

## **AGENDA**

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

Tuesday, January 27, 2015  
2:00 p.m.

### **I. CALL TO ORDER**

### **II. PLEDGE OF ALLEGIANCE**

### **III. PUBLIC COMMENT** *(Please state your name and address for the public record)*

### **IV. CONSENT AGENDA**

- A. Approval of Direct Deposit and ePayments Dated January 20, 2015
- B. Approval of Warrant Registers Dated January 27, 2015
- C. Approval of Regular Commission Meeting Minutes January 13, 2015

### **V. NEW BUSINESS**

- A. Letter of Support - City of West Richland Washington State Department of Commerce Industrial Land Grant (**TIM**)

### **VI. REPORTS, COMMENTS AND DISCUSSION ITEMS**

- A. Vista Field Update
  - 1. Position on Performing Arts Center (**TIM**)
  - 2. Draft Pattern Language (**LARRY**)
  - 3. Master Plan Presentations (**TIM/LARRY**)
- B. Columbia Drive Update
  - 1. Columbia Gardens Name (**TIM**)
  - 2. Interlocal Agreement for Lights near Duffy's Pond (**LARRY**)
- C. Confederated Tribes of the Umatilla Indian Reservation
  - 1. 1135 Shoreline Project (**TIM**)
  - 2. Washington State Recreation and Conservation Office (RCO) Project (**LARRY**)
  - 3. Observation of Columbia Drive Demolition Project (**LARRY**)
- D. Commissioner Meetings (formal and informal meetings with groups or individuals)
- E. Non-Scheduled Items

### **VII. PUBLIC COMMENT** *(Please state your name and address for the public record)*

### **VIII. ADJOURNMENT**

***PLEASE SILENCE CELL PHONES***



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## CALL TO ORDER

Commission President Don Barnes called the Regular Commission meeting to order at 2:00 p.m. in the Port of Kennewick Commission Chambers located at 350 Clover Island Drive, Suite 200, Kennewick, Washington 99336.

### The following were present:

**Board Members:** Don Barnes, President  
Skip Novakovich, Vice-President  
Thomas Moak, Secretary

**Staff Members:** Tim Arntzen, Executive Director  
Tana Bader Inglima, Director of Governmental Relations and Marketing  
Tammy Fine, Director of Finance/Auditor  
Amber Hanchette, Director of Real Estate and Operations  
Larry Peterson, Director of Planning and Development  
Bridgette Scott, Executive Assistant  
Lucinda Luke, Port Counsel  
Lisa Schumacher, Special Projects Coordinator

## PLEDGE OF ALLEGIANCE

Mr. Mark Showalter led the Pledge of Allegiance.

## PUBLIC COMMENT

No comments were made.

## CONSENT AGENDA

The consent agenda consisted of the following:

- A. Approval of Direct Deposit and E-Payments Dated December 17, 2014*  
Direct Deposit totaling \$42,930.07.
- B. Approval of Warrant Registers Dated December 23, 2014*  
Expense Fund Voucher Numbers 36393 through 36451 for a grand total of \$189,256.17.
- C. Approval of Direct Deposit and E-Payments Dated December 31, 2014*  
Direct Deposit totaling \$51,775.83.
- D. Approval of Warrant Registers Dated December 31, 2014*  
Expense Fund Voucher Numbers 36452 through 36481 for a grand total of \$67,249.35.
- E. Approval of Warrant Registers Dated January 13, 2015*  
Expense Fund Voucher Numbers 36482 through 36516 for a grand total of \$203,059.69.
- F. Approval of Special Commission Meeting Minutes dated December 16, 2014*
- G. Approval to Sell and Convey Surplus Property (John Deer Loader); Resolution 2015-01*

**MOTION:** Commissioner Novakovich moved for approval of the Consent Agenda, as presented; Commissioner Moak seconded. With no further discussion, All in favor 3:0. Motion carried unanimously.



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## NEW BUSINESS

### ***A. West Richland Urban Growth Area Update, City of West Richland Planning and Economic Development Manager Nicole Stickney***

Mr. Peterson reported the sixty day appeal process for the West Richland Urban Growth Area (UGA) Amendment request has expired. The next step will be for the Commission to consider a resolution to annex the property outlined in the UGA. Once the property is annexed, staff will continue working on the list of items identified in the 2015-2016 Work Plan to prepare the property for development. Mr. Peterson introduced Ms. Stickney, City of West Richland Planning and Economic Development Manager.

Ms. Stickney stated West Richland previously went through annexation process in 2007. Washington State has a variety of methods for annexation and West Richland will be utilizing the direct petition method which is not subject to referendum by voters. The petition will be sent to the Benton County Assessor, who will determine the sufficiency of the petition. The City would complete a State Environmental Policy Act (SEPA) checklist, and make a threshold determination for the West Richland Planning Commission, who would then hold an open record public hearing and make a recommendation for zoning. Once that phase is complete, the City Council would consider the Planning Commission's recommendation and if approved, a resolution for annexation would be passed and a notice of intent would be sent to Benton County. The zoning could be subject to review by the Boundary Review Board if any party requested further review. Otherwise, once the City passed the ordinance with the zoning designation, the zoning would be automatic. The other potential issue would be the statement on the petition, which would state, "subject to zoning within the City of West Richland and an assumption of the proportionate amount of city indebtedness," which means the homeowner would assume the tax rate for the area.

Ms. Stickney expressed the city is very appreciative of the port and indicated the collaboration and outreach throughout this process was very successful.

Ms. Stickney explained the annexation process should not take more than a few months. The city will need to establish a timetable for the public notice and confirm all requirements are satisfied. Ms. Stickney stated the ground work has been laid and the city would like to keep the momentum going to get the zoning and annexation approved quickly. The City of West Richland has been cognizant in reporting the benefits to the community and have been compliant with Growth Management Act.

Mr. Novakovich stated the West Richland UGA is an excellent example of collaboration of two partners working together to complete a project for the benefit of our community. Mr. Novakovich thanked Ms. Stickney for all of her work on the UGA.

Mr. Moak asked what could trigger the Boundary Review Board's involvement.

Ms. Stickney stated once the city submits the notice of intent to Benton County, and it is distributed, if anyone has an issue with the zoning, then a public hearing is set up by the Boundary Review Board.





