

AGENDA

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

Tuesday, February 25, 2020
2:00 p.m.

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. PUBLIC COMMENT** *(Please state your name and address for the public record)*
- V. CONSENT AGENDA**
 - A. Approval of Direct Deposit and ePayments Dated February 19, 2020
 - B. Approval of Warrant Register Dated February 25, 2020
- VI. PRESENTATIONS**
 - A. Friend of the Port (TANA/TIM)
 - B. Budget Review through December 31, 2019 (NICK)
- VII. NEW BUSINESS**
 - A. Kennewick Waterfront Master Plan; Resolution 2020-01 (LARRY)
 - B. Amendment of 2019-2020 Work Plan and CEO's Goals & Objectives; Resolution 2020-04 (TIM)
- VIII. REPORTS, COMMENTS AND DISCUSSION ITEMS**
 - A. District Wide Project Timeline (LARRY)
 - B. Vista Field (LARRY)
 - 1. Construction Update (LARRY)
 - 2. Task Status Update (LARRY)
 - C. Columbia Gardens Urban Wine & Artisan Village Update (AMBER)
 - 1. Food Truck Plaza (AMBER)
 - 2. Task Status Update (LARRY)
 - 3. Phase Two Ribbon Cutting Ceremony (TANA)
 - D. Posting Commission Meeting Audio Update (BRIDGETTE)
 - E. Congressman Newhouse Update (SKIP)
 - F. Commissioner Meetings (formal and informal meetings with groups or individuals)
 - G. Non-Scheduled Items
- IX. PUBLIC COMMENT** *(Please state your name and address for the public record)*
- X. ADJOURNMENT**

PLEASE SILENCE CELL PHONES

MEMORANDUM

To: Port Commission

From: Tim Arntzen, CEO

Date: 02/25/2020

Re: *Periodic Budget Updates*

There has been significant discussion related to periodic budget reports that staff would provide to the commission. In the past, the CFO provided periodic reports to the commission. At one point, commissioner(s) indicated that the information presented was more than what commissioner(s) wanted. Therefore, in an attempt to balance the amount of information requested with the amount of information provided, the CFO decreased the frequency of reporting. Currently, the CFO provides a budget report on a semi-annual basis.

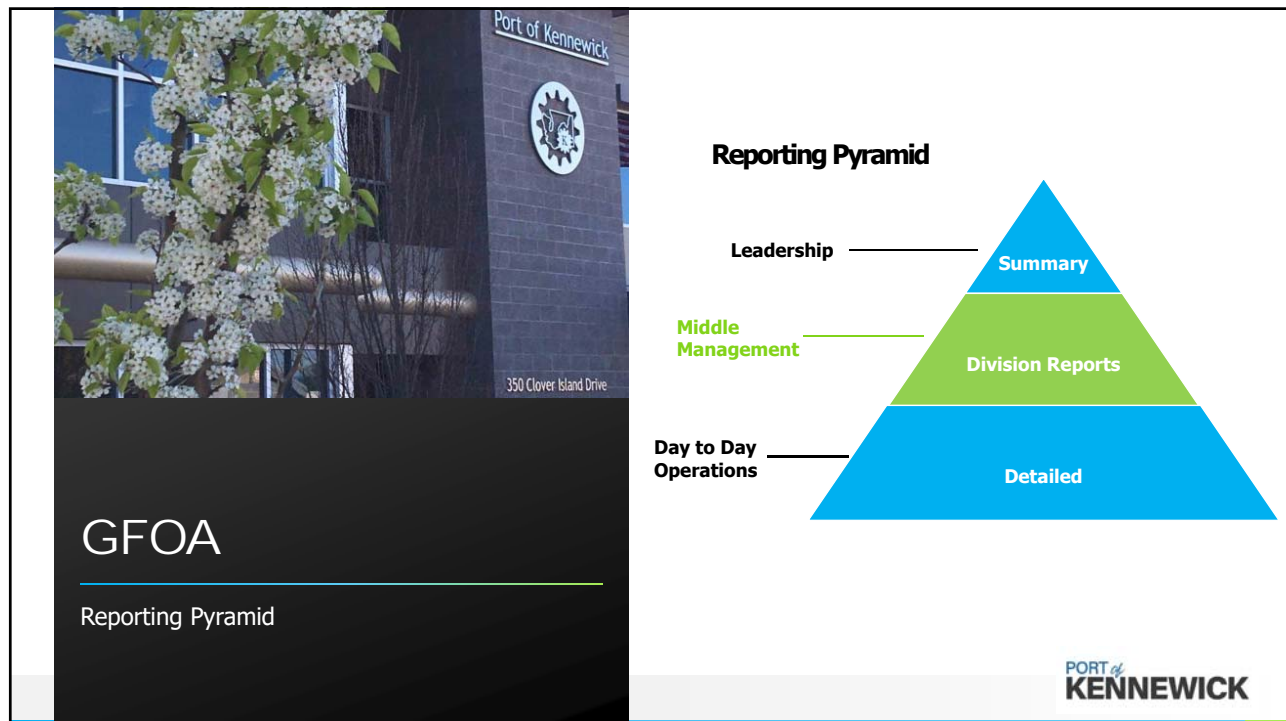
Recently, however, Commissioner Barnes has on several occasions requested more information and more frequently. From the staff prospective, it appears from recent discussions at the commission level that the other two commissioners have been satisfied with the amount of, and timing of financial reporting.


With this as a backdrop, the CFO and I have spent a significant amount of time attempting to determine the level of financial information required by Commissioner Barnes. I must confess that the CFO and I have not yet had a “meeting of the minds” with the commissioner as to the amount of, and timing of financial reporting. Therefore, we propose the following:

A good starting point would be for the CFO to present a *quarterly financial presentation by PowerPoint* (with accompanying information in the commission packets). The information would include revenue and expense reports and a capital budget review (this is the information originally provided by the CFO in the past).

Port policy requires that each commissioner receive the same level of information. Commissioner Barnes reminded staff of this at the last commission meeting. This policy places each commissioner on equal footing, as each has the same amount of information as the other. Therefore, I would request that the CFO be permitted to present the quarterly budget information *at a commission meeting*. That way, if questions arise, each commissioner could hear the answers and participate in any discussion.

My hope is that the commission *as a body provide* direction to staff. We would like to know whether the information contained in the accompanying financial report is sufficient; and we would like to know how often the commission would like to receive it. Again, I stress the benefit of presenting the same information to all three commissioners during a commission meeting with the opportunity for questions and comments. Thank you.




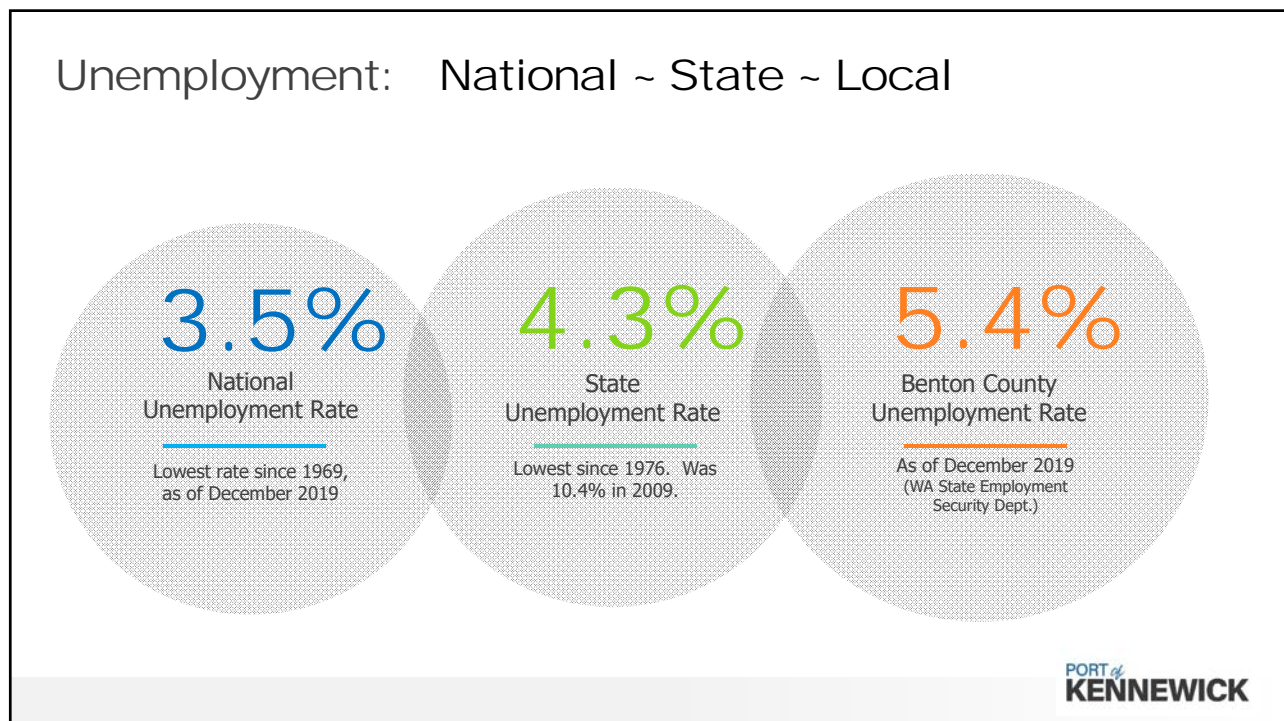


Economic Data

National
level

State
Level

Local
Level

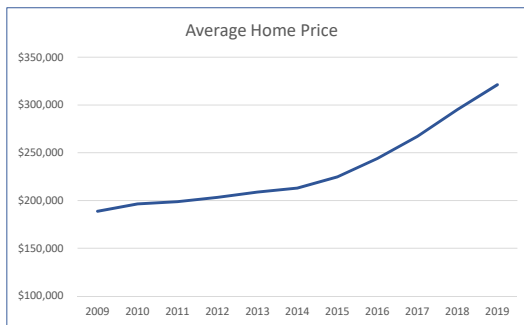
- The yield curve remained inverted until October 2019
- An inverted yield curve has predicted the past 7 recessions
- Federal Reserve Bank of Cleveland shows the probability of a recession peaks at 43% in August 2020
- National recession could have delayed effect on the Port of Kennewick
- Need to take into consideration when preparing 2021/22 budget



Recession?

