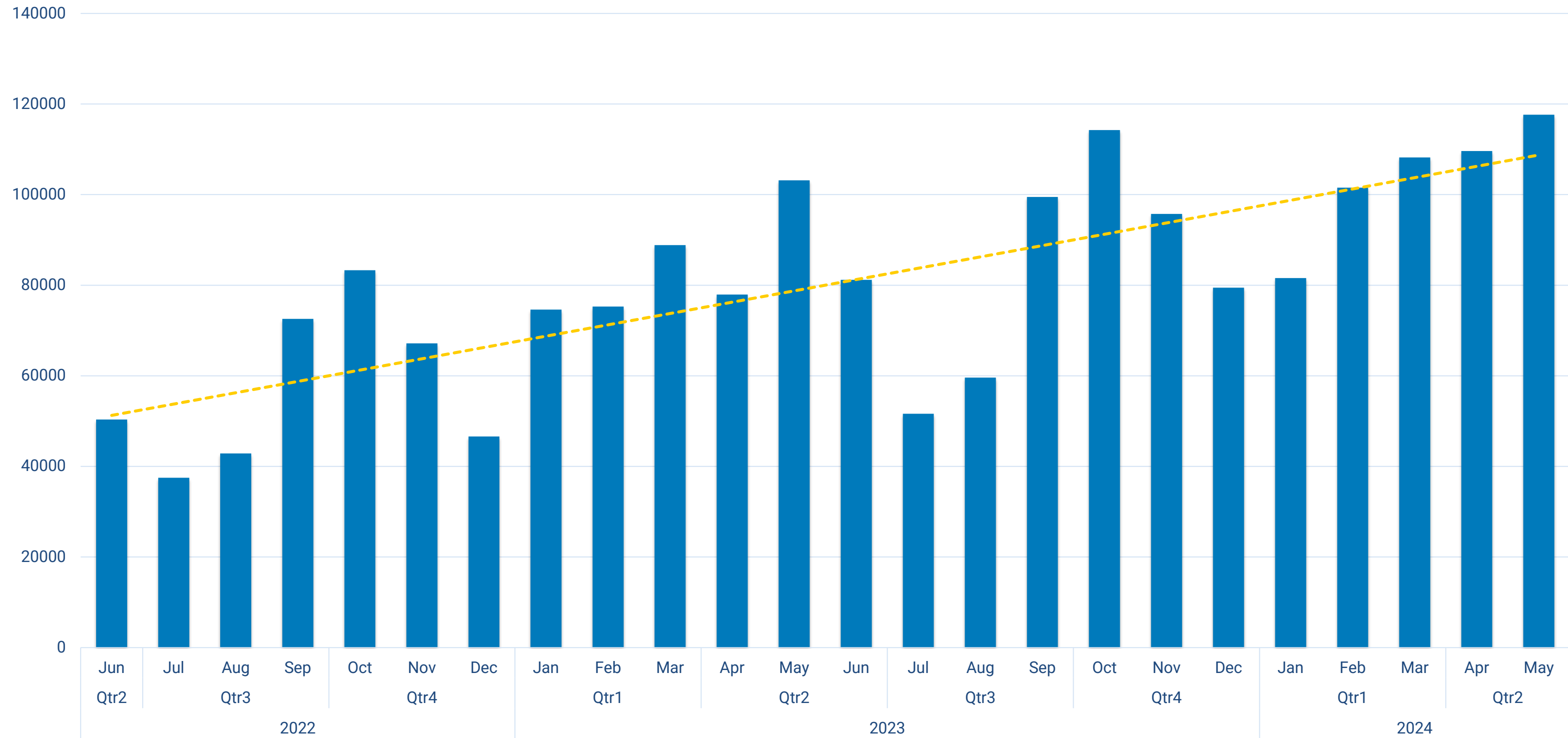
Fixed Route Sunday Ridership: 2021-2024

8AM to 6:30PM



	2021	2022	2023
Total Sunday Boardings	15,710	58,202	90,322
YOY % Change		+270%	+55%

Youth Ride Free Data



I-2117 Impacts

Potential Move Ahead Washington Fund Reductions

\$3.5M

Transit Support Grants
Annually

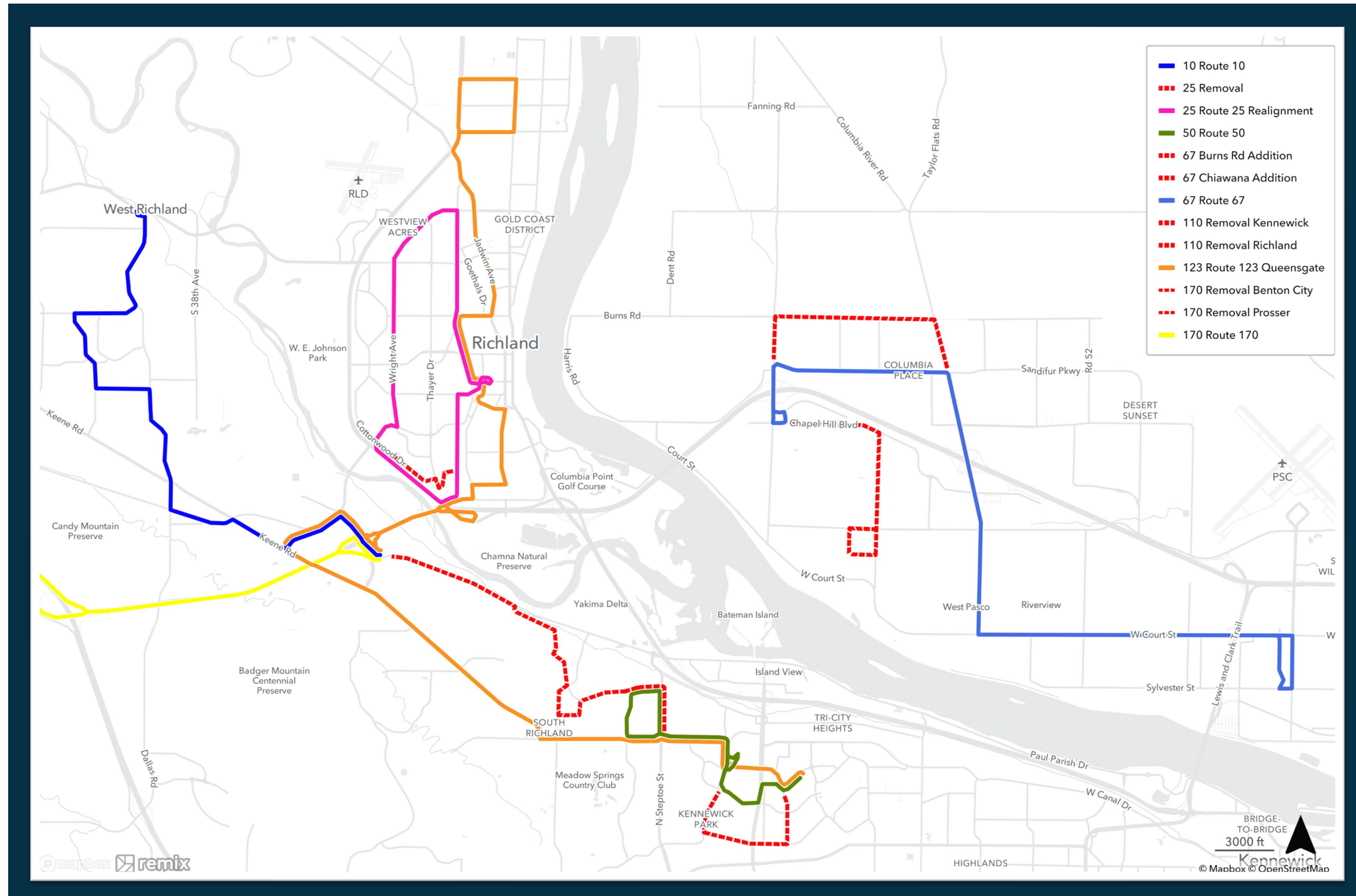
\$1.9M

Special Needs Funding
Annually

\$22.6M

Capital Project Funds
Over the Course of the Grant

2024 ASP Service Changes



2025 Annual Service Plan Process

March/April

May/June

July/December

January 2025

June 2025



Feedback
Feedback on service improvements is collected



Your Opinion Matters !

Data Assimilation
Factor Cost, Budget, Performance Metrics, Transit Needs, and Improvement Plans



Workshop & Public Outreach
ASP draft scenarios shared internally with operators and externally with community



Adoption
Finalize ASP draft, submit for Board approval, and release approved version to the community



Implementation
Service changes implemented in June with proper internal/external planning



Long-Range Transit Plan

Q1 2025

PHASE 2 - OUTREACH

Mid-Range Plan

Strategies for transit center integration, commuter express services, demand evaluation in underserved areas, and collaboration with regional transit providers

Long-Range Plan

Detailed, long-term plan covering stakeholder engagement, technology advancements, demographic trends, financial sustainability, infrastructure, accessibility, and risk management

Q3 2025

PHASE 3 - DRAFT PLAN

Public comment period opens while providing community outreach and working with jurisdictional partners to incorporate feedback on the final drafts of the Mid - and Long -Range Plans

Q4 2025

COMPLETE

Completion of our Mid - and Long -Range Plans emphasizes inclusive stakeholder engagement to address all project goals. With strategies for transit integration, commuter services, and regional collaboration, the plans incorporate public feedback and ensure a sustainable, community -focused transit future.

Q3 2024

PHASE 1 - VISIONING

Data Collection, Identifying Key Players, and Conceptualization

Long-Range Transit Plan Process

Data Collection & Analysis



- Service evaluation
- Demographic characteristics
- Ridership forecasting

Public Information & Outreach



- Project website
- Public survey
- Public & agency workshops
- Draft plan public comment period

Needs & Gaps Assessment



- Synthesize data & public outreach
- Document existing needs
- Identify gaps

Project List, Evaluation, & Plan



- Develop recommendations & plan to address mid-term and long-term needs & gaps



Questions?



AGENDA REPORT

TO: Port Commission

FROM: Ann Allen, Attorney at Law

MEETING DATE: October 8, 2024

AGENDA ITEM: Succession Plan for the Continuity of Port Leadership and Staff

I. REFERENCE(S): Resolution 2024-23
Port of Kennewick's Succession Plan

II. BACKGROUND:

On June 11, 2024, the Commission directed Mr. Arntzen to initiate and advise the Commission of a succession plan for the continuity of Port leadership and staff. Mr. Arntzen has been working with Ann Allen, Attorney at Law, to develop a succession plan for the Port. The progress of the project was reported to the Commission on August 13, 2024. Over the following weeks, Ms. Allen spoke with each of the Port Commissioners to receive their input regarding the organization's direction and goals for purposes of succession planning.

III. UPDATE:

Based on the input of the Commissioners, and a substantial amount of analysis and conversation with the staff and CEO of the Port, the succession plan has been finalized and submitted to the Commission for consideration and approval.

The plan is meant to adapt to changing circumstances as needed. The CEO is responsible for the transitions of Port staff. The process by which the CEO's successor is to be identified and appointed is at the Commission's discretion. The plan includes points that may be of assistance to the Commission in carrying out this task.

IV. ACTION REQUESTED OF COMMISSION:

Discussion and consideration of Resolution 2024-23 approving the Port of Kennewick's Succession Plan.

Motion: I move approval of Resolution 2024-23 approving the Port of Kennewick's Succession Plan, and further ratify and approve all action by port officers and employees in furtherance hereof.

PORT OF KENNEWICK

Resolution No. 2024-23

**A RESOLUTION OF THE PORT OF KENNEWICK
BOARD OF COMMISSIONERS APPROVING THE
PORT OF KENNEWICK'S SUCCESSION PLAN**

WHEREAS, on June 11, 2024, the Commission directed the CEO to initiate and advise the Commission of a succession plan for the continuity of Port leadership and staff; and

WHEREAS, a substantial amount of analysis and conversation with the staff and CEO were completed; and

WHEREAS, individual conversations were held with each of the Port Commissioners to receive their input regarding the organization's direction and goals for purposes of succession planning; and

WHEREAS, establishing a Succession Plan for the Port of Kennewick can help ensure uninterrupted and seamless service to the commission and the public in the event of planned or unplanned employee retirements, departures, or leaves of absence.

NOW, THEREFORE, BE IT HEREBY RESOLVED the Board of Commissioners of the Port of Kennewick hereby accepts and approves the Port of Kennewick's Succession Plan.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 8th day of October 2024.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

By: _____

SKIP NOVAKOVICH, *President*

By: _____

KENNETH HOHENBERG, *Vice President*

By: _____

THOMAS MOAK, *Secretary*



SUCCESSION PLAN

This succession plan is a proactive measure designed to ensure uninterrupted and seamless service to the commission and the public. It anticipates and prepares for employee retirements, departures, and leaves of absence while also focusing on nurturing talent and leadership skills within the organization. Moreover, this process will allow the Port to evolve and expand its capacity to create and support sound economic growth opportunities for the community and taxpayers it serves for many years to come. To this end, the Port has formulated a three-part plan.

Part One – Review of Current Critical Duties and Competencies of Employees as well as Potential Vacancies: Given the size of the Port staff, each employee’s role is critical to the performance of the organization’s duties. Therefore, detailed, updated job descriptions for each position were developed with significant input from each employee. This collaborative step allowed the Port to identify the current knowledge, skills, and abilities required to conduct the Port's work should there be any unexpected departures or leaves of absence. Several employees have voluntarily provided input about their retirement plans. Their actions allowed the organization to identify the roles that require action by the end of this year, next year, and over the next two to ten years.

Part Two – Identification of Duties and Roles Needed to Ensure Continuity and Support Growth Both in Terms of Professional Development and the Port’s Goals:

- To address the most pressing need for succession planning, two roles within the finance department were merged with a newly hired individual taking on this combined role effective October 8, 2024. That individual will work with the accounting assistant through the year's end to ensure the duties and knowledge critical to the role are understood.
- A similar process has begun regarding the transfer of core institutional knowledge and development of new skills within other roles as long-term staff members plan for their futures beyond the Port. The intent is for those who take on new duties or roles to redefine and amplify the Port's role as an asset and community partner. This process will continue in a number of contexts over the next several years. In some cases, retired individuals may be willing to provide additional support to employees on a part-time or short-term basis, after their separation from employment.

- Finally, a plan is under development to address any vacancy that may be created should an internal candidate succeed to the role of CEO upon the current CEO's retirement.

This is a dynamic and evolving process, meant to be discussed and adjusted as the goals and needs of the Port and its employees change. The CEO will oversee the process for each staff role identified for transition, ensuring that the plan remains adaptable and responsive to the community's changing needs. Adaptability and resilience are key components of this plan.

Part Three – The Succession Plan for the Chief Executive Officer Role: Mr. Arntzen has indicated his desire to transition out of this role as CEO in the next three to five years. The commission has made succession planning for this role a strategic priority. The process by which his successor will be identified and appointed is at the commission's sole discretion. This process may involve forming a selection committee, engaging external experts, establishing selection criteria, and defining the steps along the selection process. The commission is responsible for overseeing this process, ensuring it is fair, transparent, and in the best interest of the Port and public. It may be of assistance to the commission to evaluate the following points.

- The commission may seek external candidates by engaging a recruiter or advertising the position.
- Alternatively, the commission may explore the possibility of an internal candidate for the role. The CEO has identified the current deputy CEO/CFO as an internal candidate for the commission's consideration. In preparation for this process, the CEO has provided that individual with a mix of on-the-job learning, relationship-building, and formal training specifically designed to address his strengths and weaknesses. For example:
 - The deputy CEO/CFO has been given additional, challenging assignments with decision-making authority.
 - Through collaborating with the CEO, he has been exposed to many areas of the organization as decisions related to current projects are made.
 - He has presented to employees and the commissioners.
 - He has been encouraged to interact with outside stakeholders.
 - He has joined external peer organizations and attended leadership conferences.
 - He has begun to have one-on-one sessions with C-level executives and mentors.

If the commission chooses this option, and in order to ensure the commission feels confident in its decision-making in this context, it is vitally important to thoroughly vet the candidate's ability to take on CEO responsibilities.

- Regardless of whether the commission identifies an internal or external candidate, an onboarding plan for the incoming CEO is necessary to allow the individual to be successful in

the role. This plan will include a detailed orientation to the organization, meetings with key stakeholders and jurisdictional partners, and a structured learning process about the Port's operations and culture. Additionally, a transition period of up to a year may apply during which the outgoing CEO would provide individual mentoring and support while respecting and encouraging the person's own leadership approach. Mentoring and support would include providing insights into the organization's history, introducing the incoming CEO to commission processes, and delineating the expectations of various stakeholders. As onboarding proceeds, the need for coaching and feedback should become less frequent until the successor feels comfortable working independently.

