



# PORT OF KENNEWICK REGULAR COMMISSION MEETING

MAY 14, 2019 MINUTES

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

## The following were present:

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

**Staff Members:** Tim Arntzen, Chief Executive Officer  
Tana Bader Inglima, Deputy Chief Executive Officer  
Amber Hanchette, Director of Real Estate and Operations  
Nick Kooiker, Chief Financial Officer  
Larry Peterson, Director of Planning and Development  
Kandy Yates, Office Assistant/Marina Manager  
Lucinda Luke, Port Counsel

## PLEDGE OF ALLEGIANCE

Commissioner Novakovich led the Pledge of Allegiance.

## APPROVAL OF THE AGENDA

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

## PUBLIC COMMENT

No comments were made.

## CONSENT AGENDA

- A. Approval of Direct Deposit and E-Payments Dated May 1, 2019***  
Direct Deposit and E-Payments totaling \$97,243.81
- B. Approval of Warrant Register Dated May 14, 2019***  
Expense Fund Voucher Numbers 101054 through 101109 for a grand total of \$159,717.50
- C. Approval of Regular Commission Business Meeting Minutes April 23, 2019***

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

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## REPORTS, COMMENTS AND DISCUSSION ITEMS

### A. *Columbia Drive*

#### 1. *Construction Update*

Mr. Peterson updated the Commission on Phase 2B construction at Columbia Gardens.

#### 2. *Food Truck Update*

Ms. Hanchette reported the Port currently has four vendor tenants at the Food Truck Plaza: Swampy's American BBQ, Rollin Ice Cream Truck, Frost Me Sweet Mobile, and the Ciao Wagon. Rollin Ice Cream Truck is now a tenant and will be splitting her time between Columbia Gardens and Clover Island. Frost Me Sweet Mobile was recently featured on Diners, Drive-ins and Dives. Swampy's BBQ has been selling out regularly and has now added breakfast to his menu. Ms. Hanchette stated the food trucks are family oriented, small businesses, and the Port is offering a place for these businesses to thrive. The current tenants have a strong social media presence, which will allow for a greater chance of success in the long run. Ms. Hanchette stated the goal is to get more vendors into the plaza, with the potential for a rotating space for different vendors.

Commissioner Novakovich reported Ron Swamby of Swampy's BBQ is elated and has established quite a following.

Commissioner Moak inquired if the food truck vendor information is available on the Port website.

Ms. Hanchette stated Ms. Bader Inglima has updated the website to include the food truck vendors, their logos, and links to their online page, which include their location, hours, and menus.

Commissioner Barnes inquired if there are food vendors at the site on a daily basis.

Ms. Hanchette stated Swampy's BBQ is open Wednesday through Sunday, whereas the other vendors are open at varied times during the week. Ms. Hanchette is working on a vendor calendar trying to create a consistent presence. Additionally, Ms. Hanchette is working with another vendor to potentially come in this summer. Ms. Hanchette stated each vendor is an independent mobile business with scheduled events, such as community or private events and she will continue to work with each business to try to fill the calendar. Ms. Hanchette stated the vendors have been posting their schedules and menus on their Facebook pages.

#### 3. *Vibrancy Policy*

Mr. Arntzen stated the City and Port created a vibrancy marketing program to support advertising and promotion of events put on by the tenants of Columbia Gardens Wine Village. The Port is contributing advertising dollars for the program and the City will run the administration, as well as advertise events on the City website. The program funds up to \$1,000 per event as a reimbursement, after the event has been held and can be used for the advertising and promotion of Columbia Gardens Wine Artisan Village. Tenants may

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apply together for single events up to the advertising maximum. The hope is to have the tenants work together on events to create the vibrancy within the Village. The Port is moving slowly but methodically towards creating consistent vibrancy. The vibrancy program was modeled after the Port's successful partnership with the Clover Island Inn Summer Concert Series. Last year, the Port staff met with DPZ Partners to discuss Phase 1 Infrastructure at Vista Field, but we were also reminded how important vibrancy was for Vista Field. The vibrancy program will be utilized at the Wine Village and once Vista Field is ready, we hope to clone the program to create initial vibrancy at Vista Field.

Commissioner Moak commented that Mr. Arntzen was slow at coming to believe in the importance of vibrancy, but, as Mr. Arntzen mentioned, more than once, that the meeting with DPZ Partners was important to the Port and one of the things that Mr. Arntzen picked up strongly during that meeting. Commissioner Moak stated the Commission and staff keep discussing elements from that meeting and how important they are. Commissioner Moak appreciates the work and the partnership with the City and the tenants in trying to come up with a successful program. Commissioner Moak hopes the program is successful at the Wine Village and can be utilized at Vista Field and thanked Mr. Arntzen for his efforts. And said he was pleased about the tenants' interest in doing things and how they envision what they are doing and how to be successful, and the Port also wants to be successful and we are trying to do something to replicate some successes that we have had on Clover Island, down at the Wine Village and at Vista Field, which benefits everybody.

Mr. Arntzen stated staff researched private event planning businesses; however, the budgets were approximately \$100,000, with \$50,000 going to the management of the program. The Port is able to fund the vibrancy for \$25,000 with the assistance of the City and allows the tenants to advertise the Wine Village as part of their own events. The City has the application available on the website and has already reached out to the tenants about the program.

Ms. Hanchette stated that the Port and City staff had a meeting with the Wine Village tenants to discuss the process. One of the benefits of the City administering the program is that the City keeps an event calendar for the entire City, including Downtown Kennewick and Southridge, allowing tenants to avoid scheduling against competing events or to find complementary events to leverage.

Commissioner Barnes inquired if the Port will be running television advertisements to support Columbia Gardens.

Ms. Bader Inglima has been working with the media to support the Food Truck Plaza tenants and indicated that there are links on the Port's website to the news articles. Ms. Bader Inglima stated there is not a planned campaign as of yet.

#### **4. Opportunity Fund**

Mr. Peterson stated the Commission recently approved utilizing \$13,600 from the opportunity fund for a contract with Parametix for a traffic calming analysis for Columbia

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Drive. John Perlic spoke with Cary Roe, City of Kennewick Public Works Director and Justin Sorin, City Transportation Manager regarding the traffic calming analysis. The City is onboard with the Port's initial feasibility study; however, Mr. Roe has requested additional items to be included in the traffic analysis. Mr. Peterson stated the additional cost to the contract is \$7,800, which brings the total contract to \$21,400 out of the opportunity fund.

Commissioner Moak inquired if Mr. Roe's request is reasonable and would the additional information add to the study.

Mr. Peterson stated Mr. Roe has specific concerns and is looking for a more thorough report into the analysis and cost.

Commissioner Moak inquired if the analysis went forward, how would the Port implement the plan.

Mr. Peterson stated Benton Franklin Council of Governments (BFCOG) has specific state level funding for traffic calming, pedestrian safety enhancement, and other programs that are being addressed with this study. Mr. Peterson believes the project would be a very good candidate for state or federal assistance.

Commissioner Moak believes if the Port is going to move forward with this project, then the Port should utilize the opportunity fund for the additional work.

Mr. Arntzen stated there have not been any sources identified to further the study to implement the plan; however, he believes there is an opportunity for partnership with the City. Mr. Arntzen stated the Commission could very well approve the contract amendment and have nothing to show for it in the end, but he does not believe that will happen. The Port and City could work together to find funding sources together and thought it may take some time, he believes it is necessary for the growth of the Wine Village. Marie Mosley, City of Kennewick City Manager would like to do work on Washington Street and the report could potentially help with that. Mr. Arntzen cautioned that this is just the first step and there is no guarantee of funding to implement the plan.

Commissioner Moak stated a good plan would be essential to move forward to find other funding sources and if we have good political support from the City and a good engineering plan from Parametrix, those are some of the things it takes, once a source of funding is found.

Mr. Arntzen stated there has been discussion on the Kennewick Waterfront Master Plan, while Mr. Arntzen requested to potentially defer this, there are some other items that this traffic calming that could be folded into the Kennewick Waterfront Master Plan.

Commissioner Novakovich stated the traffic calming has been an issue since the 1990's and was even incorporated into the Bridge to Bridge Plan. Recently, Commissioner

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Novakovich attended a BFCOG call for projects meeting and believes this kind of project is what they are looking for and would receive funding.

Commissioner Barnes stated \$7,800 seems like a small amount in the grand scheme of things for better access to the development. The Port has this great development, but if people are having difficult gaining access to the area, for want of \$7,800 then he believes the Port would have failed somewhere. Commissioner Barnes has difficulty with numbers verbally and this discussion is based on a previous discussion and asked staff for additional information on paper to help refresh his memory of where the Port was in the past and decisions that have been made. This is verbal and Commissioner Barnes understands the concept, and supports the \$7,800 because in the big picture, it is a very small amount to enhance access and doing something that would improve relations with the City and what they are trying to accomplish on Washington Street. Commissioner Barnes requested a refresher, on paper, that outlines the earlier Commission decisions.

Commissioner Moak confirmed with Commissioner Barnes that he is looking for a history specifically related to the opportunity fund.

Commissioner Barnes stated anything with numbers.

Commissioner Moak asked staff to prepare a written summary of where we are with the opportunity fund and where the numbers are from.

Mr. Arntzen will provide written materials.

### ***B. Clover Island 1135 Update***

Ms. Bader Inglima reported that the Port and the U.S. Army Corps of Engineers (USACE) have signed the cost share agreement for the 1135 Habitat Restoration project on Clover Island. The total project cost for the design and implementation is estimated at \$5,000,000. The Port is responsible for around 25% of the total project cost with the Federal Government picking up the remainder. Recently, the Port secured the matching funds by submitting a joint application with the City of Kennewick to the Benton County Rural Capital County Fund (RCCF). The Port is receiving the following funds for the 1135 project: \$500,000 from an RCO grant and \$1,000,000 from the RCCF fund. The USACE is spending \$3,500,000 and will begin work on the design portion now and construction would bid around August 2020 for winter 2020-2021 in-water work.

Commissioner Barnes inquired if we could amend the 1135 project to include Duffy's Pond.

Ms. Bader Inglima stated when the USACE performed the initial habitat analysis, we asked about that and were told that Duffy's Pond is a drainage canal and it does not fit the requirements for the 1135 habitat restoration program. Port and City staff are working with the USACE to come up with a plan for the Duffy's Pond area. However, it is complicated because it involves multiple jurisdictional partners, including the City of Kennewick and the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

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Commissioner Novakovich thanked Ms. Bader Inglima for her continuous work on the 1135 project and for securing \$5,000,000 of outside funding to invest on Clover Island.

## **C. Vista Field Update**

Mr. Peterson updated the Commission on the current construction underway at Vista Field.

## **D. Partnering Opportunity with Benton Rural Electric Association (REA)**

Mr. Arntzen stated one of the goals established for the CEO was to create additional partnering opportunities in the community. Mr. Arntzen recently spoke with City of West Richland Mayor Brent Gerry, who indicated that Benton REA was looking for opportunities to partner on an economic development project. Mr. Arntzen met with Troy Berglund, Community Relations and Members Services Manager and Shannon Olsen, Assistant Community Development and Services Manager at Benton REA to discuss partnership opportunities. Mr. Arntzen inquired if the Commission would like staff to continue pursuing a potential partnership with Benton REA, which services a good portion of the Port's district. Benton REA staff indicated that they would appreciate an opportunity to speak to the Commission at a future meeting.

Commissioner Moak believes partnering with Benton REA could be a good opportunity and asked, for the record, if Mr. Arntzen could identify his relationship with Ms. Olsen.

Mr. Arntzen stated that Ms. Olsen is his ex-wife.

Commissioner Moak inquired if there is any conflict of interest related to Ms. Olsen.

Mr. Arntzen stated that there is no conflict.

Commissioner Barnes welcomes the opportunity to pursue a partnership with Benton REA, but it is important to be mindful of our current jurisdictional partners.

*It is the Commission consensus for staff to continue discussing potential projects with Benton REA.*

## **E. Port of Vancouver Fossil Fuel Policy**

Mr. Arntzen recently spoke with the economic director for the Port of Vancouver, who is requesting assistance from the Port of Kennewick and other ports, on a policy matter that the Port of Vancouver Commission is considering. The Port of Vancouver is considering a policy that removes the Port from any businesses related to fossil fuels and would not renew any current leases once expired, for example, fueling facilities. Port of Vancouver staff asked if the Port could offer opinions as to what affect this would have on the Port of Kennewick. Mr. Arntzen inquired how the Commission would like staff to move forward on this request.

Commissioner Barnes would like additional information prior to making any commitments because it could have an impact on the rail in the Tri-Cities.

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Mr. Arntzen is unaware of any impacts to rail traffic and how that would affect the Tri-Cities and will follow up with Port of Vancouver staff for additional information and timeline; however he believes their request indicated time was of the essence.

Commissioner Moak thought their Commission already voted on this policy.

Mr. Arntzen received the phone call last week and believes their Commission tabled the topic to hear from other ports.

Commissioner Moak believes their Commission needs to make a decision and probably does not relish being told what to do, whether we agree with it or not.

Commissioner Novakovich believes the Port of Kennewick should not respond either way.

Mr. Arntzen indicated from this discussion, he understands that the Port of Kennewick would not take a position regarding the Port of Vancouver fossil fuel policy.

Commissioner Moak stated the topic may come up at the Washington Public Ports Association conference and other ports may have been approached.

Mr. Arntzen stated that the Randy Hayden of the Port of Pasco took this to the Commission last week and believes they will be passing a resolution.

Commissioner Moak stated the Port of Pasco is more directly involved in this than the Port of Kennewick.

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

Commissioners reported on their respective committee meetings.

#### ***E. Non-Scheduled Items***

1. Commissioner Moak reported that the West Richland Library was recently remodeled and the architects were Bernardo Wills, who designed the current Port office. They indicated to him that they would like to be a part of Vista Field redevelopment.
2. Ms. Bader Inglima stated Benton County Sheriff's Office is going to submit a grant application seeking funding for a new security boat vessel and requested a letter of support from the Port of Kennewick and the Port of Benton. Ms. Bader Inglima inquired if the Commission would like to support that endeavor.

*It is the consensus of the Commission for staff to offer support for the Benton County Sheriff's Office grant.*

3. Mr. Arntzen and Ms. Bader Inglima will be attending the City of Kennewick Council workshop and giving a brief presentation related to the partnering opportunities between the Port and City, primarily focusing on the Kennewick waterfront and Vista Field.

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Commissioner Moak inquired if the presentation is on projects we have completed, are currently working on or potential projects.

Mr. Arntzen stated it will feature joint projects that we have completed and those we are currently jointly working on; however, Ms. Mosley asked Port staff to discuss the Vista Field Hangars as well.

4. Mr. Peterson sat in as a judge on the Governor's Smart Opportunities selection committee, which the Port and City received in 2017 for Columbia Gardens and in 2018 for Vista Field. Mr. Peterson felt very honored to be asked to be a part of the judging from the Department of Commerce.
5. Mr. Kooiker reported that the Port filed the 2018 financial reports with the State Auditor's Office.

## PUBLIC COMMENTS

Boyce Burdick, 414 Snyder Street, Richland. Mr. Burdick stated on May 24 and May 25, 2019, there will be a performance of Carmina Burana by the Mid-Columbia Mastersingers and Mid-Columbia Ballet at the REACH Museum's outdoor amphitheater. Saturday, June 1, 2019 at the Richland High Auditorium, the Mid-Columbia Symphony will feature works from Shostakovich's Symphony No. 7.

No further were made comments.

## COMMISSION COMMENTS

No comments were made.

## ADJOURNMENT


With no further business to bring before the Board; the meeting was adjourned 3:45 p.m.

### APPROVED:

PORT of KENNEWICK  
BOARD of COMMISSIONERS



Thomas Moak, President



Don Barnes, Vice President



Skip Novakovich, Secretary