

REGULAR COMMISSION MEETING

PORT OF KENNEWICK

APRIL 24, 2007

MEETING MINUTES

CALL TO ORDER

Commission President Gene Wagner called the Regular Commission meeting to order at 2:30 p.m. in the Port of Kennewick Commission Chambers located at 350 Clover Island Drive, Suite 200 in Kennewick, Washington.

Board Members Present:

Gene Wagner, President
Linda Boomer, Vice-President
David Hanson, Secretary (*Via Conference Call*)

Staff Members Present:

Tim Arntzen, Executive Director
Dan Cryer, Director of Operations
Larry Peterson, Director of Planning and Development
Tammy Huffman, Director of Finance/Auditor
Ken Rice, Port Counsel
Sherrie Bowers, Administrative Assistant/Records Manager

PLEDGE OF ALLEGIANCE

Commissioner Linda Boomer led the Pledge of Allegiance.

CONSENT AGENDA

The consent agenda consisted of the following:

- ***Regular Commission Meeting minutes of April 10, 2007***
- ***Payroll Roster dated April 13, 2007***
Expense Fund Voucher Nos. 26415-26422 totaling \$14,653.68
- ***Payment Roster dated April 13, 2007***
Airport Operations Fund Voucher Nos. 40537-40541 totaling \$2,727.96
Construction Fund Voucher Nos. 2168-2171 totaling \$21,180.86
Expense Fund Voucher Nos. 26423-26458 totaling \$70,644.35

❖ ***Commissioner Boomer moved approval of the consent agenda. Commissioner Wagner seconded and the motion was carried.***

REPORTS, COMMENTS AND DISCUSSION ITEMS

➤ **P.S. Media Awareness Campaign**

Executive Director Tim Arntzen gave a brief update of the second television commercial installment of the Port's media awareness campaign explaining the first television commercial featured Commissioner Boomer and showcased Clover Island. The second commercial features Commissioner Wagner and highlights San Juan Pools at the Port's Oak Street Industrial Park. Mr. Arntzen informed the Commission San Juan Pools has received many phone calls, including calls from Walla Walla, inquiring about services. He, too, has received very positive comments from the public and is pleased with the media awareness campaign. Mr. Arntzen explained the current commercial will run for approximately six weeks. The third and final commercial of the media awareness campaign will feature Commissioner Hanson and possibly showcase the West Richland area.

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Commissioner Wagner stated he had also received many positive comments with some as far away as Yakima. He was very pleased with the comments.

Clover Island Yacht Club member Rod Mineke felt the commercials were extremely professional and very informative.

➤ **Commissioner Calendar Review**

Administrative Assistant Sherrie Bowers reviewed upcoming meetings for the Commissioners including the Red Mountain Wine Estates groundbreaking in West Richland April 25 at 11:00 and the 2007 Washington Wine Expo and asked the Commissioners let her know which events they plan to attend during the Wine Expo.

Mr. Arntzen reiterated the groundbreaking for Red Mountain Wine Estates scheduled for April 25 was anticipated to be a large event and, due to one of the partners residing in the Santa Cruz area, the San Francisco Chronicle had been invited to attend the event. He encouraged the Commissioners and public to attend.

Director of Operations Dan Cryer suggested those attending the groundbreaking use Van Giesen due to the temporary closure of Keene Road in West Richland.

Mr. Arntzen stated a luncheon within the Port of Kennewick district had been added to the Washington Wine Expo this year. The luncheon is scheduled for Wednesday, May 9 at 12:00pm and will be held at Badger Mountain Vineyard & Powers Winery located off Interstate 82 at 1106 South Jurupa Road in Kennewick.