With a well-planned succession process, the entire organization can grow and evolve. Ideally, the CEO and organization will advance and thrive together.



Clover Island



Columbia Gardens

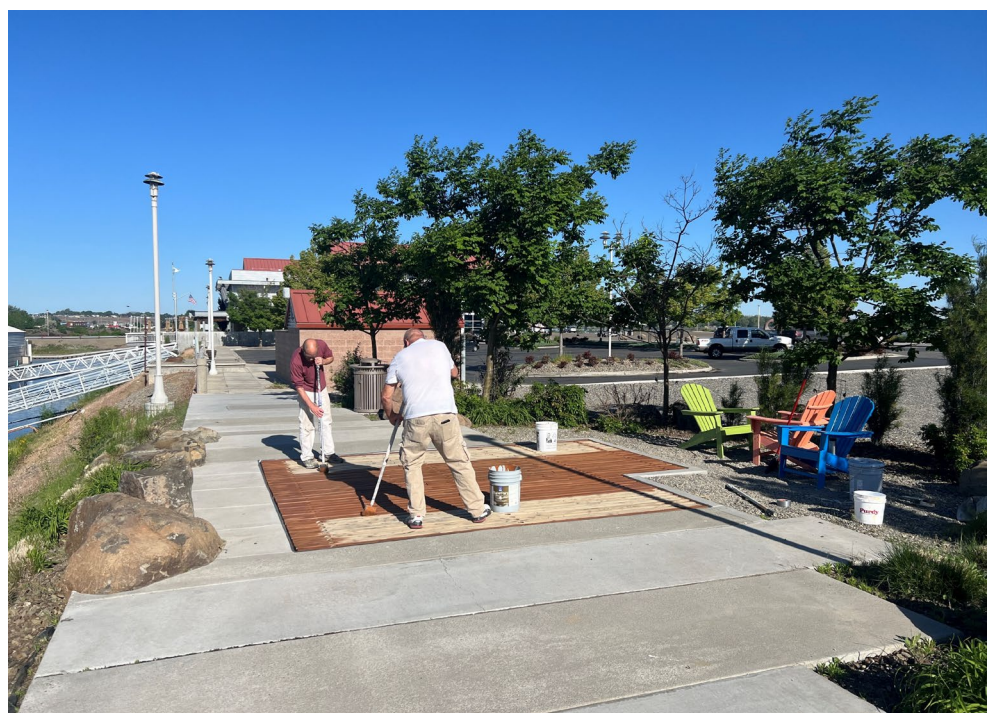
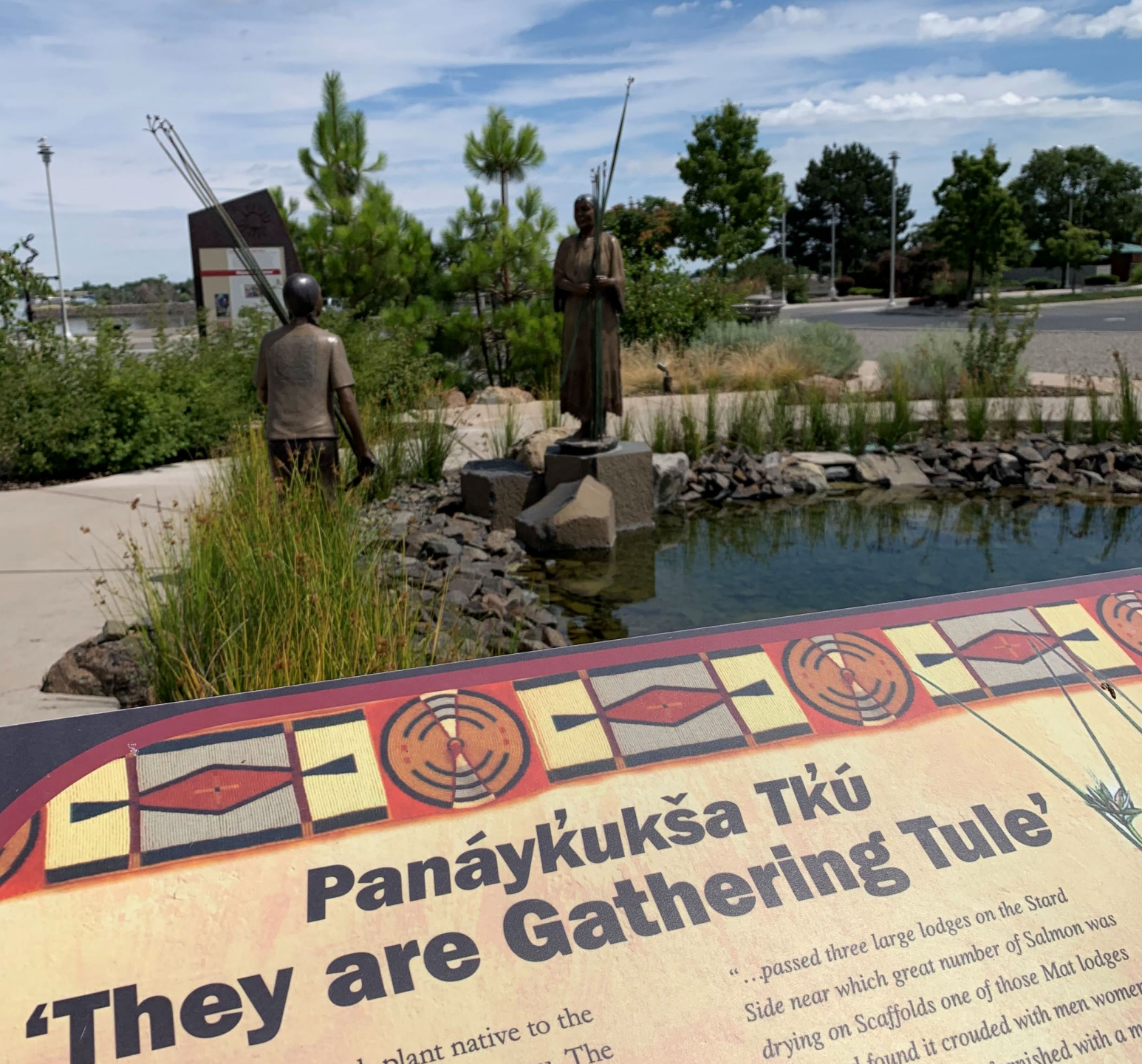


Vista Field

Annual Summary of Projects & Activities

10.8.24











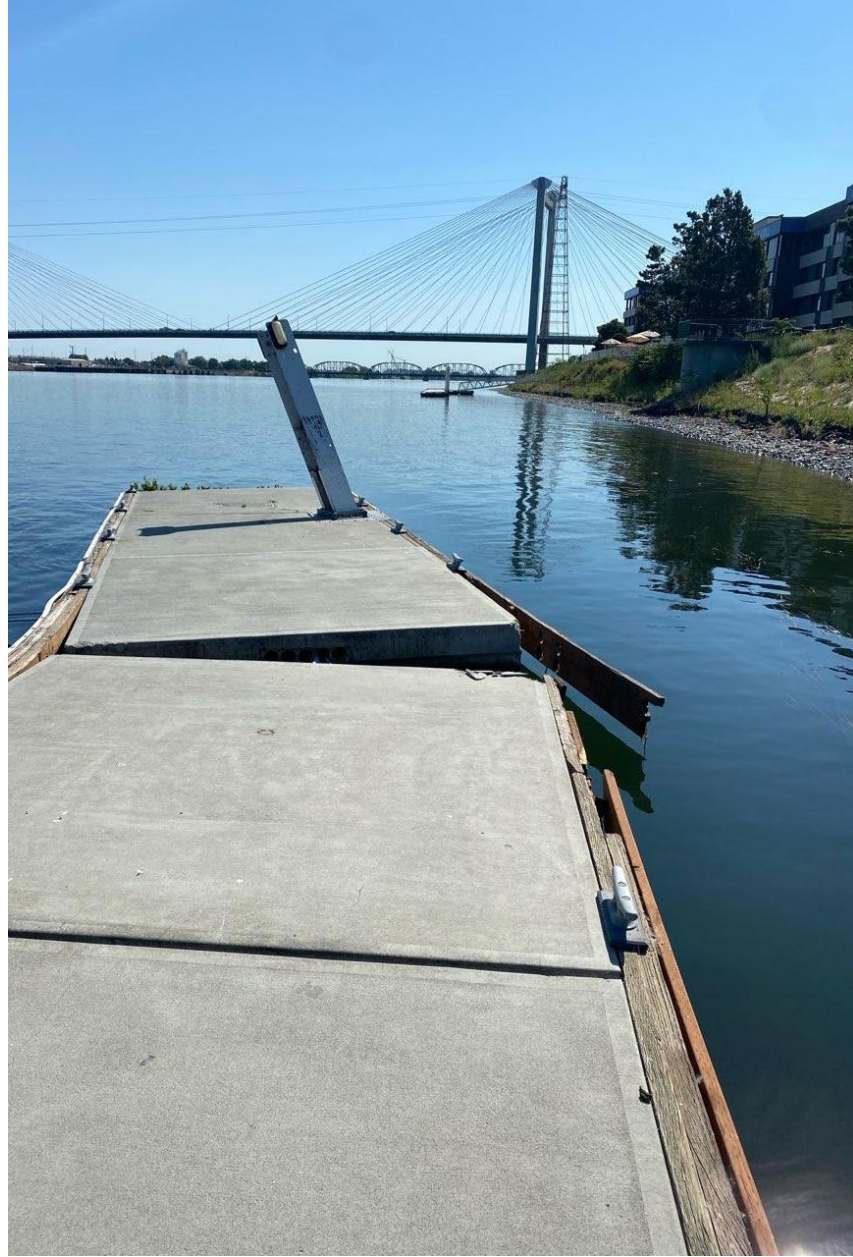


LIGHTHOUSE













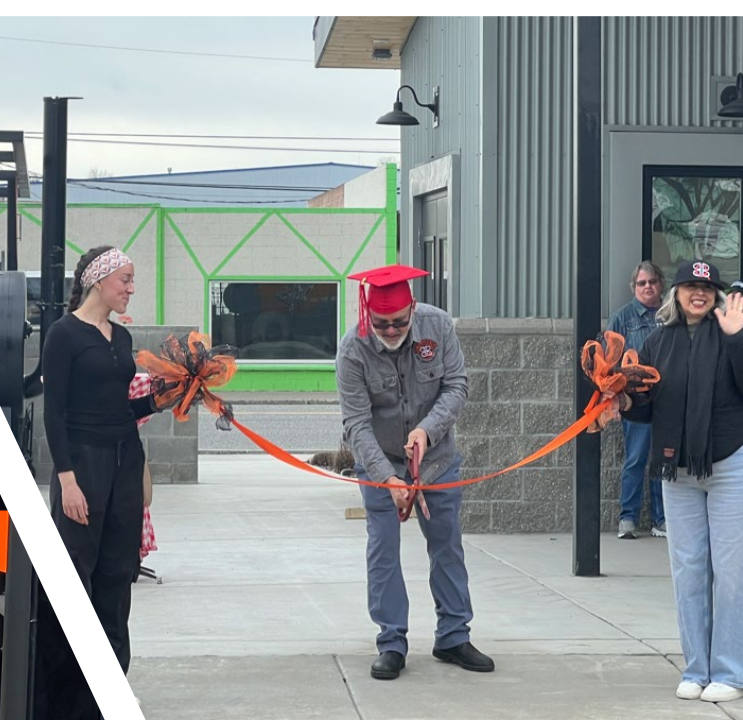
 **spark**
by Hilton™



WINE & ARTISAN
Columbia
Gardens
VILLAGE









CULTURE SHOCK
BASTRO



Events



2024 EVENTS

15 MARCH	THIRD FRIDAYS (4-8)	16 AUGUST	THIRD FRIDAYS (4-8)
19 APRIL	THIRD FRIDAYS (4-8)	20 SEPTEMBER	THIRD FRIDAYS (4-8)
10 MAY	DRINK PINK (4-8)	21 SEPTEMBER	MONARCH FESTIVAL (4-8)
11 MAY	ART ON AUBURN (4-8)	18 OCTOBER	THIRD FRIDAYS (4-8)
17 MAY	THIRD FRIDAYS (4-8)	15 NOVEMBER	THIRD FRIDAYS (4-8)
8 JUNE	SUMMER SATURDAY NIGHT MARKET (4-8)	30 NOVEMBER	SMALL BUSINESS SATURDAY (12-8)
21 JUNE	THIRD FRIDAYS (4-8)	7 DECEMBER	HOLIDAY MARKET (12-8)
19 JULY	THIRD FRIDAYS (4-8)	20 DECEMBER	THIRD FRIDAYS (4-8)



325 E COLUMBIA DRIVE
KENNEWICK, WA 99336



...s tasting rooms
music entertainment





VISTAFIELD





VISTAFIELD

- Shovel-Ready
- Urban Mixed-Use Zoning
- Commercial, Residential, Live-Work
- Water, Sewer, Electricity, Natural Gas, Broadband
- Federal Opportunity Zone

VistaField.com
509.586.1186

PHASE

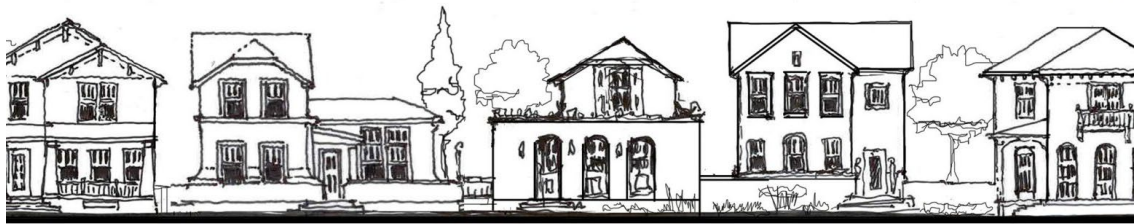
1

PARCELS FOR SALE









ART: LEVI HOLMES AND BEN PAULUS

HOUSING DESIGN: QAMAR AND ASSOCIATES INC. AN

Vista Field Southern Gateway Transformation Project





VSK to TODAY

Welcome to VISTA FIELD

This former municipal airfield used the airport code VSK. When Vista Field opened in the 1940s, it was surrounded by hundreds of acres of undeveloped ground and farmland and served local farmers and flying enthusiasts.

Vista Field's trajectory took a significant turn in early 1942 when the U.S. Navy leased it to train naval aviators for World War II. The airfield served as an auxiliary site to U.S. Naval Air Station Pasco, Washington, at the location of the current Tri-Cities Airport.

The Navy expanded runway number 2/20 as Vista Field's main runway and runway number 11/29 as the crosswind runway.

By the end of 1943, the aviation cadets stationed in the area had logged more than 260,000 flight hours during primary training, with 1,878 graduates. Only two other Navy training fields logged more flight hours: Pensacola, Florida – the only Naval Air Station from 1914 to 1941 – and Naval Air Station Corpus Christi, Texas, which became the largest pilot training facility in the world before the end of World War II.

On April 1, 1947, the Navy ended its lease, and Vista Field operated as a general aviation airport until its closure due to declining activity on December 31, 2013.

VISTA FIELD TODAY

This former airfield is now at the heart of the Tri-Cities (Kennewick, Pasco and Richland), Washington.

Port of Kennewick is following a community-driven master plan to transform the 103-acre Vista Field site into a vibrant regional town center.



Vista Field (VSK) on September 22, 1944, shows the vast undeveloped land surrounding the airfield.



F6F Hellcats in flight in Washington's skies, September 1943.



Drill Hall hangar at Naval Air Station Pasco on September 18, 1944. Aviation cadets assigned to the base trained in Pasco and at Vista Field.

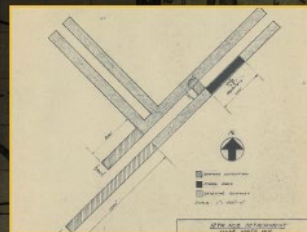


Enjoy Your Visit! VistaField.com

Images Courtesy of National Archives and Records Administration & U.S. Navy Seabee Museum



An F6F Hellcat taxiing into position on the aircraft carrier USS Lexington (CV-16) on November 26, 1943.



A May 1944 plot plan identifies the U.S. Navy's planned runway extensions and steel deck installation.



The steel runway at Vista Field for carrier deck landing and catapult takeoff training (center brighter area) on May 26, 1945.



Enjoy Your Visit! VistaField.com

TRAINING NAVAL AVIATORS

After Pearl Harbor, the demand for military aircraft surged, and pilot training became one of the Navy's most pressing responsibilities.

