

Effective June 30, 2021, and subject to conditions in Governor Inslee's Proclamation 20-28.15 which extends the substantive provisions contained in Proclamation 20.28.14.

Port Commission Meetings will be conducted remotely until further notice.

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

To participate remotely, please use the following call-in information:

1-877-309-2073, Access Code: 633-719-581

## **AGENDA**

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

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

*Port of Kennewick Commission Chambers (via GoToMeeting)*

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

October 12, 2021

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 October 4, 2021

B. Approval of Warrant Register Dated October 12, 2021

C. Approval of Regular Commission Meeting Minutes September 28, 2021

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

#### **VIII. PRESENTATIONS**

A. Governance Audit, Jim Darling (TIM)

B. Financial Update (NICK)

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

A. Vista Field

1. Vista Field Pricing; Resolution 2021-20 (AMBER)

B. Art Policy; Resolution 2021-18 (AMBER)

C. Mobile Vendor Coordinator (AMBER)

D. 1135 Project Update (TANA)

E. Oak Street Land Sale - Western Equipment Sales (AMBER)

F. 2022 Legislative Priorities (TANA)

G. Commission Meetings (formal and informal meetings with groups or individuals)

H. Non-Scheduled Items

(LISA/BRIDGETTE/TANA/NICK/LARRY/AMBER/LUCINDA/TIM/TOM/SKIP/DON)

#### **X. PUBLIC COMMENT** *(Please state your name and address for the public record, if not stated previously)*

#### **XI. ADJOURNMENT**

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







# PORT OF KENNEWICK REGULAR COMMISSION MEETING

**DRAFT**

**SEPTEMBER 28, 2021 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 Barnes 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**

Tim Nies, 345 South Hills Street, Richland. Mr. Nies stated at the September 14, 2021 Meeting, the Commission discussed the need for a project manager for the governance audit. Mr. Nies inquired about the role and all that it entails and requested if someone could provide information on the description and what is the competitive process will be. Mr. Nies stated Energy Northwest has an Interlocal Agreement (ILA) with the Port and indicated this could be something we could attach to the ILA.

No further comments were made.

## **CONSENT AGENDA**

- A. Approval of Direct Deposit and E-Payments Dated September 17, 2021**  
Direct Deposit and E-Payments totaling \$69,165.91
- B. Approval of Warrant Register Dated September 28, 2021**

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Expense Fund Voucher Number 103195 through 103222 for a grand total of \$68,142.20

## ***C. Approval of Regular Commission Meeting Minutes September 14, 2021***

***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.

## **PRESENTATION**

### ***A. Governance Audit, Jim Darling***

Mr. Arntzen introduced Jim Darling and inquired if he would be able to address and answer Mr. Nies' questions after the presentation with assistance from Mr. Darling.

Mr. Darling recently sent the Commission the first Draft Request for Proposal (RFP), and the second Draft was included in the agenda packet (*Exhibit A*). The edits include the addition of discrimination language and minor edits. Mr. Darling shared that Frank Chmelik, attorney for the Washington Public Ports Association (WPPA), agreed to review the document for consistency and compliance with State requirements as part of the Port's WPPA membership fees. Mr. Darling received Mr. Chmelik's comments which included revising the title to Governance and Management Audit; and Mr. Chmelik also provided additional background information about the Port and a little more on the precipitating event. Mr. Darling will forward Mr. Chmelik's comments to the Commission for review. Mr. Darling outlined the project timeline:

- Issue the RFP on October 15, 2021;
- Review RFP Applications and/or Interview Consultants, November-December, 2021;
- Award RFP on December 14, 2021.

Mr. Darling stated the project manager is still unknown and he believes we can meet the schedule if a project manager is hired soon. Mr. Darling indicated that staff would need to assist the project manager on the mechanics of sending out the RFP. Mr. Darling has a few names of local interested parties in the project manager role. Mr. Darling also has approximately 25 companies that may be interested in performing the audit. He is also in touch with the Association of Washington Cities and WPPA that have names of other firms in the state.

Commissioner Barnes feels that the RFP has an abbreviated background description of the event that occurred that lead to the request of a governance audit, and he would like to see more information provided about the event. Without going overboard or embellishing, Commissioner Barnes believes it would be good to know that the anonymous citizen complaint was authored by one Commissioner against the other two. Furthermore, the anonymous citizen complaint was received by our CEO, was processed, and went forward. He stated the CEO was aware of who the author was at the point of receipt. He thinks there needs to be more information included. Commissioner Barnes stated his concern is that the project manager process needs to be fair, transparent, and unbiased; and the individual does not need to be local. Commissioner Barnes is

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looking to Mr. Darling personally to help as much as possible to make sure we get the appropriate project manager. He wants the best possible candidate given what has taken place.

Commissioner Moak stated the scope is very broad and believes there are items that are not as important as others and the documents should be prioritized. Commissioner Moak inquired if the Port can negotiate the scope or contract price of the consultant.

Mr. Darling referred the question of scope to Ms. Luke and stated the RFP includes the cost factor. However, the Port may want to consider a graduated scale for reviewing documents.

Ms. Luke stated one mechanism the Port can use is to include alternatives with the RFP; however, the Port can reject the submitted proposals if the scope is going to be changed significantly and then rebid the project.

Commissioner Moak expressed his concern with the price of the project and would like to see the scope prioritized.

Mr. Darling stated task one is the process review and task three is a document review. Mr. Darling believes he could narrow down the list of primary documents versus secondary documents for review and the secondary documents could be listed as alternative work.

Commissioner Moak stated regarding expanding the information that precipitated the governance audit request, he assumes the documents related to the anonymous citizen complaint are still available on the Port's website. Commissioner Moak believes it is very difficult to write or talk about the events in a non-partisan way and he would rather see the RFP identify where the documents are posted for additional information. Commissioner Moak does not want to dwell on the past and stated it is not the only reason for the governance audit. It pointed out weaknesses in some of our operations, but Commissioner Moak does not think that the Port should go into great detail regarding the events. Commissioner Moak understands Commissioner Barnes point, but he does not want to see it overly embellished and would like to see it as a positive experience.

Commissioner Novakovich believes this is moving too fast and that the Commissioner Elect should be more involved; however, if this moves forward, the Commissioner Elect should be allowed to help choose the firm that he is going to work with. The Port has evolved over 106 years and to move this project forward this fast, which is not in the work plan, and does not meet our mission, which states, "provide support sound economic growth opportunities" and he does not see where this applies. Commissioner Novakovich believes people are laughing at us for not developing Vista Field and Columbia Gardens. Additionally, he thinks it is a waste of time and money, and our resources could be applied elsewhere. Furthermore, he questioned if it was an appropriate thing to do at this time.

Commissioner Barnes is astonished that the anonymous citizen complaint was processed, investigated, and mediated; and resulted in a \$450,000 expenditure and the entire process had zero economic benefit. All of this at the behest of Commissioner Novakovich's anonymous

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citizen complaint. Commissioner Barnes reiterated his previous comments and believes the process should take place independently without being guided, inhibited or influenced by the Commission or staff, or counsel to staff. Commissioner Barnes would like a robust, thorough, outside, objective evaluation.

Commissioner Barnes is happy to have Commissioner Elect Hohenberg work on this and have input on this, but at the same time, the request for the governance audit was made during his term. He would like to request, on behalf of the citizens and taxpayers, a thorough audit and evaluation of the Port of Kennewick and believes the background is an important part of that process.

Mr. Darling will work on some alternative language that provides two layers for an in-depth review in terms of cost consideration. Mr. Darling requested direction from the Commission on how much information to include regarding the background.

Commissioner Barnes welcomes a two-tiered approach on the document review and would like to see another draft identifying more important policies versus lesser important policies.

Commissioner Moak stated it has been a horrible two years and believes it is important to learn from the past and it is important to deal with it. He would like to see a revised draft that narrows the scope. He would like to see the Port focus on economic development, but we do need to revise some policies.

Commissioner Barnes stated Mr. Darling interviewed each Commissioner individually and have participated in a couple of Commission meetings. Commissioner Barnes feels it is clear that we do not have unanimous agreement from the Commission on a few issues. Commissioner Barnes is looking to Mr. Darling to take a more assertive role and guide us through this process, rather than coming back and asking the Commission what we want, as he feels you will get different answers or not get a consensus. From his perspective, he is asking Mr. Darling to take a more assertive role and recommend a strong course of action for the Commission, to get to the desired endpoint, based on his observations and interviews with the Commission.

Mr. Darling will provide the Commission with a revised draft that will include recommendations on how to proceed and coordinate with staff on the next available meeting.

Mr. Arntzen stated during his preliminary inquiries regarding the governance audit, several firms indicated that they would like to be involved with the process. Mr. Arntzen inquired if the Commission approves of forwarding his list of firms to Mr. Darling.

Commissioner Barnes has no objection to Mr. Arntzen providing the contact information to Mr. Darling.

Commissioner Moak has no objection and inquired about the process for the selection of the project manager, including Mr. Nies' information.

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Mr. Arntzen indicated that his list of firms is for the governance audit, whereas Mr. Nies is interested in the project manager position. Mr. Arntzen is not aware of Mr. Darling's selection process for the project manager but assumes he would be following the Port's policies and procedures.

Mr. Nies stated Mr. Arntzen did a good job of characterizing his question regarding the scope of project manager role in the audit and what the process would be.

## **B. COVID Procedures and Update, Ann Allen**

Mr. Arntzen introduced Ann Allen, who has been assisting the Port with the COVID return to work processes and procedures. Mr. Arntzen stated one of the 2021-2022 CEO goals was to formulate a reopening plan, while this is not the plan, it does have some of the building blocks. Mr. Arntzen believes we are too early in the process to formulate a meaningful reopening plan but there has been a tremendous amount of work that has gone into the draft.

Ms. Allen has been working with the Port since 2020 and stated guidance continues to change. Ms. Allen updated the Commission on the current changes and presented a memo of Compliance with the Washington Ready Proclamation (*Exhibit B*).

Commission discussion ensued regarding the memo and COVID procedures.

## **C. 2021 Year in Review**

Ms. Bader Inglima presented the 2020-2021 year in review (*Exhibit C*).

Commissioner Moak thanked Ms. Bader Inglima for reminding us of all of the projects that we have completed over the past year. Despite everything, the Port has accomplished a great deal and it positions us well for the upcoming year.

Commissioner Novakovich congratulated staff for everything they have done this year and Commissioner Moak is correct, a lot has been accomplished that has not been recognized. Commissioner Novakovich commended staff for working under these adverse conditions and on all of the completed projects. Commissioner Novakovich inquired if there was a schedule for the 1135 project.

Ms. Bader Inglima expects to receive a more detailed schedule next month and stated the contractor can begin the in-water work November 15, 2021, through February 28, 2022, with the intent that the project will be completed Summer of 2022.

Commissioner Barnes thanked Ms. Bader Inglima for the presentation and stated the Port has had some extremely challenging circumstances for the past year and a half and to see what has been accomplished at the Port is very encouraging. Commissioner Barnes thanked staff for their efforts during these challenging times.

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## RECESS

*Commissioner Barnes called for a recess at 3:48 p.m. for 3 minutes.*

*Commissioner Barnes reconvened the Regular Commission meeting at 3:52 p.m.*

## REPORTS, COMMENTS AND DISCUSSION ITEMS

### A. *Vista Field and Columbia Gardens*

#### 1. *Marketing Strategies*

Ms. Hanchette briefed the Commission on the marketing strategies for Columbia Gardens and Vista Field, where staff will evaluate the product, place, and prospective buyer for each unique redevelopment project within the Port's portfolio.

Commission and staff discussed the marketing strategies for Columbia Gardens and Vista Field.

#### 2. *Art Policy*

Ms. Hanchette presented Resolution 2021-18, which simplifies the fee structure from the 2016 Art Policy as outlined in Resolution 2016-29.

## PUBLIC COMMENT

No comments were made.

Commissioner Moak recalls the Commission consensus was that the 3% would be included on all property sales unless the Commission chose otherwise. He does not feel the revision reflects that change.

Ms. Hanchette will work with Ms. Luke on revising Article 3A and bring back at the October 12<sup>th</sup>, 2021 Commission Meeting.

Commissioner Novakovich inquired if the Art Policy creates confusion for the buyer and is hard to administer and inquired if it is worth having.

Ms. Hanchette stated it is a Commission Policy for the Commission to decide.

Mr. Kooiker reiterated that it is a policy decision, and the fund balance is administered on a spreadsheet, not as a separate fund.

Commissioner Barnes prefers to have a consistent policy that applies to all Port properties but believes the price should be built from the bottom up to include the 3%, not on top of the sales price. Then, that percentage is set aside and tracked internally for art.

### B. *Vista Field*

#### 1. *Design Standards*



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Mr. Peterson updated the Commission on the Vista Field design standards, which are being reviewed by Doris Goldstein and DPZ for consistency of language. Mr. Peterson will present the design standards to the Commission for formal consideration.

**2. *Property Owners Association***

Mr. Peterson reported that the Property Owners Association is now in legal review, to ensure its compliance with Washington state law.

**3. *Vista Field Pricing***

Ms. Hanchette presented the Vista Field pricing to local realtors for review and shared their comments with the Commission:

- Pricing is a good start on residential and commercial side;
- Pricing will help the Port gain momentum in the market;
- It will take a few sales to get comparables and buy-in in the property;
- Southeastern Appraisal Group is very thorough and provided in-depth information, which will assist not only the Port but others;
- Live-work lots may be considered a non-traditional loan.

