



PORT OF KENNEWICK REGULAR COMMISSION MEETING

JULY 10, 2018 MINUTES

CALL TO ORDER

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/Auditor
Larry Peterson, Director of Planning and Development
Lisa Schumacher, Special Projects Coordinator
Bridgette Scott, Executive Assistant
Lucinda Luke, Port Counsel

PLEDGE OF ALLEGIANCE

Commissioner Barnes led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

Mr. Arntzen introduced Rebekah Woods, President of Columbia Basin College (CBC) and Kedrich Jackson, CBC Board of Trustees Chair. Dr. Woods and Mr. Jackson would like to discuss the College's continued interest in working with the Port and City on the Culinary Institute at The Willows.

Kedrich Jackson, 2600 North 20th Avenue, Pasco. The College recently received a feasibility study for fundraising for the Culinary Institute. This is an important first step for the College in the process of defining and establishing the funding viability of program, which is also part of process for new programs for the State Board. Mr. Jackson stated the Culinary Institute is an important program for CBC and so is the established partnership with the City and Port. Mr. Jackson stated whatever confusion may have stemmed from the recent article in the *Tri-City Herald*, he emphasized that CBC and the Board of Trustees are aligned in the current plans for the Culinary Institute with no changes to the plans that

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are in place. Mr. Jackson stated CBC is looking forward to learning more as they develop the program and stressed the importance of the College's presence in Kennewick. Mr. Jackson stated CBC will continue to define the program and as part of that, there will be an upcoming visioning process, which CBC would like the Port and City to be involved. Mr. Jackson thanked the Commission for the opportunity to speak today.

Rebekah Woods, 2600 North 20th Avenue, Pasco. Dr. Woods supports Mr. Jackson's comments and as indicated, the College has a lot of work to do. In order for the College to receive the State Board's approval for the new program, the College needs to satisfactorily answer all the questions and have a plan in place that is sustainable and successful long term. Dr. Woods stated there is a lot of work to be done and is excited about the level of support that came out of the study, which indicated that the community is excited about the program and additional possibilities for the community. The College will work diligently to put together a model and vision for what this program could look like for our community.

Commissioner Moak expressed the Commission's excitement of working with CBC and the City on this project. Commissioner Moak thanked CBC, the Board of Trustees and the City for their continued support in the project and stated it is a great opportunity to build something along the Kennewick Waterfront.

Marie Mosley, 210 West 6th Avenue, Kennewick. Ms. Mosley, City Manager for City of Kennewick, expressed their support and appreciation for this project and continuous work that the Port and CBC have done. Ms. Mosley stated there is a lot of work ahead of us, but we are committed to making this a tremendous project for all of our partners; CBC, the Port and City, and Benton County. Ms. Mosley is looking forward to continuing on and working in partnership and moving forward with the project and anxious to see the end result.

Commissioner Moak believes the Culinary Institute will be good for the industry and good for people who are looking for opportunities for dining in this region. As the area continues to grow, the Culinary Institute will meet several needs and will create jobs and help the economy.

Mr. Arntzen appreciates the update and stated the Port and City recently met with CBC to discuss the feasibility study. Mr. Arntzen stated the Port allocated potential Rural Capital County Funding from Benton County for infrastructure in The Willows, and will apply for those funds, in partnership with the City. Mr. Arntzen believes the Port and City may be able to install the infrastructure in 2019 to set the development up for the CBC Culinary Institute.

Mr. Jackson mentioned that in the College's initial research, wine and food pairing is a key element and is why The Willows location is very important to the College.

No further comments were made.

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CONSENT AGENDA

- A. *Approval of Direct Deposit and E-Payments Dated July 3, 2018***
Direct Deposit and E-Payments totaling \$70,794.91
- B. *Approval of Warrant Register Dated July 10, 2018***
Expense Fund Voucher Numbers 100260 through 100280 for a grand total of \$32,531.52
- C. *Approval of Regular Commission Business Meeting Minutes June 26, 2018***

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.*

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. *Columbia Gardens Update*

Mr. Peterson updated the Commission on the construction of Columbia Gardens Way, Cedar and Date Street Extension, the parking lot, and the six food truck stalls. Mr. Peterson stated this is the sixth Columbia Gardens construction contract in last five years since first Interlocal Agreement with the City was signed in 2013. Once construction is near completion, the plans for the tasting room building will go out for bid.