As part of this wartime effort, the U.S. Navy began constructing a Naval Reserve Air Base in Pasco during the spring of 1942. The military also selected Vista Field (VSK) and other locations across Washington as training fields. These sites played a crucial role in preparing aviation cadets for combat in the Pacific Theater, with Vista Field being among the first and largest auxiliary fields in operation.

In May 1944, a crew from the 12th Battalion of the Seabees installed a 460-foot-long runway made of interlocking pierced steel planking, known as M-1 matting, to provide a more realistic experience for World War II aviators. This metal "ship deck" simulated the conditions of the aircraft carrier USS Lexington (CV-16).

The Navy's student pilots sharpened their landing and takeoff skills using the runway's rough surface and limited space to perfect the precision maneuvers they would need to execute at sea.

Training each aviation cadet required 84 hours of flying time, including 38 hours with an instructor.

Vista is essential for the training of Fleet Air Units that may be based at Naval Station, Pasco, Washington. The field is equipped with CV [carrier vessel] catapult and arrested landing equipment and is the only outlying field available for field carrier landing practice and other training.

Commander of Fleet Air, Seattle

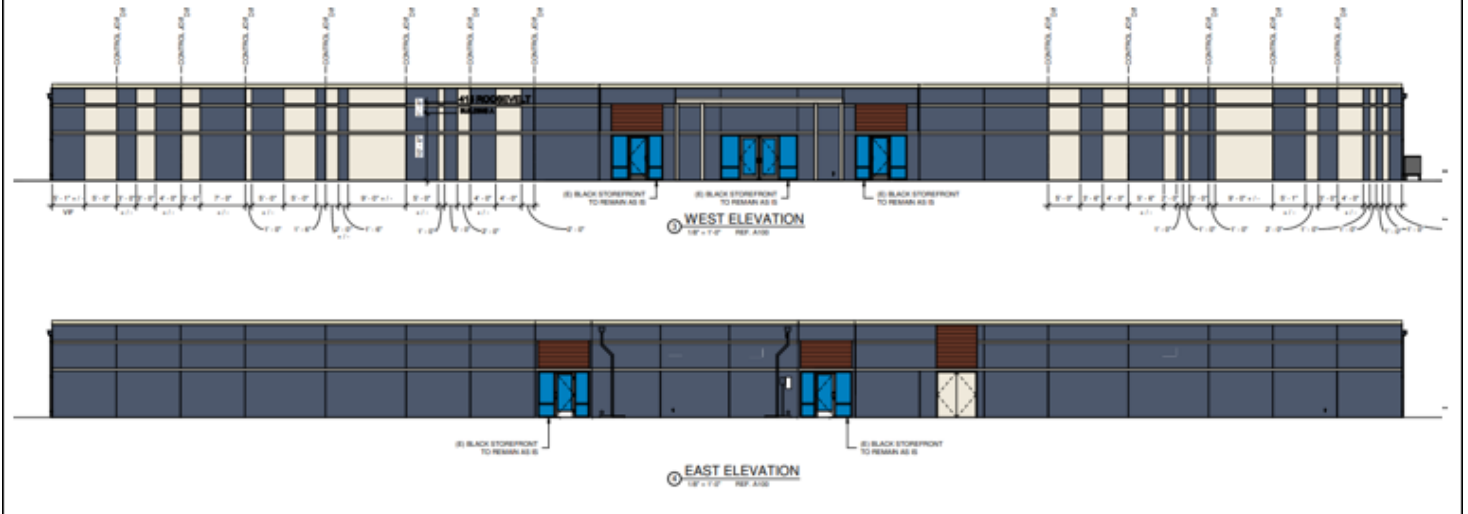
STEP ONTO HISTORY

Port of Kennewick has repurposed original sections of the unique 1940s simulated aircraft carrier decking, which the Navy used to train pilots at Vista Field (VSK), into a decorative patio between the pavilions to your left.

Images Courtesy of National Archives and Records Administration & U.S. Navy Seabee Museum



BUILDING A ELEVATION

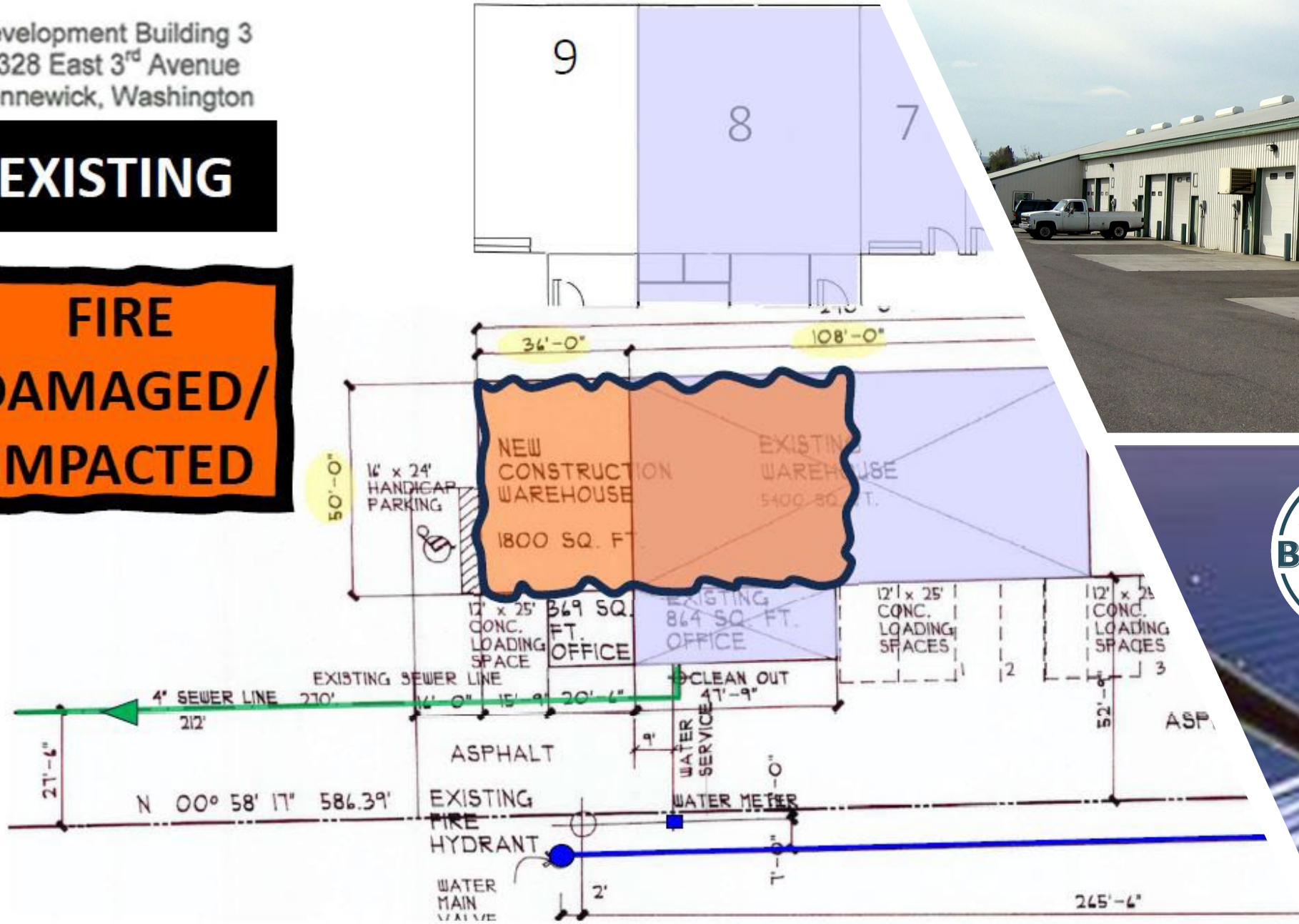




Development Building 3
1328 East 3rd Avenue
Kennewick, Washington

EXISTING

**FIRE
DAMAGED/
IMPACTED**



VISTAFIELD



Plymouth Island



- Clover Island – Boat Basin Herbicide Treatment
- Clover Island – Ice Harbor HVAC Replacement
- Clover Island – Cedar’s West Renovation
- Clover Island – Street Light Repair
- The Willows – Tree Removal
- Vista Field – Fence Repair
- Vista Field – Security Camera Installation
- Vista Field – Water Feature Vault Relocation
- Vista Field – Water Feature Cleaning
- Oak Street – Fence Enclosure
- Oak Street – Security Camera Installation





**12 FEB PORT OF KENNEWICK MARKS 28
YEARS OF CONSECUTIVE CLEAN AUDITS**



Office of the Washington State Auditor

Pat McCarthy



Clover Island



Columbia Gardens



Vista Field

**Annual Summary of
Projects & Activities**

10.8.24



AGENDA REPORT

TO: Port Commission

FROM: Larry Peterson, Director of Planning & Development

MEETING DATE: October 8, 2024

AGENDA ITEM: Resolution No. 2024-22; Work Plan 2025-2026

- I. **REFERENCE(S):** 2025-2026 Work Plan, Resolution 2024-22
- II. **FISCAL IMPACT:** \$11,350,000 Capital Budget allocation (\$8,750,000 Port funds & \$2,600,000 discretionary Benton County RCCF)
- III. **DISCUSSION:** The Port's adoption of a work plan for the next two years of 2025 and 2026 would establish and fund numerous capital projects to be undertaken. The attached version of the 2025-2026 Work Plan is the result of months of discussion by the Port Commission and input received on September 24, 2024 after the initial presentation and discussion of the draft document.

Potential projects and funding amounts remain as originally presented on September 24, 2024 due to positive response received from the Commission.

IV. **ACTION REQUESTED OF COMMISSION:**

Motion: I move approval of Resolution 2024-22 adopting the Port of Kennewick 2025-2026 Work Plan; and further authorize the port Chief Executive Officer to take all actions necessary to implement this Work Plan.

PORT OF KENNEWICK

Resolution No. 2024-22

***A RESOLUTION OF THE PORT OF KENNEWICK
BOARD OF COMMISSIONERS ADOPTING THE 2025-2026 WORK PLAN***

WHEREAS, the Port of Kennewick Commission received a presentation at its Regular Meeting on Tuesday, September 24, 2024, to discuss proposed plans and development policies to be undertaken and implemented in calendar years 2025-2026; and

WHEREAS, following this presentation the Commission discussion resulted in minor modifications to the Work Plan presented by staff; and

WHEREAS, the requested modifications have been incorporated into the document titled “Port of Kennewick 2025-2026 Work Plan”.

NOW, THEREFORE, BE IT HEREBY RESOLVED the Board of Commissioners of the Port of Kennewick hereby adopts the 2025-2026 Work Plan as attached hereto and identified as “Exhibit A”; and further authorize the Port’s Chief Executive Officer to take all actions necessary to implement this Work Plan.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 8th day of October, 2024.

***PORT of KENNEWICK
BOARD of COMMISSIONERS***

By: _____

SKIP NOVAKOVICH, President

By: _____

KENNETH HOHENBERG, Vice President

By: _____

THOMAS MOAK, Secretary



2025-2026 WORK PLAN

Approved by Resolution 2024-22
October 8, 2024

350 Clover Island Drive, Suite 200
Kennewick, WA 99336

Tel: (509) 586-1186
Fax: (509) 582-7678

www.PortofKennewick.org

PROSPECTIVE VISION Page 2

CAPITAL EXPENDITURE SUMMARY Page 3

DISTRICT BOUNDARY MAP Page 4

PROPERTY PORTFOLIO

PRIORITY PROJECTS

 Vista Field Redevelopment Page 5

 Kennewick Historic Waterfront District (Clover Island & Columbia Drive) Page 7

OTHER PROJECTS/PROPERTIES

 Vista Field Industrial, Oak Street, Finley & Plymouth Island Page 9

ADDITIONAL WORK PLAN PROJECTS Page 10

PROSPECTIVE VISION

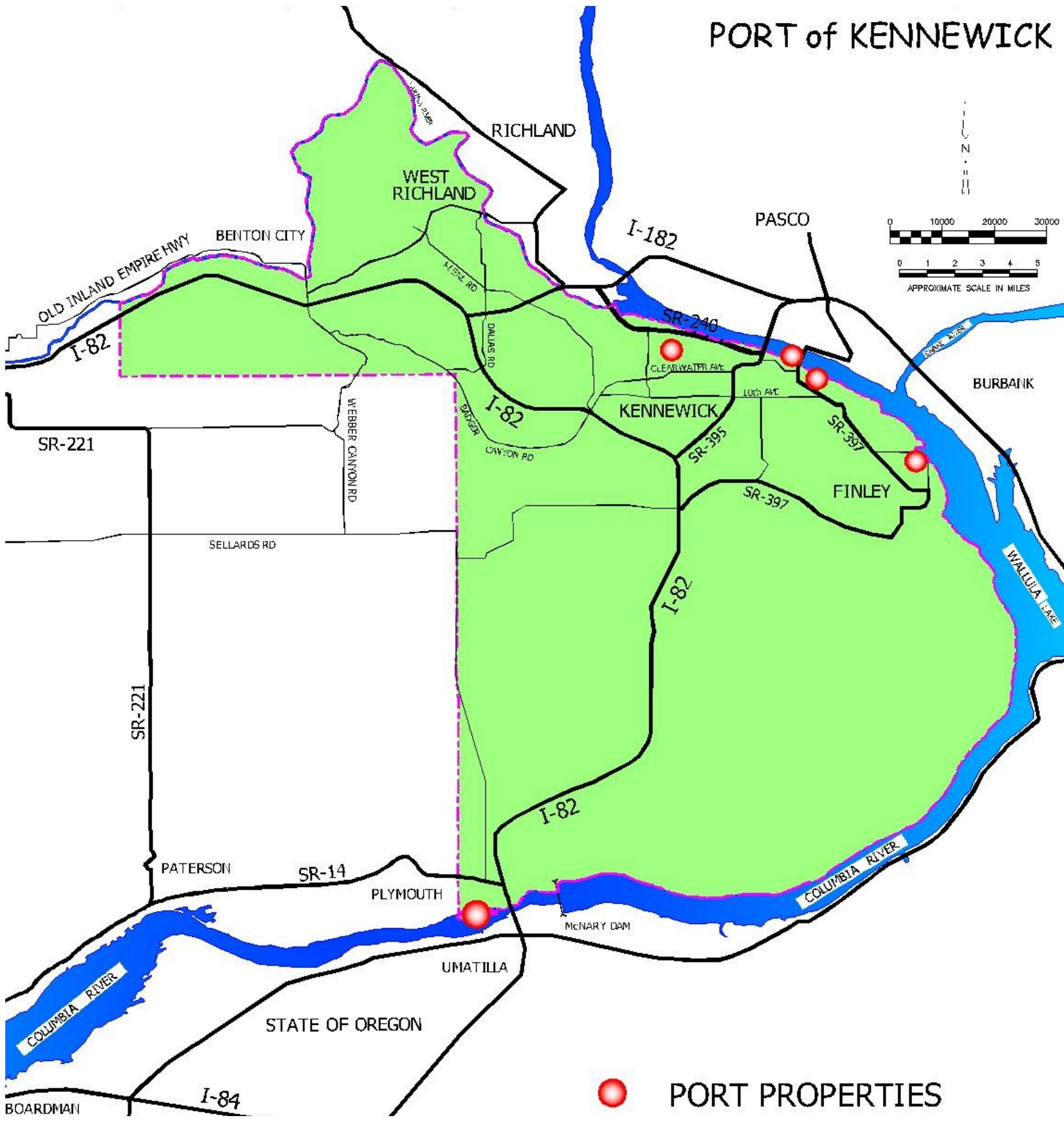
- **The Port is an economic development entity focused on redevelopment.**
- **The redevelopment role avoids duplicating private sector efforts while both invigorating areas of the district lagging in private sector investment and forging a economically sustainable development pattern.**
- **Acknowledge the enormity of the Vista Field Redevelopment project and the significance of this effort to the entire Port district and larger Tri-City area.**
- **Follow direction established by 2016 Comprehensive Scheme of Development and Harbor Improvements as amended in 2017 and 2019.**
- **Continue with Kennewick Waterfront District projects: Columbia Drive — Wine & Artisan Village and Clover Island Improvements.**
- **Pursue projects with development partners demonstrating support (match funding, political support and enthusiasm).**
- Pursue fewer projects while selecting projects with the greatest benefit to the community.
- Realize & support economic development opportunities with wine, culinary & tourism industry.
- Continue to pursue grant funding opportunities.
- Remain focused on containing operational expenses.
- A strong focus must be placed on successfully running daily Port operations.
- Remain solidly focused on the Port's core business and established priorities; not swayed by the oscillating influence of external entities.