**C. *Columbia Gardens***

**1. *Neighborhood Maintenance Fees***

Mr. Peterson outlined the revisions per Commission discussion to Resolution 2021-16, the Property Owners Association (POA) assessment mechanism for Columbia Gardens. The five-year period will begin for all parcels when the covenants are recorded in 2022 and will cease in 2027.

Commissioner Novakovich inquired if the Commission is approving fees for the parcels.

Mr. Peterson stated the Resolution approves the mechanism with a five-year grace period that will be associated with covenants. The fees will be determined once the covenants are completed and recorded.

## **PUBLIC COMMENT**

No comments were made.

***MOTION:*** *Commissioner Moak moved to approve Resolution 2021-16, approving and adopting the Columbia Gardens Property Owner's Assessment Mechanism; and ratify and approve all action by Port officers and employees in furtherance hereof; and authorize the Port's CEO to take all action necessary in furtherance hereof; Commissioner Barnes seconded.*

***Discussion:***

*Commissioner Novakovich inquired if staff has discussed the mechanism with potential buyers and what their thoughts are.*

*Commissioner Barnes asked Commissioner Novakovich if he would like staff to answer the*

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*question.*

*Commissioner Novakovich stated yes, he would like to hear from any staff who has spoken to potential buyers.*

*Ms. Hanchette has spoken to potential buyers and informed them that the Port will have an owners association and there would be a mechanism to determine the assessment. Ms. Hanchette stated potential buyers were interested in the rate, which would be established by the mechanism Mr. Peterson presented. Ms. Hanchette informs everyone that tenants will be sharing in the maintenance costs for the common areas, and no one has said they do not want to participate on any level.*

*Commissioner Novakovich supports the mechanism but expressed his concerns about the rates. Commissioner Moak stated we are one step closer to selling property at Columbia Gardens and it is important to move forward. Commissioner Moak stated a lot of staff work went into this to make it work and he thinks most businesses pay a maintenance fee and now it is clearly defined.*

*Commissioner Barnes supports this Resolution and stated there is an element of presentation to business owners and tenants of the Port regarding the mechanism. There are two types of leases, gross versus net, and the terms are outlined in the lease itself. In general terms, Commissioner Barnes would like to see the properties support themselves, for Columbia Gardens and the tenants to enjoy success, and for tenants to assist the Port by paying fees associated with the common areas.*

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

## **2. Design Standards**

Mr. Peterson presented for Commission consideration, Resolution 2021-17, approving and adopting the design standards for Columbia Gardens.

Commissioner Moak stated on page 25, there are examples of windows which say acceptable and unacceptable and inquired if the picture on the far right is unacceptable.

Mr. Peterson will confirm with Makers regarding the picture and will make the correction.

Commissioner Novakovich stated there are people interested in purchasing property at Columbia Gardens and believes we need to move this forward.

## **PUBLIC COMMENT**

No comments were made.

***MOTION:*** *Commissioner Novakovich moved to approve Resolution 2021-17, approving and adopting the Columbia Gardens Urban Wine and Artisan Village Design Standards; and ratify and approve all actions by Port officers and employees in furtherance hereof; and authorize the Port's CEO to take all action necessary in furtherance hereof; Commissioner Moak seconded.*



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## ***Discussion:***

*Commissioner Barnes thanked staff and Makers for their work on this document and he looks forward to the build out at Columbia Gardens.*

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

### **3. Columbia Gardens Pricing**

Ms. Hanchette presented for Commission consideration, Resolution 2021-19, approving pricing at Columbia Gardens. Ms. Hanchette stated staff utilized the Historic Waterfront District Market Study and analysis and appraised price to determine the pricing.

Commission Novakovich inquired if Ms. Hanchette shared the pricing with potential buyers.

Ms. Hanchette shared the pricing proposal from the September 14, 2021 Commission Meeting with Swampy's, and did not receive any negative feedback.

## **PUBLIC COMMENT**

No comments were made.

***MOTION: Commissioner Novakovich moved to approve Resolution 2021-19, authorizing and approving Columbia Gardens parcel pricing, inclusive of the Port's 3% Art Policy; and ratify and approve all actions by Port officers and employees in furtherance hereof; and authorize the Port's CEO to take all action necessary in furtherance hereof; Commissioner Moak seconded.***

## ***Discussion:***

*Commissioner Barnes appreciates the work Ms. Hanchette and staff have put into this and supports Resolution 2021-19.*

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

### **4. Kiwanis Playground Update**

Mr. Arntzen provided an update on the Kiwanis playground project and stated project manager, Renata Presby of Energy Northwest, met with staff last week to discuss project status and timeline. Mr. Arntzen inquired if the Commission would like Ms. Presby to present an update at the October 26, 2021 Commission Meeting.

*The Commission is consensus of adding Ms. Presby to the October 26, 2021 Agenda.*

### **D. Vista Field Development Facilities, 415 N. Roosevelt Building A (Bruker Lease)**

Ms. Hanchette outlined the Bruker buy-out proposal regarding early termination of their lease for 415 North Roosevelt Building A. Ms. Hanchette stated the original lease expires May 31, 2023, and they are requesting early termination in June 2022 with Bruker paying a lump sum for the

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remaining term of 2022, rent relief from January- May 2023, and the Port refunding the security deposit.

Commissioners Moak and Novakovich find this proposal acceptable.

Commission Barnes would support this if the lump sum were equal to the payment of seven months' rent (June-December 2022) and asked Ms. Hanchette to clarify the lump sum amount.

Ms. Hanchette will work with Bruker to confirm the lump sum and Ms. Luke on the formal termination language.

## ***E. Potential Budget Amendment***

Mr. Arntzen stated at the last Commission Meeting Commissioner Barnes directed staff to come back with suggestions related to funding the governance audit for approximately \$150,000.

Mr. Kooiker stated Mr. Darling mentioned the governance audit may cost approximately \$150,000; however, Mr. Kooiker suggested reserving \$200,000 in case the project exceeds the \$150,000. Mr. Kooiker stated the funds can come out of the following: the opportunity fund, the capital budget, Vista Field line item for A and B exterior improvements, or the Columbia Drive budget. Mr. Kooiker stated the remaining funds are allocated for Clover Island 1135 and partnership funding. Mr. Kooiker would not recommend utilizing the asset replacement budget.

Commissioner Moak inquired how much is in the opportunity fund.

Mr. Kooiker stated \$285,000.

Mr. Arntzen has another item related to the budget amendment but separate from the governance audit request. Commissioner Barnes has indicated that the Port is understaffed and it may be beneficial to hire additional staff. Mr. Arntzen stated he provided comments earlier; however, he wanted to ensure he provided a satisfactory response or if the Commission would like him to pursue this matter further. Port policy states the CEO hires the employees, but the position would need to be provided for in the budget, which would need to be amended if the Commission would like additional staffing. Mr. Arntzen estimated a director position would cost approximately \$175,000 with salary and benefits; however, support staff would have less of an impact.

Commissioner Barnes stated this is a separate topic from the governance audit and he has voiced his thoughts and opinions regarding the level of staffing. Commissioner Barnes stated if the Commission would like to wait till January, he understands that; however, he reiterated that the Port is understaffed for the upcoming workload at Vista Field and Columbia Gardens.

Commissioner Moak believes we should look at staffing next year with the Commissioner Elect. The questions that need to be addressed are what staff we need, for what purpose, and how will we fund the position.

*The consensus of the Commission is to discuss staffing needs in 2022.*

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

Commissioners reported on their respective committee meetings.

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

Ms. Luke will send the Commission the CEO evaluation packet this week and requested that it be completed and returned on or before October 15, 2021 for compilation. The final review is scheduled for October 26, 2021.

Commissioner Novakovich heard that Mr. Peterson had a good experience with the Benton Franklin Council of Governments (BFCOG).

Mr. Peterson recently requested mapping assistance from BFCOG for 2020 Census to determine the district lines for ports of Benton and Kennewick.

## **PUBLIC COMMENTS**

No comments were made.

## **ADJOURNMENT**

With no further business to bring before the Board; the meeting was adjourned 5:49 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*

***PORT OF KENNEWICK***

**RESOLUTION No. 2021-16**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK ADOPTING THE COLUMBIA GARDENS PROPERTY  
OWNERS' ASSOCIATION ASSESSMENT MECHANISM***

**WHEREAS**, the Port, City of Kennewick, Benton County and Benton Public Utility District #1 have all contributed to the redevelopment of the Columbia Gardens area resulting in numerous public improvements; and

**WHEREAS**, the Port intends to establish a property owners' association to share responsibility for some of the operational costs associated with the perpetual maintenance of common area improvements in the Columbia Gardens Wine & Artisan Village; and

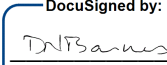
**WHEREAS**, the Board of Commissioners has expressed interest that any such assessments be fair and equitable to both the existing and future property owners and business located within the Columbia Gardens Wine & Artisan Village.

**NOW, THEREFORE, BE IT RESOLVED** that the Port of Kennewick Board of Commissioners hereby approves and adopts the Columbia Gardens Wine & Artisan Village property owners' association assessment mechanism and policies as identified in Exhibit A attached hereto.

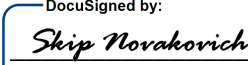
**BE IT FURTHER RESOLVED** that the Port of Kennewick Board of Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof; and authorize the port Chief Executive Officer to take all action necessary in furtherance hereof.

**ADOPTED** by the Board of Commissioners of Port of Kennewick on the 28th day of September, 2021.

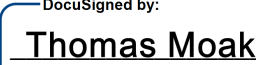
***PORT of KENNEWICK  
BOARD of COMMISSIONERS***

By:   
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DON BARNES, President

By:   
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SKIP NOVAKOVICH, Vice President

By:   
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THOMAS MOAK, Secretary

## RESOLUTION No. 2021-16

### Exhibit A

The Columbia Gardens Wine & Artisan Village, referred to below as the Neighborhood shall be responsible for 65% of the annual operational costs associated of the Foundational items which include: internal roadways located north of Columbia Drive (Columbia Gardens Way, Date Street & Cedar Street); the existing 30-space Date Street and 24-space Cedar Street parking lots as well as joint use parking lots that may be developed in the future; sidewalks, illumination and landscaping associated with these internal streets and parking lots; Columbia Drive streetscape improvements and insurance & security expenses. The Port will not attempt to recapture the initial capital outlay to construct these improvements.

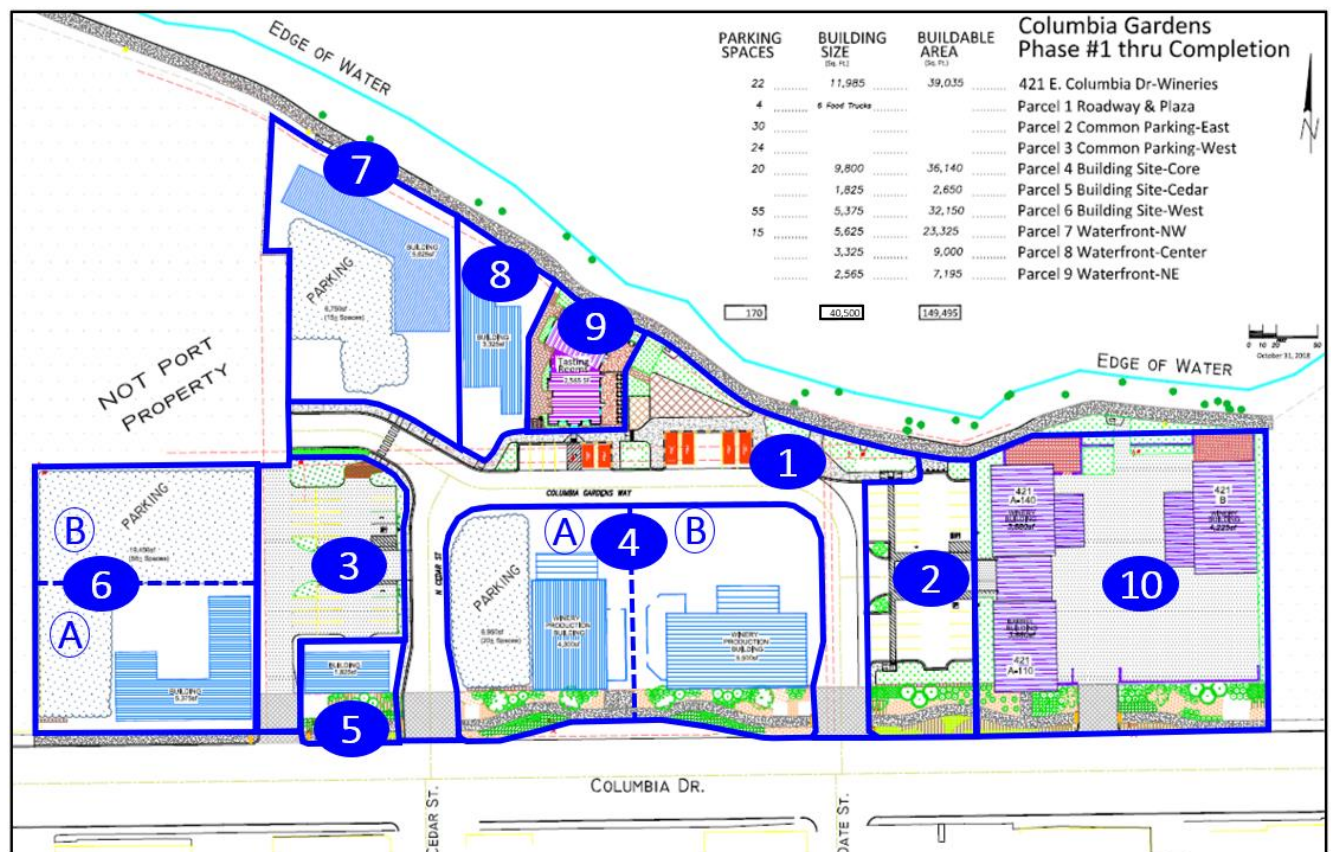
Assessments will be based upon each property share of the overall neighborhood expense and shall be assessed against the property owners of record.

