

# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

MAY 9, 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  
Dan Cryer, Director of Operations/Airport Manager  
Larry Peterson, Director of Planning and Development  
Tammy Huffman, Director of Finance/Auditor  
Ken Rice, Port Counsel  
Teresa Hancock, Real Estate Analyst  
Sherrie Bowers, Administrative Assistant

## PLEDGE OF ALLEGIANCE

Commissioner Hanson led the Pledge of Allegiance.

Commissioner Hanson removed Agenda Item Number VI A (3) “*Request for Proposals for Office Furnishings*” from the agenda. He announced this item was being presented for consideration as a resolution to accept and award a furniture contract for the Port office/retail building.

## CONSENT AGENDA

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

*The consent agenda consisted of the following:*

- **Regular Commission Meeting Minutes of April 25, 2006**
- **Payroll Roster dated April 28, 2006:**
  - Expense Fund Voucher Nos. 25292 - 25304 totaling \$17,530.74
- **Payment Roster dated May 9, 2006**
  - Airport Operations Fund Voucher Nos. 40392 - 40400 totaling \$1,536.81
  - Construction Fund Voucher Nos. 2025 - 2028 totaling \$387,168.67
  - Expense Fund Voucher Nos. 25305 - 25345 totaling \$33,168.99

## PUBLIC COMMENT

- Mr. Kay Metz stated the U.S. Corps of Engineers urged Metz Marina to maintain a boatyard when the marina first opened in 1954. Mr. Metz felt a boatyard on Clover Island was a necessity and urged the Commission to continue with plans to locate the boatyard near the marina. He viewed the boatyard as an asset to the public and to the Port and was confident Port staff would construct a visually attractive boatyard that would increase activity on Clover Island which had been the long-standing goal of the Port.

- Mr. Dave Freeman felt the temporary boatyard was already attracting enormous attention and felt the proposed permanent boatyard would be an attractive asset to the public and the Port. He stated Tri-Cities was a prime boating community and that Mr. Arntzen and the Port staff have helped the community by finally developing Clover Island and making the island a boating destination. He stated Mr. Arntzen and his staff are very professional and extremely knowledgeable of boating regulations and marina operations and was confident every project produced by this staff would be of the utmost quality. He thanked the Port staff and urged the Commission to pursue a boatyard on Clover Island.

## UNFINISHED BUSINESS

### ➤ **Resolution No. 2006-22 Accepting and Awarding a Furniture Contract for the Port Office/Retail Building**

Director of Finance Tammy Huffman explained a request for proposals for the new Port office/retail building furnishings was issued April 26, 2006. Two proposals were received in the amounts of \$59,495.55 and \$73,629.26 from Brutzman's Office Solutions of Kennewick and Contract Design Associates, Inc. (CDA) of Spokane. After review of the proposals and consideration of quality, durability and ergonomical and structural design of the furnishings, staff preferred the proposal submitted by CDA in the amount of \$73,629.26. Ms. Huffman pointed out the cost of furnishings was normally based on ten to fifteen percent of the total cost of a project, which would have been approximately \$250,000 in this case. Based on that estimate both were well under the standard estimated cost for furnishings. She pointed out the proposal did not include Commission Chamber furnishings and deferred to Director of Operations Dan Cryer.

Mr. Cryer explained the proposal included chairs for the Commission Chambers but during research of ready-made desk/tables for the Commission Chambers it was discovered the cost was too expensive and desks/tables for the Commission Chambers were removed from the furnishings proposal. Using the small works project process, Mr. Cryer had contracted with a company to custom build quality modular tables at a dramatically reduced cost. Although the tables would appear to be stationary when in use for Commission meetings, they could be disassembled and reconfigured if necessary.

Executive Director Tim Arntzen pointed out the marina manager's office would be furnished with existing Port furnishings and the remaining furnishings would be utilized by a current Port tenant. He further explained, although consideration was given to moving the current furnishings into the new building, the architect very strongly advised staff and the Commission to purchase matching furniture rather than having have an array of colors and styles throughout the office. Mr. Arntzen stated another reason for not taking all of existing furnishings was because current file storage units did not meet the standards or requirements for proper records management.

- ❖ ***Commissioner Boomer moved approval of Resolution No. 2006-22 authorizing the Port's Executive Director to execute a contract with Contract Design Associates, Inc. for the purchase of furnishings for the Port office/retail building for the sum of \$73,629.26. Commissioner Wagner seconded and the motion carried unanimously.***

## REPORTS, COMMENTS AND DISCUSSION ITEMS

### ➤ **Finley Site**

State Route 397: Mr. Arntzen introduced Sonya Kronberg stating she was instrumental in making the realignment of Piert Road and construction of State Road 397 in Finley possible. He explained Ms. Kronberg owned property in the middle of the proposed road project and was very cooperative with Mr. Peterson and Benton County staff and officials regarding the relinquishment of her property allowing the road construction to move forward. Mr. Peterson stated Benton County officials were amazed at the speed of which the acquisition of right-of-way was completed and impressed with the cooperation by Ms. Kronberg.

