

REGULAR COMMISSION MEETING

PORT OF KENNEWICK

APRIL 11, 2006

MEETING MINUTES

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
Larry Peterson, Director of Planning and Development
Tammy Huffman, Director of Finance/Auditor
Ken Rice, Port Counsel
Justin Gerry, Maintenance Supervisor
Sherrie Bowers, Administrative Assistant

PLEDGE OF ALLEGIANCE

Commissioner Hanson led the Pledge of Allegiance.

PUBLIC COMMENT

CONSENT AGENDA

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

The consent agenda consisted of the following:

- **Regular Commission Meeting Minutes of March 28, 2006**
- **Payroll Roster dated March 31, 2006:**
 - Expense Fund Voucher Nos. 25206-25217 totaling \$17,723.49
- **Payment Roster dated April 11, 2006**
 - Airport Operations Fund Voucher Nos. 40380-40386 totaling \$1,427.54
 - Construction Fund Voucher Nos. 2012-2018 totaling \$208,300.02
 - Expense Fund Voucher Nos. 25218-25256 totaling \$61,879.68
- **Payment Roster dated April 11, 2006**
 - Expense Fund Voucher No. 25257 totaling \$472.23

UNFINISHED BUSINESS

➤ **Resolution No. 2006-18 Authorizing Participation in City of West Richland Transportation Enhancement Project**

Executive Director Tim Arntzen explained the City of West Richland had previously approached the Port for financial assistance to fund a landscaping project at the Keene/Bombing Range Road roundabout. Subsequent to this request, the City was unexpectedly selected for grant funding through the Federal Transportation Enhancement Program. The total expense of the project is estimated at \$392,000 which includes a

mandatory \$99,000 match by the City of West Richland. Mr. Arntzen explained the City has secured \$89,000 of the required amount and was requesting a contribution of \$10,000 from the Port to complete the funding requirement and recommended approval of the resolution.

- ❖ *Commissioner Linda Boomer moved approval of Resolution No. 2006-18 authorizing participation in the City of West Richland Transportation Enhancement Project. Commissioner Wagner seconded and the motion was carried unanimously.*

REPORTS, COMMENTS AND DISCUSSION ITEMS

➤ **Clover Island Update**

Port Office/Retail Building Update: Maintenance Supervisor Justin Gerry reported the interior of the building would be finished by the end of next week. Mr. Gerry stated the building was nearly complete and stated the completion of the road project would determine the date of the grand opening and deferred to Director of Planning and Development Larry Peterson.

Mr. Peterson stated the road project had faced a few delays due to items being found beneath the current roadway not typically used for fill of a roadway. He stated testing of phone, fire and water systems would be conducted later this week with the City of Kennewick making the connection of the waterline to the City's existing system by the end of next week. He anticipated completion of both the road and building projects by the end of April.

Once interior furnishing were delivered and artwork and historical documents were selected the grand opening would be scheduled.

Mr. Arntzen stated the old road was not built to today's standards and additional gravel would need to be hauled in to meet current standards. He stated there would be a change order for the extra gravel and asphalt but the change order amount would be well within his delegation of authority but wanted the Commission to be aware of the necessary change order to bring the road up to code.

➤ **Meeting Reports**

- Mr. Arntzen met with six developers interested in various Port properties. As president of the Tri-Ports Association, Mr. Arntzen made a presentation to the Port of Pasco Board of Commission regarding financial participation in the upcoming Washington Wine Expo.
- Mr. Peterson reported meeting with representatives from the Corps of Engineers, Department of Marine Fisheries and Department of Fish and Wildlife giving them a tour of the island to discuss the proposed projects for 2006. He also met with two prospective developers interested in Clover Island and Spaulding Business Park.
- Mr. Rice met with Commissioner Hanson and had several meetings with Port staff.

- Commissioner Boomer attended the Northwest RiverPartners reception in Portland.
- Commissioner Hanson also attended the Northwest RiverPartners reception in Portland..

➤ **Non-scheduled Items**

- Mr. Arntzen requested Mr. Rice review operational procedures for the Port including whether it was necessary to have resolutions for routine Port business.
- Mr. Rice added resolutions have historical value as to the action taken by a Commission but also may prevent Port staff from be as efficient as possible.
- Mr. Arntzen asked Director of Finance Tammy Huffman to present copy of the Clover Island Job Growth Development grant application recently submitted to Community Economic Revitalization Board (CERB) to the Commission. He stated Ms. Huffman had worked very hard on the application and also had also been working on an additional application nearly as large but because the partnering agency had withdrawn participation, that particular application was not submitted. He expressed his appreciation of Ms. Huffman's hard work and determination in finishing such a large grant application.
- Mr. Arntzen stated he had received a telephone call from Tri-City Herald reporter Jeff St. John informing him he had accepted a position in Fresno, California. Mr. St. John had been covering port business for several years and expressed his appreciation of the relationship he had with the Port of Kennewick. For the record, Mr. Arntzen wished Mr. St. John the best of luck in his new endeavor.
- Mr. Arntzen introduced Teresa Hancock explaining the Port had a thirty-day contract with Ms. Hancock. He stated she was assisting Mr. Peterson with several projects and doing a fabulous job.

EXECUTIVE SESSION

- ◆ ***Personnel Matter: RCW 42.30.110 (g)***
- ◆ ***Real Estate Matters: RCW 42.30.110(b)***

The Regular Commission meeting was recessed into Executive Session at 2:48 p.m. for discussion of personnel and real estate matters. Commissioner Hanson anticipated Executive Session to last approximately one hour with possible action taken.

The Regular meeting was reconvened at 3:45 p.m.

- ❖ ***Commissioner Wagner moved approval of the terms of the Employment Agreement with Deferred Compensation Agreement with Mr. Arntzen as presented.***

Commissioner Boomer seconded. The motion passed two votes (Hanson, Wagner) to one (Boomer).

Thereupon Commissioners Boomer, Hanson and Wagner and Mr. Arntzen executed the Employment Agreement with Deferred Compensation Agreement dated April 11, 2006.

ADJOURNMENT

With no further business to bring before the Board the Regular Commission meeting was adjourned at 3:50 p.m.

APPROVED:

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

David Hanson, President

Gene Wagner, Vice-President

Linda Boomer, Secretary