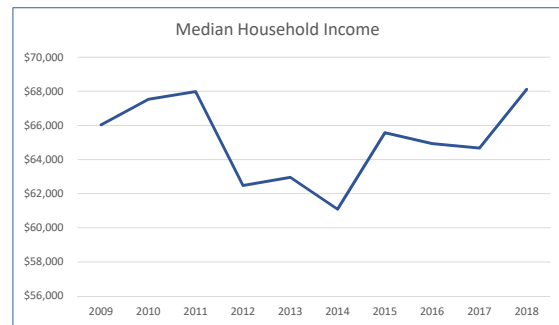
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Local Home Prices



- Home prices have increased by 70% since 2009, or 7% per year.
- Home prices have increased 32% since 2016, by almost \$77k on average.

* 2019 data from Tri-City Association of Realtors



- Incomes have only risen by 3% over the same time period, or .35% per year.

* 2018 data from Ajsa Suljic, Regional Economist, Employment Security Department

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- Eliminating, or transferring to private sector, holdings which provide minimal economic or community benefit.
- Accurately forecasting funding sources.
- Evaluating economic development opportunities based on results to be derived district-wide versus project-specific or jurisdiction-specific results.
- Acknowledging the Port's limited staff and financial resources.



Budget Philosophy

Resolution 2018-27

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- Final figures will change for 2019, because the Port uses accrual accounting. We are still accruing expenses back to 2019.
- These numbers are in draft form and will be finalized in the Port's annual financial report, and will be audited by Clifton Larson Allen.
- The land sales at year-end will show up in the Port's cash balance, but not on the P&L statement.
- Includes payments made to vendors through 2/11/20.

BROKER COMMISSIONS ALLOWED

LAND FOR SALE

Contact Amber Marchetto, Port of Kennewick
3600 Southridge Blvd, 3700 Southridge Blvd,
5810 Ridgeline Drive, 6706 Ridgeline Drive

509-586-1186




Lot Sizes—1.34 to 2.69 acres

Neighborhood Mix—Medical, Residential, Restaurants, Hotels, Sports Complex, Entertainment
Zoning—Commercial Community
Utilities—Water, Sewer, Electric, Natural Gas

Desirable South Kennewick Location (Benton County)

Budget Disclosures

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Considerations



Fund Balance

As of 12/31/19 at \$8,048,955; Includes approximately \$1.8M from Raceway and Southridge sales



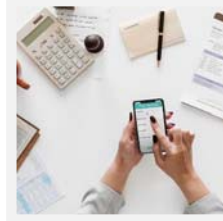
Vista Field

Don't underestimate the additional costs beyond Total Site Services contract



\$5M Bond

Working on first draw; June 2020 draw deadline



Budget Cycle

50% through budget cycle

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Considerations



1135 Planning

Need contingency plan to cover any shortfall for 1135 project



Vista Field

Reference VF Implementation Team Plan



Insurance Reimbursement

Waiting for insurance company to reimburse \$582k



RCCF

Need plan in place to effectively utilize these funds

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Operating Division

Revenue & Expenses



Revenues:
\$1,271,831

55% collected

Full year hotel land
lease

Full year Yacht Club
lease



Expenses:
\$2,429,436

46% expended

Nothing yet for Vista
Field or shoreline
maintenance

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Non-Operating Division

Revenue & Expenses



Revenues:
\$5,947,316

35% collected

Interest increasing
beyond expectation
(investment pool
yield is 2.06%)

Highly dependent
upon OPM:
(RCCF, HAEIFAC,
insurance \$,
financing)



Expenses:
\$1,318,515

42% expended

Upcoming
ribbon-cutting
ceremonies

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Capital Projects

2019/2020 Capital Projects

PROJECT	BUDGET	19/20 ACTUAL	REMAINING
Shoreline Restoration	\$ 1,500,000	\$ 253,345	\$ 1,246,656
Clover Island Master Plan	\$ 175,000	\$ 7,890	\$ 167,110
Vista Field Redevelopment	\$ 7,834,314	\$ 4,845,063	\$ 2,989,251
Vista Field Traffic Impacts, Owners Assn, Town Planner	\$ 335,000	\$ 66,095	\$ 268,905
Vista Field Loan Payments	\$ 500,000	\$ -	\$ 500,000
Columbia Drive	\$ 2,406,165	\$ 2,008,647	\$ 397,518
Columbia Park Trail Improvements	\$ 800,000	\$ -	\$ 800,000
ROI Project	\$ 0	\$ -	\$ 0

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Benton County Rural County Capital Funds


Accumulated as of 11/30/19	Funds Reimbursed to Port	Available Balance
\$ 2,224,481	\$ 497,001	\$ 1,727,480

Also:

- Concern over using one time revenues that create ongoing operations cost. Should be considered in 2021-22 budget.
- Admin fee preserved \$53k of Port's fund balance.

RCCF Balances

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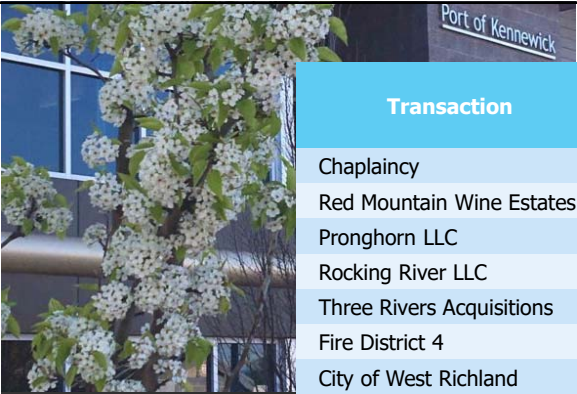


Art Policy Fund		
Accumulated as of 12/31/19	Funds Expended as of 12/31/19	Available Balance
\$ 36,320	\$ 0	\$ 36,320

Art Policy Fund
Resolution 2016-29

- The art policy only applies at the discretion of the Port Commission.


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Transaction	Policy Applied?	Dollar Amount
Chaplaincy	No	\$0
Red Mountain Wine Estates	No	\$0
Pronghorn LLC	No	\$0
Rocking River LLC	No	\$0
Three Rivers Acquisitions	No	\$0
Fire District 4	No	\$0
City of West Richland	Yes	\$36,320
Czebotar & Peterson	No	\$0
TOTAL		\$36,320

Art Policy Fund
Resolution 2016-29


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2019/2020 Budget:		\$ 100,000.00	\$ 100,000.00
Project	Vendor	Encumbrance	Actual Expense
Traffic Calming (Columbia Drive)	Parametrix	\$ 13,600.00	12,777
Traffic Calming Amendment #1 (Columbia Drive)	Parametrix	\$ 7,800.00	
TOTAL		\$ 21,400.00	12,777
Remaining Budget		\$ 78,600.00	87,223

Opportunity Fund

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Investment Interest


- ~ \$209k in 2019
- Received monthly
- Invested in County's investment pool
- The idea is to pool money together and get larger rate of return

Leasehold Tax

- ~ \$20k in 2019
- Received every other month
- The Port collects leasehold tax, then receives a portion back from the Department of Revenue

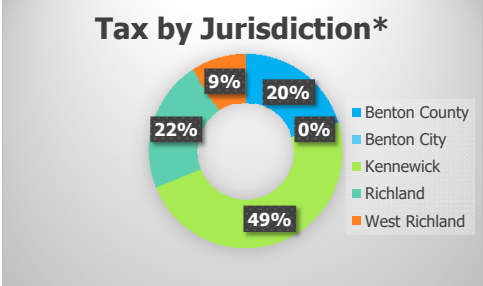
Investment Interest / Leasehold Taxes

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- Budgeted \$4,216,161 in 2019.
- Actual levy collected was \$4,214,230
- The difference is primarily due to tax adjustments to the tax rolls (e.g. senior exemptions, current use, destroyed property).
- Tax levy is reconciled monthly as part of monthly close out process.