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The Commission thanked Ms. Stickney for the update. Mr. Barnes reiterated that there is additional site work to be completed to prepare the property for development as identified in the 2015-2016 Work Plan.

***B. Approval of One-Year Lease with KLS Air Express, dba Freight Solution Providers (FSP)***

Ms. Hanchette reported that KLS Air Express, doing business as Freight Solution Providers, would like to enter into a one-year lease for the Oak Street Development Building-A, Suite A-120. KLS Air Express, a logistics company, has been in business since 1989 and employs 130 people, company-wide. This will be a new location for KLS/FSP and a new business to the Tri-Cities; with two full-time employees to start. KLS/FSP was specifically looking for warehousing with a dock, for product distribution to Amazon's Data Center in Hermiston, Oregon. Ms. Hanchette stated, with the lease to KLS Air Express/FSP, Oak Street Development Building A will be 100% occupied.

## PUBLIC COMMENT

No comments were made.

***MOTION:*** *Commissioner Novakovich moved for approval of Resolution 2015-02 approving a one (1) year lease with KLS Air Express, Inc. doing business as Freight Solution Providers and Authorizing the Executive Director to execute the contract; Commissioner Moak seconded.*

*Discussion:*

*Mr. Moak inquired if there were any deviations from the standard lease.*

*Ms. Hanchette stated there weren't any deviations from the lease and no tenant improvements requested.*

*Mr. Novakovich thanked Ms. Hanchette and stated this is an excellent opportunity for the region.*

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

***C. Approval of Three-Year Lease with NulytIQ LLC***

Ms. Hanchette reported NulytIQ LLC is a software and services company seeking a three-year lease in the Clover Island Yacht Club building. This location will consolidate local team members into one space and allow their operations to grow from five current full-time employees to a projection of ten full-time employees by the end of 2015. Mr. McKay has worked with port districts previously and thought the Clover Island Yacht Club Building was a perfect space for their group. NulytIQ LLC is asking for a one time space modification up to \$10,000, for their specific server needs (mini-split). By leasing this space, NulytIQ LLC is keeping professional wage jobs in Tri-Cities with the potential of adding more.

NulytIQ LLC would share the kitchen/pantry with the current tenants and the hallways and bathrooms which are common areas will be removed from both leases, saving each tenant





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money. Ms. Hanchette addressed the concerns regarding timing and compatibility and the Yacht Club was given the option to first right of refusal regarding the space.

Mr. Novakovich stated he has heard concerns from the current tenant and asked if NulytIQ LLC is being offered anything above and beyond the standard lease agreement.

Ms. Hanchette verified the beginning lease amount for NulytIQ LLC is identical to that of the current tenant beginning lease amount.

Mr. Novakovich confirmed that the current tenant pays for 50% of the kitchen space.

Ms. Hanchette indicated the current tenants only pay for 50% of the kitchen space.

Mr. Novakovich confirmed that NulytIQ LLC will need to purchase their own appliances and the current tenants are not expected to share. Also, Mr. Novakovich inquired if the conference room space will be shared as well.

Ms. Hanchette confirmed that NulytIQ LLC is aware they will need to purchase their own appliances. Furthermore, 100% of the conference space will be utilized by the current tenant, which was agreed on previously.

Mr. Novakovich asked if the current tenant has inquired about leasing the office space or if they have a first right of refusal in their current lease.

Ms. Hanchette stated the current tenant does not have a first right of refusal and in six years, they have not indicated their desire to lease the additional space. Ms. Hanchette further stated, she has had conversations with the current tenant about incorporating a studio space within their current office space.

Mr. Novakovich inquired if the port has other properties available if the current tenant outgrows their office space.

Ms. Hanchette indicated there is availability at Oak Street.

Mr. Novakovich thanked Ms. Hanchette for addressing the current tenants concerns. He believes this is a wonderful opportunity to keep jobs in the Tri-Cities and to lease a space that has been vacant for six years; he appreciates Ms. Hanchette's effort.

Mr. Moak asked what would happen if NulytIQ LLC continues to expand and outgrows the current space.

Ms. Hanchette stated if NulytIQ expanded within the three years, we would bring the issue back to the Commission.

Mr. Arntzen stated, if we have a success story of a business growing faster than anticipated and



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do not have space to accommodate the business, we have come back to the Commission to discuss all parameters. The Commission has the ability to show discretion regarding lease terms.

Mr. Moak inquired if the port has let a tenant out of their lease due to expansion.

Mr. Arntzen believes we have done so in the past and have been flexible landlords in the past.

Ms. Bader Inglima stated the Commission's investments on Clover Island are getting attention, and if businesses are interested in growing, there are other opportunities on the Island for eventual development.

Mr. Moak inquired if there are any deviations from the standard lease.

Ms. Hanchette stated it is the standard lease, with a one-time tenant modification. It has been reviewed by finance for fair market value and has been reviewed by port legal counsel as well.

Mr. Moak inquired how the \$10,000 tenant improvement would be determined.

Ms. Hanchette stated the tenant would identify the needs for improvement, then staff would identify the scope, and manage the process from start to finish, to comply with prevailing wage law.

Ms. Fine stated the improvements would not be tenant specific, but an improvement for future tenants.

Mr. Arntzen stated each lease may look a bit different based on negotiations; however, he believes that the lease is very similar to the current tenant's lease.

Mr. Moak asked if the current tenant will incur an additional expense for the conference room.

Ms. Hanchette stated it is a trade-off since they will not incur costs for the common areas. The current tenant, at their request, did not have a desire to share the conference room area.

Mr. Barnes inquired why the lease would begin on April 1, 2015.

Ms. Hanchette indicated they need to order office furniture and prepare the space.

Mr. Barnes inquired how long the current tenant has been leasing their office space.

Ms. Hanchette stated they have been leasing the current space for 3 ½ years, with a rate increase according to their lease.

## PUBLIC COMMENT

No comments were made.