Additionally the City will be installing a flashing/lighted crosswalk across Columbia Drive later this year.

Ms. Hanchette stated the Port recently contracted with MaryLou Shea to set up the food truck vendor process and application. Ms. Hanchette asked for Commission input related to the process for selecting tenants for the food truck plaza and proposed a process similar to that of selecting tenants for Columbia Gardens. The Port would collect applications and then a small committee, which would include representatives from the Port, City, Benton County, and Ms. Shea would interview applicants. Ms. Hanchette inquired if the Commission approves of the process and committee representatives.

Commissioner Novakovich likes the inclusion of our partners and stated the process has been successful in the past.

Commissioner Moak suggested that at least one member of the committee should be a food truck connoisseur.

Ms. Hanchette stated the committee will rely on Ms. Shea's guidance and believes the committee members will become food truck foodies.

Commissioner Novakovich inquired if the committee will take the local restaurants into consideration.

Ms. Hanchette stated Zips serves burgers and fries and there is a Mexican restaurant within walking distance of Columbia Gardens. Ms. Hanchette and the committee will review the applicants and

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how their business will in fit with the wineries and if they are complimentary to the development. It is important that the businesses work together and complement each other to create a successful development.

B. Vista Field Update

Mr. Peterson reported that Parametrix is conducting the final analysis of the construction plans, which will then be forwarded to the City for review. Mr. Peterson believes the City will need approximately two months to review the plans and once the review is complete, the Port will go out to bid for Vista Field Phase 1A infrastructure. Mr. Peterson stated that it would be helpful to the City and the construction community to have street and alley names on the biddable documents and inquired if the Commission would like to discuss the direction for the process and selection of names for Vista Field. Mr. Peterson asked if the Commission finds Crosswind Boulevard acceptable for the major intersection that connects to Canal Drive and intersects with Grandridge Blvd.

Mr. Arntzen stated the Commission has previously discussed the DPZ Memo from the New Orleans meeting and section five references Vista Field street names. Mr. Arntzen shared the Commission's recommendations with DPZ regarding streets names and indicated that should not have a direct link related to aircraft or airports. Mr. Arntzen inquired if the Commission would find using an indirect link to the history of the property for street names acceptable. Lizz Plater-Zyberk and Senen Antonio suggested several ideas and using community references and Mr. Arntzen mentioned that Crosswind Boulevard has been used since the beginning of the Charrette process as a central point of reference. Mr. Arntzen inquired if the Commission likes Crosswind Blvd., and stated if the Commission approves of Crosswind Blvd., then there could be an established theme such as wind or perhaps things not on the ground.

Commissioner Moak is not opposed to using Crosswind Blvd.; however, he would like to determine the theme of the development.

Commissioner Barnes supports Crosswind Blvd. and likes the idea of working with a street name that has served as a point of reference (wayfinding) in the past. Furthermore, Commissioner Barnes is also supportive of the use of runway, which is relative to the former airport.

Commissioner Novakovich likes Crosswind Blvd. and stated there are 75 years of history in that area and Crosswind Blvd. is a reference to what was there and it is important to preserve that part of history.

Mr. Arntzen will contract with DPZ and reach out to Ms. Plater-Zyberk and Mr. Antonio regarding street and alley names and present options at a future meeting.

Commissioner Barnes stated if the City were receptive, the small portion of Grandridge that runs by the airport could be renamed as Crosswind Blvd.

Commissioner Moak associates runway with asphalt and pavement and would prefer it not be used as a name. Commissioner Moak likes how the City of Kennewick has alphabetical streets that

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follow a grid and would like to see that same kind of mechanism/order used at Vista Field. Commissioner Moak is interested in hearing DPZ's suggestions for the development.

Mr. Peterson stated there are three roadways that run NE to SW the entire length of the site and additional six that cross the site; however, three align with established streets (Okanogan, Quay, and Grandridge). If the City required the existing street names to continue, then the Commission would need to propose names for only three roads and perhaps 13-14 alleys if the alleys should need to be named.

Mr. Arntzen pledged to work in partnership with City staff and thanked the Commission for the discussion and direction.

Mr. Peterson outlined future Commission policy items that need to be discussed:

- Business Improvement District: Ben Floyd of White Bluffs Consulting will present a report at July 24th Commission Meeting;
- Bid process and results;
- Benton PUD and Fiber system installation;
- Street names; and
- Marketing efforts.

Mr. Peterson stated it would be helpful to have the discussion regarding marketing efforts prior to passing the 2019-2020 Budget, to allow for proper allocation of the marketing costs.

C. 2019-2020 Work Plan and Budget

Mr. Arntzen stated in the past, the Commission and staff dovetailed the two year budget with the work plan, and in 2016, the Commission approved the Comprehensive Scheme of Development which included a ten year capital project plan. Mr. Arntzen stated all of the outlined capital projects are still valid; however, if the Commission wanted to add a new project, the plan and budget would need to be revisited.

Mr. Peterson stated the City recently approved the Port's Vista Field Master Plan in December 2017 and the Commission has stated that Vista Field is the priority. Mr. Peterson stated unlike previous Port projects, Vista Field and Columbia Gardens will take several years to complete. Mr. Peterson reviewed the project list and based on the current Interlocal Agreements with the City, CBC, Benton County, and US Army Corps of Engineers (USACE), the two-year work plan has effectively been determined. Mr. Peterson stated the proposed draft of the 2019-2020 Work Plan will include the hangar remodels, completion of Columbia Gardens, and improvements to Duffy's Pond area.

Mr. Arntzen and Mr. Peterson will work on the draft 2019-2020 Work Plan based on Commission comments for review.

Commissioner Novakovich agrees with Mr. Peterson's comments and updating the 2019-2020 Work Plan is sufficient. If the Commission wanted to add a project, then we would need to remove a project in order to fund.

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Mr. Arntzen stated the 2019-2020 Work Plan could include smaller projects perhaps under \$100,000.

Commissioner Moak stated there are many cost uncertainties with items such as Duffy's Pond or the Clover Island Master Plan. Commissioner Moak inquired if there other expenses, such as the website that need to be included in the budget. The Commission has identified Vista Field as the top priority for the Port and agreed to not cut funding for Vista Field to complete other projects.

Commissioner Barnes agrees with the comments and stated the Port employed a thorough process for the ten year capital plan. Commissioner Barnes welcomes the opportunity to review the plan, but does not believe there will be a need for any big changes.

Mr. Arntzen appreciates the discussion and will gather the pertinent information for the Commission for a future meeting date.

D. State of the Ports Presentation

Ms. Bader Inglima stated the Port has been invited by Tri-City Regional Chamber of Commerce to host the State of the Ports presentation as luncheon topic on November 28, 2018. Ms. Bader Inglima indicated the Chamber has decided to use the same format as last year, with a panel discussion and brief video presentation. Ms. Bader Inglima inquired if the date is acceptable to the Commission, and reported that the date works for the ports of Benton and Pasco. Previously the executive director sat on the panel; however Ms. Bader Inglima inquired if the Commission President would like to be part of the panel for the audience question and answer session.

Commissioner Moak stated the date and format is acceptable.

Commissioner Barnes enjoyed the executive director panel presentation last year; however, if Commissioner Moak wanted to speak on behalf of the Port, he would support it.

Commissioner Moak appreciated the candid comments from the executive directors and found the panel questions interesting and informative. Commissioner Moak thought Mr. Arntzen did a great job and shared important information about Port projects and mission to the audience. Commissioner Moak would support the Chamber requested format, as it is the Chamber's event.

E. Commissioner Meetings (formal and informal meetings with groups or individuals)

Commissioners reported on their respective committee meetings.

F. Non Scheduled Items

1. Commissioner Moak recently attended the Fuse meeting, and stated there was a poster board that highlighted potential community projects, and mentoring for mural-making was featured. Commissioner Moak believed this was an interesting idea and thought that the screening wall that will be placed in Columbia Gardens could be a suitable place for more murals.

Commissioner Moak recently attended the Association of Washington Cities (AWC) Conference, where he spoke with the new president, City of Kennewick Mayor Don Britain

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regarding convention space for the 2020 AWC Convention. Commissioner Moak thought Columbia Gardens would be suitable for their off-site parties, or possibly Vista Field. Commissioner Moak believes this would give the Port and City an opportunity to showcase our partnership and projects.

Recently, Chep Gauntt made a presentation related to Christmas markets and Commissioner Moak appreciated how Mr. Gauntt believed the Port could create his vision. Commissioner Moak believes the reason the Port can create such unique projects is because Mr. Arntzen has the uncanny ability to pull ideas together and complete the vision. Additionally, Commissioner Moak believes the Port, City and the Historic Downtown Kennewick Association could potentially create something special at “Willows Park” and Commissioner Moak mulled if the Port should review the concept. Commissioner Moak appreciates the work Mr. Arntzen has done to facilitate special projects and believes the Port has the ability to further conversation about whether we should move one step further with Mr. Gauntt’s vision.

2. Ms. Bader Inglima was recently approached by Karen Sullivan, manager of the Historic Downtown Kennewick Partnership (HDKP) Market. The Market has been very successful and continues to expand. Ms. Sullivan has added a community booth and asked if the Port would be interested in participating in one of the markets. Ms. Bader Inglima inquired if the Commission would be interested in scheduling time in the booth and if so, please email her regarding their Thursday availability.

The consensus of the Commission is to participate in a one-time community booth at the HDKP Market.

3. Mr. Peterson commented on Commissioner Moak’s comments regarding the opportunity to add a mural on the screening wall in Columbia Gardens. The screening wall is 220 feet, with breaks every 30 feet, which could allow for segmented murals. The current contract calls for the screening wall to be painted the same color as the current Wine Village buildings with an anti-graffiti coating. Ms. Bader Inglima and Barb Carter have discussed that wall and the potential murals.

Ms. Bader Inglima stated staff can review the budget and potentially allocate funds in the new budget, to bring murals to the screening walls, if there is Commission interest.

Commissioner Moak stated the Port could discuss community sponsorships for this project.

Mr. Arntzen stated this is a great time to discuss new ideas and see if they can be included in the 2019-2020 Budget. Mr. Arntzen appreciates Commissioner Moak’s comments.

4. Mr. Kooiker stated the Commission received the draft Bond Resolution on June 26, 2018 and stated if there are any questions, to please email him by to July 20, 2018. The bid for the Vista Field financing will close July 17, 2018 and the committee will review and bring forth a recommendation on July 24, 2018.

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Mr. Kooiker stated Vista Field will make up approximately 95% of the Port's budget and it is important to have the bids in prior to the 2019-2020 Budget. The reason being, if bids come in low, the Port may have funds for an additional project; however, if the bids come in high, projects may need to be cut.

- Ms. Hanchette reported the Port will be adding another employee to the Maintenance and Operations division and recently posted an advertisement for a maintenance technician, which will close on July 31, 2018. The position is posted on the Port website and on www.indeed.com.

PUBLIC COMMENTS

No comments were made.

ADJOURNMENT


With no further business to bring before the Board; the meeting was adjourned 3:43 p.m.

APPROVED:

**PORT of KENNEWICK
BOARD of COMMISSIONERS**



Thomas Moak, President



Don Barnes, Vice President



Skip Novakovich, Secretary