Ms. Kronberg stated Mr. Peterson was a pleasure to work with and she informed the Commission she had purchased property and was in the process of building a new home.

The Commission thanked Ms. Kronberg for her cooperation with the project.

### ➤ **Clover Island Update**

Clover Island Drive Reconstruction Update: Mr. Peterson stated the reconstruction project was in the final stages and still anticipated completion by May 26, 2006 in time for Memorial Day Weekend.

Rotary Meeting: Mr. Arntzen stated he was asked to host a Pasco/Kennewick Rotary luncheon in June at the new Port office/retail building where the program would include a tour of the property. Mr. Arntzen extended the offer to other civic organizations and to citizens wanting tours of the property.

### ➤ **Welch's Building Discussion**

Mr. Arntzen stated the Port had been involved in discussions regarding a company interested in purchasing the Welch's building for similar use of the plant. He explained the City of Kennewick had lost 165 jobs as a result of closure of the Welch's plant which had been in business since 1908. He stated a company would likely submit a solid proposal for purchase of the plant and anticipated employing approximately fifty people with plans to expand in the future.

### ➤ **Meeting Reports**

- Mr. Arntzen reported attending a TRIDEC Executive Board meeting on Commissioner Hanson's behalf
- Mr. Peterson reported attending the Washington State Transportation Commission State Rail Capacity and System Needs Study Regional meeting sponsored by Tri-Ports, TRIDEC and Benton-Franklin Council of Governments.
- Mr. Cryer reported attending West Richland Chamber of Commerce and West Richland Economic Development Committee meetings.

- Ms. Huffman reported having a telephone conference with a representative from the Community Economic Revitalization Board regarding the preliminary scoring for the Job Growth Development Fund grant recently submitted by the Port. She informed the Commission the Port's application ranked in the middle of sixty-four applications. She explained the applications totaled \$228 million with only \$50 million available. She and Mr. Peterson will be attending the Project Review Meeting in July where they will be giving a presentation that will hopefully improve the Port's ranking for the project.
- Commissioner Wagner reported attending Washington State Transportation Commission State Rail Capacity and System Needs Study Regional meeting sponsored by Tri-Ports, TRIDEC and Benton-Franklin Council of Governments.

➤ **Non-scheduled Items**

- Mr. Arntzen stated he had committed the Port to a table of eight for the May 23, 2006 Downtowner Banquet sponsored by the Historic Downtown Kennewick Partnership. He asked the Commissioners to let staff know as soon possible if they planned to attend.
- Mr. Arntzen stated Mr. Jeff Renken had been a tenant of the marina for several years and had sent email was recently commending Port staff. Mr. Arntzen read a portion of Mr. Renken's email into the record and is as follows:

“... the island is really taking shape. The new Port building and surrounding area are awesome. I am proud to be a tenant.”
- Mr. Peterson showed the Commission the recorded deed for the 1.5 acres recently acquired from the U.S. Corps of Engineers. He explained it was determined in 1999 that the Port did not own 1.5 acres at the west end of Clover Island where the current Port office building is located. He stated steps to acquire the land began in 1999 and the transaction was recently approved by the Commission. He felt the acquisition was huge a success for the Port and allowed full development of Clover Island as proposed in the Clover Island Master Plan.

**PUBLIC COMMENT**

- Mr. Cal Coie felt A & B Asphalt had done a fantastic job of keeping the road watered down during this past weekend. He explained Clover Island Yacht Club had their annual Visitors Weekend and appreciated the hard work by the A & B Asphalt crew during the event.
- Mr. Coie also felt once the boatyard was completed it would be a tremendous asset to the public and to the Port and encouraged the Commission to hold steadfast to plans to locate the boatyard on Clover Island.
- Historic Downtown Kennewick Partnership (HDKP) Executive Director Tim Dalton stated Clover Island Inn had submitted a financial assistance request for facade improvements to HDKP and he hoped the organization could be of assistance with the request.

- Mr. Rod Mineke stated the 32<sup>nd</sup> Annual Clover Island Yacht Club Visitors Weekend had been a great success.
- Mr. Arntzen announced that all three Commissioners planned to attend the upcoming Washington Public Ports Association Spring meeting in Blaine, Washington. Mr. Arntzen and designated staff will also be attending.

### **EXECUTIVE SESSION**

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

The Regular Commission meeting was recessed into Executive Session at 3:14 p.m. for discussion of real estate matters. Executive Session was anticipated to last approximately forty-five minutes with no action expected.

At approximately 3:55 p.m., Commissioner Hanson announced to the public that the Executive Session would be extended until approximately 4:30 p.m.

### **ADJOURNMENT**

The Regular meeting was reconvened at 4:25 p.m. and with no further business to bring before the Board the Regular Commission meeting was adjourned at 4:25 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*