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**MOTION:** *Commissioner Novakovich moved for approval of Resolution 2015-03 approving a three (3) year lease with NulytIQ LLC and authorizing the Executive Director to execute the contract; Commissioner Moak seconded.*

*Discussion:*

*Mr. Barnes stated the Commission is sensitive regarding the concerns raised by the current tenant, but it has been noticed that the space has been available and advertised for lease and there has not been a written proposal by the current tenant to lease the space.*

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

## REPORTS COMMENTS AND DISCUSSION ITEMS

### ***A. Commission Procedures Review***

Mr. Arntzen stated the document, "Knowing the Waters," by Frank Chmelik, an attorney who advises the Washington State Public Port Association (WPPA), lists a few beginning of the year housekeeping issues for the Commission. Ms. Scott will review the list with the Commission for any changes.

Ms. Scott stated the first item is setting the time and place for Commission Meetings for the next year. The time and date is designated in our Commission Rules of Policy and Procedure, Section 6.3 and is located on our website and advertised in our newsletter. Ms. Scott inquired if the Commission desired to make changes regarding the time of the meeting.

Mr. Moak suggested changing the starting meeting time to 1:30 p.m. as there are times the meetings run past 5:00 p.m.

Mr. Arntzen stated there are no impediments from a staff perspective.

Mr. Novakovich stated the Port has set precedence on the meeting day and time and does not see any advantage to changing the time or day.

Mr. Barnes opened for public comment regarding meeting dates and times, holidays, etc.

## **PUBLIC COMMENT**

No comments were made.

Mr. Barnes sees very little difference in the time.

Ms. Scott verified the meeting time will stay at 2:00 p.m. The second item, appointing the officers of the Commission, was addressed during the November 18, 2014 meeting. The Commission appointed officers for the local organizations as well.

Ms. Scott verified the port has met the requirement of affirming the port auditor and port attorney. Ms. Scott stated that Ms. Fine was appointed the Port Auditor on October 26, 2004. Ms. Scott



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reported the Port Commission Rules of Policy and Procedure states the Executive Director has the authorization to hire or terminate the port attorney.

Mr. Arntzen encouraged the Board to voice their opinion if they have a desire to change an item.

Mr. Moak stated Mr. Chmelik indicates the port attorney is hired by the Port Commission, however, our Port rules state the Executive Director hires the port attorney. Mr. Moak inquired what the statutory authority is.

Mr. Arntzen believes we have discussed this in the past and stated ports have the option to do it either way. When we were researching the policies and procedures, the law had not been defined either way. Our policy reflects the desire of the Commission at the time the policies were created, where the Executive Director hires the attorney.

Ms. Luke explained the Port Policies and Procedures were developed by Foster Pepper, who researched the issue and believes Foster Pepper followed the statutes.

Ms. Fine worked with Mr. Steve DiJulio on the Port Policies and Procedures and stated we were unable to find any law regarding the port attorney. The only law specific that pertains to ports is the appointment of the Port Auditor.

Mr. Arntzen stated the appointment of the auditor is more important because of the direct access the auditor has to the Commission for financial reporting. With the port attorney, Mr. Arntzen does not believe it is as critical, because the attorney represents the agency and the people performing roles within the agency. Mr. Arntzen discussed the issue with Mr. DiJulio and the rule can stand as is. Mr. Arntzen reiterated it was a reflection of the Commission at the time, and was consistent with the executive director's delegation of authority.

Mr. Novakovich inquired if hiring a port auditor and port attorney in the current executive director's delegations of authority.

Mr. Arntzen stated there are several Port policy documents and each item is separately referenced. Mr. Arntzen reported that Ms. Luke and Ms. Fine are revising current policies, and will look at the Port Commission Rules of Policy and Procedure which were adopted in 2011.

Ms. Scott stated item four addresses revisions to the Commission's resolution governing the transaction of its business. Ms. Scott stated the general conduct of business is addressed in the Port Commission Rules of Policy and Procedure, in sections 6.11 and 8.2.

Ms. Fine stated she will be reviewing the Delegation of Authority and the Port Commission Rules of Policy and Procedure as well.

Ms. Scott stated item five, consider any revisions to the Port's Delegation of Powers Resolution, is currently being reviewed and updated.





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Mr. Arntzen stated the Delegation of Authority is currently being revised and needs a few minor changes, such as dollar amount revisions. Mr. Arntzen asked the Commission review the Delegation of Authority as well for any revisions they see necessary.

Ms. Scott stated item six addresses authorizing the executive director to sell port district property of \$10,000 or less in value. Ms. Scott stated this would be a duplication of our process already in place. Currently, the Port creates a list for surplus property and brings forth a resolution and list for the Board's consideration. Once the resolution and list are approved, the Port disposes the property.

Ms. Fine indicated the State Auditor prefers to see surplus property addressed in resolution form with an attached list.

Ms. Scott stated item seven states for the commission to consider setting goals for the year. Ms. Scott believes the budget, work plan and Executive Director's goals would satisfy this issue.

Mr. Barnes and Mr. Novakovich agree that those would be the Commission goals.

Mr. Moak stated the work plan sets the goals for the year although they are primarily project oriented as opposed to internal set goals.

Ms. Fine stated some items were addressed in Mr. Arntzen's goals or have already been established by the Commission, such as the budget philosophy, goals and objectives.

Mr. Arntzen indicated this was a great opportunity to work through the checklist and see what we are doing and what we may need to do in the future. Mr. Arntzen suggested the checklist should be used as a living document and asked the Commissioners to consider adding a section for goals in the work plan.

## ***B. January 27, 2015 Commission Meeting***

Ms. Scott reported that Mr. Moak will be traveling to Sacramento, California for the 2015 Unified Wine and Grape Symposium (Wine Expo), January 25-30, 2015. Ms. Scott inquired if the Commission would like to hold the Regular Commission Meeting scheduled for January 27, 2015 in his absence.

By consensus, the Commission approved Mr. Moak's travel to Sacramento. Furthermore, the Commission will hold the regularly scheduled Commission Meeting on January 27, 2015.

Mr. Moak stated State laws allow meeting attendance via telephone and suggested the Board consider adding this to the Port Commission Rules of Policy and Procedure.

Mr. Arntzen stated Section 6.8 in the Port Commission Rules of Policy and Procedure prohibits attendance by telephone or media.