Property Tax Collections



*Based on 2017 tax levy


Jurisdiction	Percentage
Benton County	20%
Benton City	0%
Kennewick	49%
Richland	22%
West Richland	9%






- Has this presentation been helpful to the Commission?
- In order to use our resources effectively, staff needs consistent direction from Commission.
- What could a quarterly budget update look like? **See next slides**

Questions / Guidance From Commission









Operating Division


Revenue & Expenses




Revenues:
\$X,XXX,XXX




Expenses:
\$X,XXX,XXX






Non-Operating Division


Revenue & Expenses



Revenues:
\$X,XXX,XXX



Expenses:
\$X,XXX,XXX



Capital Projects

2019/2020 Capital Projects				
PROJECT	BUDGET	19/20 ACTUAL	REMAINING	
Shoreline Restoration	\$ xx	\$ xx	\$	xx
Clover Island Master Plan	\$ xx	\$ xx	\$	xx
Vista Field Redevelopment	\$ xx	\$ xx	\$	xx
Vista Field Traffic Impacts, Owners Assn, Town Planner	\$ xx	\$ xx	\$	xx
Vista Field Loan Payments	\$ xx	\$ xx	\$	xx
Columbia Drive	\$ xx	\$ xx	\$	xx
Columbia Park Trail Improvements	\$ xx	\$ xx	\$	xx
ROI Project	\$ xx	\$ xx	\$	xx



Thank You

Nick Kooiker, CFO/Auditor
509-586-1186
nick@portofkennewick.org



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Financial Highlights

UNAUDITED & IN DRAFT FORM - ACCRUAL BASIS OF ACCOUNTING

Jan 1, 2019 through Dec. 31, 2019

Financial Highlight Summary						
* Benchmarks	50%	Revenues	50%	Expenses		
* Ending Cash/Investments	\$	8,048,955				
* Cash Restricted by Commission	\$	2,500,000				
* Accounts, Notes, & Taxes Receivable	\$	71,346				
* Total Assets	\$	62,537,951				
* Total Liabilities (not including OPEB or Pension)	\$	1,375,787				

DESCRIPTION	2019 & 2020 BUDGET	2019 ACTUAL	2020 ACTUAL	2019/2020 Actual Total	UNDER BUDGET (OVER)	% Reached To Date
OPERATING REVENUES						
Marine Division	\$ 596,242	\$ 306,073	\$ -	\$ 306,073	\$ 290,169	51%
Property Management Division	\$ 1,708,450	\$ 965,758	\$ -	\$ 965,758	\$ 742,692	57%
Total Operating Revenues	\$ 2,304,692	\$ 1,271,831	\$ -	\$ 1,271,831	\$ 1,032,861	55%
OPERATING EXPENSES						
Marine Division	\$ 570,291	\$ 238,332	\$ -	\$ 238,332	\$ 331,959	42%
Property Management Division	\$ 2,440,166	\$ 998,211	\$ -	\$ 998,211	\$ 1,441,955	41%
Corporate Division	\$ 2,286,426	\$ 1,192,893	\$ -	\$ 1,192,893	\$ 1,093,533	52%
Total Operating Expenses	\$ 5,296,883	\$ 2,429,436	\$ -	\$ 2,429,436	\$ 2,867,447	46%
OPERATING PROFIT (LOSS)	\$ (2,992,191)	\$ (1,157,605)	\$ -	\$ (1,157,605)	\$ (1,834,586)	
NON-OPERATING REVENUES						
Real Estate Division - Gain (Loss) on Sale of Assets	\$ 400,000	\$ 37,946	\$ -	\$ 37,946	\$ 362,054	9%
Economic Development & Planning Division Grants, Loan & Insurance Proceeds	\$ 8,011,000	\$ 1,486,300	\$ -	\$ 1,486,300	\$ 6,524,700	19%
Ad Valorem Tax	\$ 8,529,907	\$ 4,214,230	\$ -	\$ 4,214,230	\$ 4,315,677	49%
Other Non-Operating Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest Income	\$ -	\$ 208,840	\$ -	\$ 208,840	\$ (208,840)	
Total Non-Operating Revenues	\$ 16,940,907	\$ 5,947,316	\$ -	\$ 5,947,316	\$ 10,993,591	35%
NON-OPERATING EXPENSES						
Real Estate Division	\$ 144,579	\$ 49,254	\$ -	\$ 49,254	\$ 95,325	34%
Economic Development & Planning Division	\$ 352,708	\$ 179,336	\$ -	\$ 179,336	\$ 173,372	51%
Public, Governmental Relations, and Other Non-Operating Cost	\$ 2,611,977	\$ 1,089,925	\$ -	\$ 1,089,925	\$ 1,522,052	42%
Vista Field Ongoing Closure & Decommissioning Cost	\$ 42,097	\$ -	\$ -	\$ -	\$ 42,097	0%
Total Non-Operating Expenses	\$ 3,151,361	\$ 1,318,515	\$ -	\$ 1,318,515	\$ 1,832,846	42%
Operating & Non-Operating Revenues Over Expenses (Under Expenses)	\$ 10,797,355	\$ 3,471,195	\$ -	\$ 3,471,195		
CAPITAL EXPENDITURES	\$ 15,044,952	\$ 7,738,187	\$ -	\$ 7,738,187	\$ 7,306,764	51%



AGENDA REPORT

TO: Port Commission

FROM: Larry Peterson, Director of Planning & Development

MEETING DATE: February 25, 2020

AGENDA ITEM: Resolution No. 2020-01; Clover Island & Kennewick Waterfront Master Planning Contract with Makers architecture & urban design, LLP

- I. REFERENCE(S):** Resolution 2020-01 {2 options}, Makers architecture & urban design, LLP's Scope of Work, Memo from Nick Kookier, CFO regarding additional funding option
- II. FISCAL IMPACT:** \$174,971.00 to \$248,288.00
- III. DISCUSSION:** The Port's 2019/2020 Work Plan identified "Master Planning of the Port's Historic Waterfront District properties" as a task for completion and the 2019/2020 adopted budget allocated \$175,000.00 towards this task. The firm Makers architecture & urban design, LLP (Makers) completed the Port's current Clover Master Plan in 2005 and therefore staff discussed updating the master plan with the firm that helped compile the vision the Port has implemented over the last 15 years.

Initially, the proposed master planning efforts would focus only on the 'upland' areas with the goals of addressing questions relating to land use, design, and parking and avoid conflicts and/or redundancy with the Army Corps of Engineers 1135 Shoreline Restoration Project and other 'in-water' issues and complexities. The public outreach process in the proposed scope of work includes: individual meetings with stakeholders identified by the Port, outreach at established community events, online surveys, and a two (2) day on-site open studio public Charrette. As proposed, the scope of work would yield draft master plan recommendations for Commission consideration in October 2020.

Discussion with Makers quickly identified that the allocated budget was adequate for a Clover Island focused effort, but significant compromise, in terms of depth of outreach, engagement of Columbia Drive stakeholders, illustrations and/or a level of review would be needed if the Columbia Drive properties were also addressed under the original budget allocation. Understanding the Commission's desire to not only update the Clover Island Master Plan, but also incorporates Columbia Drive plans and concepts into one cohesive Kennewick Waterfront Master Plan and have a plan that serves as a usable development

guide, staff negotiated an alternative scope of work with Makers. The alternative scope of work would effectively consolidate previous City and Port planning and design efforts in the Columbia Drive area (including the Washington Street corridor) into one comprehensive nearshore plan/concept which then could be ‘tuned up’ to address potential conflicts. This working Columbia Drive concept plan would then be melded with the Clover Island planning activities and then concepts for both areas would be considered together rather than separate. The alternative scope also includes a review of economic conditions, a transportation overview and establish realistic expectations regarding the demand for the contemplated uses and improvements.

An additional allocation of \$73,317.00 would be required to retain the public outreach and depth of review identified for the Clover Island segment of work and the Columbia Drive area into this master planning effort. The Port’s Chief Financial Officer has reviewed the Commission approved budget and identified at least one option as a potential funding opportunity for these additional funds (*see attached memo*). As proposed, the expanded scope of work would yield a final master plan document for Commission consideration in February 2021. If the alternative work is approved it would seem appropriate to amend the Chief Executive Officer’s annual goal related to this activity.

- IV. MECHANICS:** Two optional resolutions which would authorize a contract with Makers for the master planning activities are included with this report with the differences listed below:

Clover Island Master Planning-CLOVER ISLAND

Expense: \$174,971 identified in the 2019/2020 Work Plan & Budget;

Completion Date: October 31, 2020

Clover Island & Columbia Drive Master Planning-KENNEWICK WATERFRONT

Expense: \$248,288 of which \$175,000 identified in the 2019/2020 Work Plan & Budget and the additional \$75,000 reallocated from other Port projects;

Scope: Inclusion and integration of Columbia Drive plans into one cohesive document;

Completion Date: February 28, 2021;

CEO Goal Modification: Amended to reflect additional time allocation as referenced above;

The Commission could utilize one of the two motions in section V. below to authorize the scope of work desired.

V. ACTION REQUESTED OF COMMISSION

(Clover Island Master Planning-ISLAND):

Motion: I move approval of Resolution 2020-01, authorizing the Port's Chief Executive Officer to execute the contract with Makers architecture & urban design, LLP for master planning consulting services regarding the development on Clover Island for the sum not to exceed \$174,971.00. Further, all action by port officers and employees in furtherance hereof is ratified and approved; and the port Chief Executive Officer is authorized to take all action necessary in furtherance hereof.

OR

(Clover Island & Columbia Drive Master Planning-KENNEWICK HISTORIC WATERFRONT DISTRICT):

Motion: I move approval of Resolution 2020-01, authorizing the Port's Chief Executive Officer to execute the contract with Makers architecture & urban design, LLP for master planning consulting services regarding the development for the Kennewick Waterfront for the sum not to exceed \$248,288.00. Further, all action by port officers and employees in furtherance hereof is ratified and approved; and the Chief Executive Officer is authorized to amend the 2019-2020 capital budget to reflect the \$75,000.00 project allocation; the Chief Executive Officer's annual goals are amended to identify completion of the public outreach process as the threshold for attainment; and the port Chief Executive Officer is authorized to take all action necessary in furtherance hereof.