Shares will be based upon the gross building size.

Patio and outdoor seating areas be will calculated at 50% of the applicable rate.

Shares for warehouse and production space will be calculated at a 50% reduction.

The Port would directly pay for all shares for all properties for a period of five (5) years from the date of recording of the covenants.



***PORT OF KENNEWICK***

**RESOLUTION No. 2021-17**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK ADOPTING THE  
COLUMBIA GARDENS URBAN WINE & ARTISAN VILLAGE DESIGN STANDARDS***

**WHEREAS**, MAKERS Architecture and Urban Design was contracted to assist the Port with preparation of the Design Standards for the Columbia Gardens Urban Wine & Artisan Village; and

**WHEREAS**, MAKERS Architecture and Urban Design prepared the draft Design Standards to complement the City's underlying Urban Mixed Uses (UMU) zoning and the Port's recently adopted Historic Waterfront District Master Plan; and

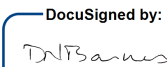
**WHEREAS**, the Board of Commissioners has reviewed the Columbia Gardens Urban Wine & Artisan Village Design Standards.

**NOW, THEREFORE, BE IT RESOLVED** that the Port of Kennewick Board of Commissioners hereby approves and adopts the Columbia Gardens Urban Wine & Artisan Village Design Standards as prepared and revised by MAKERS Architecture and Urban Design (Exhibit A).


**BE IT FURTHER RESOLVED** that the Port of Kennewick Board of Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof; and authorize the port Chief Executive Officer to take all action necessary in furtherance hereof.

**ADOPTED** by the Board of Commissioners of Port of Kennewick on the 28th day of September, 2021.


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

By:   
7468DE9530724DC...

DON BARNES, President

By:   
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SKIP NOVAKOVICH, Vice President

By:   
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THOMAS MOAK, Secretary



Port of Kennewick

# Columbia Gardens Urban Wine & Artisan Village Design Standards



September 30, 2021

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# PART 1 – INTRODUCTION

## 1.1 – Background

These design standards were completed in support of the 2021 Port of Kennewick Historic Waterfront Master Plan and to supplement the City of Kennewick's zone-based Urban Mixed-Use Design Standards. Columbia Gardens is an approximately 5.4-acre site between Columbia Drive and Duffy's Pond, and halfway between the Cable Bridge and Clover Island Drive. The property is primed for continued development as an urban wine and artisan village. Consistent with community goals, these standards will ensure new development on the site is high-quality and creates enjoyable places for employees to work and for customers to visit.

## 1.2 – Applicability

- A. These standards apply to all new commercial and production buildings in the Columbia Gardens area defined in Figure 1.2 below.
- B. Individual design criteria may also have more specific applicability statements.
- C. Relationship to the 2021 Historic Waterfront Master Plan: This document implements key design policies from the master plan.
- D. Relationship to Kennewick Municipal Code. These standards were drafted to supplement the existing Urban Mixed-Use Design Standards in Chapter 18.80 of the Kennewick Municipal Code. They provide a greater level of detail and cover design issues not addressed in the code.

**Figure 1.2**  
**Columbia Gardens area and Historic Waterfront District context.**



## 1.3 – Intent of the Standards

Thoughtful urban design is a critical strategy for realizing the vision and goals of Columbia Gardens. To that end, these standards are intended to:

- A. Provide a high standard for site planning and building of commercial and light industrial development consistent with the goals and policies of the 2021 Historic Waterfront Master Plan.
- B. Provide clear objectives for the planning and design of individual developments.

## 1.4 – Interpretation

The word “must” is intended to be a mandate. Where the word “should” or “encouraged” is used, it is intended to be a recommendation.

## 1.5 – Departures

All available departure opportunities for standards are noted within each standard by the capitalized term DEPARTURES. Such departures are voluntary and must only be approved if they meet the intent of individual standard.

## 1.6 – Definitions

Introduction. All words used in these design standards carry their customary meanings, except for those defined below.

“Articulation” means the giving of emphasis to architectural elements (like windows, balconies, entries, etc.) that create a complementary pattern or rhythm, dividing large buildings into smaller identifiable pieces. See section 3.1 for articulation provisions.

“Articulation interval” means the measure of articulation, the distance before architectural elements repeat. See section 3.1 for articulation provisions.

“Blank wall” means a ground floor wall or portion of a ground floor wall as described in section 3.5 that does not include a transparent window or door.

“Building frontage” refers to the “façade” or street-facing elevation of a building. For buildings not adjacent to a street, it refers to the building elevation(s) that features the primary entrance to the uses within the building. Depending on the context the term is used in, it may also refer to the uses within the building. For example, a “storefront” is a type of building frontage.

“Façade” means the entire street wall of a building extending from the grade of the building to the top of the parapet or eaves and the entire width of the building elevation. For buildings not adjacent to a street, the façade refers to the building elevation containing the main entrance or entrances to the building.

“Internal pathway” refers to any pedestrian path or walkway internal to a development. This includes sidewalks along private streets.

“KMC” means Kennewick Municipal Code.

“Modulation” means stepping forward or backwards a portion of the façade as a means to articulate or add visual interest to the façade.

“Roofline” means the highest edge of the roof or the top of a parapet, whichever establishes the top line of the structure when viewed in a horizontal plane.

“Streetscape” means the space between the buildings on either side of a street that defines its character. The elements of a streetscape include building façades, landscaping (trees, yards, bushes, plantings, etc.), sidewalks, street paving, street furniture (benches, kiosks, trash receptacles, fountains, etc.), signs, awnings, and street lighting.

“Vertical building modulation” means a stepping back or projecting forward vertical walls of a building face, within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure’s continuous exterior walls. Vertical building modulation may be used to meet façade articulation provisions in Standards 3.1.A.

“Weather protection” means a permanent horizontal structure above pedestrian areas such as sidewalks and building entries that protects pedestrians from inclement weather.

## PART 2 – SITE PLANNING STANDARDS

### 2.1 – Frontage Standards

#### Intent


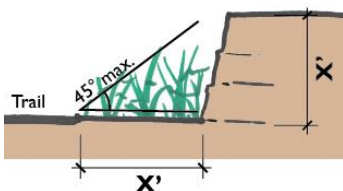
- To enhance the pedestrian environment and recreational opportunities.
- To promote good visibility between buildings and trails for security for pedestrians and to create a more welcoming and interesting trail and commercial environment.

#### Relation to Zoning Standards

These provisions go beyond the street frontage design standards in KMC 18.80.040(1).

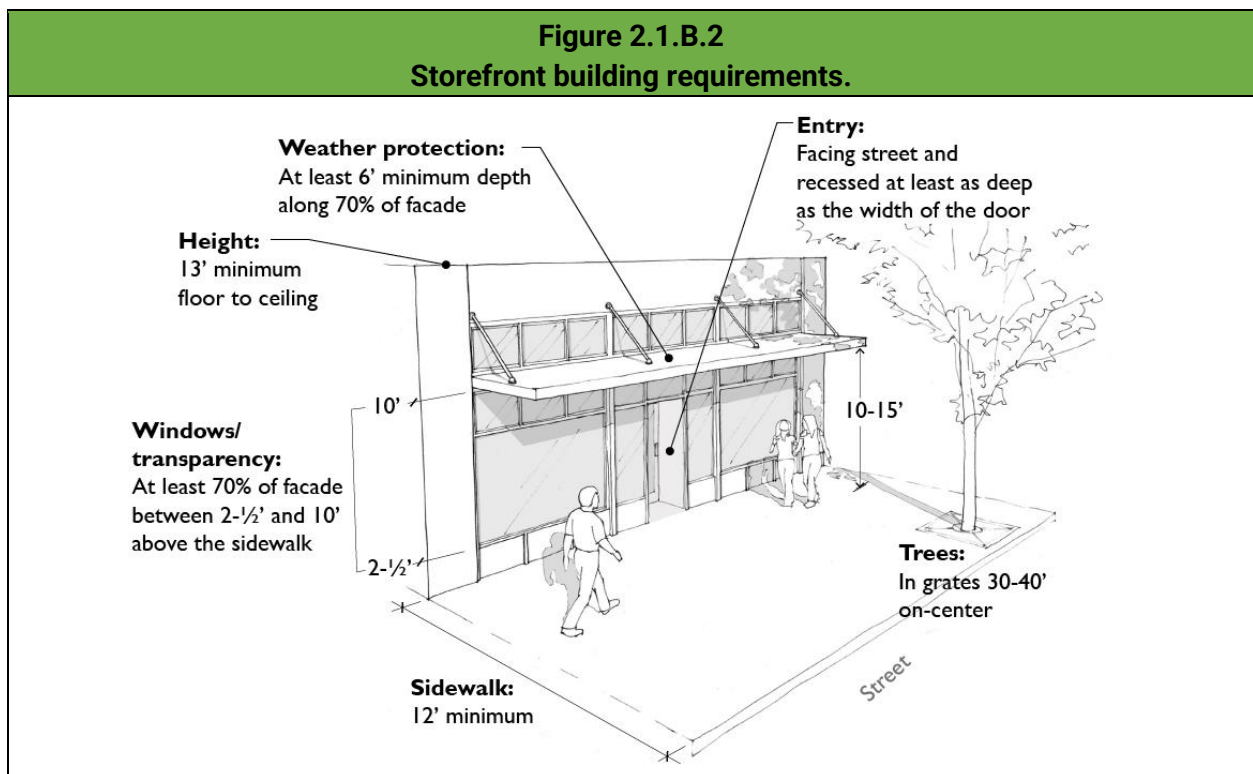
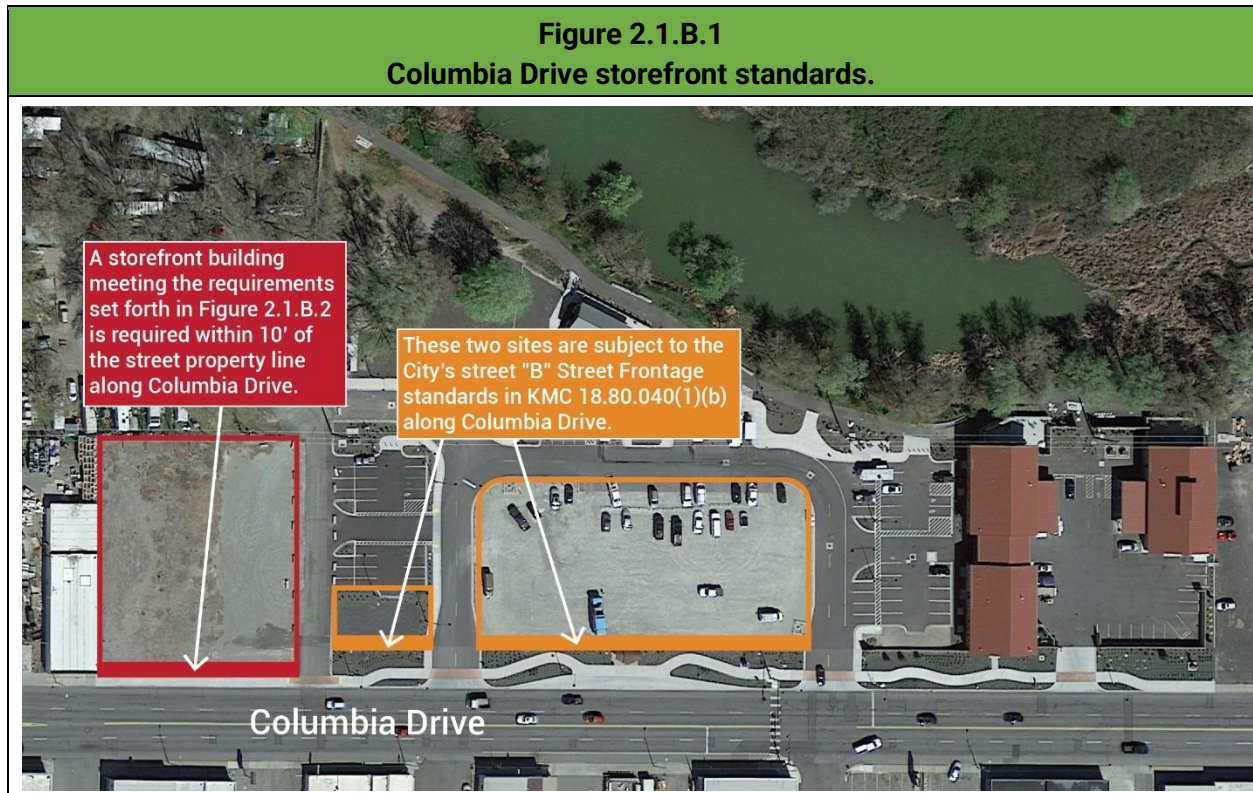
#### Design Criteria

**A. Duffy's Pond Trail frontage standards.** All development on sites adjacent to the trail must comply with the standards in Table 2.1.A below:

<b>Figure 2.1.A</b> <b>Duffy's Pond Trail frontage standards.</b>		
Element	Standards	Examples and Notes
<b>Building placement</b>	Buildings must be setback 10-30' from the trail edge, except greater setbacks are allowed when the setback area complies with the plaza provisions in Standard 2.4.	
<b>Setback use</b>	Landscaping, decks, plazas and patios, dining areas, playgrounds, and other similar uses are encouraged within the trail setback area. New vehicular parking, service, and trash storage areas are prohibited in the setback area.	
<b>Fences &amp; retaining walls</b>	Height limits for opaque fences & retaining walls use a 1:1 ratio for their setback from the edge of the trail (for every 1' of setback distance, the maximum height is increased 1'). Deck railings must be at least 60% transparent.	
<b>Building use</b>	The ground floor of buildings adjacent to trails must have a customer-oriented use, such as but not limited to restaurant, tasting room cafe, retail, art gallery, childcare, artisan manufacturing, entertainment use, or service use.	Office, and industrial uses are prohibited. Residential uses are allowed fronting the trail in the Willows and Cable Greens, but not within Columbia Gardens.
<b>Building entrances</b>	At least one customer building entry visible and accessible from the trail is required for non-residential uses.	
<b>Façade transparency</b>	At least 25% of the building façade facing a trail must be transparent.	



