

# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

MARCH 14, 2006

MEETING MINUTES

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## CALL TO ORDER

Commission President David Hanson called the Regular Commission meeting to order at 2:30 p.m. in the Riverside Room of Clover Island Inn located in Kennewick, Washington.

**Members Present:** David Hanson, President  
Gene Wagner, Vice President  
Linda Boomer, Secretary

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

## PLEDGE OF ALLEGIANCE

Commissioner Hanson led the Pledge of Allegiance.

## PUBLIC COMMENT

Mr. Kay Metz expressed his gratitude to the Port Commission and staff for recognizing and honoring the Metz Family by installing a plaque and naming the plaza on Clover Island after the Metz Family.

Executive Director Tim Arntzen introduced City of Richland Councilmember Dave Rose as the new Port liaison for the city.

## CONSENT AGENDA

- ❖ *Commissioner Gene Wagner moved approval of the consent agenda. Commissioner Linda Boomer seconded and the motion carried unanimously.*

*The consent agenda consisted of the following:*

- ***Regular Commission Meeting Minutes of February 28, 2006***
- ***Payment Roster dated March 1, 2006:***
  - Expense Fund Voucher No. 25135 totaling \$1,443.36
- ***Payment Roster dated March 14, 2006***
  - Airport Improvement Fund Voucher No. 316 totaling \$1,822.69
  - Airport Operations Fund Voucher Nos. 40366-40374 totaling \$4,637.29
  - Construction Fund Voucher Nos. 2000-2005 totaling \$24,159.56
  - Expense Fund Voucher Nos. 25136-25171 totaling \$34,241.74
- ***Ratifying Executive Director's Discharge of Employee***

## REPORTS, COMMENTS AND DISCUSSION ITEMS

### ➤ **Clover Island Update**

Port Office/Retail Building Update: Director of Operations/Airport Manager Dan Cryer reported the new Port office/retail building was on schedule. He stated painting would be completed within the next week. He also stated the Port logo would be installed on the building and the boardwalk would be poured next week.

There was discussion of furnishing the building. Mr. Cryer stated the Port would bid out the furnishings for the building once an itemized list had been decided upon.

Clover Island Drive Reconstruction Update: Mr. Peterson stated the Clover Island Drive reconstruction project was coming along and was scheduled to be completed on time and under budget.

Clover Island Marina Update: Mr. Peterson stated he had recently spoken with the engineer regarding roof design. He planned to speak with the fire inspector before deciding which type of roof would be best suited for the marina.

He explained the individual completing the value engineering for the project had found additional efficiencies. He planned to re-bid the project in the next few weeks and anticipated asking the Commission to award the bid for the project during the first Regular Commission meeting in May 2006.

Mr. Arntzen referenced an article in the SEA Magazine stating the Port of Kennewick was not the only agency facing higher than expected bids as a result of increasing construction costs.

### ➤ **Spaulding Business Center**

Real Estate Closing: Executive Director Tim Arntzen announced the Port had closed the first sale of a parcel at the Spaulding Business Park for \$284,130.04. He explained the purchaser would be constructing a 15,000 square-foot Class "A" office building.

### ➤ **Vista Field Update**

Vista Field Development Facility Discussion: Mr. Cryer explained a current tenant was interested in leasing additional space in Vista Field Development Building "B" vacating space in Vista Fielding Development Building "A." He explained KeyMaster Technologies was interested in the vacated space. Mr. Cryer stated the company had doubled in size since 2003 and currently had twenty-five employees and anticipated adding twelve more by the end of 2006. He stated the additional space would be an addendum to a recently negotiated three-year lease and at the same lease rate.

Mr. Arntzen added some furnishings in the current Port office building could be offered to KeyMaster for their additional staff.

➤ **Public Records Fees**

Mr. Arntzen informed the Commission the open public meetings and public records request policies had recently been revamped by Washington state legislature and it was initially anticipated that public agencies would now be able to charge for staff time when completing public records requests. Mr. Arntzen stated he had read the new policy and did not think the change had been made allowing charges for staff time. He contacted the Attorney General to confirm his understanding of the new policy and received notification that changes to the policy did not include the ability for agencies to charge for staff time when preparing public records requests.