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Mr. Arntzen has attended the Wine Expo several times and stated it is one of the largest in the U.S. Ms. Bader Inglima and Ms. Hanchette, along with Ms. Walsh and Ms. Estes-Cross from the City of Kennewick will be attending the wine expo as well. The Port will be sharing a booth with Mr. Gary Black, and will be displaying the model of Columbia Drive and other marketing material. Mr. Moak will have the opportunity to spend time in booth as well as spend time researching what others are doing. Mr. Arntzen stated Mr. Moak and staff will also have the opportunity to spend some time in Napa, a community that has been reinvented to attract visitors traveling through wine country.

**C. *Invitation to Schedule Special Commission Meeting at the REACH***

Ms. Scott reported that Lisa Toomey, Director of the REACH Museum, has reached out to staff and offered an opportunity to schedule a Special Commission Meeting at the REACH museum. Ms. Scott asked the Commission for their thoughts on scheduling an off-site meeting.

Mr. Moak inquired if the REACH Museum has the amenities needed for a meeting and if they are open to an afternoon or evening meeting.

Mr. Arntzen reported that Ms. Scott will review the facilities with Ms. Toomey and discuss the availability of an evening meeting and provide the Board with an update at a later meeting.

**D. *Tri-Cities Legislative Council Trip, February 12-13, 2015***

Mr. Arntzen informed the Commission that the Tri-Cities Legislative Council Trip, is February 12-13. The Commission is unable to attend the Tri-Cities Legislative Council this year.

**E. *Clover Island Artwork Update***

Ms. Hanchette reported the artwork installation of *The Anchor* and *Mother of Reinvention Two* is complete. Ms. Hanchette stated the preliminary work and details were finalized by Ms. Bader Inglima, Ms. Barb Carter of C2 Resources and Mr. Gary Hall of Hall Engineering. Ms. Hanchette indicated *The Anchor* was sourced locally, while the *Mother of Reinvention Two* was created by artist Ivan McClain. The *Mother of Reinvention Two* is an interactive piece that has the ability to move and has already been featured in social media.

Ms. Bader Inglima stated the social media coverage is a testament to the investment made by the Commission and people are excited about the artwork and are taking ownership of it. Much like Cable Bridge and the lighthouse, our artwork is becoming an ambassador for Clover Island and our community.

Mr. Moak stated these are impressive pieces of artwork and reiterated the investment on Clover Island. Mr. Moak would like to see more promotion of the artwork on the webpage and is encouraged by the social media coverage promoting our art.

**F. *Columbia Drive Update***

Ms. Hanchette stated the Columbia Drive demolition is underway and has been documented thoroughly by the media outlets and social media. In three days, the major buildings came down: the 421 building, the pawn shop, labor ready and the house at cable greens.





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## ***G. City of Kennewick Partnership Discussion regarding Vista Field Planning Issues***

Mr. Arntzen reported that he and Mr. Barnes met with Mayor Young and Ms. Mosley, from the City of Kennewick, regarding Vista Field and the connectivity issue that was addressed during the community Charrette. Mr. Arntzen stated it was a great opportunity to come together and converse primarily on the connectivity issue.

Mr. Barnes was pleased to meet with Mayor Young, Ms. Mosley and Mr. Arntzen to discuss the best ways to move forward with the Vista Field Redevelopment. In 2013, the Kennewick Public Facilities District (KPF) attempted to gain voter approval for the expansion of the Three Rivers Convention Center, however, it was not approved. The main topic of discussion was how both entities can work together and Mayor Young made it clear that he is very supportive of the Port's efforts to redevelop Vista Field. Mr. Barnes conveyed to Mayor Young, on behalf of the Commission, that the Port is very interested in collaboration, cooperation, corridors, and connectivity in regards to the Convention Center and Vista Field. Mr. Barnes indicated it may be difficult to have a fully integrated master plan; however, he would like to see the specific concerns DPZ has identified, addressed. Mr. Barnes stated the meeting was very successful and the City and Port would like the professionals to meet and address these issues.

Mr. Arntzen stated he has met with Mr. Peterson and Mr. Mehaffy of DPZ and updated them on the meeting with the city. The port has asked Mr. Mehaffy to meet with architect, Rustin Hall from ALSC, to see if there is a potential solution and compromise for both master plans. Mr. Arntzen underscored both architects should recognize and be faithful to the community comments that manifested during the Charrette. Mr. Arntzen hopes the architects discover some interesting variables for consideration.

Mr. Peterson stated the areas located around Vista Field are primarily owned by public agencies: Benton County, Kennewick Irrigation District, Kennewick Public Facilities District, Trios Hospital, Kennewick School District, Port of Kennewick and City of Kennewick. With all of these public entities, there are different budgets, different priorities, and different missions to consider. However, each entity is responsible to the taxpayers.

Mr. Barnes stated if the port is going to redevelop Vista Field for the community, the master planning begins with the corridors and connectivity. It is of the utmost importance that the public entities work together and the port needs to reach out to the City of Kennewick and the KPF and see if our design professionals can collaborate, to get to the desired end point.

Mr. Moak stated our project can only succeed if the Convention Center and KPF properties succeed. Mr. Moak indicated the port needs to look at the overall principals of what we are trying to accomplish and collaborate with all our partners, to create a successful redevelopment for the community. Connectivity is very important, and having our professionals work together to create different scenarios is crucial. Mr. Moak stated, as key staff and elected officials work together and discuss these issues, it is important to continue being open and transparent and engage the public. Mr. Moak reiterated, the success of the redevelopment depends on all of the public entities working together.





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Mr. Novakovich agrees with Mr. Moak, every entity needs to benefit from the redevelopment, but the question is how the port accomplishes that. Right now, this is a community project, not a port project, and we need to create that community vision. Mr. Novakovich stated connectivity to Vista Field is critical, and we must find a way to make it work, and if we need to compromise, we need to be cognizant that the community's long term benefit will be realized. Mr. Novakovich further stated, as the Port of Kennewick Commissioners, we were elected to take care of the public's ownership of Vista Field.

Mr. Barnes concurs with Mr. Moak, Mr. Novakovich and Mr. Peterson's statements. The redevelopment is a community project and we need to work with our partners to solve the street access and connectivity issues.

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

Commissioners reported on their respective committee meetings.