CAPITAL EXPENDITURE SUMMARY

Dated: September 16, 2024

2025/2026 DRAFT CAPITAL BUDGET			
Vista Field	Infrastructure West Construction (BlueChart Block #1)	\$ 2,300,000	
Vista Field	Joint-Use Parking Lot Construction (Pavilions)	\$ 1,000,000	RCCF
Vista Field	Joint-Use Parking Lot Construction (Woonerf-North)	\$ 150,000	
Vista Field	Joint-Use Parking Lot Construction (Lots 23-25)	\$ 400,000	
Vista Field	Joint-Use Parking Lot Construction (Woonerf-South)	\$ 225,000	
Vista Field	Joint-Use Parking Lot Construction (Brockman)	\$ 750,000	
Vista Field	Infrastructure East Construction (BlueChart Block #2)	\$ 2,300,000	
Vista Field	Infrastructure East Street Construction (Grandridge & Vista Field Blvds.)	\$ 1,600,000	RCCF
Vista Field	Daybreak Commons Phase #1 Construction	\$ 1,500,000	
Vista Field	Team {Town Architect, Project Design}	\$ 300,000	
Vista Field [VFDF]	Exterior Building Improvements (estimated carryover)	\$ 200,000	
District-wide	Art Project/Installation	\$ 100,000	
District-wide	Opportunity Fund	\$ 125,000	
District-wide	Asset Replacement	\$ 400,000	
TOTAL		\$ 11,350,000	

PORT of KENNEWICK



VISTA FIELD REDEVELOPMENT

- 103+ Acres Combined
- Zoning/Utilities: UMU (Urban Mixed Use) with all Municipal Services

STRENGTHS

- Centrally located in the Tri-Cities, surrounded by vibrant commercial district (Columbia Center Mall) and adjacent to the Three Rivers Entertainment District (Toyota Center Coliseum, Three Rivers Convention Center and Tri-Cities Business & Visitor Center)
- Located within “Opportunity Zone” per 2017 Tax Cuts & Jobs Act

CHALLENGES

- * Undertaking massive redevelopment effort while balancing district-wide objectives
- Limited financial resources
- Establishing a new land use and development paradigm in the community

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- Infrastructure West Construction (BlueChart Block #1) **\$2,300,000**®
- Joint-Use Parking Lot Construction (Pavilions) **\$1,000,000** {RCCF}
- Joint-Use Parking Lot Construction (Woonerf-North) **\$150,000**
- Joint-Use Parking Lot Construction (Lot 23-25) **\$400,000**
- Joint-Use Parking Lot Construction (Woonerf-South) **\$225,000**
- Joint-Use Parking Lot Construction (Brockman) **\$750,000**
- Infrastructure East Construction (BlueChart Block #2) **\$2,300,000**®
- Infrastructure Grandridge Blvd. Construction **\$1,600,000** {RCCF} ®
- Daybreak Commons Phase #1 Construction **\$1,500,000**®
- Vista Field Team (supporting marketing efforts) - **\$300,000** ®

Remain true to the community’s vision remembering the initial steps, whether positive or negative, set the tone for the entire project.

Patience during the next two years coupled with strategic decision making will yield positive results for decades.

- **Provide Support & Oversight to Previously Approved Land Sales**
- **Market properties through RFP process & review proposals through the Collaborative Design Process** ®

Existing/Pending Contractual Obligation
Support Previously Expressed
 ® **Revenue Generation Potential**



**KENNEWICK HISTORIC WATERFRONT DISTRICT
(Clover Island & Columbia Drive)**

- Clover Island 16 Acres; Columbia Drive 15.26 acres
- Zoning/Utilities: Clover Island CM (Commercial Marina); Columbia Drive UMU (Urban

STRENGTHS

- Unique waterfront property with tourism opportunities - lighthouse, gateway, marina, public plazas, shoreline trails, public art amenities, wine tasting rooms & food truck cluster with commercial & recreational opportunities
- Located within “Opportunity Zone” per 2017 Tax Cuts & Jobs Act ……

CHALLENGES

- ✱ Balancing focus on both Kennewick waterfront and Vista Field redevelopment priority projects
- Surrounded by blighted neighborhoods consisting of residential, low-income, commercial-general and light industrial business-use properties
- Inconsistent design development standards within the surrounding area

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

CLOVER ISLAND

- **Respond to private sector development inquiries on N.W. corner and Cedars West parcels (land lease) ®**
- **Hold parcel adjacent Gathering Place to accommodate/support development of north shoreline parcels.**

COLUMBIA DRIVE

- **Respond to private sector development inquiries on Columbia Gardens, Willows & Cable Greens parcels (sale or lease) ®**

Existing /Pending Contractual Obligation
Support Previously Expressed
 ® **Revenue Generation Potential**



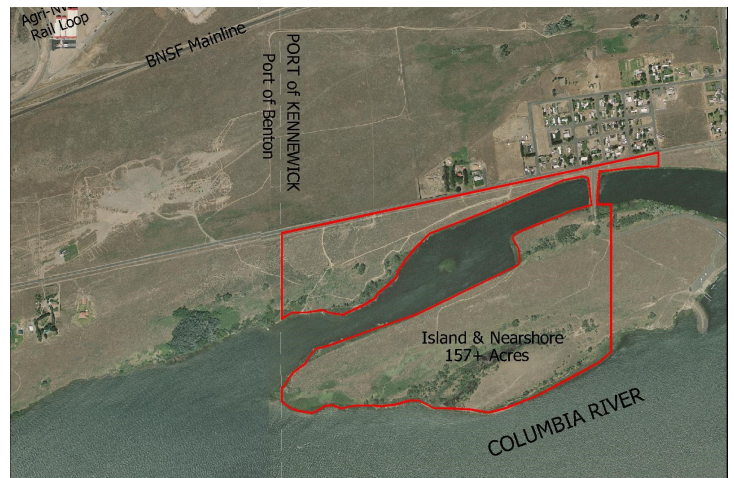
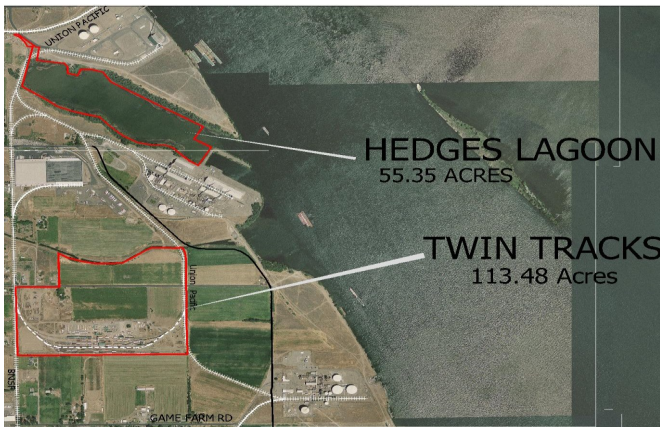
VISTA FIELD — VFDF

OAK STREET



FINLEY
(Twin Tracks & Hedges Lagoon)

PLYMOUTH ISLAND



SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- VFDF buildings A & B exterior improvements (estimated carryover)- \$200,000 ®
- **Market available VFDF and Oak Street building space and respond to private sector development inquiries on Oak Street parcels not identified for retention in Comprehensive Scheme ®**
- **Hold Hedges lagoon as stewards in recognition of the Port's MOU w/CTUIR and Pursue CTUIR inquiry regarding transfer of Plymouth island to CTUIR**

Existing/Pending Contractual Obligation
Support Previously Expressed
 ® **Revenue Generation Potential**

**DISTRICT-WIDE
WORK PLAN PROJECTS**

SUGGESTED WORK PLAN

- Remain focused on the day-to-day efforts to operate a successful Port District
- Complete projects authorized in 2023-2024 Budget
- Pursue grant funding as appropriate** ®
- Port asset replacement program (building upkeep & annual maintenance) - \$400,000** ®
- Opportunity fund for yet to be identified small projects (either Port or outside agency) - \$125,000** *{of which \$25,000 committed to Cable Bridge Lighting effort}* [potential ® dependent upon project(s) selected]
- Support Artwork Installation - **\$100,000**
- Pursue water rights transfer from City of West Richland to Benton County (Fairgrounds) and Port properties (Vista Field)
- Due to favorable terms given to the City of West Richland in the Tri-City Raceway land sale, involvement in West Richland will be limited to observations and non-financial support when consistent with Port’s sprawl avoidance philosophy
- Continue strengthening governmental relationships with CTUIR
- Continue strengthening governmental relationships with jurisdictional partners: City of Kennewick, City of Richland, City of West Richland, City of Benton City and Benton County

Existing/Pending Contractual Obligation
Support Previously Expressed
® **Revenue Generation Potential**

PORT OF KENNEWICK

Resolution No. 2024-23

**A RESOLUTION OF THE PORT OF KENNEWICK
BOARD OF COMMISSIONERS APPROVING THE
PORT OF KENNEWICK'S SUCCESSION PLAN**

WHEREAS, on June 11, 2024, the Commission directed the CEO to initiate and advise the Commission of a succession plan for the continuity of Port leadership and staff; and

WHEREAS, a substantial amount of analysis and conversation with the staff and CEO were completed; and

WHEREAS, individual conversations were held with each of the Port Commissioners to receive their input regarding the organization's direction and goals for purposes of succession planning; and

WHEREAS, establishing a Succession Plan for the Port of Kennewick can help ensure uninterrupted and seamless service to the commission and the public in the event of planned or unplanned employee retirements, departures, or leaves of absence.

NOW, THEREFORE, BE IT HEREBY RESOLVED the Board of Commissioners of the Port of Kennewick hereby accepts and approves the Port of Kennewick's Succession Plan.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 8th day of October 2024.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

By: _____

SKIP NOVAKOVICH, *President*

By: _____

KENNETH HOHENBERG, *Vice President*

By: _____

THOMAS MOAK, *Secretary*



SUCCESSION PLAN

This succession plan is a proactive measure designed to ensure uninterrupted and seamless service to the commission and the public. It anticipates and prepares for employee retirements, departures, and leaves of absence while also focusing on nurturing talent and leadership skills within the organization. Moreover, this process will allow the Port to evolve and expand its capacity to create and support sound economic growth opportunities for the community and taxpayers it serves for many years to come. To this end, the Port has formulated a three-part plan.

Part One – Review of Current Critical Duties and Competencies of Employees as well as Potential Vacancies: Given the size of the Port staff, each employee’s role is critical to the performance of the organization’s duties. Therefore, detailed, updated job descriptions for each position were developed with significant input from each employee. This collaborative step allowed the Port to identify the current knowledge, skills, and abilities required to conduct the Port's work should there be any unexpected departures or leaves of absence. Several employees have voluntarily provided input about their retirement plans. Their actions allowed the organization to identify the roles that require action by the end of this year, next year, and over the next two to ten years.

Part Two – Identification of Duties and Roles Needed to Ensure Continuity and Support Growth Both in Terms of Professional Development and the Port’s Goals:

- To address the most pressing need for succession planning, two roles within the finance department were merged with a newly hired individual taking on this combined role effective October 8, 2024. That individual will work with the accounting assistant through the year's end to ensure the duties and knowledge critical to the role are understood.
- A similar process has begun regarding the transfer of core institutional knowledge and development of new skills within other roles as long-term staff members plan for their futures beyond the Port. The intent is for those who take on new duties or roles to redefine and amplify the Port's role as an asset and community partner. This process will continue in a number of contexts over the next several years. In some cases, retired individuals may be willing to provide additional support to employees on a part-time or short-term basis, after their separation from employment.

- Finally, a plan is under development to address any vacancy that may be created should an internal candidate succeed to the role of CEO upon the current CEO's retirement.

This is a dynamic and evolving process, meant to be discussed and adjusted as the goals and needs of the Port and its employees change. The CEO will oversee the process for each staff role identified for transition, ensuring that the plan remains adaptable and responsive to the community's changing needs. Adaptability and resilience are key components of this plan.

Part Three – The Succession Plan for the Chief Executive Officer Role: Mr. Arntzen has indicated his desire to transition out of this role as CEO in the next three to five years. The commission has made succession planning for this role a strategic priority. The process by which his successor will be identified and appointed is at the commission's sole discretion. This process may involve forming a selection committee, engaging external experts, establishing selection criteria, and defining the steps along the selection process. The commission is responsible for overseeing this process, ensuring it is fair, transparent, and in the best interest of the Port and public. It may be of assistance to the commission to evaluate the following points.

- The commission may seek external candidates by engaging a recruiter or advertising the position.
- Alternatively, the commission may explore the possibility of an internal candidate for the role. The CEO has identified the current deputy CEO/CFO as an internal candidate for the commission's consideration. In preparation for this process, the CEO has provided that individual with a mix of on-the-job learning, relationship-building, and formal training specifically designed to address his strengths and weaknesses. For example:
 - The deputy CEO/CFO has been given additional, challenging assignments with decision-making authority.
 - Through collaborating with the CEO, he has been exposed to many areas of the organization as decisions related to current projects are made.
 - He has presented to employees and the commissioners.
 - He has been encouraged to interact with outside stakeholders.
 - He has joined external peer organizations and attended leadership conferences.
 - He has begun to have one-on-one sessions with C-level executives and mentors.

If the commission chooses this option, and in order to ensure the commission feels confident in its decision-making in this context, it is vitally important to thoroughly vet the candidate's ability to take on CEO responsibilities.

- Regardless of whether the commission identifies an internal or external candidate, an onboarding plan for the incoming CEO is necessary to allow the individual to be successful in

the role. This plan will include a detailed orientation to the organization, meetings with key stakeholders and jurisdictional partners, and a structured learning process about the Port's operations and culture. Additionally, a transition period of up to a year may apply during which the outgoing CEO would provide individual mentoring and support while respecting and encouraging the person's own leadership approach. Mentoring and support would include providing insights into the organization's history, introducing the incoming CEO to commission processes, and delineating the expectations of various stakeholders. As onboarding proceeds, the need for coaching and feedback should become less frequent until the successor feels comfortable working independently.

With a well-planned succession process, the entire organization can grow and evolve. Ideally, the CEO and organization will advance and thrive together.



PORT of KENNEWICK

RESOLUTION NO. 2024-24

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK AUTHORIZING APPLICATION TO THE BENTON COUNTY RURAL COUNTY CAPITAL FUND (RCCF) FOR CONSTRUCTION OF THE AZURE DRIVE PARKING AREA TO SUPPORT COMMERICAL DEVELOPMENT AT VISTA FIELD

WHEREAS, the Benton County Rural County Capital Fund (RCCF) Advisory Committee has announced they will receive Grant Applications in October 2024; and

WHEREAS, the Port of Kennewick's Work Plan calls for Azure Drive Parking Improvements necessary to attract commercial use and business development to Vista Field; and

WHEREAS, the RCCF grant program has accumulated funds sufficient to allow the Port to apply for \$1,000,000 for Azure Drive parking as identified in the Port's projected work plan; and

WHEREAS, submission of a grant application requires Commission approval;

NOW, THEREFORE; BE IT RESOLVED that the Port of Kennewick Board of Commissioners hereby authorizes Port staff to make application to the Benton County Rural County Capital Fund (RCCF) for not more than \$1,000,000 for consideration of Azure Drive Parking Lot improvements which support commercial development at Vista Field.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 8th day of October 2024.

PORT OF KENNEWICK BOARD OF COMMISSIONERS

By: _____

Skip Novakovich, *President*

By: _____

Kenneth Hohenberg, *Vice President*

By: _____

Thomas Moak, *Secretary*

VISTA FIELD SOUTHERN GATEWAY

Construction Update
October 8, 2024
















GAME
INC  **GENERAL**
CONTRACTOR



THANK YOU

Larry Peterson

Director of Planning & Development

Port of Kennewick

www.vistafield.com

Memorandum

To: Tim Arntzen
From: Larry Peterson
Date: October 8, 2024
Re: VISTA FIELD: Pavilion Parking Lot Plans (East & West)

OVERVIEW

The Port as Vista Field master developer has committed to constructing joint-use parking lots to meet the demand created by the mixed-use buildings on abutting parcels. The general concept was the parking lot improvements would be constructed in sequence with private sector improvements on abutting or nearby parcels. (Lots 31-38). Although one land sale on Azure Drive has been approved, this sale by itself would not trigger construction of the adjoining joint use parking lot. However, the pending completion of the Vista Field Southern Gateway with the two Pavilions & plaza and the planned vibrancy activities in summer 2025 necessitates accelerating the construction of the two (2) joint use parking lots in the immediate vicinity.

The Port has working with the City Community Development Department and Building Department to understand and incorporate the UMU design criteria and the recently effective electric vehicle charging requirements into these two parking lots. Where possibly the existing taxi-lane pavement is being retained as the taxi-lane design loads actual exceed the design criteria for a parking lot.