**B. Columbia Drive block frontage standards.** Figures 2.1.B.1-2 set forth block frontage requirements and options.



## 2.2 – Pedestrian Circulation

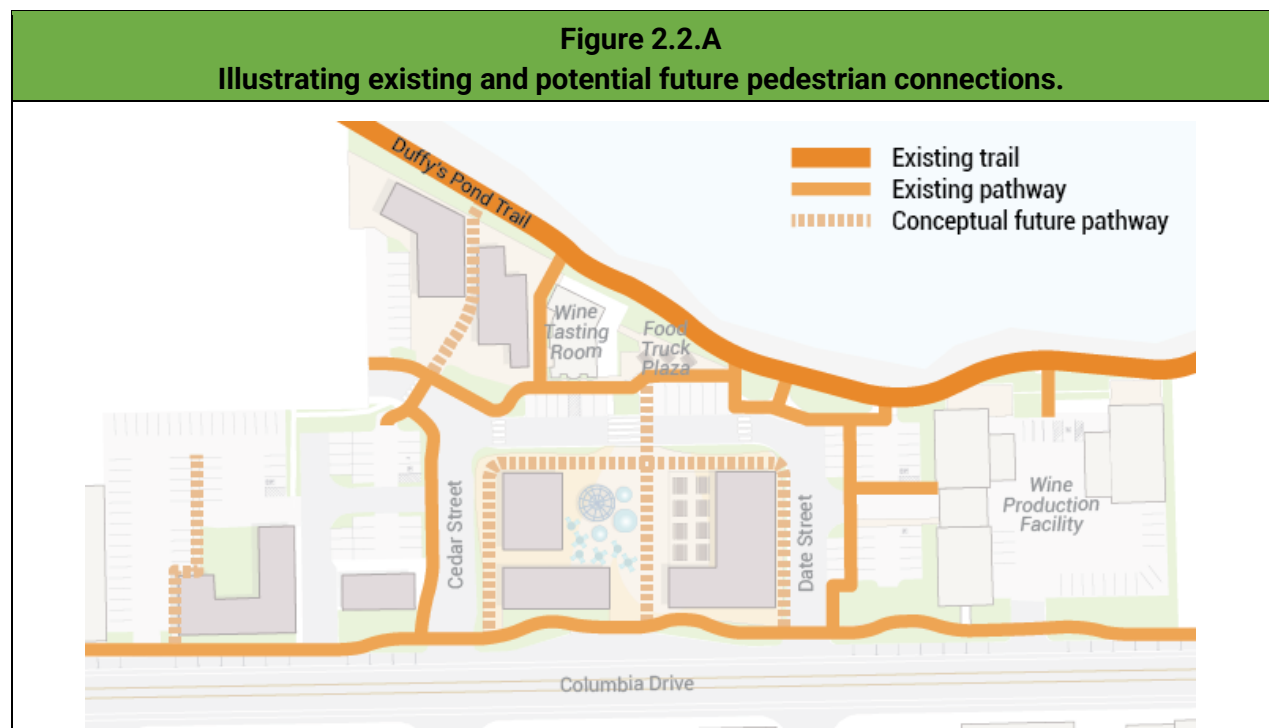
### Intent

To improve the pedestrian and bicycling environment by making it easier, safer, and more comfortable to walk or ride among residences, to businesses, to the trail and street sidewalk, to transit stops, through parking lots, to adjacent properties, and connections throughout the city.

### Design Criteria

**A. General pedestrian connectivity.** Developments must provide an integrated and connected pedestrian circulation network that encourages walking. Required connections include:

1. Shared and individual entrances to streets, trails and recreational areas, parking areas, and other pedestrian amenities.
2. Between on-site buildings.
3. To internal pedestrian circulation networks on adjacent sites, when desirable and feasible.
4. Safe and attractive connections to and from street corners.



**B. Pedestrian facility design.** The following are minimum dimensions. Larger dimensions may be appropriate for high-volume facilities and for facilities located adjacent to high-activity land uses.

1. Primary pathways (direct connections to public streets): Eight feet wide paving.
2. Secondary pathways (no direct connection to public streets and internal site connections between buildings): Five feet wide paving.

## 2.3 - Landscaping

### **Intent**

- To assist in creating a distinctive design character for the area.
- To promote well conceived and attractive landscaping that reinforces the architectural and site planning concepts in response to site conditions and context.
- To promote plant materials that are native or compatible to the local shrub-steppe landscape.

### **Relation to Zoning Standards**

These provisions go beyond the landscaping standards in KMC Chapter 18.21.

### **Design Criteria**

#### **A. General landscaping standards.**

1. Landscaped areas must consist of grade level or elevated planting beds featuring a mix of trees, shrubs, ornamental grasses, groundcover, and other vegetation. Landscaped area may not consist only of rocks or gravel.
2. Landscaping materials must include species native to the region or hardy, waterwise, and noninvasive species appropriate in the climatic conditions of the Tri-Cities region (decorative annuals and/or perennials in strategic locations are an exception). Generally acceptable plant materials must be those identified as hardy in Zone 7a as described in the United States Department of Agriculture's Plant Hardiness Zone Map.
3. Installation standards.
  - a. The combination of trees, shrubs, and ornamental grasses must be designed to cover at least 70-percent of the landscaped areas within three years of planting. Exceptions may be made for landscaping around production buildings to comply with applicable health regulations.
  - b. Shrubs, except for ornamental grasses, must be a minimum of one-gallon size at the time of planting. Shrubs and hedges adjacent to walkways and trails must be limited to 42-inches in height at maturity to maintain visibility (exceptions may be made for landscaping adjacent to blank walls).
  - c. Groundcovers must be planted and spaced to result in total coverage of the required landscape area within three years, specifically either four-inch pots at 18 inches on center or one-gallon or greater sized containers at 24 inches on center.
  - d. Mature tree and shrub height and size must be accounted for in the siting and design of landscaped areas.
4. Water conservation design. Water conservation may be achieved by a combination of any of the following techniques:
  - a. Group plants into areas of similar water need.
  - b. Locate plants based on solar orientation, exposure and drainage patterns.
  - c. Amend soil based on existing conditions.

#### **B. Irrigation standards.** It is required to irrigate landscaping using a spray irrigation system.



- C. Trail corridor and plaza landscaping and design.** Landscaping edging the trail and plaza spaces should be designed to help frame the trail and plaza spaces, soften building and retaining walls, and create a memorable and distinctive design character while maintaining good visibility for safety purposes. This includes a combination of trees, shrubs, ornamental grasses, perennials, and ground covers that comply with the provisions in Standards 2.3.A-B above.

**Figure 2.3**  
**Appropriate landscaping examples.**





## 2.4 – Plazas

### **Intent**

- To provide plaza spaces that attract visitors to commercial areas.
- To enhance the development character and attractiveness of development.

### **Design Criteria**

Where provided, plaza spaces must meet the following criteria in Standards 2.4.A-B.

#### **A. Required plaza features.**

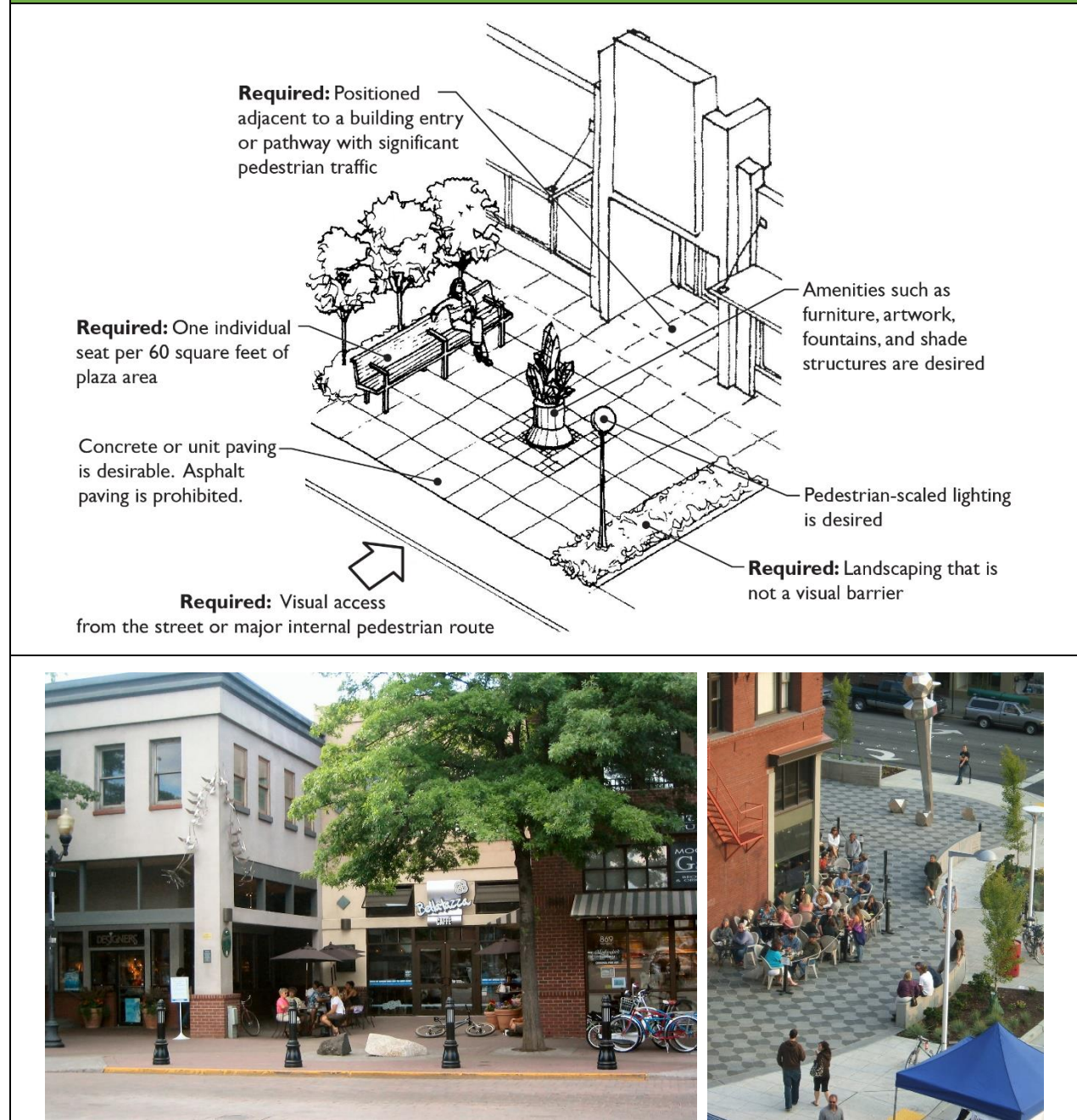
1. The space must abut a public sidewalk or other major internal pedestrian route and be designed to function as a focal point and gathering spot.
2. The space must be ADA compliant and generally level with the adjacent sidewalk or internal pedestrian route. Steps, ramps, and grade changes may be acceptable, provided the outdoor space is designed to be visually and physically accessible from the adjacent sidewalk or internal pedestrian route and the space meets all other standards herein.
3. The space must feature no dimension less than 15 feet in order to provide functional leisure or recreational activity.
4. The space must be framed on at least one side by buildings that are oriented towards the space (via entries and generous façade transparency).
5. Paved walking surfaces of either concrete or approved unit paving are required. Form-in-place pervious concrete paving is allowed. Gravel surface areas may be allowed for special seating areas.
6. Pedestrian amenities must be integrated into the space. Examples include, but are not limited to, site furniture, artwork, drinking fountains, shade structures kiosks, or other similar features that complement the space and encourage use of the space by a variety of users.
7. At least one individual seat per 60-square feet of plaza area or open space is required. At least 50-percent of the required seating must be built-in seating elements, while moveable seating may be used for the remaining percentage. Two feet of seating area on a bench or ledge at least 16-inches deep at an appropriate seating height qualifies as an individual seat. Reductions of up to 50-percent will be allowed for the integration of specialized open spaces that meet the intent of these standards.
8. Landscaping components that add visual interest and do not act as a visual barrier must be integrated. Such components can include, but are not limited to, trees, planting beds, raised planters, and/or potted plants.

#### **B. Prohibited plaza features.**

1. Large expanses of uninterrupted paving or paving without pattern.
2. Asphalt paving.
3. Unscreened service and utility areas or venting of mechanical systems.
4. Adjacent chain-link fences.
5. Adjacent “blank walls” without “blank wall treatment” (see Standard 3.5).

6. Outdoor storage.

**Figure 2.4.A**  
**Plaza requirements and examples.**



## 2.5 – Service Areas & Utilities

### Intent

- To promote thoughtful design of service elements that's integrated into the project's design and mitigates the impacts of those elements on on-site uses and activities and uses abutting the site.
- To provide adequate, durable, well-maintained, and accessible service and equipment areas.

### Relation to Zoning Standards

These provisions go beyond the standards in KMC 18.80.040(3)(d) and (4)(k-l).

### Design Criteria

**A. Location of ground-level service areas and mechanical equipment.** Ground-level building service areas and mechanical equipment includes loading docks, trash collection and compactors, dumpster areas, storage tanks, electrical panels, HVAC equipment, and other utility equipment should be located inside buildings. If any such elements are outside the building at ground level, the following location standards apply:

1. Service areas must be located for convenient service access while avoiding negative visual, auditory, olfactory, or physical impacts on the streetscape environment and adjacent properties.
2. Service areas for multiple users or tenants must be co-located or consolidated to the extent practical.
3. Exterior loading areas for commercial and production uses must not be located within 20 feet of residential uses.

**B. Screening of ground-level service areas and mechanical equipment.** Where screening of ground level service areas is required, the following applies:

1. Structural enclosures must be constructed of masonry, heavy-gauge metal, heavy timber, or other decay-resistant material that is also used with the architecture of the main building. Alternative materials other than those used for the main building are permitted if the finishes are similar in color and texture, or if the proposed enclosure materials are more durable than those for the main structure. The walls must be sufficient to provide full screening from the affected roadway, pedestrian areas, or adjacent use, but must be no greater than seven feet tall. The enclosure may use overlapping walls as a screening method.
2. Gates must be made of heavy-gauge, sight-obscuring material.
3. The service area must be paved.
4. The sides and rear of service enclosures must be screened with landscaping at least five feet wide in locations visible from the street, parking lots, and pathways to soften views of the screening element and add visual interest. Plants must be arranged with a minimum of 50 percent coverage at time of installation and be able to grow to fully screen or shield the equipment within three years.

DEPARTURES to the above provisions will be considered provided the enclosure and landscaping treatment meet the intent of the standards and add visual interest to site users.



**Figure 2.5.A**  
**Acceptable trash screening enclosures.**



Both examples use durable and attractive enclosures with trees and shrubs to soften views of the enclosures from the side.

- C. Utility meters, electrical conduit, and other service utility apparatus.** These elements must be located and/or designed to minimize their visibility to the public. Project designers are strongly encouraged to coordinate with applicable service providers early in the design process to determine the best approach in meeting these standards. If such elements are mounted in a location visible from the street, pedestrian pathway, plaza, or trail, they must be screened with vegetation and/or integrated into the building's architecture.

**Figure 2.5.B**  
**Acceptable and unacceptable utility meter location and screening examples.**



Place utility meters in less visible locations. The left examples is successfully tucked away in a less visible location and screened by vegetation. The right image is poorly executed and would not be permitted in such a visible location; such meters must be coordinated and better integrated with the architecture of the building.

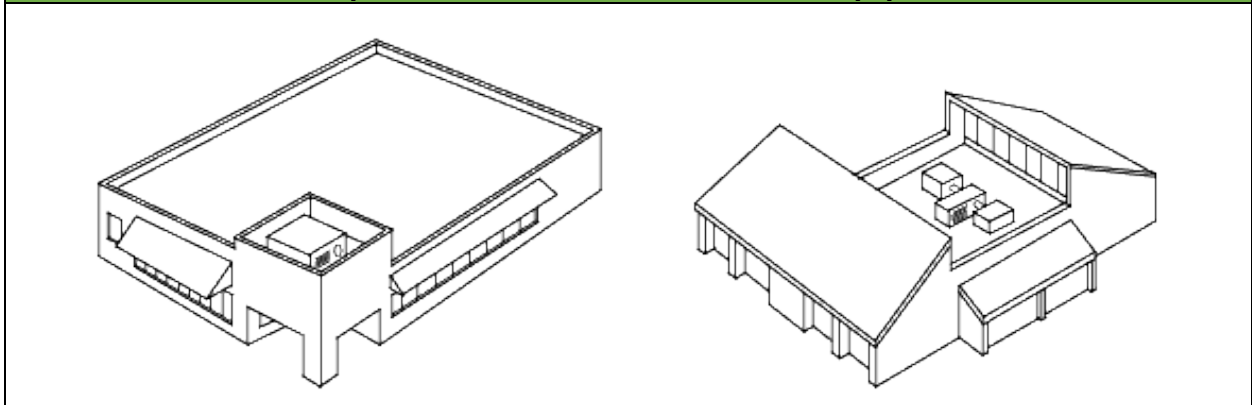
**D. Roof-mounted equipment.**

1. All rooftop equipment, including air conditioners, heaters, vents, and similar equipment must be fully screened from public view at the ground level. Screening must be located so as not to interfere with operation of the equipment.

Exception: Roof-mounted wind turbines, solar energy and photovoltaic systems, and rainwater reuse systems do not require screening.

2. Solar photovoltaic panels must be integrated into the surface of the roof and not expose an independent structure. Panels must be inclined at the same pitch as the roof plane.
3. For other rooftop equipment, all screening devices must be well integrated into the architectural design through such elements as parapet walls, false roofs, roof wells, clerestories, or equipment rooms. Screening walls or unit-mounted screening is allowed but less desirable. The screening materials must be as high as the equipment being screened.
4. The screening materials must be of material requiring minimal maintenance. Wood must not be used for screens or enclosures. Louvered designs are acceptable if consistent with building design style. Perforated metal is not permitted.
5. Noise producing mechanical equipment such as fans, heat pumps, etc. must be located and/or shielded to minimize sounds and reduce impacts to adjacent residential uses.

**Figure 2.5.C**  
**Examples of how to screen roof-mounted equipment.**



## PART 3 – BUILDING DESIGN STANDARDS

### 3.1 – Building Massing & Articulation

#### **Intent**

- To employ façade articulation techniques that reduce the perceived scale of large buildings and add visual interest from all observable scales.

#### **Relation to Zoning Standards**

This Standard provides further guidance on meeting the building massing and building entry standards in KMC 18.80.040(4)(d) and (h).

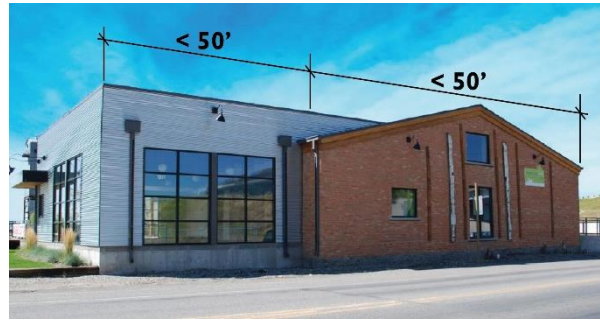
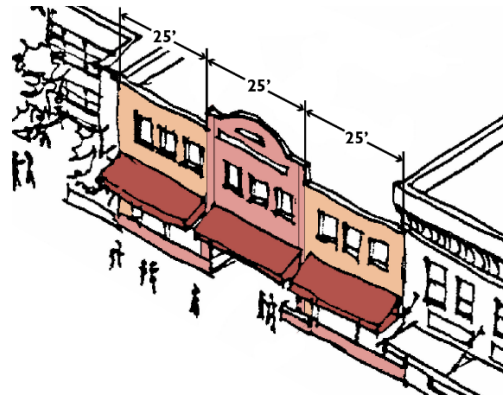
#### **Design Criteria**

- A. Façade articulation.** Buildings must include articulation features to create a human-scaled pattern. For building façades facing trails, plazas, and containing primary building entrances, at least three articulation features must be employed at intervals no greater than 25 feet. For all production buildings and any other building façades facing parking areas and public streets, at least three articulation features must be employed at intervals no greater than 50 feet.

Articulation features include:

1. Window patterns and/or entries.
2. Use of weather protection features.
3. Use of vertical piers/columns.
4. Change in roofline with a difference in height, slope or pitch, direction, or shape (such as towers and dormers).
5. Change in building material or siding style.
6. Vertical elements such as a trellis with plants, green wall, or art element.
7. Providing vertical building modulation of at least 12-inches in depth if tied to a change in roofline [see Standard (4) above] or a change in building material, siding style, or color.
8. Other design techniques that effectively break up the massing of structures, add visual interest, and effectively reinforce a pattern of small storefronts compatible with the building's surrounding context.

**Figure 3.1.A**  
**Articulation examples.**



The left image, a commercial building, uses window patterns, weather protection elements, and roofline modulation. The right image, a production building, uses changes in materials, window patterns, and roofline changes to articulate the façade. The lower image illustrates how a multitenant retail building can successfully be articulated (windows, materials, weather protection, vertical building modulation, and roofline changes).





## 3.2 – Building Details

### **Intent**

- To encourage the incorporation of design details and small scale elements into building façades that are attractive at a pedestrian scale.

### **Relation to Zoning Standards**

These provisions go beyond the building details standards in KMC 18.80.040(4)(h).

### **Design Criteria**

**A. Façade details.** The ground floor of all commercial and production buildings must be enhanced with appropriate details. This standard applies to building façades facing public streets and building elevations facing parks, trails, and containing primary building entrances.

1. Commercial buildings must employ at least one detail element from each the three categories in Standard 3.2.B for each façade articulation interval (see Standard 3.1.A).
2. Production buildings must employ at least one detail element from two of the three categories in Standard 3.2.B for each façade articulation interval (see Standard 3.1.A).

For example, a commercial building with 90-feet of trail frontage with a façade articulated at 25-feet intervals will need to employ a façade detail from each of the three categories below for all four façade segments.

For example, a production building with 150-feet of street frontage with a façade articulated at 50-feet intervals will need to employ a façade detail from two of the three categories below for all three façade segments.

### **B. Façade detail categories.**

#### **1. Window and/or entry treatment:**

- a. Display windows divided into a grid of multiple panes.
- b. Transom windows.
- c. Roll-up windows/doors.
- d. Other distinctive window treatment that meets the intent of the standards.
- e. Recessed entry.
- f. Decorative door.
- g. Other decorative or specially designed entry treatment that meets the intent of the standards.



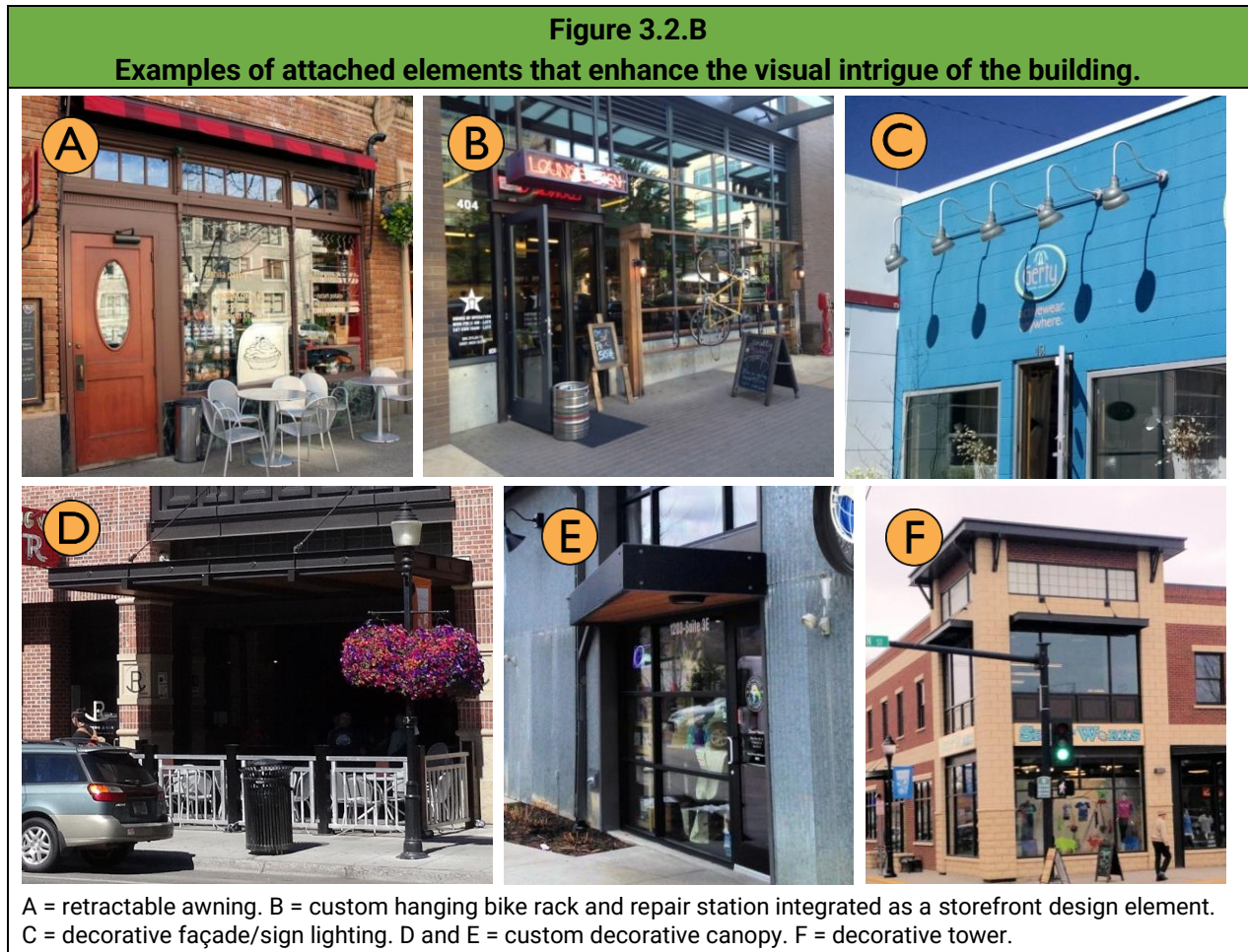
**Figure 3.2.A**  
**Examples of decorative or specially designed windows and entries.**



A = openable storefront window. B = transom windows. C = openable window with decorative details. D = decorative window shades. E = decorative door. F = recessed entry.

2. Building element, façade attachment, or façade detail:

- a. Custom-designed weather protection element such as a steel canopy, cloth awning, or retractable awning.
- b. Decorative building-mounted light fixtures.
- c. Bay windows, trellises, towers, and similar elements.
- d. Decorative, custom hanging sign(s).
- e. Other details or elements that meet the intent of these standards.





3. Decorative material and artistic elements:

- a. Decorative building materials/use of building materials. Examples include decorative use of brick, tile, or stonework.
- b. Artwork on building, such as a mural or bas-relief sculpture.
- c. Decorative kick-plate, pilaster, base panel, or another similar feature.
- d. Hand-crafted material, such as special wrought iron or carved wood.
- e. Other details that meet the intent of the standards.

**Figure 3.2.C**  
**Examples of decorative surface materials.**



A = decorative brick/design. B = decorative tile-work and column pattern. C = decorative medallion. D = decorative mosaic tile work. E = decorative bulkhead. F = decorative materials and design.

## 3.3 – Window Design

### Intent

- To integrate window design that adds depth, richness, and visual interest to the façade.

### Relation to Zoning Standards

These provisions go beyond the window design standards in KMC 18.80.040(4)(g).

### Design Criteria

- A. All windows must employ designs that add depth and richness to the building façade. At least one of the following features must be included to meet this requirement:
  1. Recess windows at least two-inches from the façade.
  2. Incorporate window trim (at least three-inches wide) around windows.
  3. Incorporate other design treatments that add depth, richness, and visual interest to the façade.
- B. Highly reflective glass must not be used on more than 10-percent of a building façade or other building elevations facing trails and containing primary building entrances.

**Figure 3.3**  
**Acceptable and unacceptable window design examples.**



The windows in Images A-C are recessed by at least two-inches from the façade. Images D and E feature a reveal/recess of less than two-inches, but the contrasting frames and mullions effectively add a sense of depth and richness to the façade. The treatment in Image F does not effectively meet the design criteria.

## 3.4 – Materials and Color

### Intent

- To encourage the use of durable, high quality, and urban building materials that minimize maintenance cost and provide visual interest from all observable vantage points.
- To promote the use of a distinctive mix of materials that helps to articulate façades and lends a sense of depth and richness to the buildings.
- To place the highest priority in the quality and detailing of materials on the first floor at the pedestrian scale.

### Relation to Zoning Standards

These provisions go beyond the building material standards in KMC 18.80.040(4)(b).

### Design Criteria

If a development includes concrete block, metal siding, exterior insulation and finish system (EIFS), or cementitious wall board paneling/siding on a building exterior, the conditions set forth in Standards 3.4.A-D below apply. These materials are not required and the use of other exterior materials is encouraged. Standard 3.4.E provides guidance on exterior building colors.

#### **A. Concrete block (also known as concrete masonry unit or CMU).**

Concrete block must not be used as the primary exterior material and must be integrated with other acceptable materials. It may be used as a contrasting accent material or the primary material when it employs a mixture of colors and/or textures or employs a combination of design details to articulate the building and add visual interest.

**Figure 3.4.A**  
**Acceptable concrete block use/design.**



Left: Effective use colored concrete block with trim elements that complements other materials. Right: Colored concrete block with a mix of smooth and textured finish that is well- integrated with other materials.



## B. Metal siding.

Metal siding may be used on all building elevations provided it complies with the following standards:

1. It must feature visible corner molding and trim.
2. Metal siding must be factory finished, with a matte, non-reflective surface.
3. Walls with more than 50 percent metal siding must feature a roof overhang above the wall.

DEPARTURES will be considered provided the material's integration and overall façade composition meets the intent of the standards.

**Figure 3.4.B**  
**Acceptable metal siding examples.**



Left: A metal wall with roof overhang is acceptable; the lighting and wall opening framing also help improve the façade composition. Right: A good departure example without a roof overhang, but the short length of the walls, amount of window openings, and color/pattern changes create an acceptable design that meets the intent of the standards.

### C. Exterior Insulation and Finish System (EIFS).

EIFS may be used when it complies with the following:

1. EIFS must not be used on the ground floor of building elevations. Concrete, masonry, or other highly durable material(s) must be used for the subject ground level building elevations to provide a durable surface where damage is most likely.
2. EIFS must not be the primary cladding material on upper floors and must be integrated with other acceptable materials.
3. EIFS must feature a smooth or sand finish only.
4. EIFS must be trimmed in wood, masonry, or other material and must be sheltered from weather by roof overhangs or other methods.

DEPARTURES will be considered provided the material's integration and overall façade composition meets the intent of the standards.

**Figure 3.4.C**  
**Acceptable EIFS examples.**



#### D. Cementitious wall board paneling/siding.

Cementitious wall board paneling/siding may be used provided it meets the following provisions:

1. Cement board paneling/siding may be the dominant exterior material but must be integrated with other acceptable materials (specifically, up to 70-percent of non-window exterior materials may be cement board paneling/siding). Where cement board paneling/siding is the dominant siding material, the design must integrate a mix of colors and/or textures that are articulated consistent with windows, balconies, and modulated building surfaces and are balanced with façade details that add visual interest from the ground level and adjacent buildings.

DEPARTURES will be considered provided the material's integration and overall façade composition meets the intent of the standards.

**Figure 3.4.D**

**Acceptable cementitious wall board paneling/siding examples.**



#### E. Building color.

1. A variety of colors are encouraged for building facades, trim elements, and roofs.
2. Fluorescent and neon colors may be used sparingly except for accents.
3. Heavy use of grays and whites should be avoided.

**Figure 3.4.E**

**Acceptable examples of vibrant building colors.**



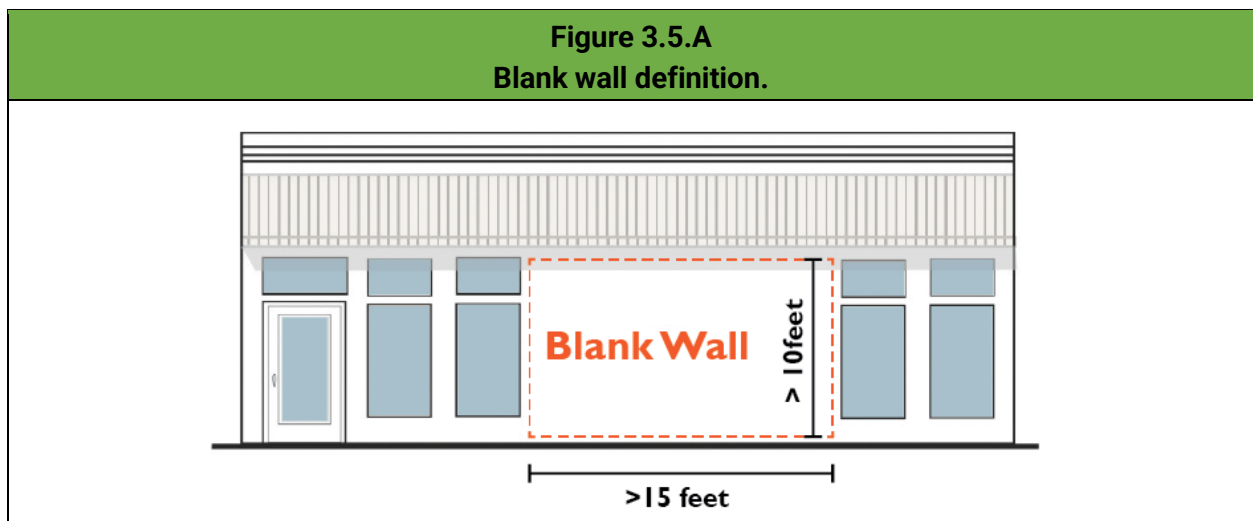
## 3.5 – Blank Wall Treatment

### Intent

- To avoid untreated blank walls.
- To retain and enhance the pedestrian-oriented character of streetscapes.

### Design Criteria

- A. Blank wall definition.** A wall (including building façades and retaining walls) is considered a blank wall if it does not include a transparent window or door and has the following dimensions: Over 10 feet in height and a horizontal length greater than 15 feet.



- B. Blank wall treatment standards.** Untreated blank walls adjacent to a public street, plazas, trail, pedestrian pathway, or customer parking lot are prohibited. Methods to treat blank walls on multi-family buildings can include:
1. Landscape planting bed at least five-feet wide, or a raised planter bed at least two-feet high and three-feet wide, in front of the wall. Planting materials must be sufficient to obscure or screen at least 60-percent of the wall's surface within three years.
  2. Installing a vertical trellis in front of the wall with climbing vines or plant materials.
  3. Installing an artistic mural as approved by the Director.
  4. Special building detailing that adds visual interest at a pedestrian scale. Such detailing must use a variety of surfaces; monotonous designs will not meet the intent of the standards.

For large visible blank walls, a variety of treatments may be required to meet the intent of the standards.

DEPARTURES will be considered provided the entire façade composition meets the intent of the standards for the context of the wall (e.g., walls along pathway corridors connecting parking areas to building entries might be granted more flexibility than street facades).



**Figure 3.5.B**  
**Blank wall treatment examples.**





***PORT OF KENNEWICK***

**RESOLUTION 2021-19**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK AUTHORIZING  
PARCEL PRICING FOR COLUMBIA GARDENS***

**WHEREAS**, the Board of Commissioners received property appraisals through the Historic Waterfront District Market Study and Analysis report for parcels located in Columbia Gardens; and

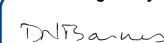
**WHEREAS**, the Commission has directed staff to add the 3% Art Policy fee to appraised valuations and sell parcels on a price per square foot basis inclusive of the Art Policy.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Port of Kennewick hereby approves and adopts parcel pricing for Columbia Gardens as found in Exhibit A.


**BE IT FURTHER RESOLVED** that the Port of Kennewick Board of Commissioners hereby ratifies and approves all action by port officers and employees in furtherance hereof; and authorizes the port Chief Executive Officer to take all action necessary in furtherance hereof.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick this 28th day of September 2021.


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

By:   
DocuSigned by:  
7468DE9530724DC...

DON BARNES, President

By:   
DocuSigned by:  
0E53A30E1C8E442...

SKIP NOVAKOVICH, Vice President

By:   
DocuSigned by:  
A35176A2D2CD413...

THOMAS MOAK, Secretary

RESOLUTION 2021-19  
EXHIBIT A

Parcel #	Appraised Price (Per Square Foot)	Parcel Price Inclusive of Port 3% Art Policy (Per Square Foot)
1	\$10.00	\$10.50
2	\$10.50	\$11.00
3	\$10.00	\$10.50
4	\$12.00	\$12.50
5/6	\$10.00	\$10.50



**Port of Kennewick**  
**Request for Proposals (RFP) DRAFT II**  
**Port of Kennewick Governance Audit**  
**Proposals Due: November 12, 2021**

**A. Purpose**

The Port of Kennewick (Port) is soliciting proposals from qualified firms that are interested in undertaking a Governance Audit (Audit) of the Port's operations, processes and practices that are further defined in this RFP.

The Audit is being undertaken to advance the organization by updating, revamping, and/or adopting new or revised policies, practices, and keystone operating documents. The overall outcome is intended to better equip the organization to cost effectively accomplish its mission in serving the community; capitalize on new opportunities; and better respond to stress and challenges.

The specific outcomes will include, but not be limited to, assuring the Port's operations, processes, and practices as well as its governance and management roles are consistent with regulatory requirements and best management practices for Washington port authorities.

In the long term the Port is striving for exceptional performance as one of Washington's most effective port authorities.

**B. Background**

The Port of Kennewick is an independent special purpose district located in Benton County, Washington. Created in 1915 by a vote of the electorate its original purpose was to capitalize on Celilo Canal improvements that would connect the community to distant markets. Today the Port's Mission ***'is to provide and support sound economic growth opportunities, which foster new business, industry, and jobs, improve infrastructure, and enhance the quality of life for the Port district citizens.'***

The Port's significant operations include:

- 103-acre Vista Field which is designed to be a vibrant, pedestrian-focused regional town center
- Kennewick's Historic Waterfront District by enhancing areas of Clover Island and taking a phased redevelopment approach to three project sites along Columbia Drive: Columbia Gardens Urban Wine & Artisan Village, The Willows and Cable Greens.
- The Willows which is part of the 15.8-acre Columbia Drive Urban Revitalization Area in east Kennewick. The Port, City of Kennewick and Benton County have partnered to transform the former industrial neighborhood into a waterfront destination.

- Cable Greens is a 3-acre site in the Columbia Drive Urban Revitalization Area adjacent to Columbia Gardens Urban Wine & Artisan Village. The Port is planning infrastructure enhancements within the next several years to open Cable Greens to private-sector investment.
- The Oak Street Industrial Park is just over 12 acres in northeast Kennewick and is zoned for light industrial development. The Port operates five business incubator buildings in a campus-like setting at the Industrial Park with building space currently available for lease.
- Other Port projects have included the Yakima River Gateway open space; the 93 West Richland Industrial Park; the Badger Mountain Trailhead Park; the Spaulding Business Park; the 15-acre Wine Estates Development Park; and participation in the Southridge development area with the City of Kennewick.
- Clover Island Boat Launch and Marina, home to 150 moorage slips and associated amenities.

The Port is governed by a three-member elected Board of Commissioners. Commissioners serve for 6-year staggered terms and select board officers annually. The current 2021 Board:

President: Don Barnes *	<i>(Serving since 2012)</i>
Vice President: Skip Novakovich	<i>(Serving since 2009)</i>
Secretary: Thomas Moak	<i>(Serving since 2014)</i>

*\*(Commissioner Barnes' term expires at the end of 2021. There is an uncontested candidate to assume his Board position in January 2022: Ken Hohenberg, retiring Police Chief, City of Kennewick)*

The Port is managed by a 13 member staff led by the Port's Chief Operating Officer (CEO).

In early 2019, following a real estate transaction, there was a citizen complaint filed and a series of legal actions that were judicially dismissed and settled in 2020. That experience caused the Port's Commission to move forward with this Governance Audit to review all systems, processes, and documents.

The Port anticipates awarding a single contract to the selected firm in January 2022 based on a recommendation by the current 2021 Commission. The period to complete the work is one year, however, an option to extend for additional time can be considered if necessary. The contract to be approved by the Board of Commissioners will be consistent with the Port's standard terms and conditions contained in its Consultant/Service Agreement. See Appendix A to this RFP.

## C. Scope of Work & Deliverables

The Port is seeking consulting services to work directly with the Port Commission and staff to undertake a Governance Audit. It is expected that work will begin in early 2022. The selected firm will develop a set observations, findings, and recommendations as Deliverables as described below.

Work will be coordinated by the Port's Project Manager: **To Be Determined before release**

### Contact Information

It is anticipated that the approach to undertake the following tasks would consist of some combination of Commission and staff interviews; review of the literature, practices, and statutory requirements for Washington Ports; and comparative analysis of Port documents.

Applicants should address the expected deliverables in their Project Approach Narrative. The Port's expectation is that there will be a series of 'Findings' for the three major assessment areas followed by a comprehensive series of 'Recommendations' on steps the Port should take to improve the organization's effectiveness and concurrency with both statutory requirements and best management practices.

## **Task 1: Assessment Area-Systems & Process Evaluation**

**Task Purpose:** Evaluation of the systems and processes the Port utilizes to manage its affairs and reach binding decisions for the organization.

**Task Topic:** In general, the **Systems and Process Evaluation** will explore the Port's current approach to decision making and the respective roles of the elected Commission and appointed staff. Specifically, it is intended to include the review of the effectiveness and functionality of the following traditional Systems and Processes. The successful applicant will be encouraged to propose additional areas for evaluation at the proposal stage or as the work progresses.

- Agenda formulation and meeting protocols (ie. Use of a Consent Agenda)
- Roles and responsibilities of the Commission officers
- Development, adoption, and management of operating and capital budgets
- Strategic and asset planning
- Financial management and the statutory required audit by the State Auditor
- Organizational structure and performance capacity of the Port
- Performance evaluations of key personnel including CEO, internal auditor, and legal counsel
- Contract negotiations and approvals
- Contracting for legal and State audit services
- Legal guidance and risk management
- Internal communications
- Purchasing and contracting for services
- Travel policies and expense reimbursement
- Personnel: Hiring, training, development, as well as salary structure and benefit administration
- Public outreach, transparency, and community affairs



- Ethics practices
- Leasing, property acquisition and sales, as well as tenant and customer relations

In addition, the review and evaluation of these Systems and Processes will address the role, reporting structure, and responsibility of the elected Commission, CEO, internal Port auditor, and Port attorney.

**Key Task 1 Deliverables:** Written “Findings Report- Systems and Process Evaluation” that captures the outcomes of the evaluation in sufficient detail to support the recommendations within Task 4. Presentation to the Commission on the Task findings.

## **Task 2: Assessment Area- Organizational Culture Assessment**

**Task Purpose:** An assessment of both the current and desired organizational culture and working atmosphere of the Port and how it may or may not impact effective operations.

**Task Topic:** An assessment of the formal and informal culture and working atmosphere at the Port from both an internal and external perspective. This includes the relationships between and amongst the Commission; between the professional staff and the Commission, amongst all levels of the staff; and with the Port’s external stakeholders, including tenants, other governmental agencies, and the overall community.

Applicants should consider utilizing traditional organizational assessment tools such as a SWOT or SOAR analysis. These tools, or others recommended by the successful applicant, should engage both the professional staff and the elected Commission. The intended outcome is an assessment but also should recommend a pathway forward to addressing the organizational culture and work atmosphere.

*Note: The SOAR analysis maintains the Strengths and Opportunities of a SWOT analysis but introduces Aspirations and Results in place of Weaknesses and Threats. A SOAR analysis is more oriented toward action whereas a SWOT analysis is more analytical in nature.*

Applicants should identify and propose a methodology to assess the current and desired organizational culture and working atmosphere of the Port from both an internal as well as external perspective such as tenants, customers, and other local governments.

**Key Task 2 Deliverables:** Written “Findings Report- Organizational Culture Assessment” that describes the current culture as well as defines a preferred culture for the Port. Presentation to the Commission on the Task 2 findings.

## **Task 3: Assessment Area-Document Review**

**Task Purpose:** Identification and review of existing documents that underpin the Port’s operation and decision-making ability against regulatory requirements and best management practices.

**Task Topic:** As in all organizations there are a host of required and recommended documents that institutionalize the Port's practice, policies, and responsibilities. Task 3 is intended to be an in-depth review of those existing documents to determine if they are consistent with regulatory requirements and/or best management practices for a Washington port authority. The work will determine if there should be revisions to existing documents; a sense of the efficacy of each document, if there are any opportunities for consolidation, or if there are additional documents that should be considered. In reviewing existing documents, the successful applicant should gain a sense of historical context and why certain documents were adopted.

The documents that have been identified include the following. Documents that are reviewed shall include the most recent version with up-to-date amendments. This list may not be exhaustive, the successful applicant is encouraged to propose the review of other materials as well. A number of these documents are captured as resolutions of the Commission.

- i. Port Commission Rules of Policy & Procedure
- ii. Public records and information management program
- iii. CEO Delegation of Powers including secondary delegation to staff
- iv. Appointment of Port auditor
- v. Commission directives for Port assets
- vi. Art Policy
- vii. CEO evaluation policies
- viii. Budget financial and operational policies
- ix. Declaring local emergency and Delegation of Authority (CEO)
- x. Buyback clause language
- xi. CEO Procedures & Staff Handbook
- xii. Job descriptions of all employees
- xiii. Comprehensive Scheme of Harbor Improvements
- xiv. Staff employment contracts
- xv. Attorney contract
- xvi. Financial reports
- xvii. Port's organizational chart
- xviii. Strategic Plan
- xix. 2019 Audit
- xx. 2020 Audit

**Key Task 3 Deliverables:** Written "Findings Report-Documents Review" that summarizes the review and analysis of existing policies, contracts, and other relevant documents. Presentation to the Commission on the Task findings. Presentation to the Commission on the Task 3 findings.

## **Task 4: Recommendations**

**Task Purpose:** Specific and general recommendations regarding the Port's processes and systems; organizational culture; and document adoption and use.

**Task Topic:** Building on the findings of Tasks 1 through 3 the successful applicant will produce a series of general and specific recommendations for the Port's consideration. Specifically, this task should bring forward phased changes and improvements to advance the Port's effectiveness, compliance with regulatory and industry practices as well as overall operating culture.

**Key Task 4 Deliverables:** Written report summarizing the specific recommendations on the three assessment areas to also include recommended modifications to processes and or documents. The recommendations should include suggested language and may include sample documents from other organizations or resources. The successful applicant shall vet all proposed amendments and modifications to existing documents against statutory requirements. Regarding recommendations for organizational culture the deliverables shall include a proposed course of action.

## **Task Approach**

Section E of this RFP requests that submittals describe the applicant's approach to the work and the individual tasks. Inherent in the applicant's approach applicant proposals should include an early series of interviews with current and former elected Commissioners to better define the extent of each Task and review of Commission meeting tapes (minutes) and news articles.

Applicants should plan on an early kick off meeting with the Commission and staff to forecast a schedule of work and their approach.

## **D. Qualifications**

The successful applicant for this Scope of Work should have extensive working knowledge of local government governance and management concepts and practices. It is anticipated there will be a lead consultant supported by an 'on call' panel of experts that specialize in a wide variety of topics and each will bring a distinct focus to the work. This model is intended to capitalize on the available expertise and knowledge of the 'on call' panel members when needed during the Audit. Panel members may be from the lead consultants' firm; however, applicants are encouraged to assemble and propose a diverse group of panel members with differing perspectives. The extent of the use of the 'on call' panel will evolve as the work progresses.

The combined knowledge and experience of the lead consultant and 'on call panel' should include, but not be limited to, the following areas:

- Port governance and management roles, concepts, and challenges
- Washington Port District Act (RCW 53), as well as all statutes regulating special purpose districts
- Strategic planning
- Organizational dynamics and cultural effectiveness
- Public finance, budgeting, purchasing, and contracting
- Washington State statutory audit requirements and practice
- Personnel and human resource practices

Applicants are encouraged to recommend and include other skill sets on the 'on call' panel. The successful applicant will have exceptional communication and interview skills as well as the ability to identify and analyze the effectiveness of organizational functions.

The successful applicant will be demonstrably neutral in the approach to the work and have no real or perceived conflicts with the Port. It is preferred that the successful applicant will not have worked under contract to the Port in the past.

## **E. Evaluation of Proposals**

Proposals should present the applicants information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the lead consultant and on call panel members abilities to meet the requirements of this RFP.

Written proposals are limited to 20 numbered pages (8.5 by 11 inch) including the cover letter and all appendices. Font size shall be 11 point or larger. All resumes and bios are not included in the total page count. Applicants are encouraged to abbreviate those to only include pertinent and relevant experience information.

Proposals should include a primary contact for further amendments or notices.

The cover letter shall include the RFP title as well as the name, email, phone number, and address of the lead consultant and further include the following information:

- Describe any claim submitted by a client against the lead consultants' firm or its key personnel. For purposes of this RFP claim means any sum of money in dispute in excess of the firm's fee for the services required.
- Any real or perceived conflicts of interest for the lead consultant and or the 'on call' panel
- A statement indicating acceptance or any objections to the Port's Consultant/Service Agreement and knowledge any addenda to this RFP issued.

Proposals will be evaluated by the Port of Kennewick Commission and will be based on the following criteria:

**1. Qualifications and Experience**

Identify the areas of expertise for the lead consultant and each member of the 'on call' panel. Include their role in the proposal, education, experience in similar efforts, and work experience. In addition to experience and knowledge identify the capacity of each individual given their other commitments.

**2. Project Approach Narrative**

Describe in detail the applicants proposed approach to accomplishing the work defined in Section C of this RFP. Describe the proposed engagement with the Port, its staff and Commission, including a sense of the amount of Port resources or anticipated time commitment for those Port resources. The Port will entertain suggested modifications, innovative ideas, and suggestions to enhance the 'on call' panel approach.

**3. Project Management**

Provide the applicants proposed project management approach including a preliminary timeline with key milestones, phases, tasks, and the like. Describe the level and timing of involvement of Port staff and the Commission. Define the assumptions made regarding the applicant's approach to the work as well as the factors that the applicant believes are risks to successfully completing the work. Describe the method for maintaining communications with the Port during the project.