## ***I. Non-Scheduled Items***

1. Mr. Moak commented that Millie Elmgren, widow of former Port Commissioner Ray Elmgren, passed away last week. Ms. and Mrs. Elmgren were very involved in the community in the 1970's and 1980's. Mr. Barnes offered the Elmgren's were generous people who were very community minded, and she will be missed.
2. Mr. Novakovich stated he would like to reinstate the West Richland Economic Development Committee meetings.
3. Mr. Novakovich spoke in favor of the *Tri-City Herald's* article regarding Vista Field and the community desires. Furthermore, Mr. Novakovich stated, our partnerships with the City of Kennewick and West Richland are very beneficial to our community.
4. Mr. Novakovich inquired about a WPPA Educational scholarship information he received. Mr. Arntzen reported that the WPPA offers an annual educational scholarship, but will review the scholarship and provide further details at a future meeting.
5. Mr. Novakovich stated we need to be conscientious of staff time and the amount of big projects on their plate and although we would like to help on other community projects, we do not have the staff time to undertake new projects.
6. Ms. Bader Inglima updated the Commission on the 1135 project, and currently, the Corps of Engineers are in the process of public scoping, which provides a formal opportunity for the community to provide input or make comments regarding the project. The Corps sent out a media release, and formal letters went out to local government agencies, the public, and stakeholders. Ms. Bader Inglima updated Senator Murray's office on the 1135 project and appreciates that their office is monitoring our project. At the end of 2014, Water Resources Development Act (WORDA) passed the federal level, which provides funds for Corps projects. WORDA increased the 1135 cap to \$10,000,000, however, since the Port is in phase one, it does not impact us. However, with this change, Mr. Arntzen will need to sign a new contract, after review by Ms. Luke.

The Corps initial project estimate has not varied much and the Washington D.C. office has budgeted a line item for phase two, which is very critical, because it places the port in the queue for priority phase two funding. The Walla Walla office has been working very hard to move this project forward and Ms. Bader Inglima anticipates the port will receive a tentative





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draft by summer.

7. 2015 Real Ag Show. Mr. Arntzen will discuss the pros/cons of participation with the Executive Directors from the Port of Pasco and Port of Benton and will discuss the findings at a future meeting.
8. Mr. Arntzen appreciated the *Tri City Herald* editorial on Vista Field, which led to a request for a map of the area. Mr. Arntzen will respond to inquiries made regarding Vista Field, and will be very cognizant about not endorsing any project, but only explaining the port's viewpoint. Mr. Arntzen stated the arts community has come together on the Performing Arts Center and the idea is gaining momentum around the community. Mr. Arntzen informed the Commission that he will be meeting with Mr. Wiley from the Arts Center Task Force later this month. Mr. Arntzen asked the Commission for direction regarding the parameters of discussion for Vista Field. The Commission directed Mr. Arntzen to speak to all interested parties.
9. Mr. Arntzen stated the Vista Vision Task Force (V. V. T. F.) will be receiving the master plan soon, and inquired if the Commission would like to create a list of items for V. V. T. F. to review, or if they would like Mr. Peterson to address items that will be covered in the master plan.

Mr. Barnes stated the December 16, 2014 meeting minutes, page 9 addressed the following items:

- Overall connectivity: Port, City and KPFD properties;
- Undergrounding of utilities versus overhead: economic and community perception;
- Performing Arts Center, site selection;
- Overall financing.

Mr. Barnes believes the V. V. T. F. can begin processing the four items, and in the interim staff can compose a list for Commission review.

Mr. Arntzen has received additional information since the December 16, 2014 meeting, which should be considered and asked if the Commission would like to authorize him to bring additional items to the V. V. T. F.

Mr. Novakovich stated, during Mr. Cummins presentation, he declared "that the more information our partners and community have, the more educated we become." Mr. Novakovich would like to include "educate our partners, in a non-threatening manner" as one of the V. V. T. F. goals.

Mr. Arntzen will incorporate additional items and bring before the Commission at the February 10, 2015 meeting.

Mr. Peterson stated the Master Plan should be completed by month's end, which will allow time to create a list of items for discussion for the February V. V. T. F. meeting.

Mr. Novakovich commented that Mr. Arntzen is excellent at communicating the thoughts and policies of the Commission and that is an intrinsic part of his job. Mr. Novakovich



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PORT OF KENNEWICK

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would like Mr. Arntzen to continue educating the public of who the port is, what the port does, and why the port does it.

Mr. Arntzen appreciated Mr. Novakovich's comments, however, he is concerned about addressing the Performing Arts Center, which was developed during the Charrette. Mr. Arntzen believes there may be pertinent role for each public entity regarding the Performing Arts Center, but believes the port needs to garner more information.

Mr. Moak stated it was the port's consultant who crafted the idea of a Performing Arts Center; however, the port has not seen or processed the DPZ master plan to make a definitive statement either way.

Mr. Barnes stated he is supportive of Mr. Arntzen conversing with anyone regarding port business and stated there are going to be times when conversations are uncomfortable. Vista Field is a very large and unique project, and there are going to be numerous discussions, which is part of the process. Mr. Barnes appreciates Mr. Arntzen's efforts and how he is doing his best in addressing challenging issues.

Mr. Novakovich stated, the Commission was elected to make the tough decisions and we need to support staff when they are following Commission direction. Mr. Arntzen thanked the Commission for their support.

Mr. Peterson stated the reason why we hired DPZ is that they have the experience in projects of this magnitude and they are accustomed to uncomfortable conversations.

## PUBLIC COMMENTS

Chuck Eaton, 2309 Davison Avenue, Richland. Mr. Eaton thanked Mr. Peterson and the Port for attending the joint Arts Center Task Force and the Arts Foundation of the Mid-Columbia meeting on December 16, 2014. Mr. Peterson's contribution was very helpful in presenting the Charrette planning process and ideas. Mr. Eaton reported they surveyed the group during the joint meeting and he has shared the summary with Mr. Arntzen. The next step will be to reach out to organizations who were unable to attend the joint meeting and educate them on the facts. The arts community will continue to discuss a Performing Arts Center that will include all of the arts. Mr. Eaton thanked the Port for the opportunity and will keep the Commission apprised of future meetings and public feedback.

Mr. Arntzen appreciated Mr. Eaton's feedback and stated he will share Mr. Eaton's email (individually) with the Commission.