➤ **Meeting Reports**

- Commissioner Boomer reported attending the Pacific Northwest Waterway Association Mission to Washington, D.C. where Port security was a popular topic.
- Commissioner Hanson reported attending a TRIDEC Executive Board meeting.
- Commissioner Wagner reported attending the TRIDEC Annual meeting and the Benton Franklin Council of Governments Policy Advisory Committee and Technical Advisory Committee meetings.
- Mr. Peterson attended the TRIDEC Annual Meeting, and a Historic Downtown Kennewick Partnership meeting
- Mr. Arntzen met with Cedars' owner Dave Mitchem, attended the Tri-Citian of the Year banquet, met with Port of Benton Executive Director Scott Keller, met with Andrew Janske regarding the marina rebuild project. Mr. Arntzen also met with Clover Island Inn owners regarding Clover Island improvements and met with Commissioner Claude Oliver to discuss future joint projects with Benton County.
- Mr. Rice had met several times with Port staff and wanted the Commission to know he enjoyed working with the staff.
- Mr. Cryer attended the Tri-Citian of the Year banquet, met with Washington Wine Commission Executive Director Robin Pollard then gave her a tour of Washington Cork where they also met with the owners.

➤ **Non-scheduled Items**

Grant Applications for Improvements to Port Properties

Mr. Peterson stated the Port was working with Port of Benton to file a joint grant application for infrastructure near the Plymouth site. He stated he and Director of Finance Tammy Huffman were working on state funds for improvements to Clover Island and Interagency Committee grants for the notch, the marina and the boat ramp.

Vista Hangar Repairs: Mr. Cryer stated Maintenance Supervisor Justin Gerry had recently sent letters to the hangar tenants requesting suggestions for minor improvements to Vista Hangars. Those suggestions are now coming in and include painting the hangars, cleaning up debris, lighting and roof repair. Mr. Cryer stated staff would respond in writing to the tenants informing them of what improvements can be immediately made by Mr. Gerry but the painting and roof improvements would go out for bid.

Director of Finance Accomplishment: Mr. Arntzen stated Ms. Huffman had passed the first part of her Certified Public Accountant test.

Boathouse Issues: Mr. Arntzen stated he had received correspondence from boathouse owners who were unhappy with the conditions of the dock and requested rent abatement.

After extensive discussion of options, it was decided Port staff would evaluate the situation, address any safety concerns and report back to the Commission but rent abatement was not an alternative.

## **PUBLIC COMMENTS**

- Mr. Kay Metz stated he was proud of Port staff for generating projects on Clover Island. He stated the island had been neglected for years and he was glad this Port staff was moving at such a fast pace. He stated he used to hear negative comments but was now hearing many positive comments about Port staff and projects.
- Mr. Cal Coie cautioned that even with new docks, boathouse entryways would vary in height which was one of the issues boathouse owners were concerned with currently. He stated the docks cannot be custom built to be flush with every boathouse entryway.
- Mr. Rod Mineke commended Mr. Arntzen on his recent article in the Tri-City Herald Progress Edition last week.
- Ms. Mary Coie reported a boathouse had broken loose from another moorage and had floated to the mouth of the Snake during the recent wind storm.

**EXECUTIVE SESSION**♦ *Real Estate Matters: RCW 42.30.110(b)*

The Regular Commission meeting was recessed into Executive Session at 3:30 p.m. for discussion of a real estate matter. Commissioner Hanson anticipated Executive Session to last approximately twenty minutes with no action expected.

**ADJOURNMENT**

The Regular meeting was reconvened at 4:15 p.m. and with no further business to bring before the Board the Regular Commission meeting was adjourned at 4:15 p.m.

**APPROVED:**

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

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*David Hanson, President*

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*Gene Wagner, Vice-President*

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*Linda Boomer, Secretary*