At a point during the City review process when assurance the EV Charging infrastructure is compliant with the newly enacted legislation it would be wise for the Port to directly purchase the long lead items of electrical panels and charger heads. The Washington State Energy Code requires 10%-30% {depending on AHJ interpretation} of new parking stalls to have functional EV chargers, which will put a significant demand on the EV manufacturing & supply chain. The Port intends to “get ahead” of this demand curve to help assure timely delivery and hopefully beat likely price spikes due to the increased demand.

The Pavilion East and West parking lots were combined into one bid package in hopes that the economy of scale would help reduce the overall bid costs. The proposed project timeline {dependent upon AHJ review} involves advertising in late December 2024 and early January 2025 with 3-4 weeks for bid preparation, opening and award in February and construction March-June 2025.

Attached are 3 vicinity map slides along with the detailed civil drawings. slides to

JOINT-USE PARKING LOTS

VISTA FIELD Projects

October 8, 2024

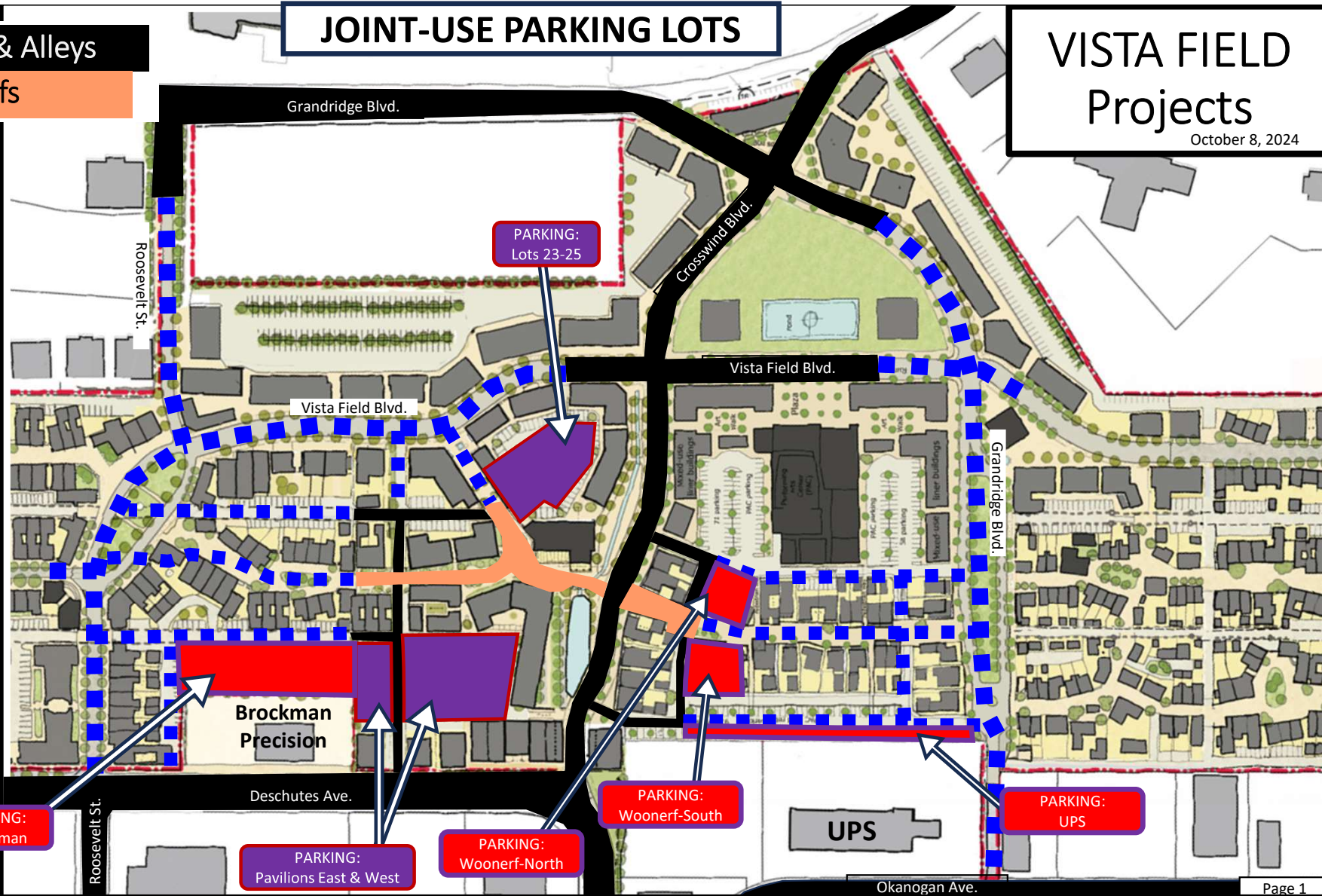
EXISTING: Streets & Alleys

EXISTING: Woonerfs

DESIGN Underway: 2023-2024 Budget

DESIGN INITIATED: 2025-2026 Draft Budget

DESIGN INITIATED: Streets, Woonerfs, Alleys, Block Amenities



EXISTING: Streets & Alleys

EXISTING: Woonerfs

DESIGN

Underway: 2023-2024 Budget

DESIGN

Underway: 2023-2024 Budget
{Coordinating w/Lot 25 buyer}

DESIGN

INITIATED: 2025-2026 Draft Budget

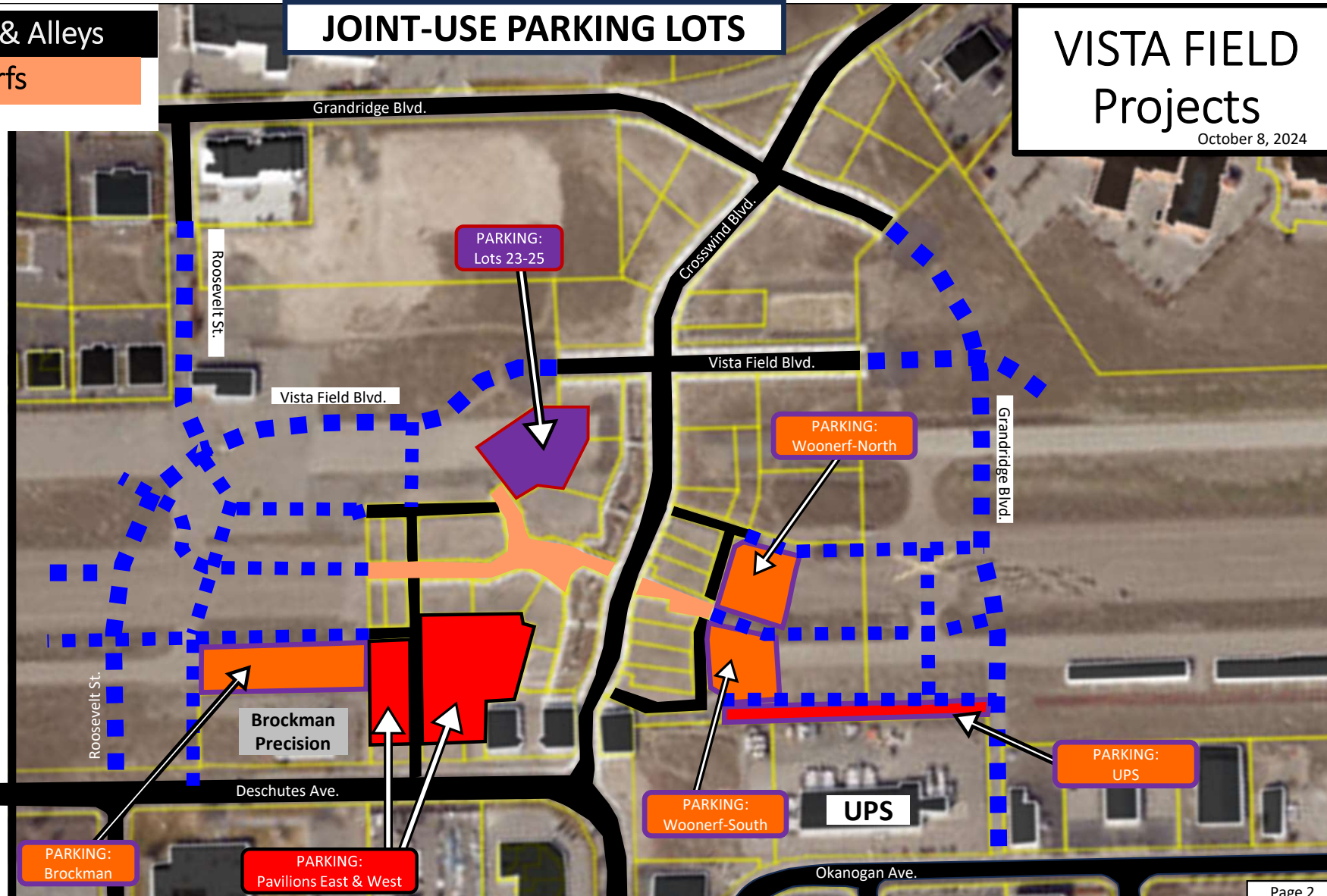
DESIGN

INITIATED:
Streets,
Woonerfs,
Alleys &
Amenities

JOINT-USE PARKING LOTS

VISTA FIELD Projects

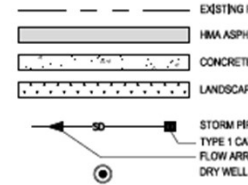
October 8, 2024



JOINT-USE PARKING LOTS

VISTA FIELD Projects

October 8, 2024



CONSTRUCTION NOTES

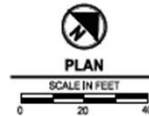
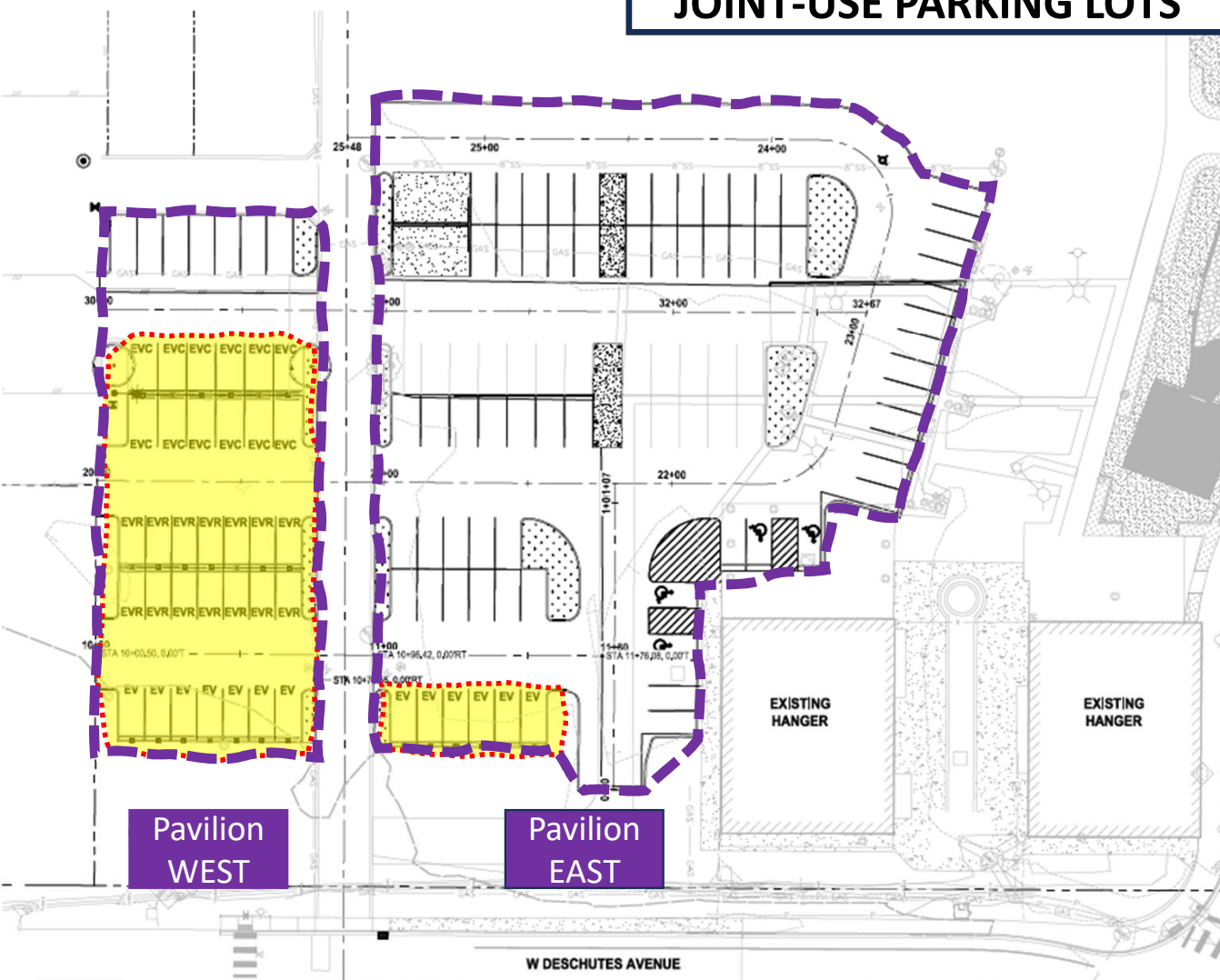
1. INSTALL 12X12 DRYWELL PER CITY OF KENNEWICK DETAIL 5-51
2. INSTALL CATCH BASIN PER CITY OF KENNEWICK DETAIL 5-1 SHE
3. INSTALL 48" CATCH BASIN PER CITY OF KENNEWICK DETAIL 5-1

GENERAL NOTES

1. CONTRACTOR SHALL FURNISH AND INSTALL ALL MATERIALS & EQUIPMENT NECESSARY TO COMPLETE THIS WORK.
2. CONTRACTOR TO VERIFY ALL EXISTING ELEVATIONS AND GRA
3. SEE LANDSCAPING PLANS FOR ALL PLANTINGS AND LANDSCAP MATERIAL PLACEMENTS.

PAVILIONS EAST & WEST PARKING LOTS

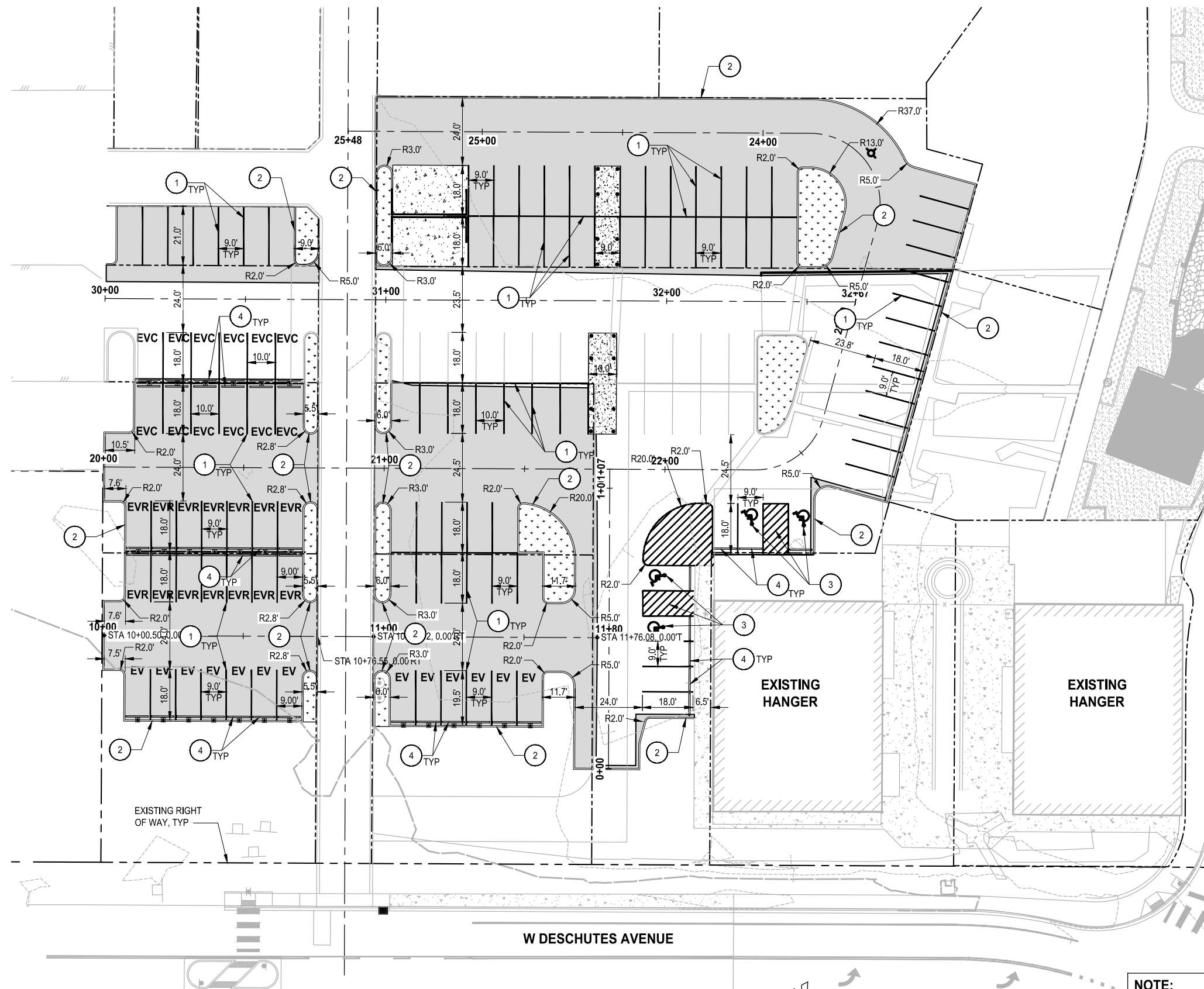
Electric Vehicle Charging Spaces



NOTE:
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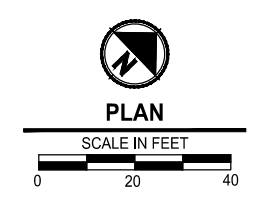
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- LEGEND**
- EXISTING RIGHT-OF-WAY
 - LOT LINE
 - HMA ASPHALT PER PARKING LOT SECTION A ON SHEET DT-01
 - CONCRETE SIDEWALK/ PAD
 - LANDSCAPE PER LANDSCAPE PLAN
 - EV** ELECTRIC VEHICLE STALL
 - EVC** ELECTRIC VEHICLE CAPABLE STALL
 - EVR** ELECTRIC VEHICLE READY STALL
 - ELECTRIC VEHICLE CHARGING STATION, SEE EV CHARGING PLANS