Ed Frost, 609 West Albany Avenue, Kennewick. Mr. Frost would like to reinforce the Commission's comments regarding Mr. Arntzen having the ability to openly communicate with everyone. Furthermore, Mr. Frost expressed his frustration about the lack of conversation about the connectivity issue and the KPFD Master Plan at the Charrette. He believes if it had been addressed at the Charrette, DPZ would have been able to come up with a creative solution. Mr. Frost would like the Commission and Mr. Arntzen to continue discussing the issues.





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No further comments.

## COMMISSIONER COMMENTS

No further comments were made.

Mr. Barnes anticipates the Executive Session will last approximately 30 minutes, for Real Estate (site selection), per RCW 42.30.110(1)(b) and Real Estate (minimum price), per RCW 42.30.110(1)(c) with no action anticipated. Mr. Barnes asked the public to notify Port staff if they will return after the executive session.

Mr. Barnes recessed the Regular Commission Meeting at 4:48 p.m. for approximately 7 minutes.

## EXECUTIVE SESSION

*(Ask public if they are staying, and if not, where they can be located if the Executive Session ends early.)*

- A. Real Estate (site selection), per RCW 42.30.110(1)(b)
- B. Real Estate (minimum price), per RCW 42.30.110(1)(c)

Mr. Barnes convened the meeting into Executive Session at 4:55 p.m. for approximately 30 minutes.

Ms. Bader Inglima exited chambers at 5:25 p.m. and extended session for 10 minutes.

Mr. Barnes adjourned the Executive Session at 5:35 p.m.

Mr. Barnes reconvened the meeting into General Session at 5:35 p.m.

## ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 5:37 p.m.

**APPROVED:**

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

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*Don Barnes, President*

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*Skip Novakovich, Vice President*

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*Thomas Moak, Secretary*

January 27, 2015

Chris Gagnon  
WA State Department of Commerce  
Projects for Jobs and Economic Development  
P.O. Box 42525  
Olympia, WA 98504-2525

Dear Ms. Gagnon:

The Port of Kennewick is pleased to partner with City of West Richland in their request for a Washington State Department of Commerce Industrial Land grant to support an extension of city road and utilities. This investment in connectivity will stimulate light industrial development, new jobs, industry and tax revenues to benefit to Washington State's economy.

The port, which owns property that was just recently added to the City of West Richland's Urban Growth Boundary, is currently working to have that land annexed into the city limits. Port and city staff are finalizing a master plan for that site, and exploring road and utility easements that will create maximum benefit for the region. Indeed, the site's proximity to the world-renowned, Red Mountain American Viticultural Area (AVA) makes it a prime location for wine-related research, warehouses, manufacturing, support services, and tourism-related businesses.

Now more than ever, fostering jobs, attracting industry, expanding commerce, increasing value-added exports, and diversifying our economy requires that state and local jurisdictions work together. And, we must cooperatively invest in the roads and utilities essential to growing targeted business clusters. The Port of Kennewick Board of Commissioners is excited about the opportunities presented by City of West Richland's grant application, and wholeheartedly encourages full consideration and funding of this critical infrastructure project.

Sincerely,





STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE  
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

## **Projects for Jobs and Economic Development Contract Readiness Survey**

**Recipient: City of West Richland**  
**Project Title: City of West Richland Industrial Land**  
**Grant Amount: \$3,645,000**

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### **Instructions:**

Before you can receive grant funds, a contract will need to be executed between you (Grantee) and the Department of Commerce (Department). Contract development generally takes two to three weeks once you have met our requirements. Please follow these steps to get the contracting process started:

1. Completely fill out the survey questions by typing your responses in the electronic version of this form;
2. Have the Grantee Certification (last page) signed by the person authorized to sign contracts for your organization;
3. Attach documentation for committed funds (copies of award letters, council appropriations, etc.), if applicable;
4. Fill out and have the *LEED Certification Declaration* form (attached);
5. Attach a copy of the project request form/packet that you submitted to legislature;
6. Compile and mail these documents to

Washington State Department of Commerce  
ATTN: Chris Gagnon  
PO Box 42525  
Olympia, WA 98504-2525

If you have any questions or need additional information, please contact Chris Gagnon at (360) 725-3158 or [christina.gagnon@commerce.wa.gov](mailto:christina.gagnon@commerce.wa.gov). Thank you for your assistance in making this contract-writing process as quick and easy as possible!

## SECTION 1. GENERAL INFORMATION

1.1	Grantee (Complete Legal Name)	<b>CITY OF WEST RICHLAND</b>									
1.2	Type of Organization	<input checked="" type="checkbox"/> Publicly-Owned <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Tribal									
1.3	Municipal Corporation Agency # (MCAG)	0	2	1	2	http://www.pwb.wa.gov/macg_listing.asp					
1.4	Federal Tax ID #	9	1	-	6	0	1	1	8	8	1
1.5	Statewide Vendor Number	<b>SWV 0002-935-00</b>									
1.6	Washington state Unified Business Identifier (UBI) number	<b>026835157</b>									
1.7	Fiscal Year End Date	<b>12/31/2015</b>									
1.8	Project Street Address	<b>, West Richland, WA.</b>									
1.9	Project Mailing Address	<b>3801 W. Van Giesen, West Richland, WA. 99353</b>									
1.10	County	<b>Benton</b>									
1.11	Project GPS Coordinates (approximate center of where you will be working)	Latitude (e.g., 45.3530)							Longitude (e.g., 120.4510)		
		<b>46.2824N</b>							<b>119.3927W</b>		
1.12	Current Population within Jurisdiction	<b>13,620</b>					Population Affected by This Project			<b>13,620</b>	
1.13	Legislative District(s)	<b>8TH</b>									
1.14	Congressional District	<b>4TH</b>									
1.15	Which legislator(s) took the lead in introducing your appropriation?	<b>Senators Sharon Brown &amp; Jim Honeyford</b>									
1.16	Authorized Person to Sign Contract	<b>Brent Gerry, Mayor</b>									
	Mailing Address (if different from project mailing address above)	<b>, , WA -</b>									
	Telephone	<b>(509) 967-7119</b>									
	Fax	<b>(509) 967-2419</b>									
	Email	<b>bgerry@westrichland.org</b>									
1.17	Person Administering the Grant (once contract is signed)	<b>Roscoe C. Slade III, Public Works Director</b>									
	Mailing Address (if different from project mailing address above)	<b>, , WA -</b>									
	Telephone	<b>(509) 967-5434</b>									
	Fax	<b>(509) 967-2419</b>									
	Email	<b>roscoe@westrichland.org</b>									
1.18	Person Negotiating the Grant (if different from the contract signer or administrator)	<b>Roscoe C. Slade III, Public Works Director</b>									
	Mailing Address (if different from project mailing address above)	<b>, , WA -</b>									
	Telephone	<b>( ) -</b>									
	Fax	<b>( ) -</b>									
	Email										



