

The Governor's Proclamation 20-28.1 regarding the Open Public Meetings Act and Public Records Act **temporarily prohibits in-person public attendance** at meetings subject to the OPMA.

This proclamation is in effect through May 31, 2020, unless extended beyond that date.

A GoToMeeting has been arranged to enable the public to listen and make public comments remotely.

To participate remotely, please use the following call-in information: [1-877-309-2073](https://www.jitsi-meet.com/jitsi-meet/807-641-181), Access Code: 807-641-181

## **AGENDA**

### ***Port of Kennewick***

#### ***Regular Commission Business Meeting***

*Port of Kennewick Commission Chambers (via GoToMeeting)*

*350 Clover Island Drive, Suite 200, Kennewick, Washington*

Tuesday, May 12, 2020

2:00 p.m.

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

#### **II. ANNOUNCEMENTS AND ROLL CALL**

#### **III. PLEDGE OF ALLEGIANCE**

#### **IV. APPROVAL OF AGENDA**

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

#### **VI. CONSENT AGENDA**

- A. Approval of Direct Deposit and ePayments Dated May 4, 2020
- B. Approval of Warrant Register Dated May 12, 2020
- C. Approval of Regular Commission Meeting Minutes April 28, 2020

#### **VII. EMERGENCY DELEGATION UPDATE** (TIM)

#### **VIII. NEW BUSINESS**

- A. Rural County Capital Funds (RCCF), Adam Fyall (TIM)
- B. Approval to Sell and Convey Surplus Property; Resolution 2020-09 (NICK)

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

- A. Vista Field
  - 1. Memorandum of Understanding with City of Kennewick re: Fire Station #3 (TIM)
  - 2. Construction Update (LARRY)
  - 3. Task Status Update (LARRY)

## **AGENDA**

### ***Port of Kennewick Regular Commission Business Meeting***

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#### **REPORTS, COMMENTS AND DISCUSSION ITEMS (Continued)**

- B. Clover Island/Columbia Drive
  - 1. 1135 Update (TANA)
  - 2. Kennewick Waterfront Master Plan Update (LARRY/AMBER/TIM)
- C. U.S. Department of Commerce Economic Development Administration, CARES Act Funding (TANA)
- D. Communications with Public (TANA)
- E. Director Reports (TIM/TANA/NICK/LARRY/AMBER)
- F. Commissioner Meetings (formal and informal meetings with groups or individuals)
- G. Non-Scheduled Items

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

**XI. ADJOURNMENT**

***PLEASE SILENCE CELL PHONES***





# PORT OF KENNEWICK REGULAR COMMISSION MEETING

**DRAFT**

**APRIL 28, 2020 MINUTES**

Commission President Don Barnes called the Regular Commission Meeting to order at 2:00 p.m. via GoToMeeting Teleconference.

## **ANNOUCEMENTS AND ROLL CALL**

Commissioner Barnes thanked everyone for joining today. This is our first meeting with everyone participating remotely; so we appreciate your patience and understanding as we work our way through this.

If you are listening to this meeting remotely, we appreciate your participation. To keep the background noise down to a minimum, we ask that participants mute their phones. The agenda packet may be viewed on the Port website if you would like to follow along. When it is time for public comments, it may be difficult to determine who is speaking, so please be patient and respectful.

### **The following were present:**

**Board Members:** Don Barnes, President (via telephone)  
Skip Novakovich, Vice-President (via telephone)  
Thomas Moak, Secretary (via telephone)

**Staff Members:** Tim Arntzen, Chief Executive Officer (via telephone)  
Tana Bader Inglima, Deputy Chief Executive Officer (via telephone)  
Amber Hanchette, Director of Real Estate and Operations (via telephone)  
Nick Kooiker, Chief Finance Officer (via telephone)  
Larry Peterson, Director of Planning and Development (via telephone)  
Lisa Schumacher, Special Projects Coordinator  
Bridgette Scott, Executive Assistant (via telephone)  
Lucinda Luke, Port Counsel (via telephone)

Commissioner Barnes asked Ms. Scott if anyone from the public is listening in today.

Ms. Scott stated there are a few members from the public joining us. At this time, Boyce Burdick and Cal Coie are joining us remotely.

## **PLEDGE OF ALLEGIANCE**

Commissioner Barnes led the Pledge of Allegiance.

## **APPROVAL OF THE AGENDA**

***MOTION:*** Commissioner Novakovich moved to approve the Agenda; Commissioner Moak seconded. With no further discussion, motion carried unanimously. All in favor 3:0.

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## PUBLIC COMMENT

No comments were made.

## CONSENT AGENDA

**A. *Approval of Direct Deposit and E-Payments Dated April 17, 2020***

Direct Deposit and E-Payments totaling \$66,248.62

**B. *Approval of Warrant Register Dated April 28, 2020***

Expense Fund Voucher Number 102054 through 102080 for a grand total of \$488,482.97

**C. *Approval of Regular Commission Meeting Minutes April 14, 2020***

**MOTION:** *Commissioner Novakovich moved to approve the Consent Agenda as presented; Commissioner Moak seconded. With no further discussion, motion carried unanimously. All in favor 3:0.*

## EMERGENCY DELEGATION UPDATE

Mr. Arntzen stated that there is nothing to report under Emergency Delegation.

## REPORTS, COMMENTS AND DISCUSSION ITEMS

**A. *Vista Field***

**1. *Construction Update***

Mr. Peterson reported that Total Site Services (TSS) continues to wrap up work at Vista Field, involving lighting, electrical systems, and site clean-up activities. The final paving activity occurred last Tuesday, to complete the alley off of Deschutes and mini patches in the taxi lane area.

Mr. Peterson's call was dropped.

Ms. Scott stated while we are waiting for Mr. Peterson to call back in, Gerry O'Keefe with Washington Public Ports Association (WPPA) is joining us today as well.