- CONSTRUCTION NOTES**
1. INSTALL PARKING SPACE STRIPING PER WSDOT STANDARD PLAN M-17.10-02 ON SHEET DT-01.
 2. INSTALL TYPE E-1 CEMENT CONCRETE CURB PER CITY OF KENNEWICK STANDARD DETAIL 2-9 ON SHEET DT-01.
 3. INSTALL COMPLETE ADA PARKING STALLS CHANNELIZATION AND SIGNS, SEE WSDOT STANDARD PLAN M-17.10-02 ON SHEET DT-01. ALL SLOPES SHALL BE LESS THAN 2% IN ALL DIRECTIONS.
 4. INSTALL WHEEL STOP PER WSDOT STANDARD PLAN M-17.10-02 ON SHEET DT-01.
 5. RESTORE PAVEMENT PER CITY OF KENNEWICK TRENCH-PAVEMENT RESTORATION DETAIL 2-6 ON SHEET DT-01.

- GENERAL NOTES**
1. CONTRACTOR SHALL FURNISH AND INSTALL ALL MATERIALS AND EQUIPMENT NECESSARY TO COMPLETE THIS WORK.
 2. CONTRACTOR TO VERIFY ALL EXISTING ELEVATIONS AND GRADES.
 3. SEE LANDSCAPING PLANS FOR ALL PLANTINGS AND LANDSCAPE MATERIAL PLACEMENTS.



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REVISIONS	DATE	BY	DESIGNED
			K. BECKER
			K. BECKER

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FILE NAME
PS7176011S-HS

JOB No.
217-7176-011

DATE
MARCH 2024

PRELIMINARY

Parametrix

1019 39th Avenue SE, Suite 100 • Puyallup, WA 98374
Ph: 253.604.6600

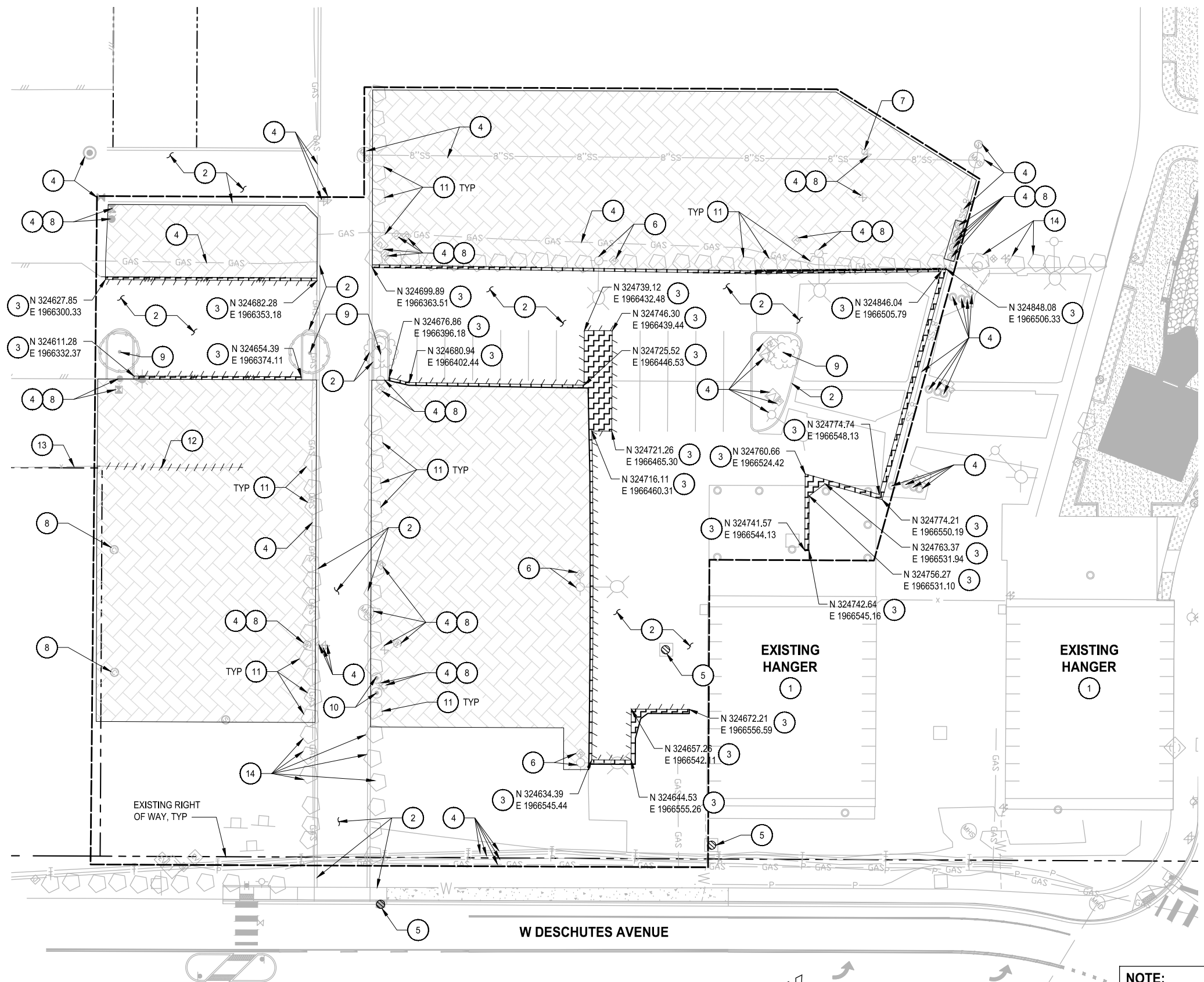
PROJECT NAME
**PORT OF KENNEWICK
JOINT USE PARKING LOTS DESIGN
PAVILION EAST AND WEST**
KENNEWICK, WASHINGTON

**HARDSCAPE, STRIPING
AND SIGNAGE PLAN**

DRAWING NO.
XX OF XX

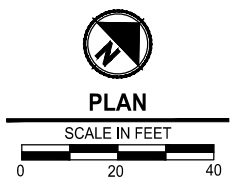
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- LEGEND**
- RIGHT-OF-WAY
 - EXISTING PROPERTY LINE
 - CONSTRUCTION LIMITS
 - /// SAWCUT LINE
 - /// DEMO AND REMOVE UTILITY/FENCE
 - ⊙ INLET PROTECTION.
 - ▨ CLEAR AND GRUB AS NECESSARY
 - ▨ DEMOLITION OR PULVERIZE IN PLACE EXISTING PAVEMENT. SEE GENERAL NOTE 6 ON SHEET CG-01.

- CONSTRUCTION NOTES**
- 1 MAINTAIN AND PROTECT EXISTING STRUCTURE.
 - 2 MAINTAIN AND PROTECT EXISTING PAVEMENT AND/OR CURB.
 - 3 SAWCUT EXISTING PAVEMENT MINIMUM 12" FOR INSTALLATION OF PROPOSED CURB AND/OR PAVEMENT.
 - 4 MAINTAIN AND PROTECT EXISTING UTILITY.
 - 5 INSTALL CATCH BASIN INSERT IN CATCH BASIN. SEE WSDOT STANDARD I-40.20-00, SHEET CG-13 OR APPROVED EQUAL.
 - 6 REMOVAL/REVISION OF EXISTING DRY UTILITIES BY OTHERS.
 - 7 DEMO AND REMOVE OF EXISTING UTILITY.
 - 8 ADJUST EXISTING UTILITY TO FINISHED GRADE.
 - 9 MAINTAIN AND PROTECT EXISTING TREE.
 - 10 DEMO AND REMOVE EXISTING BOLLARD.
 - 11 REMOVE EXISTING BOULDERS.
 - 12 REMOVE EXISTING FENCE.
 - 13 MAINTAIN AND PROTECT EXISTING FENCE.
 - 14 MAINTAIN AND PROTECT EXISTING BOULDERS.



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NOTE:
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			K. BECKER
			CHECKED
			APPROVED

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 JOB No.: 217-7176-011
 DATE: MARCH 2024

PRELIMINARY

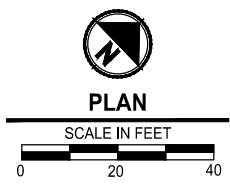
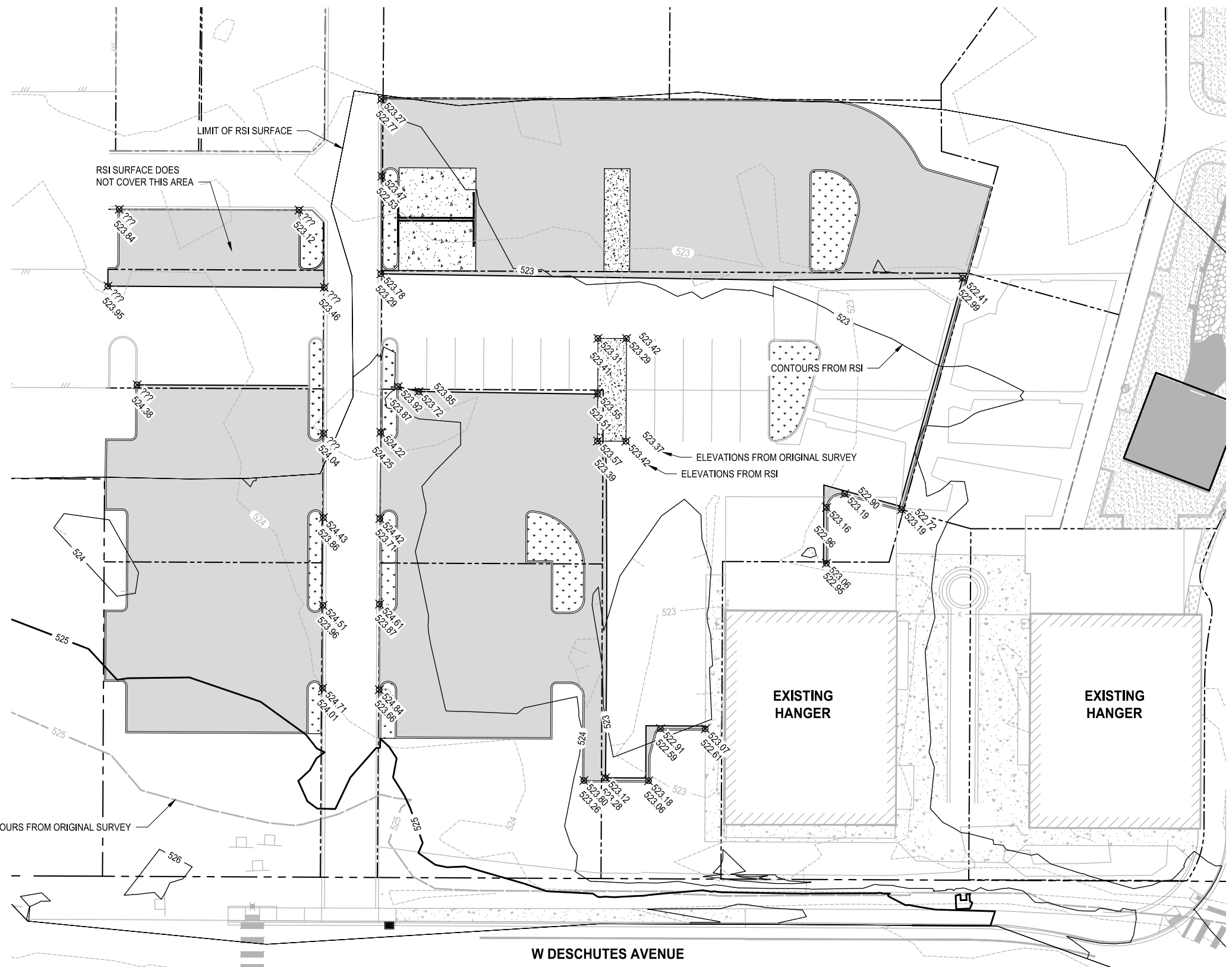
1019 39th Avenue SE, Suite 100 • Puyallup, WA 98374
 Ph: 253.604.6600

PROJECT NAME
**PORT OF KENNEWICK
 JOINT USE PARKING LOTS DESIGN
 PAVILION EAST AND WEST**
 KENNEWICK, WASHINGTON

**DEMOLITION AND TEMPORARY
 EROSION AND SEDIMENTATION
 CONTROL PLAN**

DRAWING NO.
 XX OF XX
DM-01

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JOB No.
217-7176-011

DATE
MARCH 2024

PRELIMINARY

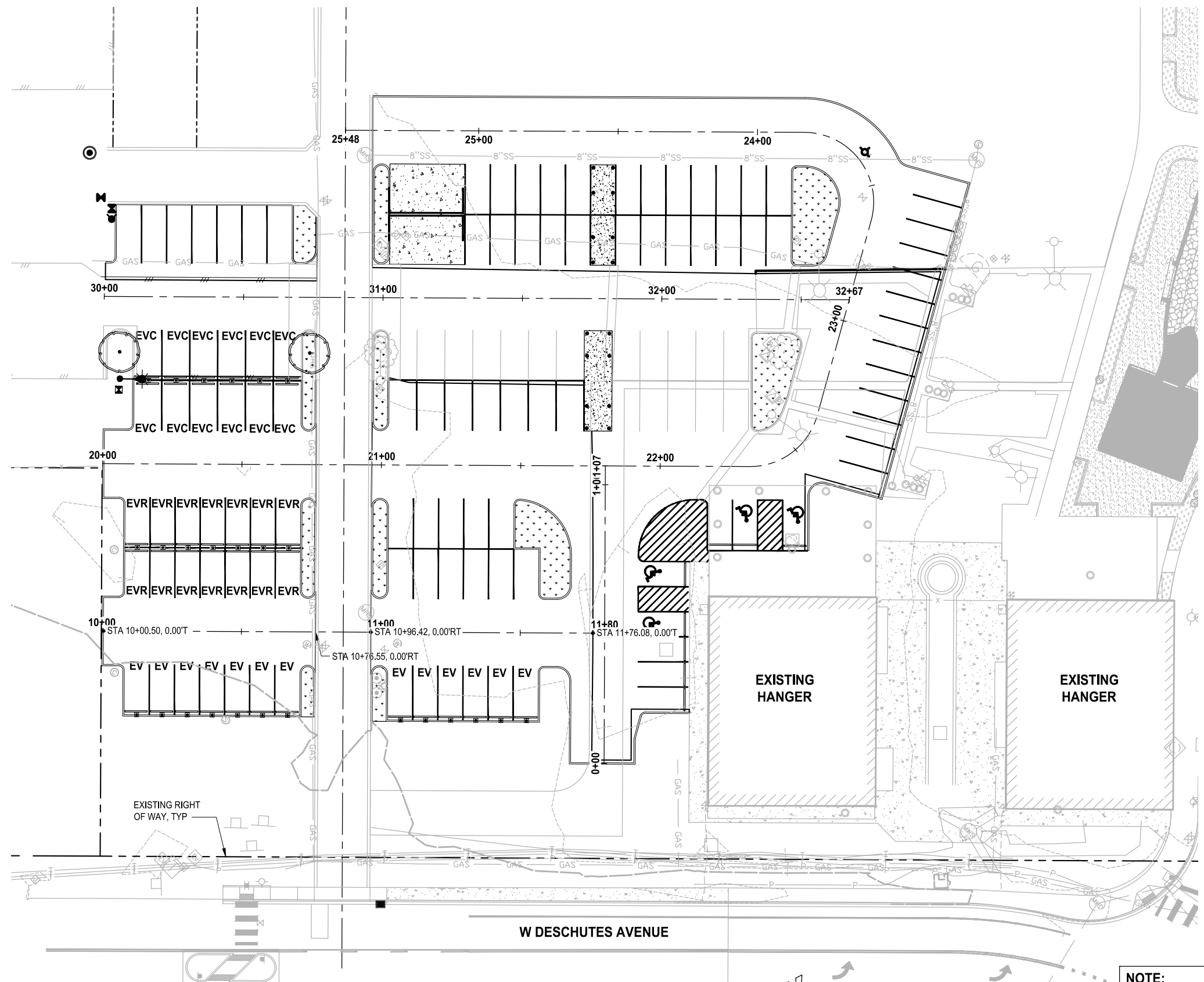
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PROJECT NAME
**PORT OF KENNEWICK
JOINT USE PARKING LOTS DESIGN
PAVILION EAST AND WEST**
KENNEWICK, WASHINGTON