➤ **Meeting Reports**

- Commissioner Wagner reported attending Benton-Franklin Council of Governments meeting, a Local Good Roads and Transportation meeting, a State Good Roads and Transportation meeting, a Benton-Franklin Council of Governments Board meeting and a Benton-Franklin Council of Governments Comprehensive Economic Development Strategy (CEDS) meeting.
- Commissioner Boomer's meeting report included the last four weeks of meetings due to her absence at the April 10, 2007 Commission meeting. She reported attending the Tri-Ports luncheon with guest speaker Bob Lohn, Regional Administrator of National Marine Fisheries Services, Northwest Regional Office and the San Juan Pools ground breaking at the Port's Oak Street Industrial Park.
- Mr. Arntzen met with West Richland Mayor Dale Jackson regarding the International Council of Shopping Centers (ICSC) meeting scheduled for May 19-25 in Las Vegas. They also discussed Mayor Jackson's trade mission trip to the Far East. He explained the Port supplied Mayor Jackson with marketing material to distribute to interested parties during on his trip. Mr. Arntzen felt it was a very positive meeting and stated the City of West Richland had become a great ally. Mr. Arntzen also met with Kennewick Irrigation District (KID) District Manager Vic Johnson regarding the Vista Field Airport site study. Mr. Johnson indicated KID would offer financial participation with any future airport site studies. Mr.

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Arntzen also met with a winery owner regarding interested in the West Richland Industrial site.

- Mr. Cryer met with the Benton Clean Air Authority regarding the recent burn situation at the Oak Street Industrial Park.
- Mr. Peterson met with Benton Public Utility District (PUD) representatives regarding fiber issues in the Vista Field area. He also attending a meeting regarding the interchange access project to Red Mountain, he met with Kirt Schaffer Shaffer and Value Place Vice President Jerry Dunbar regarding their project in the Spaulding Business Park. Mr. Peterson also met with Derrick Smith of MacKay & Sposito regarding parking on Clover Island and attended a pre-construction meeting with Benton PUD and Tom O'Brien regarding the Quay Street in the Vista Field area.
- Director of Finance Tammy Huffman attended an Internal Auditor's meeting.
- Mr. Rice met with Port staff on various issues.

➤ Non-Scheduled Items

- Commissioner Wagner explained Mike Corcoran of Benton-Franklin Council of Governments suggested having the Benton-Franklin Council of Governments 2007 strategy meeting at the Port office. Commissioners Wagner stated he asked Mr. Corcoran to contact the Port to schedule the meeting. The meeting is scheduled for June 12, 2007 at 7:00 a.m., in the Port of Kennewick Commission Chambers.
- Mr. Arntzen stated a contract regarding the final phase of the Vista Field Airport site study had been submitted by J-U-B Engineers. Mr. Arntzen asked for approval to execute the contract. The commission agreed the study must continue and authorized Mr. Arntzen to execute the necessary documentation for completion of the study. Mr. Arntzen reminded the Commission the City of Kennewick had committed \$7,500 with the total cost of the final phase of the study being \$15,000.

PUBLIC COMMENTS

John Hite, originally from Moses Lake, now lives in Torun, Poland where he manages an advertising agency. He stated he had prepared a marketing booklet for Grant County, Washington and surrounding cities and port districts. He wanted to compile a booklet for the Columbia Basin and surrounding cities and port districts and asked if the Port would be interested in participating. Mr. Arntzen recommended Mr. Hite schedule a meeting to discuss details of the project with Port staff.

EXECUTIVE SESSION

- ◆ *Real Estate Matters: RCW 42.30.110(b)*
- ◆ *Potential Litigation Matter: RCW 42.360.110(i)*

After a four-minute break, the Regular Commission meeting was recessed into Executive Session at 3:00 p.m. for discussion of real estate and potential litigation matters. Executive Session was anticipated to last approximately forty minutes with possible action expected.

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Ms. Huffman exited the Commission Chambers at 3:40 p.m. to announce Executive Session would be extended an additional ten minutes. There was no public waiting.

Ms. Huffman exited the Commission Chambers at 3:50 p.m. to announce Executive Session had concluded and Open Session would reconvene.

- ❖ *Commissioner Boomer moved to authorize the Executive Director to execute a contract for tenant improvements within the Port Office/Retail building with Mountain States Construction, and/or their original sub-contractors, for an amount not to exceed \$140,000 declaring the contract with Mountain States Construction and/or their original sub-contractors "sole source," as per warranty requirements detailed in the construction contract for the building. Commissioner Wagner seconded and the motion was unanimously carried.*

ADJOURNMENT

With no further business to bring before the Board the Regular Commission meeting was adjourned at 3:53 p.m.

APPROVED:

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

Gene Wagner, President

Linda Boomer, Vice President

David Hanson, Secretary