## SECTION 2. PROJECT INFORMATION

### PROJECT DESCRIPTION

2.1	Please describe the project to be completed and its anticipated public benefit. <b>There is approximately 600 acres of privately and publicly owned land in the City of West Richland that is targeted for industrial development. The proposed project will provide the initial access routes that will connect this light industrial area to the surrounding transportation network. The project also extends infrastructure such as water and sewer to this area. Plans to extend infrastructure to this area are currently in progress. Completion of the roadway and utility extensions will generate light industrial development. A conservative estimate of 15% of land to floor area and 1,000 square feet per employee would yield over 1,300 new family wage jobs in the near term; an additional 2,250 jobs in the intermediate future; and an additional 3,750 jobs at full build out.</b>	
2.2	Is this project part of a larger, phased project? If YES, explain how this phase fits in the overall project.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<b>This project is the final phase of a two phased project. The initial phase consists of constructing a \$2.4 million state-of-the-art industrial process wastewater treatment facility to pre-treat process wastewater from wineries, breweries and craft distilleries. The engineering report for the facility has been approved by Ecology, all environmental permitting has been obtained, and the project design is nearing completion. Construction of the facility is scheduled to begin in July / August 2015 and be completed in early 2016. The \$2.4 million project is funded by a \$2 million Public Works Trust Fund Loan and \$400,000 local match from the City.</b>	
	If your project is an expansion or improvement of an existing facility, do you have photographs that illustrate the state of the facility prior to beginning construction?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

### SITE CONTROL

2.3	Do you have control of the project site either through ownership or through a long-term lease (at least 10 years)? If NO, please explain and include the date you expect to have met this condition. <b>IMPORTANT: Site control is required before we can begin writing the contract.</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	<b>Benton County Commissioners unanimously approved the City of West Richland's application to add 94 acres of industrial land owned by the Port of Kennewick into the City's Urban Growth Boundary. Annexation of the property is in progress. Road rights-of-ways are held by either West Richland or Washington State Department of Transportation at the south and west access points into the West Richland Industrial Area. We anticipate additional road right-of-way donation through the West Richland industrial Area from the Port of Kennewick. West Richland will have either right-of-way or right of entry by 6/01/2015. Donated utility easements for infrastructure extensions are held by West Richland.</b>	

### PROJECT ELEMENTS

2.4	Which of the following elements does your project include: property acquisition, new construction, and renovation of an existing facility? <b>Road right-of-way acquisition by donation, new roadway construction, new water main extension, new sanitary sewer main extension, new industrial sewer main extension and new construction of franchise infrastructure (power, phone, etc.).</b>	
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### LABOR

2.5	Does your project include construction labor?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Do you understand and acknowledge that you are required to pay state prevailing wages for all construction-related work as of July 1, 2013?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

**GOVERNOR EXECUTIVE ORDER 05-05 (EO 05-05) CULTURAL & HISTORICAL RESOURCES REVIEW (OR SECTION 106)**

<p><b>2.6</b> Does your project involve land acquisition, right-of-way, ground disturbance, or construction or rehabilitation of a building?</p> <p>If YES and your project includes only state and local funds, you will need to go through the EO 05-05 review process.</p> <p>If YES and your project includes federal funds, you will need to go through the Section 106 review process. EO 05-05 will not be sufficient.</p> <p>If NO, please explain.</p> <p><b><u>IMPORTANT:</u> If EO 05-05 (or Section 106) applies to your project, you will need to complete this review before we can execute the contract.<sup>1</sup></b></p>	<p><input checked="checked" type="checkbox"/> YES      NO</p>
<p><b>West Richland will submit EZ1 form to DAHP by 6/01/2015 as part of the Executive Order 05-05.</b></p>	

<sup>1</sup> The EO 05-05 requires recipients of state funds to consult with interested parties, i.e., Department of Archaeology and Historic Preservation, and Indian Tribes, prior to contract execution. If your project funding includes federal funds, Section 106 (National Historic Preservation Act) will be required, which supersedes the EO 05-05 review. These consultations should take place as early as possible in order to avoid delays in starting your project. If you have questions regarding the cultural and historic resources process, please contact Chris Gagnon at (360) 725-3158 or [christina.gagnon@commerce.wa.gov](mailto:christina.gagnon@commerce.wa.gov).



## LEED (LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN) CERTIFICATION

2.7	Does your project include construction or renovation of a building or facility?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	If YES, indicate if you entered the LEED certification process with the goal of your facility obtaining the silver standard.		
	<b>IMPORTANT:</b> As part of your contracting process, you are required to complete a <i>LEED Certification Declaration form (attached)</i> . <sup>2</sup>		

### SCOPE OF WORK

2.8	Describe all the activities and deliverables needed to accomplish this project.		
	<b>IMPORTANT:</b> Provide a description of each activity along with the estimated start and end dates. Your Scope of Work must correspond with your Project Cost categories and will become part of your contract.		
	Activity	Start	Complete
	Preliminary Design	8/2015	4/2016
	Cultural/Environmental	8/2015	1/2016
	Right-of-Way	8/2015	10/2015
	Bid Documents	4/2016	8/2016
Construction	10/2016	3/2017	

<sup>2</sup> LEED is a certification program run by the U.S. Green Building Council. In 2005 the Washington State Legislature passed a law requiring all capital projects grant recipients to comply with the LEED standards (RCW 39.35D). The goal is for major construction or renovation projects receiving state funds to be built to the LEED silver standard where "practicable." Projects that fall under certain facility types and projects demonstrating that it would not "be practicable" to meet the LEED silver standard may qualify for a LEED exemption. Please refer to the attached *LEED Certification Declaration* form for more details. If you have questions regarding the LEED process, please contact Stephen Dunk at (360) 725-3157 or email him at [stephen.dunk@commerce.wa.gov](mailto:stephen.dunk@commerce.wa.gov).