GRADING PLAN

DRAWING NO.
XX OF XX
GR-01

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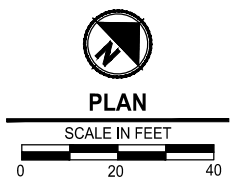


LEGEND

- EXISTING RIGHT-OF-WAY
- HMA ASPHALT
- CONCRETE SIDEWALK
- LANDSCAPE PER LANDSCAPE PLAN
- STORM PIPE
- TYPE 1 CATCH BASIN
- FLOW ARROW
- DRY WELL

- CONSTRUCTION NOTES**
1. INSTALL 12'X12' DRYWELL PER CITY OF KENNEWICK DETAIL 5-5 ON SHEET DT-02.
 2. INSTALL CATCH BASIN PER CITY OF KENNEWICK DETAIL 5-1 SHEET 1 ON SHEET DT-02.
 3. INSTALL 48" CATCH BASIN PER CITY OF KENNEWICK DETAIL 5-1 SHEET 2 ON SHEET DT-02.

- GENERAL NOTES**
1. CONTRACTOR SHALL FURNISH AND INSTALL ALL MATERIALS AND EQUIPMENT NECESSARY TO COMPLETE THIS WORK.
 2. CONTRACTOR TO VERIFY ALL EXISTING ELEVATIONS AND GRADES.
 3. SEE LANDSCAPING PLANS FOR ALL PLANTINGS AND LANDSCAPE MATERIAL PLACEMENTS.



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KENNEWICK PUBLIC WORKS _____	

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PRELIMINARY

REVISIONS	DATE	BY	DESIGNED
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			K. BECKER
			CHECKED
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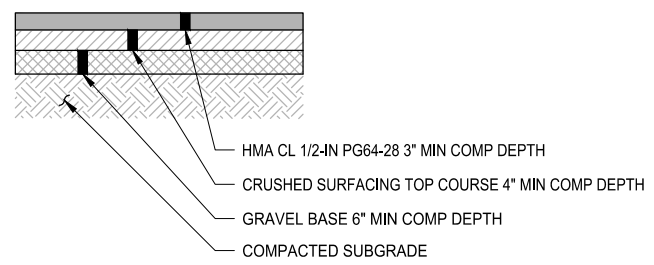
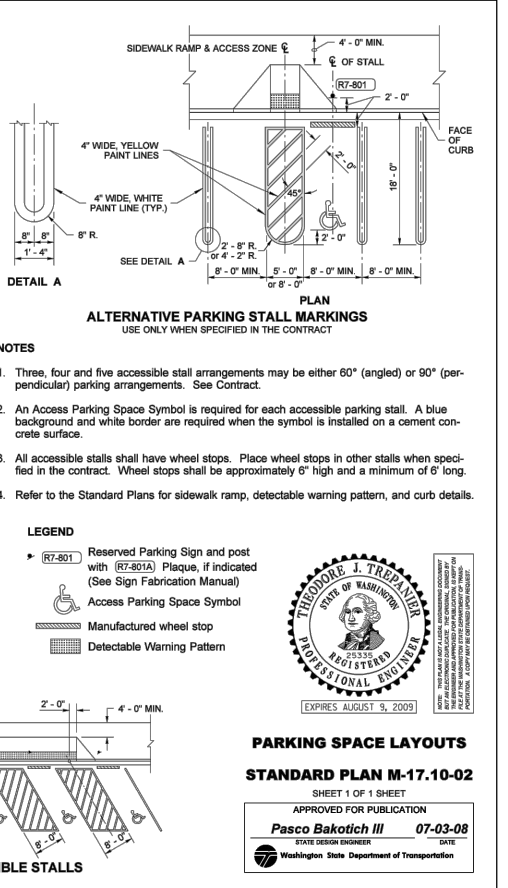
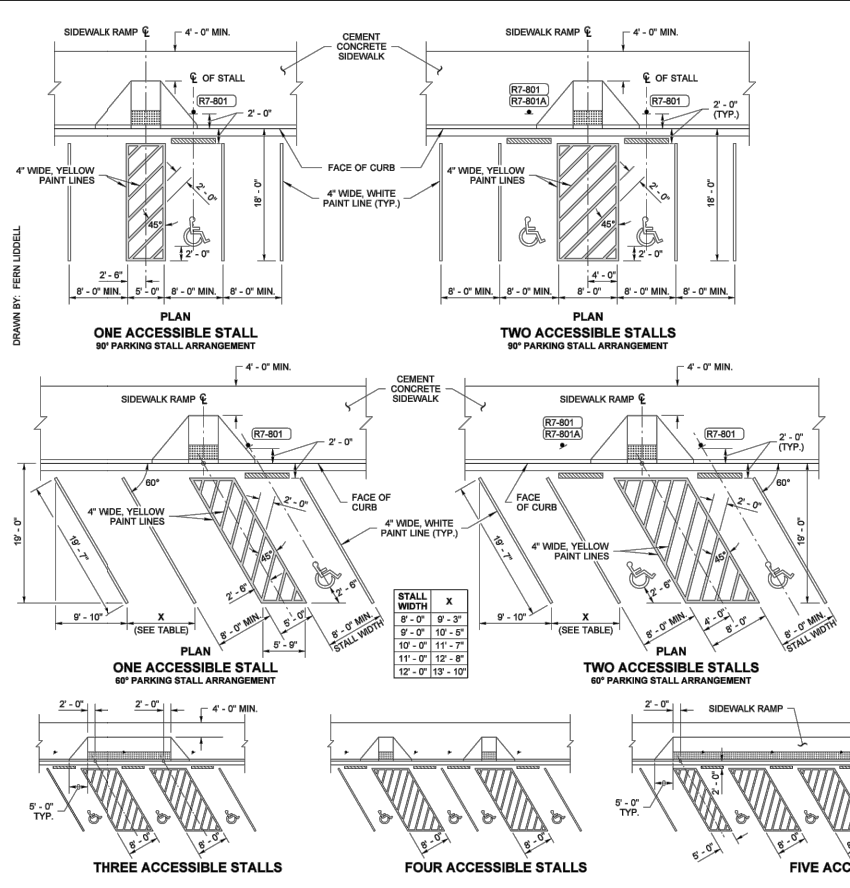
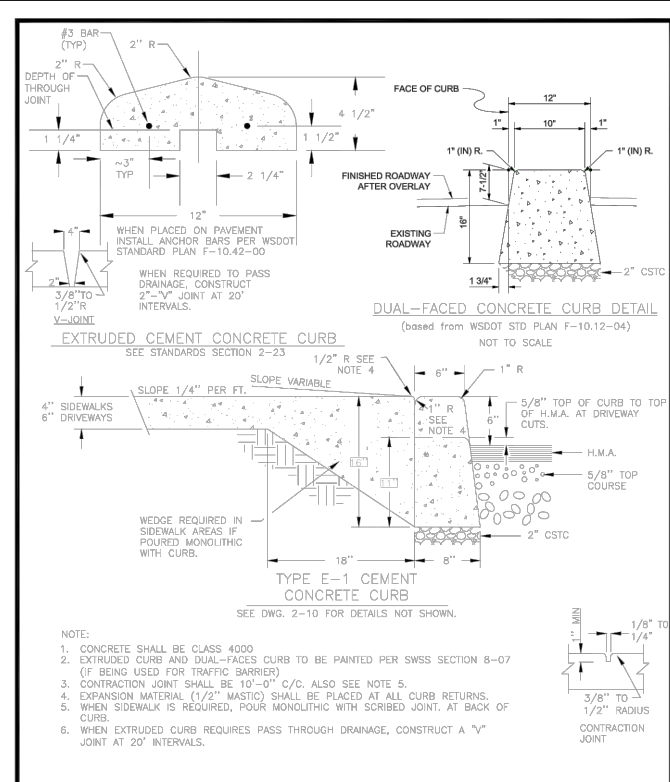
1019 39th Avenue SE, Suite 100 • Puyallup, WA 98374
 Ph: 253.604.6600

PROJECT NAME
**PORT OF KENNEWICK
 JOINT USE PARKING LOTS DESIGN
 PAVILION EAST AND WEST**
 KENNEWICK, WASHINGTON

**STORM DRAINAGE AND
 GRADING PLAN**

DRAWING NO.
 XX OF XX
SD-01

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 DRAWN BY: beckkat DATE: Thursday, October 3, 2024 2:00:19 PM



KENNEWICK WASHINGTON ENGINEERING DEPARTMENT

DATE: 7/13
DWN: KDS
REV: 8/22
CHK: BWB
SCALE: NTS

DWG. NO.: **2-9**
SH: 2 OF 10

REVISIONS	DATE	BY	DESIGNED
			K. BECKER
			K. BECKER

ONE INCH AT FULL SCALE, IF NOT, SCALE ACCORDINGLY

FILE NAME: PS7176011S-DT
JOB No.: 217-7176-011
DATE: MARCH 2024

PRELIMINARY

Parametrix
1019 39th Avenue SE, Suite 100 • Puyallup, WA 98374
Ph: 253.604.6600

PROJECT NAME
**PORT OF KENNEWICK
JOINT USE PARKING LOTS DESIGN
PAVILION EAST AND WEST**
KENNEWICK, WASHINGTON

DETAILS

DRAWING NO.
XX OF XX
DT-01

KENNEWICK SIGNATURE BLOCK

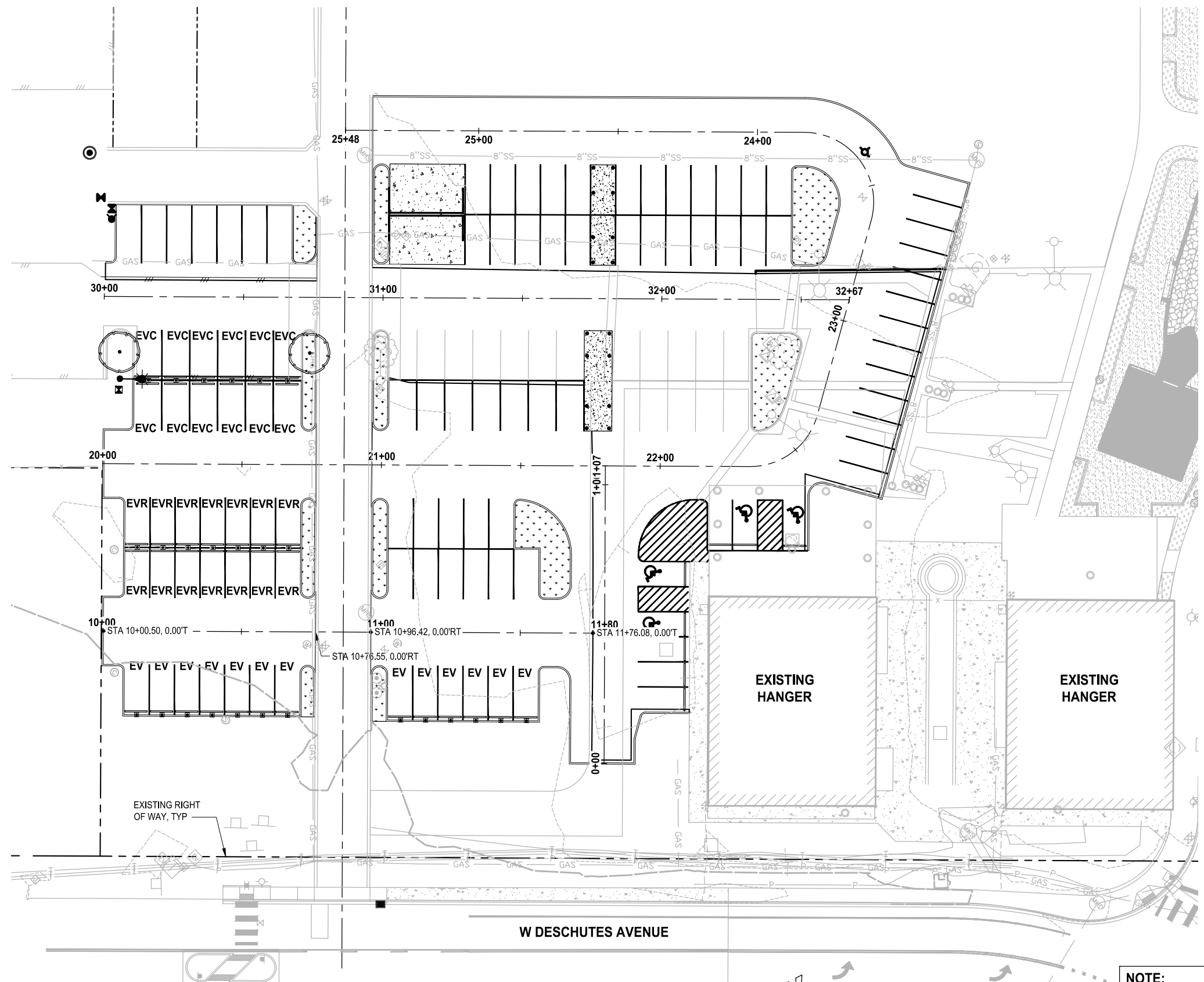
APPROVED _____ DATE _____

KENNEWICK PUBLIC WORKS _____

NOTE:
SYMBOLS NOT TO SCALE

811
Know what's below.
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PATH: u:\PSO\Projects\Clients\7176-01 Visto Field Joint Park\995vcs\CADD\DWG\South Parking PLOTTED BY: beckett DATE: Thursday, October 3, 2024 2:06:50 PM
 LAYOUT: EV-01



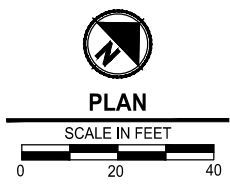
LEGEND	
	EXISTING RIGHT-OF-WAY
	HMA ASPHALT
	CONCRETE SIDEWALK
	LANDSCAPE PER LANDSCAPE PLAN
	ELECTRIC VEHICLE STALL
	ELECTRIC VEHICLE CAPABLE STALL
	ELECTRIC VEHICLE READY STALL
	ELECTRIC VEHICLE CHARGING STATION, SEE EV CHARGING PLANS

CONSTRUCTION NOTES

- ① XXXXX
- ②
- ③
- ④
- ⑤
- ⑥
- ⑦

GENERAL NOTES

1. CONTRACTOR SHALL FURNISH AND INSTALL ALL MATERIALS AND EQUIPMENT NECESSARY TO COMPLETE THIS WORK.
2. CONTRACTOR TO VERIFY ALL EXISTING ELEVATIONS AND GRADES.
3. SEE LANDSCAPING PLANS FOR ALL PLANTINGS AND LANDSCAPE MATERIAL PLACEMENTS.