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Resolution No. 2020-01

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
PORT OF KENNEWICK AUTHORIZING THE PORT CHIEF EXECUTIVE OFFICER TO
EXECUTE A CONTRACT WITH MAKERS ARCHITECTURE & URBAN DESIGN, LLP
TO UPDATE THE CLOVER ISLAND MASTER PLAN***

WHEREAS, in 2004, with substantial public input, the port formulated a master plan for the development of Clover Island; and

WHEREAS, in the intervening years, portions of the island have been built out according to the master plan; other adjacent properties have been built out, and neighborhood and community changes have occurred, making an update of the plan imperative; and

WHEREAS, the Port Commission having confidence in continuing its professional association with the plan author (Makers architecture & urban design, LLP); and

WHEREAS, the Port Commission having been briefed by staff related to possible issues, both pro and con, which may arise during a public planning process; and

WHEREAS, the Port Commission deems it prudent to update the Clover Island Master Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick directs the Chief Executive Officer to execute a contract with Makers architecture & urban design, LLP to complete the attached scope of work (Exhibit A - Clover Island) in the amount of \$174,971; and directs the Chief Executive Officer to present the plan to the Commission for review and possible adoption prior to the end of the year.

BE IT FURTHER RESOLVED that all action by port officers and employees in furtherance hereof is ratified and approved; and further that the Port Chief Executive Officer is authorized to take all action and to pay all expenses necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 25th day of February, 2020.

***PORT of KENNEWICK
BOARD of COMMISSIONERS***

By: _____
DON BARNES, President

By: _____
SKIP NOVAKOVICH, Vice President

By: _____
THOMAS MOAK, Secretary

PORT OF KENNEWICK

Resolution No. 2020-01

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
PORT OF KENNEWICK AUTHORIZING THE PORT CHIEF EXECUTIVE OFFICER TO
EXECUTE A CONTRACT WITH MAKERS ARCHITECTURE & URBAN DESIGN, LLP
TO UPDATE THE CLOVER ISLAND MASTER PLAN AND CONSOLIDATE WITH
PLANNING EFFORTS WITHIN THE KENNEWICK HISTORIC WATERFRONT
DISTRICT***

WHEREAS, in 2004, with substantial public input, the port formulated a master plan for the development of Clover Island; and

WHEREAS, in the intervening years, portions of the island have been built out according to the master plan; other adjacent properties have been built out, and neighborhood and community changes have occurred, making an update of the plan imperative; and

WHEREAS, a consolidation of prior Columbia Drive planning efforts with the Clover Island update into one cohesive Kennewick Historic Waterfront District master plan is imperative; and

WHEREAS, the Port Commission having confidence in continuing its professional association with the plan author (Makers architecture & urban design, LLP); and

WHEREAS, the Port Commission having been briefed by staff related to possible issues, both pro and con, which may arise during a public planning process; and

WHEREAS, the Port Commission deems it prudent to update and consolidated planning activities in the Kennewick Historic Waterfront District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick directs the Chief Executive Officer to execute a contract with Makers architecture & urban design, LLP to complete the attached scope of work (Exhibit A- Kennewick Historic Waterfront District) in the amount of \$248,288.00; and directs the Chief Executive Officer to present the plan to the Commission for review and possible adoption prior to the end of the year.

BE IT FURTHER RESOLVED that the Chief Executive Officer is authorized to amend the 2019-2020 capital budget to reflect the reallocation of \$75,000.00 for this task.

BE IT FURTHER RESOLVED that the Chief Executive Officer's annual goals be amended to reflect completion of the public outreach process for the Kennewick Historic Waterfront District is the threshold for attainment.

BE IT FURTHER RESOLVED that all action by port officers and employees in furtherance hereof is ratified and approved; and further that the Port Chief Executive Officer is authorized to take all action and to pay all expenses necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 25th day of February, 2020.

***PORT of KENNEWICK
BOARD of COMMISSIONERS***

By: _____
DON BARNES, President

By: _____
SKIP NOVAKOVICH, Vice President

By: _____
THOMAS MOAK, Secretary



Port of Kennewick

MEMO

DATE: 2/19/20
TO: Tim Arntzen
FROM: Nick Kooiker *NJK*
RE: Kennewick Waterfront Master Plan Budget

Based upon the proposal from Maker's Architecture, they estimated the Kennewick Waterfront Master Plan cost to be about \$250,000. We currently have a budget allocated of \$175,000, therefore leaving a shortfall of \$75,000.

I would recommend covering this shortfall as follows:

- 1) Transferring \$50,000 from Vista Field Loan Payments. Based upon current draw schedule, the Port will only have to pay approximately \$450,000 in the 19/20 budget cycle.
- 2) Transferring \$25,000 from Vista Field construction budget. There will most likely be a surplus in this budget line item, due to conservative estimates before bidding the phase 1A infrastructure.

OVERVIEW

Clover Island is an important location for the Port of Kennewick's historic and on-going economic development initiatives and an incredible asset to the City and community. MAKERS architecture and urban design was retained by the Port of Kennewick (Port) to complete the original Clover Island Master Plan (2005 Plan). Since then, the Port has made significant investments in the island and across the river on Columbia Drive and nearly completed master plan implementation.

There are two especially notable ongoing projects and initiatives on and immediately adjacent to Clover Island. The Port is currently working with the United States Army Corps of Engineers, the Confederated Tribes of the Umatilla Indian Reservation (CTUIR), and the Washington State Recreation & Conservation Office (RCO) to restore the island's riparian habitat and extend the Clover Island Riverwalk along the island's north and east shoreline.¹ The Port has also begun development of a Wine & Artisan Village at the Columbia Drive Rivershore that connects to a city-installed wastewater effluent treatment system².

The purpose of this project is to update the Clover Island Master Plan to acknowledge 15 years of investment per the 2005 Plan, respond to the area's evolving context and community, and position the island to meet Port and stakeholder objectives. The Clover Island Master Plan Update (Update or Master Plan Update) will build from the 2005 Plan. The consultant will: (1) work with Port staff and commissioners to refine the goals of the Master Plan Update; (2) engage Port, community, business, and agency stakeholders to identify challenges and opportunities; (3) identify potential synergies with neighboring plans and projects along Columbia Drive, in downtown Kennewick, across the river on Port of Pasco property, and in the greater Tri-Cities area where relevant; and (4) work with the port and stakeholders to prioritize the next 15-20 years of investments.

Stakeholder Engagement

The Master Plan Update should engage stakeholders to answer three categories of questions shown below. Questions are targeted to five stakeholder groups to highlight the importance of developing effective engagement strategies that encourage the meaningful participation of various groups.

Master Plan Update Key Questions	Stakeholder Groups				
What remains from the 2005 Master Plan and is it still a priority?	1. How can Clover Island benefit the community?	2. What will encourage private investment by developers, non-profits, community groups, etc.	3. How can Clover Island improvements support other City of Kennewick and Port of Kennewick projects/goals?	4. How can Clover Island improvements compliment relevant projects/goals of the CTUIR?	5. How can investment in Clover Island compliment plans of agencies and nearby Cities and Ports?
What new uses and investments are desired?					
How should the next 20 years of investment ideas be prioritized?					

The five stakeholder groups and their engagement priorities are outlined below.

1. **Community:** Focused on generating excitement, building trust, and strengthening relationships with the Port's constituents and the local community. Community-based organizations have existing connections to the groups they serve and should be considered allies in elevating the priorities of all visitors and residents.

¹ Positive Economic Impacts and Effects from New Development on Clover Island, ECONW, 2018.

² Bart Fawbush and Victor Palencia (Bartholomew Winery and Palencia Wine Co.), Scoping Interviews, interviewed by Easton Branam and Julie Bassuk, Kennewick, WA, June 26, 2019.

2. Private Investment: Includes but is not limited to potential private developers or stakeholders that can represent this perspective. This outreach should include non-profits, community groups, and other organizations with capital investment potential.
3. Port of Kennewick & City of Kennewick: Includes work sessions with Port and City of Kennewick staff as well as Port of Kennewick Commissioners. The City of Kennewick Planning Commission and City Council are also important stakeholders to be involved as appropriate in project development.
4. Tribal Government: Includes outreach to the Confederated Tribes of the Umatilla Indian Reservation.
5. Other Cities, Agencies, and Ports: Includes outreach to local and state regulatory agencies and neighboring cities and ports.

CLOVER ISLAND MASTER PLAN UPDATE SCOPE OF WORK (~8 Months)

0. Project Management and Coordination

The Project Team (PT) consists of the Port of Kennewick Project Manager and selected Port staff. The consultant will prepare monthly invoicing and progress reports, conduct monthly check-in meetings, and track scope, budget, and schedule. Subtasks include:

- a) Prepare for and conduct an initiation meeting (conducted remotely) with the PT to clarify the project's work plan, establish priorities, and confirm the schedule.
- b) Prepare for, conduct, and summarize eight (8) monthly progress and/or coordination meetings of no more than one (1) hour each conducted by phone to maintain ongoing coordination of work plans. Prepare and update project schedule as needed (no more than three times).

Meetings

- *Project initiation meeting (1)*
- *Monthly PT progress calls (8)*

Deliverables

- *Monthly progress meeting agendas and summaries*
- *Monthly invoices and progress reports*
- *Project schedule*

1. Project Kickoff, Needs, and Opportunities Assessment

The goals of this task are: (1) to raise awareness of the project and set expectations for what constitutes a successful master plan update; (2) to engage a wide variety of stakeholders in identifying needs and opportunities; and (3) update the vision to guide the next 15-20 years of development on the island. An important component of this step is to work with the Port of Kennewick to determine Clover Island investment parameters and explore funding options.

- a) Provide a data request list and review concurrent planning efforts, neighborhood plans, and existing facilities information provided by the Port.
- b) Work with the PT to develop a Stakeholder Engagement Plan (SEP) that will refine desired outcomes for engagement with each stakeholder group and identify strategies to achieve these

outcomes. The SEP will outline consultant and Port responsibilities regarding engagement, review via phone with the Project Team, respond to comments, and finalize the plan. The Port will identify potential partners and participants, local events appropriate to piggy-back on, and support engagement with website updates. MAKERS will attend local events appropriate to piggy-back on if feasible within the estimated level of effort and timed with other on-site engagement; otherwise, MAKERS will provide materials generated to support engagement to support Port representation at these events. Per Port policies, no social media will be used for this project.