Mr. Peterson reiterated that TSS continues with their work to complete the electrical system for the street lights and the pump system for the stream. The final paving work was completed last Tuesday, finishing an alley connecting to Deschutes and mini patches in the taxi lane, that were cut for the electrical network. We can use the old taxi lane as a parking area to support the hangar redevelopment project or whatever use is determined. We are reusing some of the asphalt out a Vista Field going forward. Activities will progress into mid-May due to some delays on miscellaneous items, due to the Covid-19 shutdown or slow down related to some equipment supplies.

Commissioner Moak stated he is having a hard time hearing Mr. Peterson.

**2. *Task Status Update***

Mr. Peterson stated included in the Agenda Packet is a five-page memo which identifies multiple questions that need to be asked and answered before the Vista Field site is put out to the private sector for marketing. The Port is seeking assistance from DPZ Partners in

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Miami and Portland to assist us with those questions that will ultimately will be decided by the Port Commission. Mr. Peterson is not proposing to work through the various questions, he is just sharing the grocery list that DPZ Partners will be working through.

Commissioner Moak inquired how will the Commission deal with the questions in the memo? Will it be at a separate meeting that we will go down the list and what is the thought process behind trying to get a consensus on these very important questions.

Mr. Peterson stated the approach will be to discuss these with the DPZ team and then bring them back to the Commission in bite size or manageable chunks, not all questions at the same time. The thought is that the discussions with DPZ will occur in the month of May and the Commission can expect to work through these questions in June and July. We anticipate addressing the questions in segments related to the use, design, and marketing.

Mr. Arntzen had a chance to review the memo with Mr. Peterson and he thinks Mr. Peterson's plan of attack is to submit this list to the DPZ team, which includes Lizz Plater-Zyberk, Senen Antonio, Michael Mehaffy, and Laurence Qamar. Staff is asking DPZ for input but to stop well short of getting into answering the questions, because that is the policy realm of the Commission. Mr. Peterson will farm the questions out to DPZ to mull over with back and forth with Port staff, primarily Mr. Peterson and others as appropriate. Mr. Peterson will then come back with bite size chunks to share any of the input he has received from DPZ. Then, do that in a forum where the Commission could ask questions and offer comments. The intent of staff is to be, at the end of this process, whether it is June or July, to have all of these questions answered as policy matters by the Commission, relying on the information that they believe is appropriate with some input from DPZ to offer some guidance. Mr. Arntzen inquired if the Commission had comments or questions.

Commissioner Novakovich thanked Mr. Peterson, and stated he did a great job bringing these questions to light and our job is probably to not try to answer these questions now until we get further information from our experts, DPZ and whomever might assist us. Once we have that input, base our answers on an intelligent and appropriate policy decisions once we receive that. Commissioner Novakovich thinks for us to answer these questions right now or try to formulate answers to them without more information would be a mistake. Commissioner Novakovich thinks we may be leading the staff or the public, whoever, we need to be responsible to for these, may be the wrong approach to these things. That is Commissioner Novakovich's suggestion on how we should approach this and he thinks he is hearing that from what Mr. Arntzen said, but is not sure, but that would be the approach Commissioner Novakovich would take.

Commissioner Moak is very interested in comments from some of these people who have done projects like this, because he thinks they have some expertise in some of these areas that we do not. And to be able to provide context on our own once we have heard from the professionals would be entirely appropriate and he looks forward to hearing from them.



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Commissioner Barnes agrees with what he heard Mr. Peterson say and it is his understanding that the Commission is not being asked to make policy decisions now. We are being informed that the plan is to involve DPZ to go back and revisit the Master Plan and revisit some of these questions and some of these issues, now that we are much further along in the redevelopment process. The Phase 1 infrastructure is nearing completion and Commissioner Barnes would like to point out that this is an excellent opportunity to circle back to DPZ for help, given that we are in the midst of this world pandemic. Commissioner Barnes thinks that it is entirely possible that there could be significant changes that come out of this pandemic. Changes in the way, for example, restaurants do business, changes in the way, perhaps office spaces are occupied and utilized. Commissioner Barnes thinks there could be significant changes and he thinks the Port of Kennewick would be remiss if we didn't go back and take a look, at a minimum, to check to see if there aren't some major shifts or major changes that can be anticipated that will take place as we emerge from this pandemic. Commissioner Barnes really encourages this communication and interaction with our design team and he thinks it is an excellent thing to do right now and go back and hear what they have to say. Commissioner Barnes agrees with Commissioner Moak's comments, we are just the little Port of Kennewick and we haven't done anything this ambitious before and we are relying on our professionals to help guide us through this process. Commissioner Barnes thanked Mr. Peterson for all of his work and he raised many excellent questions in his memo and Commissioner Barnes strongly encourages and strongly supports this interaction, this communication with DPZ, now that we are at this point in the project's redevelopment. Commissioner Barnes has said all along, let's get it right, and it doesn't have to be right now. Commissioner Barnes thinks this is very important work and supports it and thinks its great.

## ***B. Clover Island***

### ***1. Kennewick Waterfront Master Plan Stakeholders List***

Ms. Peterson stated included in the Agenda Packet is a list of stakeholders for the Kennewick Waterfront Master Plan, this is the initial list of stakeholders and at the last Commission Meeting, staff asked the Commission to think of names to add to that list. Staff is seeking additional names of agencies or individuals that the Commission believes should be contacted directly by Makers Architecture through the outreach process. Mr. Peterson inquired if there are any names the Commission would like to see added to that list and if so, what are those names.

Commissioner Novakovich thinks what we need to do is not overburden a number of people or individuals, for example, if the Port would like input from various commissions or committees or staff members at the City of Kennewick, rather than list them all, we could list the City of Kennewick and possible Marie Mosley as a contact and allow our staff to work with the City. Commissioner Novakovich would (inaudible) is hoping, to add as possibilities...

Commissioner Barnes stated Commissioner Novakovich's audio is drifting in and out.

Commissioner Novakovich would like to include Ben Franklin Transit, Benton Public Utility District, and US Army Corps of Engineers. Those would be some of the ones Commissioner Novakovich believes are potentials to add.

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Commissioner Barnes confirmed that Mr. Peterson added those to the list.

Mr. Peterson added the names.

Commissioner Moak sent his list to Mr. Peterson via email.

Commissioner Barnes stated there are a couple of entities that he can think of that should be added to the list: Confederated Tribes of the Umatilla Indian Reservation, who have been an excellent partner to the Port of Kennewick over the years. It would be well to include the Eastern Washington Historical Society (the museum) to see if they might have any input. We had an excellent relationship with the Latino Heritage Mural Committee, perhaps some of the participants in that committee could be invited to provide input on this as well. Commissioner Barnes thinks that...he likes the idea that people that have been long term advocates for the betterment of our community and one name he can think of, if he is available and would like to participate, would be Ed Frost. Commissioner Barnes stated those are the people that he thought of that could perhaps be added to the list.

Commissioner Moak stated Mr. Frost was on his list too and he did speak with Mr. Frost and he was interested in being contacted. Mr. Frost was on the original Clover Island Master Plan many years ago, that Makers did.

Commissioner Novakovich thinks we could possibly, he thinks it's great to send all of these recommendations, but he wonders if the Commission could allow staff the flexibility to narrow the focus. Commissioner Novakovich thinks we have a budget for this and he would hate to see Makers...he knows the Port wants input from as many people as possible, but perhaps, a lot of these that we send could be grouped into, where one spokesman would be all that Makers need to talk to. This is just a suggestion and Commissioner Novakovich stated he would like to see it move along and not drag out forever about trying to talk to every possible person that could be involved or have input.

Mr. Peterson thanked the Commission for the lists of names and one way or another, whether it is direct communication via Makers or invitations to all of the folks to upcoming public events, in whatever form that that occurs. This group of stakeholders will be included in the process to consider the Kennewick Waterfront Master Plan.

Commissioner Moak stated the concern that he had was he was not sure exactly, in what format Makers was going to try to contact people. Commissioner Moak recalls discussing, because of the Covid Virus, that there was a good chance that it was not going to be in person interviews, but he wasn't sure and he thinks the Commission was not given much instruction as to whether the intent was an email or the intent was an in person phone call or what the extent of contact was going to be. Commissioner Moak was not sure of the process and how Makers was going to proceed with that.



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Commissioner Barnes heard the concerns voiced by Commissioner Novakovich and at the same time he understood Mr. Peterson to say that there will be some open sessions, where perhaps the public would be invited and if some of the names on list provided today, if they could receive an invitation to one of these, then it wouldn't necessarily add to the number of people that would be contacted individually by Makers during this process. Nonetheless, the individuals on the list would receive an invitation and opportunity to provide their input, in say, an open public setting.

## **C. *Posting Commission Meeting Audio Update***

Ms. Scott thanked the Commission for their patience with this project and she feels the final product is a great tool for transparency and will help staff to be more efficient as well. To get our system in place, it took 33 hours of staff and consultant time to review, select, and implement the system. Salaries for staff and the consultant cost approximately \$2,800 and the software is \$2,400 per year. Our new system is in place and this meeting will be posted on our website tomorrow morning. Ms. Scott would like to thank the Commission for meeting individually with her last week to review the examples of what our system will look like, as we are not using the share my screen feature today. As you saw, the Agenda for each meeting will be linked to the audio recording and can be operated easily. Ms. Scott also emailed a link to the Port of Walla Walla's recordings to Boyce Burdick last Friday so that he could see what our new system will look like. Ms. Scott followed up with a phone call to Mr. Burdick on Monday and he was pleased with the ease of searching and listening to the meetings and thought it was a great system.

At this point, Ms. Scott has a recommendation for the Commission's consideration. As the recordings are easily searched, she would propose that the Port move to action minutes. The minutes will look like our current minutes, just much shorter. The action taken will be recorded on each topic, but not the entire discussion of how the decision was made. Ms. Scott inquired if the Commission has any questions at this point.

Commissioner Moak stated this is not relevant today, but it may be relevant in the future, there aren't presentations or visuals. Commissioner Moak stated, imagine there were, in previous meetings, how does that either integrate with this particular software and audio or will it integrate into the action minutes that are prepared.

Ms. Scott stated the power point presentation exhibits can be used as exhibits in the action minutes, they will not be part of the recorded meeting; however, they would still be a part of our minutes.

Commissioner Moak was concerned, as Mr. Burdick was, when he voiced concern about going to action minutes, but after the demonstration that we had last week on how relatively easy it is to get to individual topics and he noticed in the "Progress Edition" of the *Tri-City Herald* that Franklin County has the software for their meetings and he thought the Port should be at least as good as Franklin County. Commissioner Moak is willing to try action minutes and see how that works, and he can see where that would take less time by staff. While Commissioner Moak had an initial trepidation about that, he does see with an indexed audio, that he thinks it is worth trying.

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Commissioner Novakovich thanked Ms. Scott and commended everyone that worked on this and he thinks it's going to be a time saving measure and he agrees with Commissioner Moak that it is probably going to offer a lot more transparency, once people are used to it. Commissioner Novakovich thinks we need to approve this by some means and since it is not on the Agenda right now for approval, he suggested that a Resolution be prepared that covers all of this, including action minutes, the use of the software, and anything else and it be put on the Consent Agenda for the next meeting.

Commissioner Barnes was impressed with the demonstration that Ms. Scott shared, that showed the link of the audio to the Agenda. Commissioner Barnes is receptive to moving towards action minutes, but his preference would be, to make this change one step at a time. Commissioner Barnes would like to use the minutes that we have in place now, continuing with that process and would favor having 2-4 meetings take place with the new audio related to the Agenda. He would like to see how that works and how that plays out. Commissioner Barnes would especially like to see how it works and plays out once we are back to meeting in person. When we are remote like this, Commissioner Barnes thinks we are a little hamstrung in how we conduct our meetings, so his preference would be to, he is open and looking favorable towards action minutes, but he would like to see this step, one step change, which would be a move to audio, linked to the Agenda and see how that goes for 3-4 meetings. Commissioner Barnes would especially like to see it until after we are back meeting in person. Commissioner Barnes is receptive to it, but he would like to be able to get back to meeting in person before he would support a Resolution that would formalize the change.

Commissioner Moak stated while we are in this sort of quarantine time, maybe that would be fine that we continue on with the minutes, but he thinks once we are able to get back in session, he really thinks that we need to be trying out the action minutes and making sure that we are moving in the right direction. Commissioner Moak is willing, given the fact, that this is a bit of a rough meeting in terms of the audio, he is not sure what it is going to be like, but he is willing to do that as long as we remote in, but move back to action minutes once we are back to Clover Island.

Commissioner Barnes stated another element of this audio recording that comes to mind, he thinks when this came up, we discussed having the audio of some of our past meetings also posted to the website. Everything that Commissioner Barnes has heard so far is speaking to today's meeting or maybe even last meeting, as that being the starting point for the audio posted on line. Commissioner Barnes asked if staff has looked into what it would take to post the audio from past meetings to our website and what would it entail.

Ms. Scott has looked into how long our meetings have been and for this year, there are about 17 hours worth of meetings that we would need to listen and index; last year is significantly more.

Commissioner Barnes stated, when you say listen to and index, if someone is trying to index an audio recording using this software to the Agenda, does one have to listen to each and every minute of recorded time, or does one have the ability to fast forward to an estimate where they thought an endpoint might be for one of the elements on the Agenda and pinpoint that. And keep repeating

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that process, or is it necessary to listen to each and every minute of every meeting that was recorded, in order to accomplish this.

Ms. Scott stated yes, it would be necessary for staff to listen to every minute of each recording to index the meeting to the Agenda.

Commissioner Barnes is interested in trying to find a way to get some of our past meetings available to the public on our website and asked staff for recommendations. He is very interested in getting recordings of past meetings on our website, available for the public to access.

Ms. Scott asked how far back Commissioner Barnes would like to go.

Commissioner Barnes stated when we talked about this before, it was going back to the start of 2019. That is what he recalls.

Ms. Scott thinks the amount of time in 2019 is very significant, but we could perhaps work with a consultant, perhaps PS Media or another consultant and have them index the meetings for us.

Commissioner Barnes asked if it would be possible to have the audio recordings of these meetings on our website without having them linked to the Agenda items, just having the raw audio available and accessible to the public on our website.

Ms. Scott stated yes, we could do that, but it would still need to be done basically minute by minute. Ms. Scott likened it to having a double cassette player and recording a song off the radio and then in order to get the recording to the second cassette, you would have to play it on one tape and record on the other. Ms. Scott stated staff would have to play the audio in the meeting room, while the new software would listen to it. Granted a staff person would not need to monitor the entire meeting that way.

Commissioner Novakovich stated what Commissioner Barnes is proposing is probably not a bad idea; however, we have limited staff and limited resources, and he is not sure if this is the highest and best use of their time or expense if we were to outsource this to say, PS Media.

Commissioner Moak inquired if someone calls into office and wants to hear any given Commission Meeting from last year, how are they able to get that? Are they able to get a recording of prior Meetings?

Ms. Scott stated yes, the public is able to request a copy of a meeting and she would copy the meeting audio on to a CD and give that to them to listen to.

Commissioner Moak inquired how much time would that take.

Ms. Scott stated not long at all, but she does not know how she can get that recording onto our website.

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Commissioner Moak stated unless people are requesting recordings of our previous meetings, he guesses that not a lot of people have asked for that in past and he is more interested in where we go from here, rather than what we did last year.

Commissioner Barnes stated was there was a Commission request that this be added as an Agenda item for a future meeting.

Commissioner Novakovich stated perhaps if the Commission were going to approve action minutes and the use of this software that we should probably take formal action to approve by a Resolution; however, he understands that there wasn't any support for that at this time.

## **D. Communications with Public**

Ms. Bader Inglima stated staff continues to work to communicate with the public, not only with the Port's activities and actions as we work on projects or any actions related to our actions related to the pandemic. At the last Commission Meeting, the *Tri-Cities Area Journal of Business* ran a story which included the Port of Kennewick's plans for rent deferral. Several other media outlets picked up that story and then ran that same story and we posted links to those stories on our website. The Port received some positive press in the *Tri-City Herald* "Progress Edition," detailing our partnership efforts in supporting City of Richland, City of West Richland, and our partnership activities in transforming Clover Island, Columbia Drive, and Vista Field. Additionally, 97Rock Online highlighted our progress at Vista Field. In spite of the pandemic, we are still receiving some positive press and media coverage. Ms. Hanchette has also been communicating the information about rent deferral with our tenants, and sharing with them about options for state, local, or federal programs which may also benefit them. Ms. Bader Inglima has been discussing with Mr. Arntzen and several of our tenants the opportunity to prepare advertising and some cooperative activities, once we get through this phase of the pandemic and start to reopen. Some activities, such as marketing and public relations that can foster some vibrancy, following the "return to our new normal."

Ms. Hanchette and Ms. Yates have also been working to communicate with users of our marina and the boat launch—including information about the launch remaining open for now. Staff is also posting signs at the launch and dock gates, and on our website about best practices for safe boating during the pandemic. Ms. Hanchette has also has been busy communicating about actions we have taken during the pandemic with other port districts.

Ms. Hanchette has had the opportunity to speak with one of the Commissioners via email from the Port of Edmonds. They were curious as to how we were handling our marina operations which is different from theirs in a number of ways. We were able to share how we are handling the boat launch, restrooms, and the fuel docks, which are self-serve. And how we are working as remotely as possible through email and phone calls with anyone who is interested in getting a marina slip. It was a good exchange of emails with another Port. Also, Ms. Hanchette had the opportunity, and thanked Commissioner Barnes for sharing the WPPA Marina webinar, which she was able to listen to today. Ms. Hanchette stated Washington State Fish and Wildlife was the guest speaker and they talked about reopening the state boat launches and some of the challenges and reasons why they had to close. Ms. Hanchette stated they went through the processes and discussed how fishing

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licenses would become available on-line. The ports of Olympia, Ilwaco and Chinook all reported as well on their marina activities. Ms. Hanchette stated there are a lot of similarities between what they are doing and what we are doing and what other marinas are doing, some reinforcements. Ms. Hanchette jotted down a few ideas of new things we might want to be mindful of in the future. Ms. Hanchette stated staff continues communicating with the public and our marina tenants and the Northwest Marine Association shared a flyer from the Marine Retailers Association of America that highlighted safe boating guidelines. The flyer touched on everything from getting ready to go boating, wearing gloves when you touch dock carts and fuel pumps, to launching your vessel and returning to the docks. There were some really good tips for the public and it included information on dealing with the Covid crisis and helpful tips post Covid as well. Ms. Yates, our marina manager, has incorporated the information into our tenant newsletter that we send out and posted it to the Port website, the marina gates, and the boat launch information board at Clover Island. Ms. Hanchette stated staff continues to reach out to the marina tenants and to the public as well.

## ***E. Director Reports***

Mr. Peterson thanked the Commission for the list of stakeholders to add for Makers Kennewick Waterfront Master Plan outreach and asked the Commission to please read the Vista Field Memo and to be prepared to answer those questions related to Vista Field.

Ms. Hanchette stated regarding Real Estate, at the last Commission Meeting, the Commission approved a three-month rent deferral for any of our hospitality tenants that felt the need to defer three months of rent towards the end of the year. Ms. Hanchette worked with Ice Harbor Brewing on doing a rent deferral for April, May, and June; and Mike Hall was very appreciative of the opportunity to do that. He is looking forward to getting his business open also. Ms. Hanchette reported that Cedars, through their social media posting, looks like they are opening this week for take-out, so we are happy for them that they are able to re-open their business on a limited basis.

Ms. Hanchette has had email and phone conversations with Victor Palencia, who indicated he is not so much concerned about the impact of today, but is more concerned about his business coming into the fall and winter which is his off season. Leading from spring and summer into the off season, during the spring and summer, they really rely on tourism and events to keep his tasting room going through the winter months. Ms. Hanchette stated Mr. Palencia may come back to the Commission later in the year to talk about how business is doing and if there are any impacts he may be feeling at that time. Also, Cave B is somewhat similar and they have been able to work through some of their financing options and they seem to be okay for right now. It is that unknown that they are worried about and how the summer goes will depend on how they re-evaluate in the fall as well. There are a lot of uncertainties and they both very much appreciated the option that the Commission has given them and they are not looking to exercise it right now, but they may come back later in the year for another discussion. Ms. Hanchette inquired if the Commission had any questions.

Commissioner Moak had a meeting last night with the Downtown Kennewick Partnership and Stephanie with the Partnership was wanting to know about what the Port might be doing related to improvement of business or whatever and he heard Ms. Bader Inglima talk about marketing or whatever. Commissioner Moak stated staff may want to talk to Stephanie at the Downtown

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Association as there may be some things we can do with them directly or they might be able to assist the Port in some ways too. Also, do we know if any of these businesses have applied for grants or any of these PPE loans that have been in the news?

Ms. Hanchette stated we are happy to reach out to Stephanie and she will work with Ms. Bader Inglima and see if we can do some joint efforts to get some synergy and momentum back when we are all able to do joint efforts and events. Ms. Hanchette does know of one of our hospitality businesses applied for the PPE and did receive it. Ms. Hanchette has not asked that question of the others; however, if they volunteered it, then we had a good conversation, but she did not ask point blank if they did and believed it was a little bit personal.

Commissioner Moak stated that Ms. Hanchette did learn one in fact did apply and receive it, and that's good.

Ms. Hanchette stated for operations, despite our best efforts, with running staggered shifts for our maintenance team covering seven days a week and also utilizing night patrol of our facilities, we were still burglarized at the Port maintenance shop a couple of weeks ago. Ms. Hanchette reported that the thieves took equipment and tools out of the shop. It is unfortunate and we reported the incident to Kennewick Police Department and if any items that have serial numbers turn up be returned. We have taken some reactive measures, in that we have installed surveillance cameras and added more powerful flood lights to light the area around the maintenance shop, which is located on east 3<sup>rd</sup> in Kennewick, next to the Oak Street Industrial Park Development.

Commissioner Barnes stated that is always frustrating to hear about theft and burglary at this time. He knows it is becoming more prevalent.

Mr. Arntzen acknowledged that there is plenty of work that continues at the Port of Kennewick and although our meetings are shorter, there are probably a lot of things we could report on, but we haven't, but there is tons of work that is continuing on. Mr. Arntzen is sure the Commission is aware, but he would like to reiterate for the public, while many of us are working primarily from home and practicing the social distancing, a lot of our work continues and he is very impressed with how much work is getting done under the trying circumstances.

Mr. Arntzen has talked to staff about the fact that it is going to be time to start thinking about our two-year budget and workplan and asked the Commission to start thinking about that as well. Although it is early in the in the process, Mr. Arntzen would like to get some notes down by July or August. Mr. Arntzen wanted to let the Commission know staff had our first discussion at the staff meeting yesterday, so we will be moving forward with getting ideas together for the large-scale project, which is our two-year budget and workplan. As part of that, we are going to talk about any of the Corona Virus impacts and a lot of that might be financial impacts. Mr. Arntzen has been working with Mr. Kooiker on that, and that will be a portion of the budget as well, so we can give you a narrative of what we think the impacts have been or what they might be. Then we can probably quantify that with some numbers.



# PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 28, 2020 MINUTES

**DRAFT**

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Mr. Arntzen has been working with City of Kennewick City Manager, Marie Mosley on a Memorandum of Understanding (MOU) between the Port and City, related to Fire Station #3, which is the Vista Field Fire Station that the City is building on the northernly plank of Vista Field. There is a joint road and some utility easements that need to be obtained by the City from the Port. We are working very cooperatively on the MOU and Mr. Arntzen will most likely share that with the Commission at the next meeting. The terms of the MOU state that the Port would assist the City in building an access road because that access road would be important for potentially phase 2 or phase 3 of Vista Field. The Port will help them and proposes that the Port provide the City with easements across the Vista Field property to install sewer lines and other utilities. This is a continuation of the great partnership between the Port and the City and again, Mr. Arntzen would like to reduce it to writing, in draft format, and bring it to the Commission most likely at the next meeting and make sure that the Commission is comfortable with the direction that we would be moving in.

Additionally, Mr. Arntzen stated we have been hearing on TV that some states are reopening or considering reopening and he knows that that question will probably be posed to the Port Commission by the public sooner or later. Mr. Arntzen will start to give that some thought and he would like to access as much information, valuable information, rather than speculation. Mr. Arntzen has already spent a few hours today about what our advice is nationally and statewide and he will share that information with the Commission at a later date. Mr. Arntzen stated his philosophy at this point, one, he does not think it behooves the Port of Kennewick to be one of the first entities to reopen. Mr. Arntzen personally feels that the Port has made a huge commitment to be a leader on taking actions to minimize the spread of the virus, and he believes the community has appreciated that. Philosophically, Mr. Arntzen is not wanting to be one of the first to reopen and thinks it needs to be based on science and sound data and we need to make a commitment to the Port team, Commissioners, staff and the members of the public that we serve. Mr. Arntzen would hope that the Commission could consider this and give him their thoughts on that as well, as we progress. Mr. Arntzen will have some thoughts that he will share from time to time on reopening, but reiterated that his personal philosophy, and he hopes this is sound reasoning, that we need to be very cautious and make sure we don't make mistakes and try to reopen to soon.

Mr. Arntzen stated staff has tried to keep our Commission Agendas brief and he thinks there has been a bit of scope creep, as they call it, there has been quite a bit of information on the Agendas. Mr. Arntzen wanted to make sure that he is sharing the appropriate level of information with the Commission and on a couple of occasions, he has sent out emails to Commissioners talking about some of the things we have been doing. Mr. Arntzen wanted to make sure he is striking the balance between providing enough information yet trying to keep the meetings as brief as possible. Mr. Arntzen has covered a lot of territory and asked if the Commission had any questions or comments.

Commissioner Novakovich thinks Mr. Arntzen is sharing information that is appropriate and timely and he is doing a good job at keeping us informed. Secondly, as far as reopening, Commissioner Novakovich totally agrees that he does not think we should be a leader of reopening. We could be critical of that and may run into problems and Commissioner Novakovich thinks we need to take a cautious approach to that and frankly, he trusts Mr. Arntzen's judgement on that one.

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 28, 2020 MINUTES

**DRAFT**

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Commissioner Moak agrees with Commissioner Novakovich's comments there and thinks Mr. Arntzen is on the right track, very much. With regards to Fire Station #3, Commissioner Moak saw in the Legal Section that the City is advertising an RFP for that. Is there a time frame that the City is marching towards in terms of completion for Fire Station #3 and how does that dovetail or doesn't dovetail with our construction or potential sale of property or anything at Vista Field?

Mr. Arntzen will defer that to Mr. Peterson to answer.

Mr. Peterson stated the City is out to bid Fire Station #3 and believes they will open bids on May 15 or 16, 2020 and will take to the City Council right after the bid opening. Mr. Peterson estimates a 15-18-month construction time frame for that project. The roadway involved would be the former driveway or portion thereof from the FBO building that is identified as a future road in later phases of Vista Field. It will not impact sales or activity at Vista Field, but it will help longer term, to establish a second entrance that someday will be connected, as later phases are completed, at Vista Field. The City is a little bit behind, in terms of getting an agreement, to share a portion of the cost on the roadway for a project they are to bid on.

Commissioner Moak confirmed that staff thinks things will dovetail fine with our project.

Mr. Peterson stated yes, the requirement that the City has, would be to build half the roadway and rather than build 185 feet of half a road at some point in the future rather than build the other half when the development necessitates, it seems logical and reasonable, and there is cost benefit to build the entire segment of roadway, 185 feet on both sides of the roadway, at this time.

Commissioner Barnes stated as far as the information Mr. Arntzen is sharing at this point, he is happy and knows that Mr. Arntzen is a phone call or email away. Commissioner Barnes hopes that Mr. Arntzen understands that he is the same, and anything that comes up or anything that merits discussion or communication, he is a phone call or email away. Commissioner Barnes appreciates the work of staff under these trying times.

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

Commissioners reported on their respective committee meetings.

## ***G. Non-Scheduled Items***

Ms. Scott thanked the Commission for their patience with the audio and hopes we can continue to make improvements with that.

## **PUBLIC COMMENTS**

Cal Coie, 705 South Oklahoma Street, Kennewick. Mr. Coie confirmed that the Clover Island Yacht Club is on the list of stakeholders for the Kennewick Waterfront Master Plan.

Commissioner Barnes confirmed that the Clover Island Yacht Club was on the primary stakeholder list.

Ms. Scott unmuted the anonymous callers, but no further comments were made.

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

APRIL 28, 2020 MINUTES

**DRAFT**

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No further comments were made.

## COMMISSION COMMENTS

Commissioner Barnes thanked staff for working through the issues on our virtual meetings and stated that these are very challenging times and he would like to commend staff for all of the work and all of the effort that it takes to pull together a meeting like this under these very challenging times. Also, Commissioner Barnes would like to commend staff for all the work that continues to go on as Mr. Arntzen mentioned earlier. There is a lot of work that continues at the Port of Kennewick and he hopes the public sees that and understands that and Commissioner Barnes knows that the Commission is very appreciative of all of that work and thanked staff very much.

No further comments were made.

## ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 3:23 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*

# Memorandum

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**Date:** 08 May 2020  
**To:** Port of Kennewick – Commissioners & Staff  
**From:** Adam J. Fyall, Benton County  
**Re:** Benton County / State Auditor Discussion of “Point 09”

Commissioners,

I am scheduled to join Mr. Arntzen for a discussion of this emerging topic at your May 12 meeting. Here is some very brief background so that you have a little bit of preparation in advance.

At issue is a dialogue the County has been having with staff in the Washington State Auditor’s Office on the nature of how Benton County handles and disburses that economic development sales & use tax rebate commonly referred to as the “Point 09” money, or as we refer to it at Benton County, the “Rural County Capital Fund”. I will explain in the meeting how this conversation isn’t really focused and has gone in a couple of different directions. At its essence though, is the assertion by SAO staff that Benton County – and presumably other counties – have been perhaps illegally disbursing these monies to port districts. Benton County patently disagrees with this suggestion. During the meeting, I will explain how this started, how it has progressed, and where I think it is right now.

A few other notes...

Benton County generally references the RCCF history in three phases:

- Phase 1 (2000-2002) – Community Investment
- Phase 2 (2002-2017) – Debt Service to Jail Bonds
- Phase 3 (2017-2020) – Community Investment

During the community investment phases, the County has directed millions of dollars into economic development projects sponsored by all five cities and both port districts in the County. Not in the early years, and not until now in the later years, has anyone from the SAO called our well-defined, efficient, and transparent disbursement practices into question.

According to both your staff and the Washington Public Ports Association, many counties throughout the state have operated their respective Point 09 programs similarly and without issue. Nonetheless, when this dialogue began with the SAO, I put the ports of Benton, Kennewick, and Pasco on notice that something was going on in Olympia.

So far, I have asked stakeholders to not apply a bunch of heat on the SAO and to let this play out. I do not think it has gone far up the chain at SAO. In our last discussion with SAO staff, I tried to convey to them that this item could start to get away from them very quickly and that they might not like or have anticipated the disruption that would cause in their office. I am waiting to see if they caught the drift.

I look forward to sharing more with you at your meeting.

# # #



## AGENDA REPORT

**TO:** Port Commission

**FROM:** Nick Kooiker, CFO <sup>DS</sup> 

**MEETING DATE:** May 12, 2020

**AGENDA ITEM:** Surplus Property

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**I. REFERENCE(S):** Resolution 2020-09  
Exhibit A - List of Surplus Assets

**II. FISCAL IMPACT:** Approximately \$20,000

**III. DISCUSSION:** The Port maintenance shop was burglarized on April 15<sup>th</sup>, 2020. The Port's maintenance team has gone through and itemized a list of items believed to be stolen. It is required that the Port formally executes a resolution, removing these items from our capital asset listing. RCW 53.08.090 provides that the Port Commissioners may authorize the Port Chief Executive Officer to sell and convey property.

**IV. RECOMMENDATION:** Approve Resolution 2020-09 to surplus assets.

**V. ACTION REQUESTED OF COMMISSION:**

**Motion:** *I move approval of Resolution 2020-09, authorizing the Port's CEO to surplus Port property as attached in "Exhibit A" and further ratifies and approves all action by port officers and employees in furtherance hereof.*

***PORT OF KENNEWICK***

**RESOLUTION 2020-09**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
PORT OF KENNEWICK AUTHORIZING THE PORT CHIEF EXECUTIVE OFFICER  
TO SELL AND CONVEY SURPLUS PROPERTY***

**WHEREAS**, the Board of Commissioners of the Port of Kennewick met this 12th day of May, 2020, a quorum of the Commissioners being present; and

**WHEREAS**, from time to time it is necessary to surplus items no longer needed for Port District purposes; and

**WHEREAS**, the Port maintenance shop was burglarized on 4/15/20, and it's necessary to formally surplus items deemed as stolen; and

**WHEREAS**, RCW 53.08.090 provides that the Port Commissioners may authorize the Port Chief Executive Officer to sell and convey property; and

**WHEREAS**, prior to each such disposition of Port property, the Port Chief Executive Officer is directed to present to the Commission an itemized list of the property and to make written certification that the listed property is no longer needed for Port District purposes.

**NOW, THEREFORE, BE IT RESOLVED** the Port of Kennewick Commissioners authorize the Chief Executive Officer to surplus Port property no longer needed for Port purposes as attached in "Exhibit A".

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

**ADOPTED** by the Board of Commissioners of Port of Kennewick this 12th day of May 2020.

***PORT OF KENNEWICK  
BOARD OF COMMISSIONERS***

By: \_\_\_\_\_  
DON BARNES, *President*

By: \_\_\_\_\_  
SKIP NOVAKOVICH, *Vice President*

By: \_\_\_\_\_  
THOMAS MOAK, *Secretary*



*RESOLUTION 2020-09*  
*"Exhibit A"*

Attractive Assets				
Asset	Disposition	Property Description	Date In Service	Cost
139	Stolen	JD Tek 3500 Generator	N/A	N/A
141	Stolen	Wire Feed Welder	N/A	N/A
151	Stolen	Equipment Hydraulic Lift Cart	3/21/2013	\$ 173.27
166	Stolen	BOSCH Rotary Hammer Drill	12/20/2012	\$ 280.50
167	Stolen	Shop Vac (Orange)	N/A	N/A
169	Stolen	Shop Vac (Orange)	N/A	N/A
183	Stolen	Hitachi Chop Saw - 15 amp	2/24/2015	\$ 486.27
185	Stolen	Power Generator	2/24/2015	\$ 778.87
192	Stolen	Dewalt Reciprocating Saw - Sawzall	2/24/2015	\$ 107.51
196	Stolen	Toro Snow Blower	1/2/2017	\$ 537.56
198	Stolen	Leaf Vacuum/Blower	11/1/2016	\$ 199.81
207	Stolen	Windshield mount TomTom	5/12/2016	\$ 68.39
Capital Assets				
Asset	Disposition	Property Description	Date In Service	Cost
1250	Stolen	Hotsy Pressure Washer	4/1/2017	\$7,952.92
729	Stolen	Trailer/hitch/license/coupler	7/31/2003	\$2,337.42

CFO/Auditor Certification:

DocuSigned by:

Nick Kooiker

5/1/2020

E8375ED86FBD734

Nick Kooiker

Date

**From:** [Tana Bader-Inglima](#)  
**To:** [Bridgette Scott](#)  
**Subject:** FW: U.S. Department of Commerce Announces Availability of \$1.5 Billion in CARES Act Funds to Aid Communities Impacted by the Coronavirus Pandemic  
**Date:** Friday, May 08, 2020 2:55:03 PM  
**Attachments:** [image001.png](#)  
[2020.5.7 FY20 PWEAA NOFO including NCC and CARES.PDF](#)

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Tana Bader Inglima, Deputy CEO  
Port of Kennewick  
350 Clover Island Drive, Suite 200  
Kennewick, WA 99336  
509-586-8140 direct  
509-586-1186 office  
509-586-7678 fax  
509-948-3514 cell  
[Tana@PortOfKennewick.org](mailto:Tana@PortOfKennewick.org)

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**From:** Stephanie Seamans [mailto:SSeamans@bfcog.us]  
**Sent:** Thursday, May 7, 2020 11:48 AM  
**Subject:** FW: U.S. Department of Commerce Announces Availability of \$1.5 Billion in CARES Act Funds to Aid Communities Impacted by the Coronavirus Pandemic

Good morning, Economic Development and Regional Partners:

The U.S. Department of Commerce Economic Development Administration has issued their notice of funding opportunity for CARES Act Funding this morning. The EDA expects to fund approximately \$266 million from the Seattle Northwest Regional Office with as little as 0-20% community match possible for this opportunity. Applications will be accepted on a rolling basis.

If you are planning to apply, please let BFCG know so we will be aware of your project and can help to support your application with the EDA staff and by confirming consistency with the Comprehensive Economic Development Strategy.

Thank you,

Stephanie

**Stephanie Seamans, CPA**  
**Executive Director**  
**Community and Economic Development Manager**  
**Benton-Franklin Council of Governments**



[sseamans@bfcog.us](mailto:sseamans@bfcog.us) | 509.943.9185 | [www.bfcog.us](http://www.bfcog.us)

*BFCG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form call (509) 943-9185 or online at [www.bfcog.us](http://www.bfcog.us).*

*This institution is an equal opportunity provider and employer.*

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**From:** U.S. Economic Development Administration [<mailto:edanews@updates.eda.gov>]

**Sent:** Thursday, May 07, 2020 7:51 AM

**To:** Stephanie Seamans <[SSeamans@bfcog.us](mailto:SSeamans@bfcog.us)>

**Subject:** U.S. Department of Commerce Announces Availability of \$1.5 Billion in CARES Act Funds to Aid Communities Impacted by the Coronavirus Pandemic

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EDA Update



Thursday, May 7, 2020

## **U.S. Department of Commerce Announces Availability of \$1.5 Billion in CARES Act Funds to Aid Communities Impacted by the Coronavirus Pandemic**

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U.S. Secretary of Commerce Wilbur Ross today announced that the Department's Economic Development Administration (EDA) is now accepting applications from eligible grantees for Coronavirus Aid, Relief, and Economic Security Act (CARES Act) supplemental funds (EDA CARES Act Recovery Assistance) intended to help communities prevent, prepare for, and respond to coronavirus.

"President Trump is working tirelessly to make sure Americans stay safe during this crisis

and that our economy is loaded to spring back when this global scourge recedes,” **said Commerce Secretary Wilbur Ross**. “EDA CARES Act Recovery Assistance funds will support the long-term recovery of communities across the nation that have been impacted by the coronavirus pandemic.”

“EDA’s CARES Act Recovery Assistance is designed to provide a wide-range of financial assistance to communities and regions as they respond to and recover from the impacts of this pandemic,” **said Dana Gartzke, Performing the Delegated Duties of the Assistant Secretary of Commerce for Economic Development**. “We intend to deploy our CARES Act funding as quickly, effectively, and efficiently as possible, and in a manner that meets the needs of our communities.”

On March 27, 2020, President Donald J. Trump [signed](#) the \$2 trillion CARES Act into law. The CARES Act provides EDA with \$1.5 billion of which \$1.467 billion is available for grant making. The remaining funds will be transferred to cover salaries and expenses and oversight activities.

The Secretary’s announcement comes as EDA has [published an Addendum](#) to its Fiscal Year 2020 Public Works and Economic Adjustment Assistance Notice of Funding Opportunity (FY20 PWEAA NOFO) making the funds available.

Under this announcement, EDA will make CARES Act Recovery Assistance grants under the authority of its [Economic Adjustment Assistance](#) (EAA) program, which is intended to be flexible and responsive to the economic development needs and priorities of local and regional stakeholders.

EDA CARES Act Recovery Assistance investments will support a wide range of non-construction and construction activities, including Revolving Loan Funds, in regions across the country experiencing severe economic dislocations brought about by the coronavirus pandemic.

Examples of projects that EDA may fund through its CARES Act Recovery Assistance include economic recovery planning and preparing technical assistance strategies to address economic dislocations caused by the coronavirus pandemic, preparing or updating resiliency plans to respond to future pandemics, implementing entrepreneurial support programs to diversify economies, and constructing public works and facilities that will support economic recovery, including the deployment of broadband for purposes including supporting telehealth and remote learning for job skills.

Eligible applicants under the EAA program include a(n):

- District Organization;
- Indian Tribe or a consortium of Indian Tribes;
- State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions;
- Institution of higher education or a consortium of institutions of higher education; or
- Public or private non-profit organization or association acting in cooperation with

officials of a political subdivision of a State.

For more information, please visit the [EDA CARES Act Recovery Assistance page](#).

EDA Footer



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