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APPROVED	DATE
KENNEWICK PUBLIC WORKS	



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PRELIMINARY

REVISIONS	DATE	BY	DESIGNED
			K. BECKER
			K. BECKER

ONE INCH AT FULL SCALE,
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FILE NAME
PS7176011S-EV

JOB No.
217-7176-011

DATE
MARCH 2024

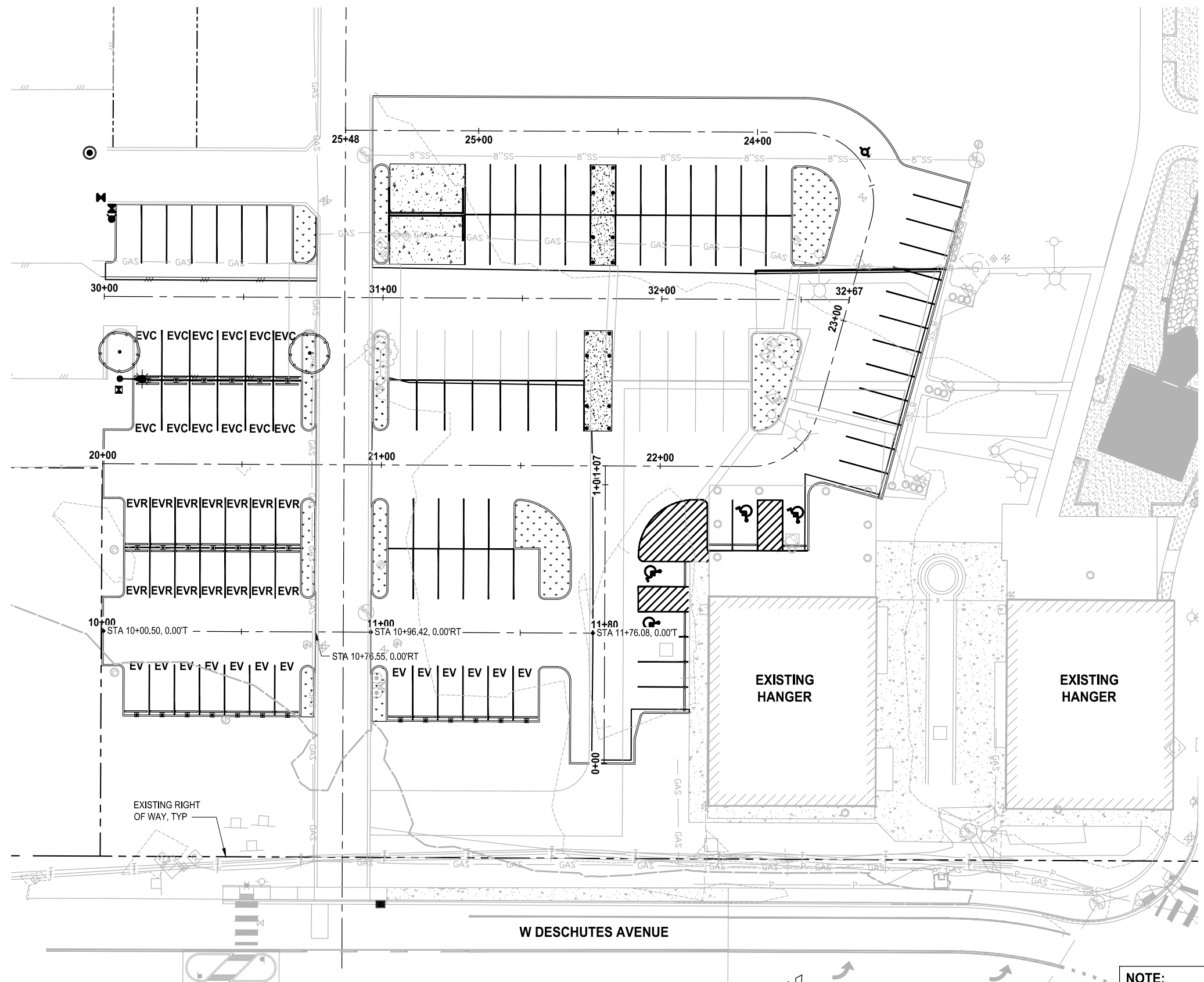
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PAVILION EAST AND WEST**
KENNEWICK, WASHINGTON

**ELECTRIC VEHICLE
CHARGING PLAN**

DRAWING NO.
XX OF XX
EV-01

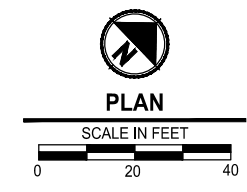
PATH: u:\PSO\Projects\Clients\7176-01 Visto Field Joint Park\995vcs\CADD\DWG\South Parking PLOTTED BY: beckett DATE: Thursday, October 3, 2024 2:01:06 PM
 LAYOUT: LS-01



LEGEND

- EXISTING RIGHT-OF-WAY LINE
- PERSIAN PARROTIA
- SUNBURST HONEYLOCUST
- 'BLONDE AMBITION' BLUE GRAMA GRASS
- 'KARL FOERSTER' FEATHER REED GRASS
- MEXICAN FEATHER GRASS
- MAGIC CARPET SPIREA
- 'JETHRO TULL' TICKSEED
- SOMBRERO HOT CORAL CONEFLOWER
- RESTORATION PLANTING MIX
- CRUSHED BASALT

- ### GENERAL NOTES
1. REFER TO LS-02 FOR CONSTRUCTION NOTES, DETAILS, AND PLANT LISTS.
 2. NO PLANT SUBSTITUTIONS SHALL BE PERMITTED WITHOUT PRIOR APPROVAL OF OWNER'S REPRESENTATIVE.
 3. ALL WORK SHALL BE PERFORMED TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
 4. PLANT LIST QUANTITIES ARE SHOWN FOR REFERENCE ONLY. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES IN LIST WITH ACTUAL PLAN CALL-OUTS, AND INSTALLING PLANTINGS PER THE LANDSCAPE PLAN. GROUND COVER QUANTITIES SHALL BE ADJUSTED AS REQUIRED FOR FIELD CONDITIONS AT THE SPECIFIED SPACING.
 5. 2" DEPTH OF CRUSHED BASALT IN ALL PLANTING AREAS AND TREE WELLS.



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			DRAWN
			K. BECKER
			CHECKED
			APPROVED

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 FILE NAME: PS7176011S-LS
 JOB No.: 217-7176-011
 DATE: MARCH 2024

Parametrix

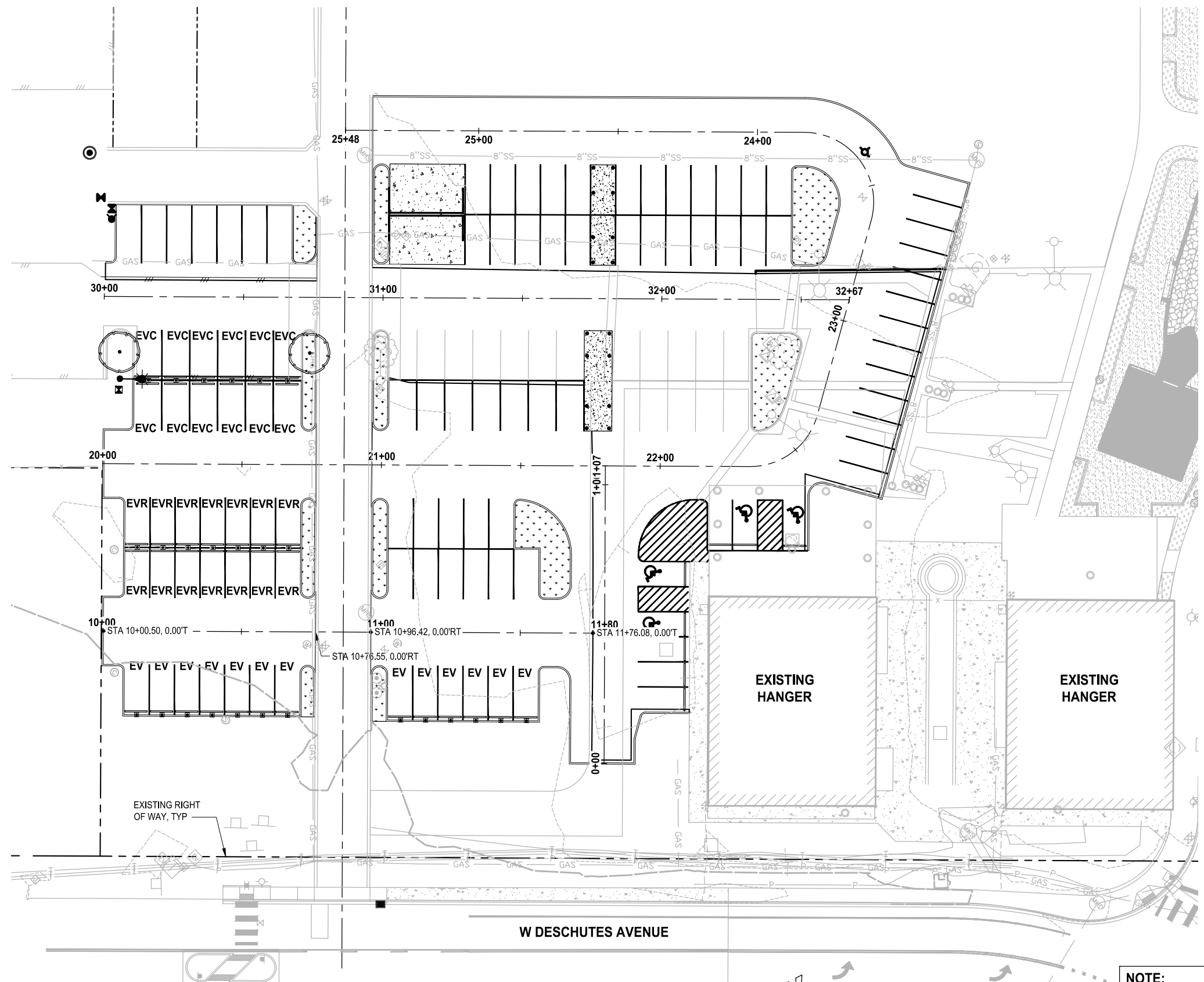
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LANDSCAPE PLAN

DRAWING NO.
 XX OF XX
LS-01

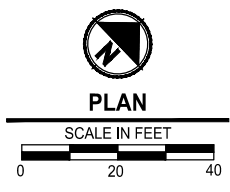
PATH: U:\PSO\Projects\Clients\7176-011 Vista Field Joint Park\995\eca\CADD\DWG\South Parking PLOTTED BY: beckett DATE: Thursday, October 3, 2024 2:01:23 PM LAYOUT: IR-01



LEGEND

SYMBOL	MANUFACTURER/MODEL
	RAIN BIRD 1806 15EST
	RAIN BIRD 1806 15SST
	RAIN BIRD 1806 08H
	RAIN BIRD 1806 08Q
	RAIN BIRD 1806 10H
	RAIN BIRD 1806 10Q
	RAIN BIRD 1806 12Q
	RAIN BIRD 1806 15H
	RAIN BIRD 1806 08V
	RAIN BIRD 1806 10V
	RAIN BIRD 1806 12V
	RAIN BIRD 1804-1400 FLOOD 1404
	HUNTER I-20-04 1.5
	HUNTER I-20-04 3.0
	HUNTER I-20-04 6.0
	RAIN BIRD PEB
	IRRIGATION CONTROLLER
	POINT OF CONNECTION
	IRRIGATION LATERAL LINE: PVC CLASS 200 SDR 21
	IRRIGATION MAINLINE: PVC SCHEDULE 40
	PIPE SLEEVE: PVC SCHEDULE 40
	IRRIGATION CONTROL WIRE

- NOTES:**
- SEE SHEET IR-02 FOR IRRIGATION DETAILS NOTES.
 - IRRIGATION PIPING & EQUIPMENT SHALL BE INSTALLED WITHIN CONDUITS, TREE WELLS AND WITHIN PROPERTY BOUNDARIES.
 - CONTRACTOR SHALL MAKE FIELD ADJUSTMENTS AS NEEDED TO OBTAIN FULL COVERAGE. NOZZLE CHANGES MAY BE NEEDED AT NO ADDITIONAL COST. ADJUST HEAD POSITIONS AND ADD/DELETE HEADS AS NECESSARY DEPENDING ON ACTUAL FIELD CONDITIONS.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING POINT OF CONNECTION/DESIGN STATIC PRESSURE AND NOTIFY LANDSCAPE ARCHITECT PRIOR TO COMMENCING WORK.
 - CONTRACTOR SHALL FIELD VERIFY AND COORDINATE POINT OF CONNECTION AND CONTROLLER LOCATION PRIOR TO COMMENCING CONSTRUCTION.
 - CONTRACTOR TO SIZE PIPE TO ENSURE FLOW DOES NOT EXCEED 5 FPS.
 - POC #1 - EXISTING 1" IRRIGATION METER AT EXISTING WATER LINE (FIELD VERIFY LOCATION). SYSTEM DESIGN STATIC PRESSURE = 55 PSI. CONTRACTOR TO VERIFY PRESSURE AND NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES PRIOR TO COMMENCING CONSTRUCTION. CONTRACTOR TO ENSURE POINT OF CONNECTION MEETS CITY OF KENNEWICK STANDARD AND INCLUDE DOUBLE CHECK VALVES.
 - POC #2 - AT EXISTING IRRIGATION STUB (FIELD VERIFY LOCATION). EXISTING MAINLINE SIZE ASSUMED TO BE 1" WITH SYSTEM DESIGN STATIC PRESSURE OF 55 PSI. CONTRACTOR TO VERIFY LINE SIZE/PRESSURE AND NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES PRIOR TO COMMENCING CONSTRUCTION. CONTRACTOR TO ENSURE POINT OF CONNECTION MEETS CITY OF KENNEWICK STANDARD AND INCLUDE DOUBLE CHECK VALVES.



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KENNEWICK, WASHINGTON

IRRIGATION PLAN

DRAWING NO.
XX OF XX
IR-01

Memorandum

To: Tim Arntzen
From: Larry Peterson
Date: October 10, 2024
Re: Oak Street 1328 E. 3rd Ave. – Bid Results & Schedule

OVERVIEW

The Port warehouse building at 1628 E. 3rd Ave. damaged by fire in April 2023 involved insurance considerations whether to attempt to rebuild to a pre-fire condition or accept a settlement amount and proceed as deemed to be in the Port's best interest. In spring 2024 the Commission provide direct accept the insurance company settlement and proceed with the partial demolition of the damaged portion of the building. Hazardous material investigations and removal commenced along with discussions with the City Building & Fire Department about the acceptable actions and applicable requirements.

Strategic Construction Management (SCM) assisted staff and worked with CKJT Architect to prepare plans for permit submittal and bidding. The Port properly advertised this project for bid and received six (6) bids before the 2:00 p.m. October 1, 2024 deadline. C. Watts Trucking LLC submitted the lowest bid in the amount of \$108,300.00 plus applicable sales tax. Due to the bid being well below the CEO's delegation of authority the contract execution process will occur at the staff level.

However the Commission will likely have interest in the project status and timeline, so the bid tabulation is attached, and the approximate project timeline is listed below.

Bid Opening: October 1, 2024

Contract document execution: October 18, 2024 *{dependent upon contractor}*

Pre-Construction Meeting & Notice to Proceed: October 29, 2024

Substantial Completion: March 28, 2025 {150 calendar days}

October 1, 2024 @ 3:14pm

PRELIMINARY - BID TABULATION

Port of Kennewick-East 3rd Storage Building Select Demolition

Bid Opening 2:00pm Tuesday, October 1, 2024 at 350 Clover Island Drive, Suite 200

SORTED by BID AMOUNT

Contact: Larry Peterson (509) 586-1188
lpeterson@portofkennewick.org

PRELIMINARY

#	BIDDER			1	Addendum	Bid Bond	Non-Collusion	Anti-Discrimination	Wage Law Compliance	Letter of Qualifications	Subcontractor List <small>(within 1 hour)</small>	BASE	Between Bids	Between Low Bid
1	C Watts Trucking LLC	Kennewick	WA	X	X	X	X	X	X	X	X	\$108,300.00		
2	CMR General Contracting	Pasco	WA	X	X	X	X	X	X	X	X	\$116,700.00	7.8%	7.8%
3	Rattlesnake Construction	Sunnyside	WA	X	X	X	X	X			X	\$150,500.00	29.0%	39.0%
4	Safe Guard Abatement	Yakima	WA	X	X	X	X	X	X	X	X	\$159,000.00	5.6%	46.8%
5	Hummel Construction & Development LLC	Kennewick	WA	X	X	X	X	X	X	X	X	\$159,021.66	0.0%	46.8%
6	Vincent Brothers	Pasco	WA	X	X	X	X	X	X	X	X	\$168,000.00	5.6%	55.1%