- c) Step 1 Engagement Prep: Prepare for a series of Kickoff events aimed at identifying project goals, needs, and opportunities. If identified in the SEP, prepare a simple survey to identify stakeholder priorities, needs/barriers, and opportunities. The Port will advertise and distribute the survey if it's identified as a desired engagement tool.
- d) Conduct approximately two days of in-person engagement activities per the SEP (three days including travel). These could include interviews, on-site open-studio charettes, walking explorations, etc.
- e) Review available transportation and parking data and identify key connectivity gaps and priorities for pedestrian, bicycle, personal vehicle, and transit investments. Create an access map identifying barriers and opportunities for pedestrian, bicycle, personal vehicle, and transit to and from Clover Island. Identify key connectivity gaps (include consideration of parking).
- f) Prepare and present engagement outcomes to the PT and confirm outline of alternatives to be explored.

Meetings

- *Background review interviews (up to 2)*
- *SEP review meeting (1; can be combined with monthly progress meeting)*
- *Step 1 Engagement planning meeting (1; can be combined with monthly progress meeting)*
- *Stakeholder engagement activities (2 days activities; 1 day travel)*

Deliverables

- *Draft and final SEP*
- *Engagement outcomes presentation with draft alternative concepts outline*

2. Conceptual Alternatives Development and Evaluation

The goal of this task is two-fold: (1) to develop conceptual alternatives to improve Clover Island and review these with stakeholders, and (2) to select the preferred concept recommendation.

- a) Develop up to three conceptual options including status quo (SQ) and prepare draft illustrations. Conduct review meeting with PT (remote) to evaluate concepts and refine based on feedback.
- b) Conduct economic analysis update with subconsultant. This is a limited scope effort focused on understanding what private sector uses are likely to be feasibly developed by the private sector or in partnership on the island and how the Port can best attract desired development. Existing reports and studies will be used with limited new research. Conduct review meeting (remote) to evaluate results with PT and refine based on feedback.
- c) Step 2 Engagement: Prepare events to gather stakeholder input on draft concepts.

- d) Conduct approximately 1.5 days of in-person engagement activities per the SEP (2.5 days including travel).
- e) Review Step 2 Engagement findings with PT and confirm preferred concept direction.

Meetings

- *Concept evaluation meeting with PT (1; can be combined with monthly progress meetings)*
- *Economic analysis and cost estimate review meetings (up to 2)*
- *Step 2 Engagement planning meeting (1; can be combined with monthly progress meeting)*
- *Stakeholder engagement activities (2 days activities; 1 day travel)*

Deliverables

- *Concept alternatives presentation*
- *Step 2 Engagement findings and preferred concept direction summary presentation*

3. Master Plan Update

The goal of this task is to refine the preferred concept, develop the corresponding implementation strategy, and produce the Master Plan Update document.

- a) Develop the preferred concept and implementation strategy. Review via phone with PT and discuss to refine approach.
- b) Conduct project update meetings with stakeholder representatives and the Port Commission as needed (no more than three phone calls at 1.5 hours each).
- c) Step 3 Engagement: Prepare materials to gather stakeholder input on the draft recommendation.
- d) Conduct one day of in-person engagement activities per the SEP (two days including travel), to include presenting the draft Master Plan Update to Commission and stakeholders in an open house.
- e) Produce draft of Master Plan Update document.
- f) Conduct review meeting (remote) of comments/feedback from PT, Commissioners, and stakeholders.
- g) Update and issue the final Master Plan Update document.
- h) Update presentation and deliver final brief (via GoToMeeting) to Port Commission.

Meetings

- *Preferred concept review meeting with PT (1; can be combined with monthly progress meetings)*
- *Project update meetings with stakeholder representatives and/or Commissioners (up to 3)*
- *Step 3 Engagement planning meeting (1; can be combined with monthly progress meeting)*
- *Stakeholder engagement activities (1 day activity; 1 day travel)*
- *Draft document feedback meeting (1; can be combined with monthly progress meeting)*

Deliverables

- *Draft and Final Master Plan Update*
- *Draft and Final plan update presentations*

COLUMBIA DRIVE SCOPE OF WORK (+ ~4 Months)

This effort will augment the Clover Island Master Plan Update by considering the island's immediate context, integrating numerous planning efforts and recent development in the area, and developing one cohesive plan and illustrations for Clover Island and the study area property. This effort will also incorporate the City's plans and concepts to strengthen the downtown connection to Clover Island via the Washington Street corridor.

The effort will include the following tasks:

- a) Review, consolidate/integrate the Port's numerous planning efforts along the Columbia Drive corridor;
- b) Review and include of the 2011 Willows Pattern Language ideas;
- c) Review and consider where appropriate the 2003 UDAT Bridge to Bridge concepts;
- d) Review the Columbia Basin College Culinary Institute opportunity;
- e) Review and consider where appropriate the Columbia Drive/SR-397 traffic calming ideas;
- f) Refine the Columbia Gardens development options and opportunities to connect this site with the Port's holdings to the east and west; and
- g) Include the City's plans and concepts to strength the downtown's connection to waterfront via the Washington Street corridor.

The Columbia Drive scope will add value to the Clover Island Master Plan Update and can be done efficiently and productively alongside the Clover Island Update project by augmenting each work step to allow for the additional background work, stakeholder engagement, concept planning, plan concept illustrations, and summary documentation. An extension to the schedule is also needed to allow time for the additional level of effort, coordination, and engagement required.

ASSUMPTIONS

Some assumptions related to work tasks are imbedded in the task descriptions above; assumptions that apply to multiple tasks and the Columbia Drive optional scope are listed below.

- This is an update, or “tune-up” of the 2004/2005 Clover Island Master Plan and will build from that plan’s recommendations and vision for the island.
- If the Port approves the Columbia drive scope, this effort will be initiated at the same time as the Clover Island Master Plan Update so all tasks can be completed simultaneously and efficiently.
- The Port has provided a wealth of background information prior to project launch. If there is remaining information needed, in order to keep the project on schedule, the Port will endeavor to provide information requested within one week from the date of request. The consultant team will work with the City to mitigate schedule impacts where information requests take longer to fulfill.
- The Port shall keep MAKERS apprised of parallel planning efforts of consequence to this project. Any new information arising over the course of the project shall be provided to MAKERS as soon as feasible. If this new information impacts the content of a substantially developed work product, MAKERS will endeavor to incorporate such new information into the final work product, if possible, given available budget.
- The Port will be responsible for organizing meetings and site tours, reserving rooms, and sending all meeting invites.
- MAKERS will prepare meeting materials for project progress meetings, workshops, and briefings, including agendas, presentations, and visual aids.
- The Port will be responsible for all advertising and website updates related to this project, using materials MAKERS is preparing for other project tasks if desired.
- Given the Port’s policies, no social media will be used related to this project.
- The schedule makes the following assumptions with respect to Port scheduling and review times. Longer review periods and meeting scheduling delays may impact the overall project schedule.
 - Meetings can be scheduled within target timeframes.
 - Port reviews of minor deliverables (presentations) can occur within one week.
 - Port reviews and comment consolidation of draft report can occur within three weeks.
- Any space plans or concepts will be developed at a planning level as appropriate to facilitate decision-making.
- The economic analysis is a limited scope effort focused on understanding what private sector uses are likely to be feasibly developed by the private sector or in partnership on the island and how the Port can best attract desired development. Existing reports and studies will be used with limited new research. If Columbia Drive is included in the project, the economic analysis will address uses that may be appropriate within this study area with the same limited scope as the effort on Clover Island.
- A limited transportation analysis is included in the Columbia Drive scope to support evaluation and development of access, circulation, and parking recommendations and provide rough order of magnitude cost estimates for recommended transportation improvements.
- This project will not require new technical analysis other than the limited economic and transportation analysis identified above (including, but not limited to, an assessment of building or site conditions, geotechnical analysis, site environmental assessments, in-water permitting evaluation, engineering assessment of causeway breaching or other in-water construction, or real estate appraisal).
- Any site or building guidelines that are included will be broad and flexible to set the tone for quality development without restricting design creativity or reducing development feasibility.

- The Columbia Drive project will add no more than one day of on-site engagement activities to Engagement Steps 1 and 2, a maximum of two development concepts for the Columbia Drive area to Step 3a, and no more than two additional phone calls to Columbia Drive-oriented stakeholders in Step 3b.
- MAKERS will provide draft copies of presentation materials for advance review by the PT and revise materials based on PT comments. No more than one review-revision cycle will be provided.
- The Port will distribute deliverables for review and coordinate/consolidate comments received.
- No more than two versions (draft and final) of any deliverable will be provided.
- Up to five hard copies of the final report will be provided.
- The final master plan report will be provided in hard copy and editable electronic format; Adobe InDesign files are acceptable.

CLOVER ISLAND MASTER PLAN UPDATE

	Contract Amount
0. MANAGEMENT AND COORDINATION	\$ 17,560
1. KICKOFF, NEEDS, AND OPPORTUNITIES	\$ 39,037
2. ALTERNATIVES DEVELOPMENT AND EVALUATION	\$ 35,052
3. MASTER PLAN UPDATE	\$ 68,322
Subconsultants	\$ 15,000
Economic Analysis Support	\$ 15,000
Clover Island Master Plan Update	\$ 174,971

COLUMBIA DRIVE ADDITION (assumes alignment with the above)

	Contract Amount
0. MANAGEMENT AND COORDINATION	\$ 8,320
1. KICKOFF, NEEDS, AND OPPORTUNITIES	\$ 11,124
2. ALTERNATIVES DEVELOPMENT AND EVALUATION	\$ 11,464
3. MASTER PLAN UPDATE	\$ 21,409
Subconsultants	\$ 21,000
Economic Analysis Support	\$ 6,000
Transportation Analysis Support with Cost Estimation	\$ 15,000
Columbia Drive	\$ 73,317

Total Clover Island & Columbia Drive Master Plan	\$ 248,288
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AGENDA REPORT

TO: Port Commission
FROM: Tim Arntzen, CEO
MEETING DATE: February 25, 2020
AGENDA ITEM: Resolution 2020-04;
Amendment of 2019-2020 Work Plan and
CEO's Goals and Objectives

- I. REFERENCE(S):** Resolution 2020-04
Amendments to 2019/20 Work Plan (Exhibit A)
Updated CEO's Goals and Objectives (Exhibit B)
- II. FISCAL IMPACT:** N/A
- III. DISCUSSION:** In several recent commission meetings, staff and the commission discussed the 2019-2020 Work Plan recognizing that a number of situations have changed over the past year (e.g. Southridge Auction and West Richland Raceway land sale). The commission directed the CEO to propose updates to the work plan for the balance of its effective period (2020).
- IV. STAFF RECOMMENDATION:** Consider Resolution 2020-04, amending the 2019-2020 Work Plan and associated CEO's Goals and Objectives, as described in Exhibit A and Exhibit B, attached hereto.
- V. ACTION REQUESTED OF COMMISSION:**
Motion: I move approval of Resolution 2020-04 amending the 2019-2020 Work Plan and associated Goals and Objectives as set forth in the Resolution; Exhibit A and Exhibit B; and that all action by port officers and employees in furtherance hereof is ratified and approved.

PORT OF KENNEWICK

Resolution No. 2020-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK AMENDING THE 2019-2020 WORK PLAN AND THE CEO'S 2019/20 GOALS AND OBJECTIVES

WHEREAS, every two years, with public input, the port produces a work plan and budget to guide the commission in its mission of economic development; and

WHEREAS, in the past year, significant changes have occurred to the Port's asset portfolio, making an update of the work plan and associated Chief Executive Officer's (CEO) Goals and Objectives necessary; and

WHEREAS, the Port Commission deems it prudent to update the work plan and CEO's Goals and Objectives.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick hereby amends the 2019-2020 Work Plan, as described in Exhibit A attached hereto.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Port of Kennewick hereby approves the CEO's revised Goals and Objectives, as described in Exhibit B attached hereto.

BE IT FURTHER RESOLVED that all action by port officers and employees in furtherance hereof is ratified and approved.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 25th day of February, 2020.

***PORT of KENNEWICK
BOARD of COMMISSIONERS***

By: _____
DON BARNES, President

By: _____
SKIP NOVAKOVICH, Vice President

By: _____
THOMAS MOAK, Secretary

Resolution No. 2020-04

Exhibit A

Amendments to the 2019-2020 Work Plan and associated Goals and Objectives

1. General. Staff shall prepare a work plan executive summary, serving as an attractive, succinct document highlighting current port projects. A primary function of the summary will be to enhance public understanding of the port's planned activities.

2. Waterfront Master Plan. Staff shall facilitate master planning, which will focus on upland portions of Clover Island; the port's holdings along Columbia Drive; potential Columbia Drive traffic calming; and linkages to Downtown. The "expanded" nature of the master plan will require an additional 120 days to complete (approximately March 1, 2021). The associated Goals and Objectives shall be amended to reflect the new timeframe.

3. Duffy's Pond. The major objective related to Duffy's Pond is the elimination of the unattractive smell created by algae blooms during the summer months. In addition, the commission acknowledged the importance of identifying modest enhancements at the wine village which would benefit tenants and the public. Therefore the Work Plan (and related goal) will be amended to read:

Present plan for commission approval that addresses remedial action for algae buildup in Duffy's Pond; which includes a list of upland enhancements in the wine village (with corresponding budget information) for commission consideration.

4. Vista Field Hangar Remodel. The commission identified a need to formulate a "phased" hangar remodel strategy which would address future uses of the hangars to enhance Vista Field vibrancy. Therefore, the Work Plan will be amended to read (with a companion goal):

Complete market, architectural and engineering analysis for the Vista Hangars, together with estimated budget and draft financing plan for commission consideration.

5. Rural County Capital Fund Strategy and Opportunity Zone Analysis. The commission indicated a desire for a detailed review of present projects and the future status of rural county capital funding (RCCF). Therefore the Work Plan will be amended to read (with a companion goal):

Complete analysis of current and future RCCF funding; potential capital construction projects which may be funded by RCCF; and independent review of potential Opportunity Zone funding and project analysis.

6. Miscellaneous. The commission may desire to comment on the importance of the plan as follows:

The 2019-2020 Work Plan is a "keystone" document which provides strong guidance to staff. The directives contained in the Work Plan shall remain paramount to other tasks and activities.

Resolution 2020-04
Exhibit "B"

EXHIBIT B		CEO 2019/20 Goals & Objectives Update (included update on 2017/18 ongoing goals)			
DATE:		February 25, 2020			
GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
2017/2018 Goals and Objective Update					
Vista Field	2017/18 GOAL	Research, draft, and present the Vista Field Association or like organization for dues regarding operating Vista Field amenities; a key element includes shifting ongoing operating cost of Vista Field common areas to the development partners and businesses within Vista Field.	Considered complete when presented to Commission.	95% complete	Two types of owners association documents have been prepared (Commercial & Industrial). Doris Goldstein presented the concept to the Commission on 5/28/19. Awaiting final edits to documents for Commission approval in January 2020.
	3				
2019/2020 Goals and Objective Update					
Vista Field	2019/20 GOAL	Completion of Phase 1A construction.	Considered complete when presented to Commission for substantial completion	50% Complete	50% complete based upon pay applications from Contractor. The project is currently well within our estimated budget. Completion currently scheduled in Spring 2020.
	1				
Vista Field	2019/20 GOAL	Sell one parcel or obtain one ground lease (does not include Arts Center Task Force).	Considered complete when presented to Commission.	10% Complete	Unattainable until the Port has recorded lots to sell. Completion scheduled in Spring 2020. However, the Port has had substantial interest from developers.
	2				
West Richland	2019/20 GOAL	Negotiate the land sale of the former racetrack property with the City of West Richland and present the purchase offer to the Commission.	Considered complete when presented to Commission.	✓	Staff & port attorney have many hours invested toward PSA and water rights transfer logistics. Tentative PSA and major deal points presented to the Commission on 9/10/19. PSA presented to Commission on 9/24/19.
	3				
Columbia Drive	2019/20 GOAL	Design and complete engineering for Eagle Pond Restoration. Present plan for commission approval that addresses remedial action for algae buildup in Duffy's Pond; which includes a list of upland enhancements in the wine village (with corresponding budget information) for commission consideration.	Considered complete when presented to Commission.	40% Complete	Consultants have drafted a basic restoration plan. Tim presented to USACE commander the potential solution on 7/29/19. Staff to staff consultations continue, but with USACE process there is no guarantee. Goal amended 2/25/20.
	4				
Clover Island	2019/20 GOAL	Present for Commission consideration the Waterfront master plan.	Considered complete when presented to Commission.	25% Complete	Introduced consultant to Commission and toured community; developing scope of work for Clover Island Master Plan Update. Goal on track for 2020.
	5				
Port Staff	2019/20 GOAL	Complete a team building event (e.g. seminar).	Considered complete when presented to Commission.	✓	Held a staff retreat with trainings on May 30/31. Reported to Commission on 6/11/19.
	6				
Districtwide	2019/20 GOAL	Completion of one executive level training course.	Considered complete when presented to Commission.	✓	Completed October 21-22 with with Jim Darling. Presented to Commission on 10-29-19.
	7				
	2019/20 GOAL	Present for Commission consideration non City of Kennewick partnership visions.	Considered complete when presented to Commission.	✓	Richland: Working on next decade plan, with consultation from White Bluffs Consulting. Consultant and Port staff have met five times to prepare a list of long term and short term projects. Benton City: Partnership for DPZ shoreline master plan,

Resolution 2020-04
Exhibit "B"

GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
Districtwide	8				which is now complete. West Richland/Benton County: Completed land sale to Fire District #4, enabling them to build a new fire station.
Districtwide	<div>2019/20 GOAL9</div>	Establish "Vibrancy" policy.	Considered complete when presented to Commission.	✓	Presented to Commission on 5/14/19. Executed MOU on 4/25/19.
Districtwide	<div>2019/20 GOAL10</div>	Identify and present one additional mutually beneficial or ROI partnering opportunity to the Commission.	Considered complete when presented to Commission.	✓	Executed PSA with Benton County on 9/24/19 for water rights transfer from the Raceway property to the Benton County Fairgrounds. This was beneficial to Benton County because they didn't have enough water rights for the fairgrounds, and benefitted the Port as a result of Benton County giving the Port \$500k of their RCCF funds for Vista Field. This will also result in future goodwill between both agencies, hopefully leading to more successfull partnerships.
Vista Field	<div>2019/20 GOAL11</div>	Complete architectural and engineering analysis for the Vista Hangars, together with estimated budget and draft financing plan for commission consideration	Considered complete when presented to Commission.		Added 2/25/20
Districtwide	<div>2019/20 GOAL12</div>	Complete analysis of current and future RCCF funding; potential capital construction projects which may be funded by RCCF; and independent review of potential Opportunity Zone funding and project analysis.	Considered complete when presented to Commission.		Added 2/25/20

Other Accomplishments

- 1) Completed land sale to Three River's Acquisitions
- 2) Successful launch of new Port website
- 3) Signed contract with USACE for 1135 project phase 2
- 4) Obtained clean financial statement audits for 2017 & 2018

Memorandum

To: Tim Arntzen, Executive Director
From: Larry Peterson
Date: February 25, 2020
Re: Major Project Timeline/Sequence – 2020 Detailed & 2020/2021 Summary

2020 DETAILED TIMELINE

Due to the complexity of the Vista Field redevelopment project, coupled with other projects the Port is simultaneously pursuing, a 2020 timeline or task sequence chart was prepared. The timeline identifies tasks for each Commission meeting in 2020 and when Commission discussion (x) and Commission action (XX) could/would need to occur. The original purpose was for sequencing of those tasks and identifying which could occur in parallel and which must proceed other tasks. The Vista Field and Columbia Drive portions of the overall timeline were presented to the Commission at the February 11, 2020 meeting; however the district-wide timeline/sequence chart has yet to be shared with the Commission or public, therefore attached is the “working” 2020 district-wide project timeline.

2020 & 2021 SUMMARY TIMELINE

Following the February 11, 2020 Commission Meeting, a summary timeline was created to aid the reader and look further into the future. The summary timeline covers the next two years (2020 & 2021) and the four main areas/topics; Vista Field, Columbia Drive, Clover Island & District-wide matters. Before the private sector can start building at Vista Field or Columbia Drive, numerous steps are involved; Port decisions, production & distribution of marketing materials, RFI issuance & review, design review, building permit review, buyers typical 4+ month due diligence period and then the closing process. Based on all of those steps, I call your attention to the timeline, showing a realistic best case scenario for private sector construction or “coming out of the ground” at Vista Field and/or Columbia Drive to be mid to late 2021.

TIMELINE QUALIFIERS/REMINDERS

- #1) Main purpose is identification of task sequencing and time periods are approximate *{Commissioner’s acknowledged and reinforced the approximate nature of the timelines};*
- #2) Changes to the timeline are all but assured and when significant changes occur, these timelines will be updated and shared with the Commission and public; *{project evolution and estimating 10-22 months forward surely impacts this timeline};*
- #3) Function and status tracking supersede format of the 2020 Detailed Timeline *{this is a working document to help keep all on track};*

Updated: 2/7/2020

PORT of KENNEWICK - 2020 TIMELINES (MAJOR PROJECTS Design, Construction; Market, Lease or Sell & Policy Issues)

X = Commission action (discussion & general direction) XX = Commission Decision (likely via Resolution)				Month Commission Meeting	Port Staff	Consultants	2020																							
							January		February		March		April		May		June		July		August		September		October		November		December	
							14th	28th	11th	25th	10th	24th	14th	28th	12th	26th	9th	23rd	14th	28th	11th	25th	8th	22nd	13th	27th	10th	24th	8th	22nd
VISTA FIELD																														
VISTA FIELD	Phase #1A	Roads & Utilities Construction	Larry	Parametrix, Hall, SCM	X											XX														
	Phase #1A	Platting	Larry	Parametrix, Hall, RSI					X																					
	Phase #1A	Project Management "Team"	Amber & ALL	VF Team	X	X	X	X	XX									*												
	Phase #1A	Property Owner Association	Larry & Amber	Doris Goldstein & White Bluffs	X			X		X		XX						*												
	Phase #1A	Use Considerations	Larry & Amber	SCM			X		X		X		XX					*												
	Phase #1A	Architectural Considerations		VF Team			X		X		X		X		X		XX	*												
	Phase #1A	Property Pricing	Amber & Larry	SEWA	X		X		X		X		X		XX			*												
	Phase #1A	Real Estate Commission Policy	Amber & Nick	n/a			X			X			XX					*												
	Phase #1A	Marketing Approach	Amber & Tana	VF Team	X		X		X		X		XX					*												
	Phase #1A	Marketing Materials (Project Folio, Collaborative Design, Builders Bible, Website)	Amber & Tana	VF Team						X		X			XX		X	*												
	Phase #1A	Marketing-RFP (Issuance - Acceptance) {* completed prior to RFP issuance}	Amber & Tana	VF Team																										
	Phase #1A	Marketing-RFP (Review Response & Refinement materials)	Amber & Tana	VF Team																						X				
	Phase #1A	PSA Execution & Due Diligence	Amber & Larry																											
	Phase #1B	Hangar-Policy Direction & Scope	Tim	SCM			X		X		X		XX																	
	Phase #1B	Hangar Uses	Amber & Larry	SCM				X		X			X			XX														
	Phase #1B	Budget Determinations	Nick, Amber & Larry	SCM					X				X		X			XX												
	Phase #1B	Hangar Design	Larry & Amber	CJKT, VF Team & SCM																	X					XX				
COLUMBIA GARDENS																														
COLUMBIA GARDENS	Phase #2B	Tasting Room-Construction Closeout	Larry & Amber	Meier					XX																					
	Phase #2B	Tasting Room-Tenant Coordination	Amber																											
	Phase #2C	Shipping Container Design	Larry & Amber	Dry Box																										
	Phase #2C	Shipping Container Fabrication	Larry & Amber	Dry Box																										
	Phase #2C	Container Install-Bidding & Installation	Amber	To be Bid																										
	Phase #2	Property Owner Association/Covenants	Amber & Larry	Oneza				X		X		X		XX			*													
	Phase #2	Architectural & Use Considerations	Larry & Amber	Oneza					X		X		X		XX		*													
	Phase #2	Property Pricing	Amber	SEWA					X				X		XX		*													
	Phase #2	Real Estate Commission Policy	Amber & Nick	n/a				X			X			XX			*													
	Phase #2	Marketing Materials (Project Folio, Website, etc.)	Amber & Tana	TBD						X		X			XX		*													
Phase #2	Marketing {* completed prior to marketing effort}	Amber & Tana	TBD																											
Phase #2	PSA Execution & Due Diligence	Amber & Larry	n/a																											
KENNEWICK WATERFRONT																														
KENNEWICK WATERFRONT	Master Plan	Kennewick Waterfront Plan	Tim & Larry	Makers		X	X	XX		X			X			X		X		X		X		XX						
	1135 Project	Design & Permit	Tana	USACE consultants																										
DISTRICT WIDE																														
DISTRICT WIDE	Planning	2-Year Work Plan	Larry	White Bluffs															X		X	XX								
	Budget	2-Year Budget	Nick	TBD															X			X	XX							
	Planning	Comp Scheme Update	Larry	White Bluff																										

Policy

Design/Permitting

Construction & CM

Planning & Mechanics

Marketing

VF TEAM: Port Staff; Amber as Point of Contact/Project Manager, DPZ Miami, DPZ Cascadia, Parametrix, Hall Engineering, SCM, White Bluffs,Doris Goldstein...

DPZ Miami: Elizabeth Plater Zyberk & Senen Antonio

DPZ Cascadia: Michael Mehaffy, Laurence Qamar & Matt Lambert

Parametrix: Sam Nielson, PE; Darren Sandeno, LA

Hall Engineering & Associates {Hall}: Gary Hall PE

Strategic Construction Management (SCM): David Robison, CCM, LEED AP

White Bluffs Consulting: Ben Floyd

"Other" Assistants:

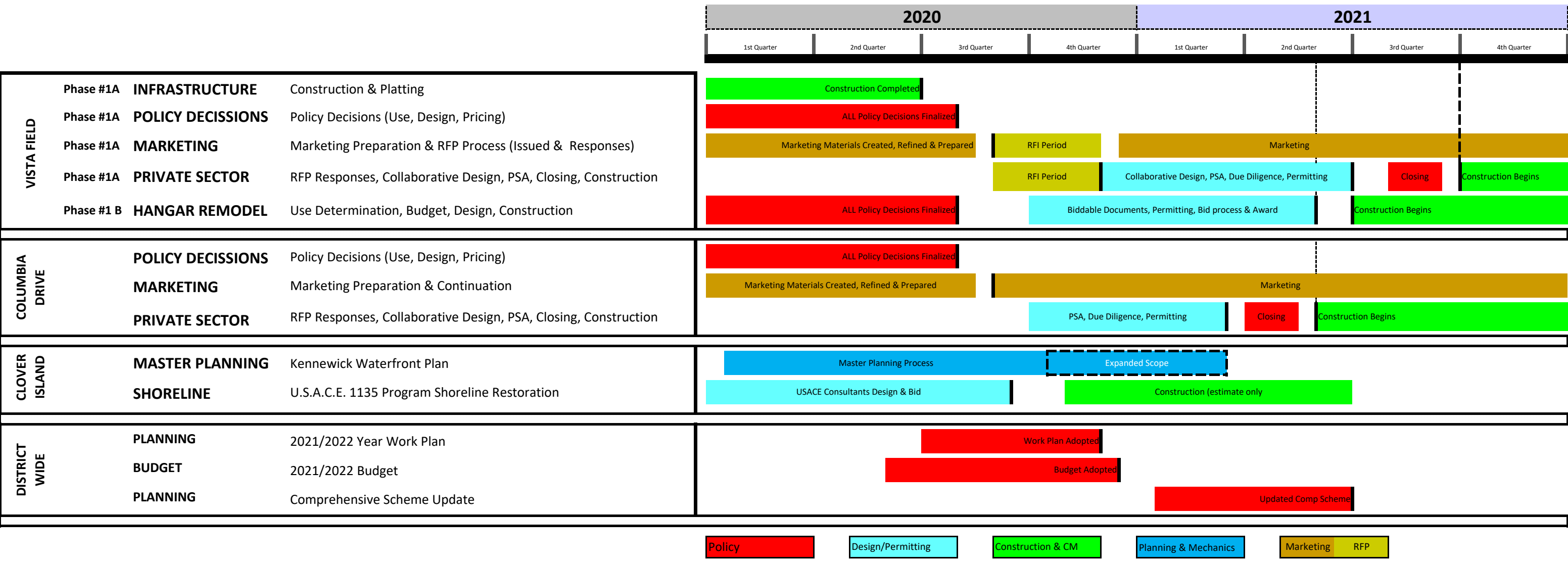
Appraisal Group SEWA: Nikki Griffith, MAI, CCIM

Rogers Survey Inc., P.S. (RSI): Dave Baalman, PSL, CFedS

Makers Architecture and Urban Design, LLP (Makers): Julie Bassuk, AICP

Oneza and Associates (Oneza): Ferdouse Oneza, AICP

PORT of KENNEWICK - 2020/2021 TIMELINES (MAJOR PROJECTS Design, Construction; Market, Lease or Sell & Policy Issues)



NOTES: Main purposes of this timeline is to show the **SEQUENCE** of tasks, therefore all times are approximate and should be considered as such

Private Sector Construction timeline estimates are **BEST CASE** scenario dependent upon thorough responses from private sector and timely review by Port Team and permitting agencies

Hangar reconstruction sequence is dependent upon **COMMISSION'S** ultimate decisions to pursue and fund the project

Clover Island 1135 shoreline enhancement project is **SOLELY** dependent upon United State Army Corps of Engineers controlled schedule and federal fiscally year budget allocations

Memorandum

To: Tim Arntzen, Executive Director
From: Larry Peterson
Date: February 25, 2020
Re: Vista Field Phase #1: Vista Field Tasks – Status UPDATE

OVERVIEW

Until deemed unnecessary bi-weekly updates on the Vista Field tasks will be provided to aid in keeping all (you, Commission & public) informed. The existing project timeline/sequence chart will likely be amended and will be utilized to update everyone on tasks identified with an “x” or XX”. Due to the complexity and diversity of these tasks this report is intended to serve as a comprehensive update of the recent actions of many players (Port employees, Port consultants, City staff, etc.) and reflects the work of the whole team. These task updates may be brief or detailed depending of the change in status since last reported. Also, when relevant, this format will be utilized to share additional information beyond the identified tasks.

PROJECT TEAM

Staff is working to define the scope of work for the various consultant “team members” and refining the roles of Port staff to yield the functioning Vista Field Team, as discussed at the last few Commission meetings. It should be noted that the scope of work for the consultants is ‘scalable,” meaning their services would ramp up over the next 3-5 months to help prepare information for the Commission, to make decisions on land use, building design, property owners association (POA), and marketing issues, then recede until private sector inquires warrant their input.

PROPERTY OWNERS ASSOCIATION (POA)

The working draft POA was primarily crafted by Doris Goldstein, an attorney recommended by Elizabeth Platter-Zyberk, due to her familiarity with New Urbanism projects and is the 85%+ stage. Staff is working with the consultant team member lead (Ben Floyd) on site specific information necessary to “plug into” the draft POA document and test the outcomes. This testing is important to help understand the implications to prospective uses, buyers, and businesses. This test will help the Port “know our product” and highlight factors that might need reconsideration before the team presents the final draft POA for Commission consideration.

REAL ESTATE COMMISSION POLICY

The Port’s current policy on real estate commissions was adopted in 2006, when the Port’s holdings were predominately undeveloped, industrial properties on the fringe of the

community. Due to the significant change in type and increased desire in the Port's holdings (partially because of location but mostly due to Port efforts to enhance the portfolio through vision, master planning and entitlement) there appears merit in revisiting this 13+ year old policy. Additionally, the policy could benefit from refinement to avoid confusion in defining which rates apply to which types of property. Finally, the Port Commission's 2016 "Art Policy," which directs a portion of land sale proceeds to future art installation could be clarified and incorporated into an update land sale/real estate Commission policy. Staff is preparing suggested revisions to discuss with the Commission at a future meeting.

MARKETING

Staff is capturing contact information for all inquiries about development at Vista Field, whether those inquiries are from realtors, design professionals, lenders, business owners, general citizen inquiries or undisclosed parties. For the sake of fairness and consistency, until the design, use, property owners association and pricing decisions are made, staff is directing all inquiries to the Port's website. The website contains numerous background documents (master plan & development agreement, collaborative design process, design precedents library) as well as project renderings and updated construction photos and videos to help build project understanding and excitement.

HANGAR REUSE

The Port has engaged the services of Strategic Construction Management (David Robison) to help staff evaluate the interest and business opportunities of remodeling the corporate hangars on Deschutes. Further the ballpark cost implications of the various uses scenarios will be established and a high level master budget would be developed. To date, Mr. Robison has meet with staff to gather information on inquires received to this point and has started discussion with real estate and development professionals regarding current space demands and construction costs.

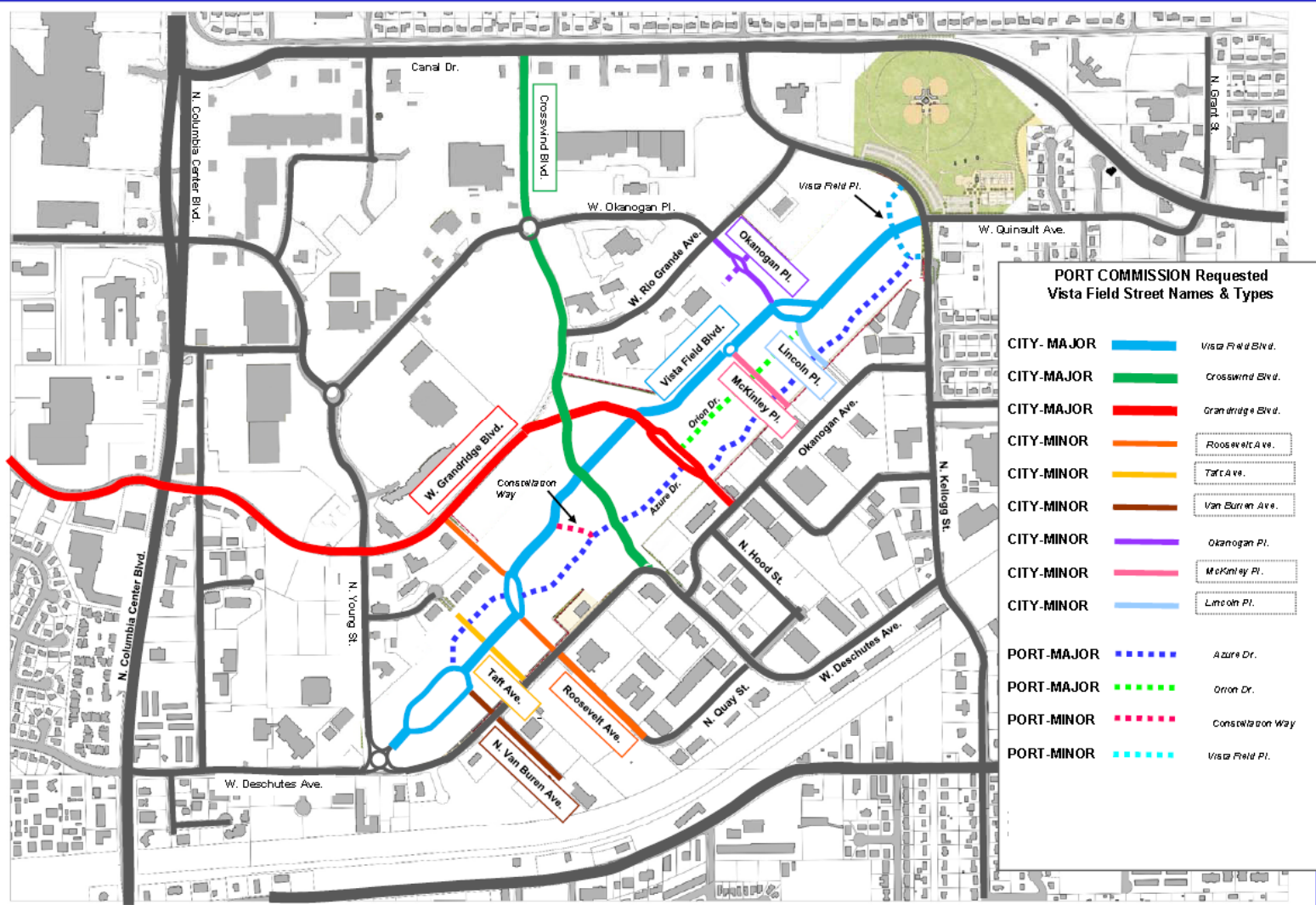
SITE REFERENCE MAP(S)

Attached are two Vista Field reference maps. The first is a Vista Field vicinity map providing context to the site which lists the new street names, both in Phase #1A and throughout the site. The second map highlights the property involved with the current Phase #1A improvements with the pending lots shown in red outline with yellow shading, the central park (Daybreak Commons) outline in purple with green shading and the three corporate hangars shaded gray on a portion of the site identified by purple outline and shading.

CROSSWIND BLVD. IMPLEMENTATION

Per City resolution 19-25 the street name change from Grandridge Blvd. to Crosswind Blvd. for that segment of roadway from Canal Drive to "the Scissors" (SE of Rio Grande Ave. intersection) became official on February 21, 2020. Change out of the five (5) impacted street name signs is pending.

VISTA FIELD AREA -Approved Street Names



VISTA FIELD Phase #1A

Reference Map (February 21, 2020)