## PROJECT COSTS

**2.9** Complete the Project Costs table below. A list of eligible and ineligible costs is attached at the end of this survey.  
**IMPORTANT:** Your Total Project Costs must equal your Total Funding in Question 2.8. The cost categories must correspond with the activities listed on your Scope of Work. The Project Cost table will become part of your contract. Please note that this is a reimbursement grant; only costs incurred after June 30, 2013, will be reimbursed.

Cost Category	Amount
Engineering Report	\$25,000.00
Cultural and Historical Resources Review (Executive Order 05-05, Section 106)	\$15,000.00
Environmental Review	\$0
Land/Right-of-Way Acquisition	\$0
Permits	\$0
Public Involvement/Information	\$5,000.00
Bid Documents and Design	\$350,000.00
Construction	\$3,300,000.00
Other: Construction Administration / Inspection	\$450,000.00
Other:	
Other:	
Other:	
Other:	
Other:	
<b>TOTAL PROJECT COSTS</b>	<b>\$4,145,000.00</b>



## PROJECT FUNDING

- 2.10** Complete the table below listing the amounts and funding sources for this project. State the status of your funding sources as follows:
- **Committed:** funds are considered committed if a formal notice of approval for the funds is in place from the funding source. Local Revenue must be in an approved budget or be appropriated by your council or commission to be considered committed. Attach documentation such as copies of award letters, council appropriations, etc.
  - **In-Hand:** funds are considered in-hand if you have already received the funds.
- IMPORTANT:** Your Total Project Funding must equal your Total Project Costs in Question 2.7. The Project Funding table will become part of your contract. You are required to have full funding for your project (or project phase) by either having the funds in-hand or by showing that the funds are committed.

Type of Funding	Identify Source	Amount	Status (Committed or In-Hand)
This Direct-Appropriation Grant	Department of Commerce	\$3,645,000.00	Planned
Other Grants (State/Federal Agency or Organization)			
Other Grant #1		\$0.00	
Other Grant #2		\$0.00	
Other Grant #3		\$0.00	
Total Other Grants		\$0.00	
Loans (State/Federal, Private Agency or Organization)			
Loan #1		\$0.00	
Loan #2		\$0.00	
Loan #3		\$0.00	
Total Loans		\$0.00	
Local Revenue (Rates, General Fund, Levies, Reserves, Assessments, Appropriations, etc.)			
Local Revenue #1	Capital Improvement Fund	\$500,000.00	Planned 2015-2016 Budget
Local Revenue #2		\$0.00	
Local Revenue #3		\$0.00	
Total Local Revenue		\$0.00	
Other Funds			
Other Funds #1		\$0.00	
Other Funds #2		\$0.00	
Total Local Revenue		\$0.00	
TOTAL PROJECT FUNDING		\$4,145,000.00	



## PROJECT READINESS

<b>2.11</b> If your project includes construction labor, please answer the following questions	
How close are you to the completion of project design (0 not started, 100 completed)	0
Projected date of design completion	8/2016
Has construction gone out to bid?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How close are you to the completion of project construction? (0 not started, 100 completed)	0
Projected date of construction completion	3/2017

## PROJECT PERFORMANCE MEASURES

<b>2.12</b>	List the performance measures that best describe the benefit of your project. Explain how this project is expected to expand or improve the services you provide. <b>IMPORTANT:</b> These performance measures will become part of your contract. The performance measures must correspond with your Project Scope and will be the standard to which we will measure your project's progress. Design and construction of approximately 5,000 linear feet of new roadway, approximately 5,800 linear feet of new water main, approximately 8,000 linear feet of new sanitary sewer main, and approximately 8,000 linear feet of new industrial sanitary sewer main all in support of light industrial development.
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## JOBS CREATED OR RETAINED

<b>2.13</b>	Provide the number of Full-Time Equivalents (FTEs) created or retained by this grant award. <ul style="list-style-type: none"><li>A job created is a new position created and filled, or an existing unfilled position that is filled, that is funded by the grant.</li><li>A job retained is an existing position that is now funded by the grant.</li></ul> <b>IMPORTANT:</b> In calculating an FTE, the number of actual hours worked is divided by the number of hours representing a full work schedule for the kind of job being estimated. Thus, if a full-time work schedule for an organization is 40 hours a week, the full schedule for a quarter would be 520 hours (40 hours/week x 13 weeks = 520 hours). If an employee worked 260 total hours during the quarter, that employee would account for 0.5 FTE's (260 hours worked / 520 hours in a full work schedule = 0.5 FTE's). 1 FTE's retained (West Richland staff)
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## PROJECT COMPLETION

<b>2.14</b>	If the overall project will not be completed when these grant funds are used, describe: <ul style="list-style-type: none"><li>a. The tangible asset that will be provided to the public upon this phase of project completion (the portion funded by this grant); and</li><li>b. The phases and schedule for completion of the overall project.</li></ul> The project will provide the roadway access routes that will connect the light industrial area to the surrounding transportation network. The project will also provide water, sewer, and industrial sewer to the light industrial area.
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## PROJECT ISSUES

<b>2.15</b>	Describe any changes that may significantly alter the project that was described in the project summary on which the Legislature based its award. For example: Project description, scope of work, financing, other. None.
	Describe any challenges or issues that may delay or prevent the project from moving forward. None.



## GRANTEE CERTIFICATION

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The Grantee certifies that:

- The information and financial data provided in this document are true and correct to the best of their belief and knowledge and it is understood that Department of Commerce staff may independently verify information, and that the discovery of incomplete, false, and/or misleading information is grounds for withholding awarded funds or termination of grant contract;
- Records supporting the information provided in this document are on file and will be made available by the Grantee upon request;
- There are no outstanding liens against this project;
- There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described project; and
- The Grantee intends to enter into a grant contract with the Department of Commerce, provided that the terms and conditions for a Department of Commerce grant are satisfactory to both parties.

Signed:

Name:

**Brent Gerry**

Title:

**Mayor**

Phone Number:

**(509) 967-7119**

Date:

Attest: