

The Governor's Proclamation 20-28 regarding the Open Public Meetings Act and Public Records Act temporarily prohibits in-person public attendance at meetings subject to the OPMA.

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: via GoToMeeting 1-866-899-4679, Access Code: 337-173-125

## **AGENDA**

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

Tuesday, November 10, 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 November 3, 2020
  - B. Approval of Warrant Register Dated November 10, 2020
  - C. Approval of Regular Commission Meeting Minutes October 27, 2020
- VII. EMERGENCY DELEGATION UPDATE** (TIM)
- VIII. PUBLIC HEARINGS**
  - A. Adoption of 2021-2022 Budget; Resolution 2020-24 (NICK)
  - B. Levy Certification; Resolution 2020-25 (NICK)
  - C. Increase in Tax Capacity; Resolution 2020-26 (NICK)
- IX. REPORTS, COMMENTS AND DISCUSSION ITEMS**
  - A. Vista Field (LARRY)
  - B. Clover Island/Columbia Drive
    - 1. Kennewick Waterfront Master Plan Update (LARRY)
    - 2. Boathouse Update (TIM)
  - C. South Verbena (AMBER)
  - D. City of Richland Interlocal Agreement; Resolution 2020-29 (TIM)
  - E. Formal Approval of CEO's Goal #3, Vista Field Owner's Association; Resolution 2020-27 (NICK)
  - F. Chief Executive Officer 2021-2022 Goals & Objectives; Resolution 2020-28 (NICK)
  - G. Commission Meetings (BRIDGETTE)
  - H. Director Reports (TANA/NICK/LARRY/AMBER/LUCINDA/TIM)
  - I. Commissioner Meetings (formal and informal meetings with groups or individuals)
  - J. Non-Scheduled Items
- X. PUBLIC COMMENT** *(Please state your name and address for the public record)*
- XI. ADJOURNMENT**

***PLEASE SILENCE ALL NOISE MAKING DEVICES***





# PORT OF KENNEWICK REGULAR COMMISSION MEETING

**DRAFT**

**OCTOBER 27, 2020 MINUTES**

Commission Meeting recordings, with agenda items linked to corresponding audio, can be found on the Port's website at: <https://www.portofkennewick.org/commission-meetings-audio/>

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

## **ANNOUNCEMENTS AND ROLL CALL**

**The following were present:**

**Board Members:** Commissioner 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)

## **PLEDGE OF ALLEGIANCE**

Commissioner Moak led the Pledge of Allegiance.

## **APPROVAL OF THE AGENDA**

***MOTION:*** Commissioner Novakovich moved to approve the Agenda as presented; Commissioner Moak 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 October 19, 2020**  
Direct Deposit and E-Payments totaling \$94,392.15
- B. Approval of Direct Deposit and E-Payments Dated October 27, 2020**  
Expense Fund Voucher Number 102453 through 102481 for a grand total of \$146,284.07
- C. Approval of Regular Commission Meeting Minutes October 13, 2020**

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

OCTOBER 27, 2020 MINUTES

**DRAFT**

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**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 and Ms. Hanchette stated there is nothing to report for Emergency Delegation.

## PRESENTATIONS

### A. 2021-2022 Budget Workshop

Mr. Kooiker presented the 2021-2022 Draft Budget (EXHIBIT A). Additionally, Mr. Arntzen and staff presented items from the Draft Budget.

The Commission thanked staff for their hard work on the 2021-2022 Draft Budget.

## RECESS

*Commissioner Barnes called for a recess for at 3:04 p.m. until 3:10 p.m.*

*Commissioner Barnes reconvened the meeting at 3:10 p.m.*

## REPORTS, COMMENTS AND DISCUSSION ITEMS

### A. Vista Field

#### 1. Public Owners Association – Acceptance of Plan

Mr. Peterson presented Resolution 2020-22 to the Commission, which outlines the Declarations of Covenants, Conditions, and Restrictions for Vista Field. Mr. Peterson introduced Ben Floyd of White Bluffs Consulting and Doris Goldstein. Mr. Floyd and Ms. Goldstein have been presenting the documents on the Vista Field Public Owners Association over the last several meetings.

Ms. Goldstein and Mr. Floyd outlined a few of the revisions to the Vista Field Declarations of Covenants, Conditions, and Restrictions.

Commission discussed the elements of the Vista Field Declarations of Covenants, Conditions, and Restrictions with Ms. Goldstein and Mr. Floyd.

## PUBLIC COMMENTS

No comments were made.

**MOTION:** *Commissioner Novakovich moved to approve Resolution 2020-22 adopting the Vista Field Declarations of Covenants, Conditions, and Restrictions for Vista Field as attached hereto and identified as “Exhibit A”; and further authorize the Port Chief Executive Officer to take all actions necessary to implement these Declarations; Commissioner Barnes seconded.*

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

OCTOBER 27, 2020 MINUTES

**DRAFT**

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## *Discussion:*

*Commissioner Novakovich believes we need to move forward as we previously discussed and stated the documents have been vetted by a group of experts who are very knowledgeable in this area. Commissioner Novakovich thinks the Commission has a great deal of trust in what the consultants have produced and he is looking forward to being able to implement these documents. As Ms. Goldstein and Mr. Floyd indicated, the Commission has the opportunity to modify the documents as the Port moves forward, as needed. Commissioner Novakovich thinks it is an excellent set of documents.*

*Commissioner Moak stated the Port has been working on Vista Field for over six years and we identified early on that developing of these documents would be a major effort in the development of Vista Field. Commissioner Moak stated this is a document that the Port has wanted for quite some time and we understand the importance of this, in terms of moving forward. When we look at the milestones of Vista Field, these documents are one of them. Commissioner Moak appreciates the work that has gone into the documents. The Commission knew having these documents in place was a key element in order to get to the next step, which is the development of the project.*

*Commissioner Barnes supports the comments of his fellow Commissioners and he thinks these are excellent documents. There has been a lot of work that has gone into the documents and we have had the benefit of the consultant's expertise and experience. Commissioner Barnes supports these documents and thinks they are an excellent starting point for the redevelopment of Vista Field.*

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

## ***B. Clover Island/Columbia Drive***

### ***1. Kennewick Waterfront Master Plan Update***

Mr. Peterson reported that the second public open house for the Kennewick Waterfront Master Plan closed on October 18, 2020. Mr. Peterson stated the open house garnered 1,600 visits, 63 comments and 76 survey responses. Makers will begin working on phase three, where they will compile the information and present the findings to the Commission.

## ***C. Oak Street – Three Rivers Acquisition LLC***

Ms. Hanchette presented Resolution 2020-23, authorizing a 12-month extension to construct to Three Rivers Acquisition LLC.

## **PUBLIC COMMENTS**

No comments were made.

***MOTION:*** *Commissioner Moak moved to approve Resolution 2020-23, authorizing a 12 month obligation to construct extension with Three Rivers Acquisition LLC; and further ratify and approve all action by Port officers and employees in furtherance hereof; Commissioner Novakovich seconded.*

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

OCTOBER 27, 2020 MINUTES

**DRAFT**

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***Discussion:***

*Commissioner Moak thinks the extension is a good thing and he looking forward to the developer constructing and creating a better economy for the east end of Benton County.*

*Commissioner Barnes supports Resolution 2020-23 as well and he thinks the buyer encountered some difficulties, over and above what the pandemic has brought. Commissioner Barnes thinks this is a reasonable thing for the Port of Kennewick to do to accommodate this extension.*

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

***D. Director Reports***

Ms. Bader Inglima reported that the City of Kennewick requested a letter of support for an RCO grant application for boating facility improvements. In the past, when the Port has submitted RCO grant application, the City has provided a letter of support. Ms. Bader Inglima drafted a letter in support of the application and the Port recognizes the importance of boating to our community.

Ms. Bader Inglima stated the City of Kennewick Economic Development department submitted an application to American Express for their shop local small business opportunity. The Port submitted an application at the invitation of the City, and if accepted, we will work with our tenants on additional promotion on our Columbia Gardens Facebook page. Ms. Bader Inglima stated the Port will continue to run the Clover Island and Columbia Gardens television ads through the end of the year.

Mr. Peterson reported that Total Site Services (TSS) submitted an award to the Association of General Contractors for the Heavy Construction Category for the Vista Field project. The Port was supportive of TSS's application. The Port received this award in 2007-2008 for the Marina.

Mr. Peterson attended the Washington Public Ports Association virtual small ports conference, specifically for the redistricting sessions. The general process utilizes the census data, which should be available by May 2021. The Port has an eight-month period through January of 2022 to review redistricting in the three districts. The Port previously went through the redistricting process in 2011, whereby creating districts with even populations and allowed for growth in the three districts.

Ms. Hanchette has been working with vendors to put together the necessary, stand-alone, maintenance and operations contracts for Vista Field. This will allow the Port to easily transition the contracts to the Vista Field Public Owners Association. Currently, Phoenix Protective Services will begin security patrols in November. Additionally, Ms. Hanchette and Mr. Boehnke have met with a contractor to monitor and maintain the water features and pond.

Ms. Hanchette continues to work with a marina tenant to remove his boat off the island.

Ms. Luke stated her first project with the Port was redistricting. She is looking forward to working with Mr. Peterson on the legal aspects of the redistricting process.



# PORT OF KENNEWICK REGULAR COMMISSION MEETING

OCTOBER 27, 2020 MINUTES

**DRAFT**

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Mr. Arntzen congratulated the Commission and staff on reaching some pretty sizable milestones. The Port completed the 2021-2022 Work Plan and noted that there weren't any concerns identified with the Draft 2021-2022 Budget. Mr. Arntzen acknowledged the tremendous amount of work that has gone into the Work Plan and the Budget on the part of the Commission and staff.

Mr. Arntzen stated in regards to the Vista Field team, Mr. Floyd and Ms. Goldstein have been an integral part of the process and he would be remiss if he did not ask them to be a part of the team, to assist the Port from time to time on the very complicated documents.

Mr. Arntzen has been updating many of the executive directives to staff and one of them is related to COVID. Mr. Arntzen has been working with Ms. Luke and Ms. Scott to strengthen our internal procedures. The Port has implemented a conservative approach to COVID and we are working on a more formalized process to minimize staff contact within the office. As we get more information on COVID, we will implement some minor procedures. Mr. Arntzen believes the processes will continue to evolve as we move forward in a positive manner.

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

Commissioners reported on their respective committee meetings.

***F. Non-Scheduled Items***

Ms. Scott stated at the October 13, 2020 Commission Meeting a Special Meeting for Vista Field topics was discussed. Ms. Scott has reviewed the calendar and believes Friday, December 11, 2020 will work for a Special Meeting. Ms. Scott will continue to work on the details with staff and advertise the Special Commission Meeting.

Commissioner Barnes reported that the December 10, 2019 Commission Meeting minutes on the website is missing some exhibit pages and asked staff to correct the document.

No further comments were made.

## **PUBLIC COMMENTS**

No comments were made.

## **COMMISSION COMMENTS**

No comments were made.

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

OCTOBER 27, 2020 MINUTES

**DRAFT**

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## ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 4:04 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*





## AGENDA REPORT

**TO:** Port Commission

**FROM:** Nick Kooiker, CFO

**MEETING DATE:** November 10, 2020

**AGENDA ITEM:** Adoption of 2021/22 Biennial Budget (Resolution 2020-24)

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**I. REFERENCE(S):** Preliminary Budget Presentation dated 10/27/20

**II. FISCAL IMPACT:** N/A

**III. DISCUSSION:** This resolution formally adopts the budget as presented on 10/27/20, and as presented in today's agenda packet.

**IV. RECOMMENDATION:** Approve Resolution 2020-24.

**V. ACTION REQUESTED OF COMMISSION:**

**Motion:** *I move approval of Resolution 2020-24, adopting the Port of Kennewick's 2021 & 2022 budget as presented; and the board further ratifies and approves all action by port officers and employees in furtherance hereof.*

# **PORT OF KENNEWICK**

## **RESOLUTION NO. 2020-24**

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PORT OF KENNEWICK ADOPTING THE 2021 & 2022 BUDGET**

**WHEREAS**, the Board of Commissioners of Port of Kennewick met at a regular meeting on November 10, 2020, a quorum of the Commission being present; and

**WHEREAS**, Port of Kennewick has properly given notice of the public hearing held on November 10, 2020 to consider Port of Kennewick's Budget for the 2021 and 2022 calendar years, pursuant to RCW 84.55.120.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Kennewick after a public hearing, and after duly considering all relevant evidence and testimony presented, has adopted the attached budget for Port of Kennewick for the years 2021 & 2022.

**ADOPTED** by the Board of Commissioners of Port of Kennewick at its regular meeting on November 10, 2020.

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

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

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

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



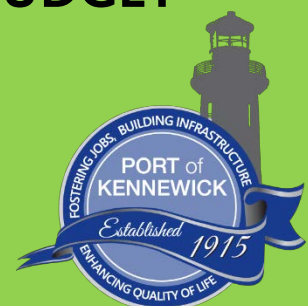
## Port of Kennewick

### 2021 & 2022 PRELIMINARY BUDGET

*Fostering Jobs*

*Building Infrastructure*

*Enhancing Quality of Life*



# Mission & Goals

**The Port of Kennewick's mission is to provide and support sound economic growth opportunities that create jobs and/or improve the quality of life of the port district citizens.**

## **Economic Development and Job Creation Goals:**

- Provide the public with high quality projects and services within a healthy work environment.
- Evaluate economic development opportunities based on results to be derived district-wide versus project-specific or jurisdiction-specific.
- Encourage transparency, open competition and equal project consideration, fostering a reputation for fairness with the local business community.
- Seek to fund projects with available resources.
- Support intergovernmental cooperation by partnering with entities which demonstrate support.

## **These above goals will be accomplished through the following projects:**

- Vista Field Redevelopment
- Kennewick's Historic Waterfront District
  - Columbia Drive Redevelopment
  - Clover Island 1135 Shoreline Restoration

## Financial, Operational, and Budget Philosophy for 2021 & 2022:

- The Port is maintaining its goal of a balanced budget.
- The Port is fiscally sound and is ensuring its available resources do not exceed expenditures.
- The Port's budget allows funding for additional staff in order to facilitate budgeted capital projects while promoting fiscal responsibility.
- The Port will continue to report Return on Investment as appropriate and share audited financial reports with the public.

## 2021 & 2022 PRELIMINARY BUDGET\*

<b>PRELIMINARY</b>	
<b>PORT OF KENNEWICK</b>	
<b><u>SUMMARY</u></b>	
	<b>2021 &amp; 2022 BUDGET</b>
Total Revenues	\$ 16,995,567
Total Expenses (less capital and promotional hosting)	\$ 10,905,834
<b><i>Profit (Loss)</i></b>	<b><i>\$ 6,089,734</i></b>
Capital Expenses	\$ 12,663,955
Promotional Hosting Expenses	\$ 24,488
Beginning Cash on Hand	\$ 10,221,466
RESERVE FUNDS	\$ 2,500,000
UNRESTRICTED FUND BALANCES	\$ 1,122,756
<b><i>ENDING CASH ON HAND</i></b>	<b><i>\$ 3,622,756</i></b>

\*The 2021 & 2022 Preliminary Budget PowerPoint Presentation is integral to the Port of Kennewick's preliminary budget document.

\*For questions regarding this report, contact the Port's Chief Financial Officer, Nick Kooiker at 509-586-1186



## AGENDA REPORT

**TO:** Port Commission

**FROM:** Nick Kooiker, CFO/Auditor

**MEETING DATE:** November 10, 2020

**AGENDA ITEM:** Resolution 2020-25; Levy Certification  
Resolution 2020-26; Increase in Tax Capacity

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- I. REFERENCE(S):** None.
- II. FISCAL IMPACT:** Estimated \$4,400,000. Depends on final tax certification.
- III. DISCUSSION:** Every year, the Port must take action in order to certify their tax levy for the next calendar year. The first resolution (Levy Certification) is the formal document certifying the amount of property taxes to be certified in 2021. The second resolution (Increase in tax capacity) allows the Port to take the statutory 1% levy increase.

**STAFF RECOMMENDATION:**

Approve the resolutions.

**IV. ACTION REQUESTED OF COMMISSION:**

***Motion:** I move approval of Resolution 2020-25, certifying the Port of Kennewick's tax levy for 2021 collections, and Resolution 2020-26, increasing the Port of Kennewick's tax levy capacity in 2021.*



# PORT OF KENNEWICK

## RESOLUTION NO. 2020-25

### A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE PORT OF KENNEWICK CERTIFYING THE PORT'S 2021 LEVY

**WHEREAS**, the Board of Commissioners of the Port of Kennewick met and considered its budget for the calendar year 2021 and 2022 at a regular meeting on November 10, 2020, a quorum of the Commission being present; and

**WHEREAS**, a legal notice of public hearing on the Preliminary Budget of Port of Kennewick for the calendar year of 2021 and 2022 was published in accordance with RCW 53.35.020, RCW 53.35.045 and RCW 84.52.020; and

**WHEREAS**, the Port's actual levy amount from 2020 year was \$4,335,431; and

**WHEREAS**, the population of the Port is more than 10,000; and

**WHEREAS**, the Board of Commissioners of Port of Kennewick after hearing and after duly considering all relevant evidence and testimony presented, determined that the Port of Kennewick requires a regular levy for the 2021 tax year in the amount of \$5,000,000, which includes an increase in property tax revenue from the previous year, amounts resulting from the addition of new construction, improvements to property, any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Port of Kennewick substantiate that an increase in the regular property tax levy is hereby authorized for the levy to be collected in 2021 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be approximately \$45,000, which is a one-percent increase from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

**BE IT FURTHER RESOLVED** that the Board of Commissioners of the Port of Kennewick hereby direct the Chief Financial Officer/Auditor to certify a copy of this resolution and forward the same to the Clerk of the Board of the County Commissioners in accordance with RCW 84.52.020.

**APPROVED** and dated by the Commissioners of the Port of Kennewick at a Regular Meeting on November 10, 2020.

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

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

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

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

**CERTIFICATION OF TAX LEVY****STATE OF WASHINGTON****County of Benton**

In accordance with RCW 84.52.020, I, **Nick Kooiker**, CFO/Auditor for Port of Kennewick, do hereby certify to the Benton County legislative authority that the Commissioners of said district request that the following levy amounts be collected in 2021 as provided in the district's budget, which was adopted following a public hearing held on November 10, 2020. I hereby request the Board of County Commissioners of Benton County, Washington, to make said regular levy of the Kennewick Port District, as set forth below, and that said regular levy is for operation, maintenance, land acquisition, construction, and the levy is to be distributed as follows:

Expense (General) Fund	\$4,990,000
Administration Refund Fund	\$10,000

<b><i>Total Regular Levy</i></b>	<b><i>\$5,000,000</i></b>
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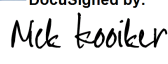
<i>Population Certification:</i>	<i>Above 10,000</i>
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*If the above certification is more than the Assessor's levy calculations, the Assessor's Office is directed to reduce the Expense (General) Fund amount to the actual Assessor's levy calculation.*

**CERTIFIED** this 10<sup>th</sup> day of November, 2020.

***CERTIFIED BY:***

**PORT of KENNEWICK  
CFO/AUDITOR**

DocuSigned by:  
  
E8376ED86FBD434...  
**Nick Kooiker**



**Ordinance / Resolution No.** 2020-25  
**RCW 84.55.120**

**WHEREAS**, the Commission of The Port of Kennewick has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
 its budget for the calendar year 2021; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 4,335,431.00; and,  
(Previous year's levy amount)

**WHEREAS**, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 45,000  
 which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 10 day of November, 2020.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Don Barnes, President

Skip Novakovich, Vice President

Thomas Moak, Secretary

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

# PORT OF KENNEWICK

## RESOLUTION NO. 2020-26

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK AUTHORIZING AN INCREASE IN TAX LEVY CAPACITY PURSUANT TO RCW 84.55.120 AND WAC 458-19-005

**WHEREAS**, a public hearing was held by the Board of Commissioners for the Port of Kennewick regarding the 2021 and 2022 budget; and

**WHEREAS**, pursuant to RCW 84.55.120 and WAC 458-19-005, the rate of inflation (IPD rate) for 2021 is 0.602% and the limit factor for property taxes for 2021 is 100.602%; and

**WHEREAS**, the Port of Kennewick's levy amount from the previous year was \$4,335,431; and

**WHEREAS**, the Port has set its increase in tax levy capacity for the 2021 and 2022 budget at one percent (1%) and finds there is substantial need to set the levy limit at one hundred and one percent (101%); and

**WHEREAS**, the Board of Commissioners of the Port of Kennewick Taxing District, after hearing and after duly considering all relevant evidence and testimony presented, finds there is a substantial need to set the levy limit at one hundred one percent (101%), in order to discharge the expected expenses and obligations of the district and in its best interest.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Port of Kennewick Taxing District that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in levy value of state assessed property, is hereby authorized for the 2021 levy in the amount of approximately \$45,000 which is a one (1%) percentage increase from the previous year.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick at a Regular Meeting held this 10<sup>th</sup> day of November 2020; and duly signed by its proper officers in the authentication of its passage on said date.

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

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

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

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

# Memorandum

To: Tim Arntzen, Chief Executive Officer  
From: Larry Peterson, Director of Planning and Development  
Date: November 10, 2020  
Re: Vista Field Project Tasks – 3 Month Work Plan & Sequencing

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Now that the 2021-2022 Work Plan and the Vista Field Property Owner's Association documents were approved and the 2021-2022 Budget is scheduled for consideration and action on November 10<sup>th</sup>, focus can be directed to the remaining Vista Field policy matters. *{Close-out of the Total Site Services construction contract is an objective decision dependent upon procedural compliance, not a subjective policy decision.}*

The remaining tasks are in four basic, but overlapping areas: land use & design questions; property pricing structure; marketing approach/effort; Port paid commissions to licensed realtor/brokers. The larger issues are recommended to be considered in a 3-step sequence {more if required} similar to the recent Property Owner's Association process. Below is a proposed schedule for many of the remaining Vista Field policy issues:

## **NOVEMBER 10, 2020 Meeting**

Vista Field 3-month schedule shared with Commission (LARRY)

## **NOVEMBER 24, 2020 Meeting** (Possible cancellation, decision expected November 10<sup>th</sup>)

*On or about November 23<sup>rd</sup> the DPZ Land Use & Design question responses will be sent to the Commission, providing a two week opportunity to read & digest the document.*

## **DECEMBER 8, 2020 Meeting**

Real Estate Commission Policy Update; Resolution 2020-xx (AMBER)

## **DECEMBER 11, 2020 Meeting - SPECIAL MEETING FOR VISTA FIELD**

Discuss and review DPZ's responses to the questions and answers regarding Vista Field redevelopment. Elizabeth Plater-Zyberk's attendance has been confirmed and it is strongly recommended the Commission and staff "attend" with visual capabilities, as discussion of design and location will be greatly enhanced with visual aids. *{Step # 1 of 3}*

## **DECEMBER 22, 2020 Meeting cancelled**

*On or about December 22<sup>nd</sup>, the Market Study & Analysis will be sent to the Commission, providing 2+ week opportunity to read & digest the information.*

## **JANUARY 12, 2021 Meeting**

Land Use & Design Discussion (LARRY/AMBER/TIM) *{Step #2 of 3}*

Market Study & Analysis prepared by SE Washington Appraisal Group (AMBER) *{Step # 1 of 3}*

Marketing Discussions – Scope, Scale & Budget (AMBER/TIM) *{Step # 1 of 3}*

## **JANUARY 26, 2021 Meeting**

Land Use & Design DECISIONS (LARRY/AMBER/TIM) *{Step #3 of 3}*

Market Study & Analysis prepared by SE Washington Appraisal Group (AMBER) *{Step #2 of 3}*

Marketing Discussions – Scope, Scale & Budget (AMBER/TIM) *{Step #2 of 3}*

November 10, 2020

Dan Bunn, Commodore  
Clover Island Yacht Club  
104 Clover Island Drive, Suite 101  
Kennewick, WA 99336

Dear Commodore Bunn:

An issue has arisen related to “liveaboard boathouses” at the Clover Island Yacht Club. The port considers liveaboards to be boathouses used for overnight use. U.S. Army Corps of Engineers (Corps) policy does not permit liveaboards. Because the port has access to waters controlled by the Corps, which it leases to the club, the port must abide by the Corps’ “no liveaboard” policy. In the past the port has communicated this policy to club leadership and this reminder should come as no surprise.

However, a recent inquiry prompted the port to write this letter to you as Commodore on behalf of the Clover Island Yacht Club to formally remind and reinforce the no-liveaboards policy as stipulated in the club’s lease. Recently, several club members approached City of Kennewick staff to request permission to connect yacht club docks to the city sewer system. The port assumes that this request was to facilitate sewer service to boathouses, perhaps to enhance boathouse amenities in furtherance of “liveaboard” status.

In addition to a prohibition on liveaboards under both Corps’ policy and club’s lease with the port, City of Kennewick zoning, building and safety codes may also prohibit liveaboards.

Please contact me if you would like to discuss this matter further. As always, I appreciate our great working relationship.

Thank you.

Tim Arntzen  
Chief Executive Officer

Cc: Marie Mosley, Manager, City of Kennewick



Hello Marie,

Attached is a letter I have sent to the Clover Island Yacht Club Commodore related to liveaboards. As you can see, the letter is a friendly reminder that the port lease (and Corps policy) prohibits liveaboard use of boathouses. My hope is that this letter will assist with any necessary compliance.

However, as a practical matter, the port likely has little leverage over individual club members. The port's lease is with the club and not individual members. Therefore, any leverage the port may have to secure compliance would be with the club itself, not any individual non-compliant club members. Might code compliance (zoning, building, fire, etc.) be a viable method to address liveaboards?

I would be happy to hear your thoughts on this matter. As always, I appreciate our long-standing cooperative relationship.

Sincerely,

Tim Arntzen  
CEO



## AGENDA REPORT

**TO:** Port Commission

**FROM:** Amber Hanchette; Director of Real Estate & Operations

**MEETING DATE:** November 10, 2020

**AGENDA ITEM:** 50 South Verbena, Kennewick

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**I. REFERENCE(S):** None

**II. FISCAL IMPACT:** TBD

**III. DISCUSSION:**

In the late 1990's, the owners of Lewis Country River Estates purchased property at 50 S. Verbena in Kennewick for the expansion of their mobile home community. The subject property was zoned industrial and an application for re-zone to residential use was subsequently denied by the Kennewick city council thereby making a mobile home park expansion no longer feasible.

At the time, the port owned industrial land adjacent to 50 S. Verbena including several industrial buildings and vacant land in the nearby Oak Street Industrial Park that the port still owns today. The owners of Lewis Country River Estates approached the port commission about acquiring the property. In 2000, the port purchased 50 S. Verbena for potential industrial development in the same area as other port land holdings.

The 50 S. Verbena property also came with a life estate encumbrance. The measuring life was that of the owner, (prior to Lewis Country River Estates), who passed away on September 14, 2020.

Sale price to port in 2000: \$141,250  
Assessed Value 2019: \$187,750 (\$137,680 improvements, \$50,070 land)  
Appraised Value 2020: Report in progress

The 4.54 acre property is located in Benton County and within the Kennewick Urban Growth Boundary. There is a main house with partial basement built around 1930, two smaller dwellings built around 1970, barn built in 1940's and various corrals. After a visual inspection of exteriors, all are in need of significant repair. Property is on a well and septic system. There are several people still occupying the property.

**IV. ACTION REQUESTED OF COMMISSION:**

**Staff requests commission discussion and direction on surplus of the property.**









## AGENDA REPORT

**TO:** Port Commission

**FROM:** Tim Arntzen, CEO

**MEETING DATE:** November 10, 2020

**AGENDA ITEM:** Resolution 2020-29 Interlocal Agreement with the City of Richland for the Center Parkway Project

---

**I. REFERENCE(S):** Port of Kennewick Resolution 2020-29 and Interlocal Agreement “Exhibit A” (attached).

**II. FISCAL IMPACT:** \$400,000 (\$200,000 due January 31, 2021 and \$200,000 due within thirty days of Richland awarding a construction contract, but no earlier than January 31, 2022).

**III. DISCUSSION:** Through a 2001 Interlocal Agreement with the City of Kennewick, the City of Richland is the lead agency responsible for constructing Center Parkway between Gage Boulevard in Kennewick and Tapteal Drive in Richland. When Center Parkway is completed, it will be a public street within the Port’s district boundary. The Tapteal Business Park located in Richland represents a substantial economic development opportunity if traffic circulation and access to the area are improved, which Center Parkway will accomplish.

The City of Richland’s proposed Center Parkway improvements project presents an opportunity for promotion of economic development through a public infrastructure investment.

The Port and City seek to memorialize their understanding related to the Center Parkway Improvement project in an Interlocal Agreement (Exhibit A), which outlines the provisions for Port funding.

**IV. STAFF RECOMMENDATION:** Approve Resolution 2020-29, adopting the Interlocal Agreement between the Port of Kennewick and City of Richland for funding for of the Center Parkway Improvement project

**V. ACTION REQUESTED OF COMMISSION:** *Motion: I move approval of Resolution 2020-29, adopting the Interlocal Agreement between the Port of Kennewick and the City of Richland related to the Center Parkway Improvement project; and to take all other action necessary to close this transaction; and further ratifies and approves all action by port officers and employees in furtherance hereof.*

***PORT OF KENNEWICK***

**Resolution No. 2020-29**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK AUTHORIZING THE PORT CHIEF EXECUTIVE  
OFFICER TO EXECUTE AN INTERLOCAL AGREEMENT WITH THE CITY OF  
RICHLAND FOR FUNDING FOR CENTER PARKWAY – GAGE BOULEVARD TO  
TAPTEAL DRIVE PROJECT***

**WHEREAS**, the City of Richland is the lead agency responsible for constructing Center Parkway between Gage Boulevard in Kennewick and Tapteal Drive in Richland, which will represent a substantial economic development opportunity through a public infrastructure investment; and

**WHEREAS**, the Port has agreed to provide funding for the Center Parkway Improvement project work including engineering design, right-of-way acquisition, construction, and construction contract administration in the total amount of \$400,000; and

**WHEREAS**, the Port and City have outlined the general provisions, for funding for the Center Parkway Improvement project in said street in the Interlocal Agreement (Exhibit A).

**NOW, THEREFORE; BE IT HEREBY RESOLVED** that the Board of Commissioners of the Port of Kennewick approves the Interlocal Agreement and instructs the Port CEO to execute the Interlocal Agreement, and take all action necessary to implement the Interlocal Agreement.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick on the 10th day of November, 2020.

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

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

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

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



WHEN RECORDED RETURN TO:

Richland City Clerk  
625 Swift Blvd, MS-07  
Richland, WA 99352

**INTERLOCAL COOPERATIVE AGREEMENT**  
*Between*  
**THE CITY OF RICHLAND AND THE PORT OF KENNEWICK**  
*Re: Center Parkway – Gage Boulevard to Tapteal Drive Project*

THIS INTERLOCAL COOPERATIVE AGREEMENT is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2020 (the “Effective Date”) by and between the **City of Richland**, a Washington municipal corporation (hereafter “Richland”), and the **Port of Kennewick**, a political subdivision of the state of Washington (hereafter “the Port”). Richland and the Port are also herein referred to individually as a “Jurisdiction” and collectively as “the Jurisdictions.”

**I. RECITALS**

WHEREAS, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage, and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to RCW 39.34.080, each Jurisdiction is authorized to contract with any one or more public agencies to perform any governmental service, activity, or undertaking which each Jurisdiction entering into the contract is authorized by law to perform; and

WHEREAS, through a 2001 interlocal agreement with the City of Kennewick, Richland is the lead agency responsible for constructing Center Parkway between Gage Boulevard in Kennewick and Tapteal Drive in Richland, and

WHEREAS, Center Parkway, when completed, will be a public street within the Port’s district boundary; and

WHEREAS, the Tapteal Business Park, located in Richland, represents a substantial economic development opportunity if traffic circulation and access to the area are improved, which Center Parkway will accomplish; and

WHEREAS, Richland’s proposed Center Parkway Improvements project presents an opportunity for promotion of economic development through a public infrastructure investment; and

WHEREAS, the Jurisdictions, by their respective governing bodies, have determined this effort may be best implemented on a shared basis in a manner deemed most efficient and effective for the Jurisdictions.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Jurisdictions agree as follows:

## **II. AGREEMENT**

**Section 1. Purpose and Scope of Work:** The purpose of this Agreement is to formalize the roles and responsibilities of the Jurisdictions in relation to implementation of Richland's Center Parkway Improvements project between Gage Boulevard in Kennewick and Tapteal Drive in Richland (the "Project").

**Section 2. Administration:** The Richland City Manager or designee will administer this Agreement, and will be responsible for:

- a. Establishing policies for implementing this Agreement;
- b. Providing periodic progress reports to the elected officials of each Jurisdiction; and
- c. Monitoring progress of the Jurisdictions and other agencies in the fulfillment of their respective responsibilities.

**Section 3. Funding:** The Port will provide funding for the Center Parkway Improvement project work including engineering design, right-of-way acquisition, construction, and construction contract administration in the total amount of \$400,000. These funds will be paid to Richland on a reimbursable basis for actual work performed in two (2) installments, upon receipt of invoice, as described further below:

1. \$200,000 due January 31, 2021 to support design and right-of-way acquisition activities; and
2. \$200,000 due within thirty (30) days of Richland awarding a construction contract for construction of the improvements, but no earlier than January 31, 2022.

The Port's funding obligations are limited at \$400,000 as described herein, and individual payments will not increase beyond the values identified herein.

**Section 4. Development:** Richland hereby commits to the following:

- a. Richland will prepare a roadway improvement design that includes Complete Streets features including bicycle lanes, sidewalks, street lighting and landscaping.
- b. Richland will assemble a complete funding package to support project completion no later than December 31, 2022.
- c. In compliance with state and/or federal law, Richland will complete all property acquisitions necessary to complete the project.
- d. Richland shall solicit bids and award a construction contract in compliance with Richland and the Port's procurement procedures and applicable law.
- e. Richland will oversee construction of the improvements and perform all contract administration functions necessary.

- f. Richland will develop and distribute public information identifying its partnership with the Port in completing the project.

**Section 5. Modification:** Amendments to this Agreement must be in writing and executed by the duly authorized representative for each Jurisdiction. As to Richland, said amendments may be executed without further legislative body action.

**Section 6. Term of Agreement and Termination:**

- a. The term of this Agreement, commencing on the Effective Date, shall become effective on full execution hereof, and upon posting on at least one Jurisdiction's website as provided in RCW 39.34.040. Either Jurisdiction may choose to record this Agreement, but recordation is not required.

This Agreement shall expire on the date the Port's funding obligations as set forth in Section 3 above are satisfied in full.

**Section 7. Inspection of Records:** The records and documents with respect to all matters covered by this Agreement shall be subject to inspection by any Jurisdiction during the term of this Agreement, and shall be maintained thereafter in accordance with the retention schedule established by the State of Washington for municipal records.

**Section 8. No Separate Legal Entity:** By this Agreement, the Jurisdictions do not intend to form a separate legal entity to conduct the cooperative undertaking. Further, no acquiring, holding or disposing of real or personal property will occur under this Agreement.

**Section 9. Severability:** In the event any term or condition of this Agreement or application thereof to any person, entity or circumstance is held invalid, such invalidity shall not affect any other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.

**Section 10. Venue, Applicable Law and Personal Jurisdiction:** All questions related to this Agreement shall be resolved under the laws of the State of Washington. In the event that either Jurisdiction deems it necessary to institute legal action arising from this Agreement, such action shall be instituted in Benton County Superior Court.

**Section 11. Authority To Execute:** Each person executing this Agreement on behalf of another person, corporation, partnership, company, or other organization or entity represents and warrants that he or she is fully authorized to so execute and deliver this Agreement on behalf of the entity for which he or she is signing. The Jurisdictions hereby warrant to each other that each has full power and authority to enter into this Agreement and to undertake the actions contemplated herein, and that this Agreement is enforceable in accordance with its terms.

**Section 12. Counterpart Originals:** Execution of this Agreement and any amendment or other document related to this Agreement may be by electronic signature and in any number of counterpart originals, including portable document format (.pdf), each of which shall be deemed to constitute an original agreement, and all of which shall constitute one whole agreement.

*[Signature Page to Follow]*

IN WITNESS WHEREOF, the Jurisdictions have entered into this Agreement as of the day and year first written above.

**CITY OF RICHLAND**

**PORT OF KENNEWICK**

\_\_\_\_\_  
Cynthia D. Reents, City Manager

\_\_\_\_\_  
Tim Arntzen, Chief Executive Officer

Attest:

Attest:

\_\_\_\_\_  
Jennifer Rogers, City Clerk

\_\_\_\_\_  
Nick Kooiker, CFO

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Heather Kintzley, City Attorney

\_\_\_\_\_  
Attorney for Port of Kennewick



## AGENDA REPORT

**TO:** Port Commission

**FROM:** Nick Kooiker, CFO

**MEETING DATE:** November 10, 2020

**AGENDA ITEM:** CEO's Goal #3 (2017/18)

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**I. REFERENCE(S):** Resolution 2020-22

**II. FISCAL IMPACT:** N/A

**III. DISCUSSION:** The Port commission approved resolution 2020-22 during the October 27<sup>th</sup>, 2020 meeting, which approved the declarations for the Vista Field Owners Association. The formal language approving the CEO's goal related to this item was omitted from the resolution. This is a clean-up item.

**IV. RECOMMENDATION:** Approve Resolution 2020-27.

**V. ACTION REQUESTED OF COMMISSION:**

**Motion:** *I move approval of Resolution 2020-27, approving completion of goal #3 of the 2017/18 CEO's goals and objectives.*

**PORT OF KENNEWICK**  
**Resolution No. 2020-22**

**A RESOLUTION OF THE PORT OF KENNEWICK  
BOARD OF COMMISSIONERS ADOPTING THE  
VISTA FIELD PROPERTY OWNER ASSOCIATIONS  
DECLARATIONS OF COVENANTS, CONDITIONS AND RESTRICTIONS**

**WHEREAS**, the Port of Kennewick Commission has undertaken master planning and infrastructure improvements to create a new urbanism oriented mixed use redevelopment in the western core of the City of Kennewick; and

**WHEREAS**, the completed and planned improvements involve combinations of elements to be dedicated to and maintained by the City of Kennewick and unique elements that require perpetual maintenance by those investing in the Vista Field project; and

**WHEREAS**, the Port coordinated with specialized legal counsel and development experts to craft a package of declarations containing covenants, conditions and restrictions to create the mechanisms for those investing in the Vista Field project to both assure the perpetual maintenance and funding of improvements not dedicated to the City of Kennewick; and

**WHEREAS**, the Commission has reviewed these documents and deemed the establishment of property owners associations for the Vista Field redevelopment project is warranted; and

**WHEREAS**, the Commission understands these documents contain the flexibility to be amended as deemed necessary as the Vista Field redevelopment project evolves.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** the Board of Commissioners of the Port of Kennewick hereby adopts Vista Field Declarations of Covenants, Conditions and Restrictions for Vista Field as attached hereto and identified as “Exhibit A”; and further authorizes the Port’s Chief Executive Officer to take all actions necessary to implement the Declarations.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick this 27th day of October, 2020.

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

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

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

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



**PORT OF KENNEWICK**  
**Resolution No. 2020-27**

**A RESOLUTION OF THE PORT OF KENNEWICK  
BOARD OF COMMISSIONERS FORMALIZING COMPLETION OF GOAL #3  
OF CEO'S 2017/18 GOALS AND OBJECTIVES**

**WHEREAS**, the Port of Kennewick Commission approved Resolution 2020-22 on October 27, 2020, adopting declarations for the Vista Field Owners Association; and

**WHEREAS**, the Commission rolled goal #3 of the CEO's 2017/18 goals and objectives into the CEO's 2019/2020 goals and objectives; and

**WHEREAS**, the Commission desires to formally accept as complete goal #3 of the 2017/18 CEO's goals and objectives related to this item.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** the Board of Commissioners of the Port of Kennewick hereby approves goal #3 of the 2017/18 CEO's goals and objectives.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick this 10th day of November, 2020.

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

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

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

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



## AGENDA REPORT

**TO:** Port Commission

**FROM:** Nick Kooiker, CFO

**MEETING DATE:** November 10, 2020

**AGENDA ITEM:** CEO's 2021/22 Goals & Objectives (Resolution 2020-28)

---

**I. REFERENCE(S):** Exhibit "A": 2019/20 goals list already approved by Commission  
Exhibit "B": Proposed/Recommended 2021/2022 Goals

**II. FISCAL IMPACT:** N/A

**III. DISCUSSION:** Pursuant to the CEO's employment agreement, the Port Commission is required to set performance goals and objectives. I have included Exhibit "A", which shows the existing goals that have been set by the Commission in the past. The Commission has also periodically taken action to approve some goals throughout the year, as referenced by the check mark showing completed. The reason for including this in the agenda packet was primarily to show the three goals that will carry forward to the 2021/22 goals list. These are highlighted in blue.

At the recommendation of the Commission, Port staff has gathered a list of proposed goals for the 2021/22 cycle (Exhibit "B"). The proposed goals strongly correlate with the Port's 2021/22 budget, and many of them have been previously discussed by the Port Commission at prior meetings. The Commission can either approve or modify the goals as presented.

I recommend the Port Commission work to approve the 2021/22 goals list during today's board meeting. In order to accomplish this, I will make any changes to Exhibit "B" upon consensus by the board. I will use the "share my screen" feature so the Commission can visually see all the changes and the final approved goals list. The Port Commission did this in 2018, and it seemed to work very well.

**IV. RECOMMENDATION:** Approve Resolution 2020-28.

**V. ACTION REQUESTED OF COMMISSION:**

**Motion:** *I move approval of Resolution 2020-28, approving the CEO's 2021/22 goals and objectives; and further ratify and approve all action by port officers and employees in furtherance hereof.*

***PORT OF KENNEWICK***

**RESOLUTION 2020-28**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
PORT OF KENNEWICK APPROVING CEO'S 2021/22 GOALS AND OBJECTIVES***

**WHEREAS**, the Board of Commissioners of the Port of Kennewick met this 10th day of November, 2020, a quorum of the Commissioners being present; and

**WHEREAS**, pursuant to the CEO's employment agreement, the Port Commission is required to approve goals and objectives on an annual basis.

**WHEREAS**, for informational purposes "Exhibit A" is included which illustrates the three goals that will carry forward to the 2021/22 goals list.

**NOW, THEREFORE, BE IT RESOLVED** the Port of Kennewick Board of Commissioners hereby approves the 2021/22 CEO's Goals and Objectives, as attached in "Exhibit B".

**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 10th day of November 2020.

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

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

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

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

EXHIBIT A

CEO 2019/20 Goals & Objectives Update (included update on 2017/18 ongoing goals)

DATE:

November 10, 2020

GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
2017/2018 Goals and Objective Update					
Vista Field	2017/18 GOAL	Research, draft, and present the Vista Field Association or like organization for dues regarding operating Vista Field amenities; a key element includes shifting ongoing operating cost of Vista Field common areas to the development partners and businesses within Vista Field.	Considered complete when presented to Commission.	✓	Two types of owners association documents have been prepared (Commercial & Industrial). Doris Goldstein presented the concept to the Commission on 5/28/19. Final document approved by Commission on 10/27/20.
	3				
2019/2020 Goals and Objective Update					
Vista Field	2019/20 GOAL	Completion of Phase 1A construction.	Considered complete when presented to Commission for substantial completion	95% Complete	Anticipate Commission acceptance before end of 2020.
	1				
Vista Field	2019/20 GOAL	Sell one parcel or obtain one ground lease (does not include Arts Center Task Force).	Considered complete when presented to Commission.	25% Complete	Unattainable until the Port has recorded lots to sell. Completion scheduled in Spring 2020. However, the Port has had substantial interest from developers.
	2				
West Richland	2019/20 GOAL	Negotiate the land sale of the former racetrack property with the City of West Richland and present the purchase offer to the Commission.	Considered complete when presented to Commission.	✓	Staff & port attorney have many hours invested toward PSA and water rights transfer logistics. Tentative PSA and major deal points presented to the Commission on 9/10/19. PSA presented to Commission on 9/24/19.
	3				
Columbia Drive	2019/20 GOAL	Present plan for commission approval that addresses remedial action for algae buildup in Duffy's Pond; which includes a list of upland enhancements in the wine village (with corresponding budget information) for commission consideration.	Considered complete when presented to Commission.	✓	Consultants have drafted a basic restoration plan. Tim presented to USACE commander the potential solution on 7/29/19. Staff to staff consultations continue, but with USACE process there is no guarantee. Goal amended 2/25/20. Approved by Commission on 8-25-20, resolution 2020-16
	4				
Clover Island	2019/20 GOAL	Present for Commission consideration the Waterfront master plan.	Considered complete when presented to Commission.	25% Complete	Estimated completion in Spring 2021.
	5				
Port Staff	2019/20 GOAL	Complete a team building event (e.g. seminar).	Considered complete when presented to Commission.	✓	Held a staff retreat with trainings on May 30/31. Reported to Commission on 6/11/19.
	6				
Districtwide	2019/20 GOAL	Completion of one executive level training course.	Considered complete when presented to Commission.	✓	Completed October 21-22 with with Jim Darling. Presented to Commission on 10-29-19.
	7				
	2019/20 GOAL	Present for Commission consideration non City of Kennewick partnership visions.	Considered complete when presented to Commission.	✓	<b>Richland:</b> Working on next decade plan, with consultation from White Bluffs Consulting. Consultant and Port staff have met five times to prepare a list of long term and short term projects. <b>Benton City:</b> Partnership for DPZ shoreline master plan,

GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
Districtwide	8				which is now complete. <b>West Richland/Benton County:</b> Completed land sale to Fire District #4, enabling them to build a new fire station.
Districtwide	2019/20 GOAL 9	Establish "Vibrancy" policy.	Considered complete when presented to Commission.	✓	Presented to Commission on 5/14/19. Executed MOU on 4/25/19.
Districtwide	2019/20 GOAL  10	Identify and present one additional mutually beneficial or ROI partnering opportunity to the Commission.	Considered complete when presented to Commission.	✓	Executed PSA with Benton County on 9/24/19 for water rights transfer from the Raceway property to the Benton County Fairgrounds. This was beneficial to Benton County because they didn't have enough water rights for the fairgrounds, and benefitted the Port as a result of Benton County giving the Port \$500k of their RCCF funds for Vista Field. This will also result in future goodwill between both agencies, hopefully leading to more successfull partnerships.
Vista Field	2019/20 GOAL 11	Complete architectural and engineering analysis for the Vista Hangars, together with estimated budget and draft financing plan for commission consideration	Considered complete when presented to Commission.	✓	Added 2/25/20 Approved by Commission on 7/14/20, resolution 2020-11
Districtwide	2019/20 GOAL 12	Complete analysis of current and future RCCF funding; potential capital construction projects which may be funded by RCCF; and independent review of potential Opportunity Zone funding and project analysis.	Considered complete when presented to Commission.	✓	Added 2/25/20. Approved by Commisssion on 7/28/20, resolution 2020-13

- Other Accomplishments
- 1) Completed land sale to Three River's Acquisitions

2) Successful launch of new Port website

3) Signed contract with USACE for 1135 project phase 2

4) Obtained clean financial statement audits for 2017 & 2018
- Carried over into 2021/22 Goals

Exhibit "B"

EXHIBIT B		CEO 2021/22 Goals & Objectives (including update on 2019/20 ongoing goals)			
DATE:		November 10, 2020			
GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
2019/2020 Goals and Objectives Carryover					
Vista Field	2019/20 GOAL	Completion of Phase 1A construction.	Considered complete when presented to Commission for substantial completion	95% Complete	Anticipate Commission acceptance before end of 2020.
	1				
Vista Field	2019/20 GOAL	Sell one parcel or obtain one ground lease (does not include Arts Center Task Force).	Considered complete when presented to Commission.	25% complete	Unattainable until the Port has recorded lots to sell. Completion scheduled in Fall 2020. However, the Port has had substantial interest from developers.
	2				
Clover Island	2019/20 GOAL	Present for Commission consideration of the Waterfront master plan.	Considered complete when presented to Commission.	30% complete	Estimated completion in Spring 2021.
	5				
2021/2022 Goals and Objectives					
Port Administration	2021/22 GOAL	Prepare "Back to Work" plan for Port staff in relation to the COVID-19 pandemic.	Considered complete when presented to Commission.		
	1				
Vista Field	2021/22 GOAL	Develop a Vista Hangar analysis to include lean renovation options (with RCCF partnership funds) and viability/potential for selling on a ground lease.	Considered complete when presented to Commission.		By consensus Commission approved this as a goal on 9/8/2020
	2				
Vista Field	2021/22 GOAL	Prepare a report analyzing the likelihood, feasibility of, and costs for a Kennewick Police Department mini-station at Vista Field	Considered complete when presented to Commission.		
	3				
Vista Field	2021/22 GOAL	Presentation of detailed report discussing the Vista Field "Team Approach", including cost estimates and proposed plan forward for the Port.	Considered complete when presented to Commission.		
	4				
Kennewick Waterfront	2021/22 GOAL	Develop interlocal agreement with the City of Kennewick for the Washington Street Improvement partnership project.	Considered complete when presented to Commission.		
	5				
Kennewick Waterfront	2021/22 GOAL	Finalize execution agreements as necessary to commence construction of Clover Island 1135 shoreline rehabilitation project.	Considered complete when presented to Commission.		
	6				

Exhibit "B"

GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
Kennewick Waterfront	2021/22 GOAL	Implement the identified Duffy's Pond tenant-improvements and algae mitigation plan	Considered complete when presented to Commission.		
	7				
Kennewick Waterfront	2021/22 GOAL	Prepare a report discussing the likelihood, feasibility of, and costs for Columbia Gardens Wine & Artisan Village wayfinding signage and the children's playground partnership project on the historic waterfront.	Considered complete when presented to Commission.		
	8				
Districtwide	2021/22 GOAL	Prepare a report which evaluates maintenance facility needs and possible alternatives.	Considered complete when presented to Commission.		
	9				
Districtwide	2021/22 GOAL	Prepare a COVID-19 economic-impact outlook analysis, which obtains professional data, advice, and other indicators regarding potential economic and business impacts to the Port.	Considered complete when presented to Commission.		By consensus Commission approved this as a goal on 9/8/2020
	10				
Districtwide	2021/22 GOAL	Negotiate a performance based contract with Tridec.	Considered complete when presented to Commission.		
	11				
Districtwide	2021/22 GOAL	Complete Laserfiche training and implementation of procedures related to documentation, filing, paperless review, digital signature, and internal document workflow processing.	Considered complete when presented to Commission.		
	12				