**4. Compensation**

Proposals should include an estimated cost to perform the work including the assumptions made in developing that cost proposal. All costs should be provided including, but not limited to each consultant or expert hourly rates fully burdened, travel, direct/indirect expenses, and overhead. All costs to complete the work as described herein shall be included.

**5. References**

Proposals should include 3 to 5 references that can be used to evaluate the lead consultant's experience and ability to undertake the work. References may be included for 'on call' panel members if, in the opinion of the applicant, they are relative to assessing the overall capacity of the applicant to accomplish the work.



**6. Interviews**

The Port may, at its sole discretion, conduct interviews with applicants to further support its selection process. These interviews, if requested, can be conducted either remotely or in person at the Port's offices.

The Port's Commission shall make the selection of the preferred applicant based on the proposal submitted, the projected cost of the work, the results of reference checks and interviews, if necessary. The Commission will make a recommendation on the selection of the preferred applicant through the adoption of a Commission resolution. That resolution will be forward to the 2022 Commission at their second meeting in January 2022 (January 18, 2022). On or about January 18, 2022, the Commission will consider and award the work to the successful applicant.

The Port will consider and award the work to the applicant that represents the best value to the Port in terms of value received for cost. The Port reserves the right to accept or reject any and all proposals in their entirety, or in part, and to waive any informalities and minor irregularities and to contract in the best interest of the Port. The Commission's determination is final.

In the event only one proposal is received the Port may require that the applicant provide any additional information as required by the Port to further analyze the proposal. The port reserves the right, in any circumstance, to reject any and all proposals.

**Applicant Costs for Proposal**

All costs incurred by the applicant in the preparation of a proposal, as well as the cost of participating in the selectin process shall be borne by the applicant.

**Minority and Women's Business Enterprise**

The Port of Kennewick encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprise (OMWBE). Participation may be as the lead consultant or as a member of the 'on call' panel. It should be noted that no minimum level of MWBE participation shall be required as a condition of receiving an award for this work.

**Discrimination Policy**

The Port provides equal opportunity to the users of all Port services and facilities, all contracting entities, Port employees and applicants for employment, and to assure that there be absolutely no discrimination against any person on grounds of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, unless based upon a bona fide occupational qualification or any other protected status.

### Documents

Proposals submitted to this solicitation shall be considered public documents at the conclusion of the process defined as the time at which a contract is executed between the Port and the preferred applicant. If an applicant considers any part of their submittal as proprietary it should be noted on the actual proposal. In the event there is a third-party request to release that information the Port will notify the applicant and allow the applicant 10 days to seek a protective order from the courts. The Port will own all products generated during this effort.

### F. Procurement Process & Timeline

Activity	Date <i>(Dates are projected)</i>
RFP Issued	October 15, 2021
Last Day to Submit Questions	November 1, 2021
Proposals Due	November 12, 2021
Interviews, if required	November 29- December 3, 2021
Final Selection & Recommendation	December 14, 2021
Contract Award & Execution	January 18, 2022

Applicants are advised to track solicitation updates and addenda on the Port's website:

[www.portofkennewick.org](http://www.portofkennewick.org)

Note: Applicants who, relative to this scope of services, contact any individual staff or Commission members representing the Port, other than the Port Project Representative listed in Section C Scope of Services may be eliminated from further consideration.

Questions concerning this solicitation should be submitted via email by November 1, 2021 to the Port Project Manager at: **To be determined**

Proposals must be received via on or before the **Proposal Due Date** listed on the cover page of this RFP. Proposals are to be sent to **To Be Determined** and include on the subject line: **Port of Kennewick Governance Audit**. Please be aware of the size of the transmittal to be conveyed electronically. Applicants are to confirm receipt of their proposal by the Port. Late proposals will not be accepted. Proposals can be submitted electronically or in hard copy or both. Hard copy submittals must include 5 copies.

Mail to:

Governance Audit

Port of Kennewick

350 N Clover Island Dr # 200, Kennewick, WA 99336

All proposals shall be valid and binding for 90 calendar days following the submittal deadline and/or any extension agreed to by the successful applicant.

**Attachment A: Consultant/Service Agreement**

***(Insert PDF of Ports Consultant/Service Agreement)***

**Memorandum****September 28, 2021**

For: The Port of Kennewick  
From: Ann Allen, Attorney at Law  
Re: Compliance with the Washington Ready Proclamation

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**CONFIDENTIAL AND PRIVILEGED DOCUMENT ATTORNEY WORK PRODUCT**

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**I. Current Employer Standards:** The state of emergency due to the COVID-19 pandemic that was declared by Governor Inslee on February 29, 2020, remains in effect. Proclamation 20-25.17 (September 13, 2021). Department of Health (DOH) and Department of Labor and Industries (LNI) guidance documents provide further direction as well. This memo discusses the current standards applicable to the Port of Kennewick as it continues to evaluate the reintegration of employees to its office.

**A. Safe Workplaces:** Employers must provide a place of employment free of recognized hazards that are causing or likely to cause serious injury or death to employees. RCW § 49.17.060. Thus, the employer must continue to assess hazards associated with COVID-19 and take any necessary steps to protect employees, including the following.

**1. Cleaning/Infection Control:** Employers must ensure handwashing facilities and supplies are provided. LNI Publication F414-164-000 (08-2021). Cleaning and disinfecting of work areas must continue on an established schedule. DOH 420-350 (July 2, 2021). Organizations should apply the Safe Cleaning and Disinfection Guidance for Public Spaces provided by the DOH (June 16, 2020) where an ill or infected individual has entered the workplace.

**2. Employee Training:** Employees working in the office and other locations with the public must be trained to recognize the signs, symptoms, and risk factors associated with COVID-19. They must also understand the hygiene, cleaning, masking, and other steps necessary to prevent the spread of infection. The employer's masking requirements is to be posted for employees or others entering the workplace. LNI Publication F414-164-000 (08-2021).

**3. Excluding Employees with Possible or Confirmed Positive COVID-19 Cases from the Workplace:** Employers must continue to ensure they do not admit ill or infected employees to their premises. LNI Publication F414-164-000 (08-2021).

**4. Notification:** Employees must be given written notice if they had close contact with a person at work that tested positive for COVID-19. The employer must provide the notice within one business day of the result. The employer may not disclose the identity of the person receiving the positive test result. LNI Publication F414-164-000 (08-2021); LNI Publication F417-295-000 (08-2021). The employer must also report to the Benton-Franklin Health District within twenty-four hours if it suspects COVID-19 is spreading in the workplace or there are two or more confirmed or suspected cases among its employees within a fourteen day period. Proclamation 20-25.15 (August 20, 2021).

**B. Mask Requirements:** Employers must ensure that face coverings or masks be worn by all employees regardless of vaccination status, in all indoor spaces accessible to the public. The employer must also continue to provide cloth face coverings or more protective masks to employees, free of charge, when such use is required. Employees working in an area that is not open to the public may remove masks if fully vaccinated. Additionally, employees working entirely alone in an

isolated and non-public area may remove face coverings. Face coverings or masks are also required for customers, members of the public, and anyone else entering the indoor workspace regardless of vaccination status. The employer is to post its masking practices at entrances. Proclamation 20-25.17 (September 13, 2021); DOH Order 20-03.5 (September 13, 2021); & LNI Publication F414-164-000 (08-2021).

**C. High Risk Employees in the Workplace:** Employees at a high risk of severe illness from COVID-19 due to age or underlying condition may seek accommodation that will protect them from the risk of exposure. These individuals should provide documentation from a healthcare provider to verify the risk and need to be removed from the workplace. There is no obligation to include a medical condition or diagnosis. RCW § 49.17.NEW-03(4). If no accommodation is reasonable to allow the individual to continue to work, the employee may take all available leave options in the order chosen by the employee, until the state of emergency ends, or an accommodation is available. RCW § 49.17.NEW-03(6). Such employees may not be discharged, discriminated against, or permanently replaced while the public health emergency continues. RCW § 49.17.NEW-03(6). The law does not require that health insurance or other benefits continue, though such leave may run concurrently with FMLA leave.

**D. Vaccine Mandates:** As a local government entity, this employer is not currently required to mandate that its employees be fully vaccinated against COVID-19. Employees of Washington State, as well as those working in healthcare, long-term care, and for an operator of an educational setting must receive vaccinations by October 18 or face job loss. Proclamation 21-14.1 (August 20, 2021). The federal government is also requiring that federal employees, federal contractors, and healthcare workers either be fully vaccinated or be subject to weekly or more frequent testing, and additional safety measures. Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees (September 9, 2021); Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors (September 9, 2021); & 29 CFR § 1910, subpart U. Additionally, an Emergency Temporary Standard is currently being developed by the Federal Occupational Health and Safety Administration to require that entities having one hundred or more employees must either verify that employees are fully vaccinated or subject them to weekly or more frequent testing. An employer that is not covered by these state and federal mandates may determine it is appropriate to mandate vaccination. Equal Employment Opportunity Commission (EEOC), *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws*, Section K (May 28, 2021). In that event, the employer must consider reasonable accommodation based on religion and disability. Such an employer, for example, the Port, may alternatively continue to encourage rather than requiring employees to be vaccinated and ensure they may take their paid time off to receive the vaccines or for any associated illness or side effects following vaccination.

**II. Open Public Meetings:** So long as a state of emergency continues in Washington State, the provisions of the Open Public Meetings Act that hinder the holding of meetings remotely are suspended by proclamation of the Governor. RCW § 42.30.030; Proclamation 20-28 (March 24, 2020); Proclamation 20-28-15 (January 19, 2021); Proclamation, 20-25-17 (September 13, 2021). The state's guidance addressing Miscellaneous Venues and COVID-19 Requirements allows agencies to host in-person meetings. Given the current findings as to COVID-19 transmission in this area by the CDC and DOH, however, the option that best addresses the hazard to employees presented by the pandemic is the continuation of remote commission meetings until the emergency declaration is withdrawn. It is also of note that on August 20, 2021, the Benton-Franklin Health District officially recommended avoiding large events time that bring together many people from multiple households in a private or public space based on CDC guidance.

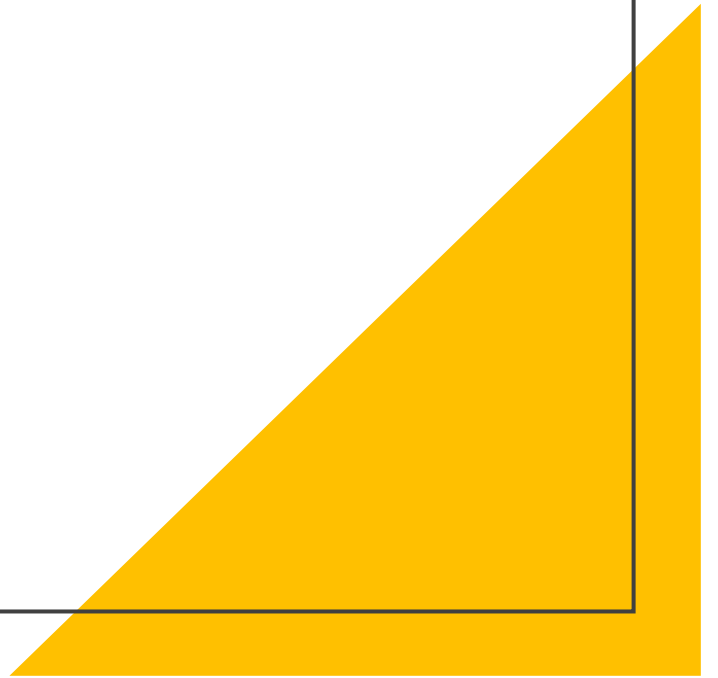


# PORT *of* KENNEWICK

Year in Review

Winter 2020-Fall 2021

# Administration and Operations



IF YOU ARE NOT FEELING WELL, WE HOPE THAT YOU

EXHIBIT C

Here are instructions for what to do

1

Please avoid contact with others and go straight home immediately.

2

Call your primary care provider for further instructions, including information about COVID-19 testing.

Contact your

Before going to a healthcare facility, please call and let them know that you may have an increased risk.

In case of a life-threatening medical emergency, dial 911 immediately!

## RETURNING TO THE WORKPLACE



If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT physically return to work until you get a medical evaluation and are approved to return to a work setting by your medical provider. Please call your supervisor to discuss when to return to work. Read more about when it is safe to be around others at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.



If you have been in close contact with someone with COVID-19 you should stay home and self-quarantine for 14 days before returning to work. Read more about when you should be in isolation or quarantine at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>.



## 23 NOV PORT EXPERIENCES CYBERSECURITY INCIDENT

Posted on Monday, November 23, 2020 in Miscellaneous, News, News Releases • 0 Comments

The Port of Kennewick experienced a cybersecurity incident resulting in a disruption to certain core systems. We are working diligently with law enforcement and third-party computer forensic specialists to investigate the source of this disruption, confirm its impact on our systems, and to restore full...

[READ MORE](#)

2021-2022 Work Plan

Resolution 2020-20

**2021-2022 WORK PLAN**

Public Meeting  
Port Commission Chambers  
October 13, 2020 2:00 p.m.

Approved by Resolution 2020-20  
October 13, 2020

350 Clover Island Drive, Suite 200  
Kennewick, WA 99336

Tel: (509) 586-1186  
Fax: (509) 582-7678

[www.PortofKennewick.org](http://www.PortofKennewick.org)





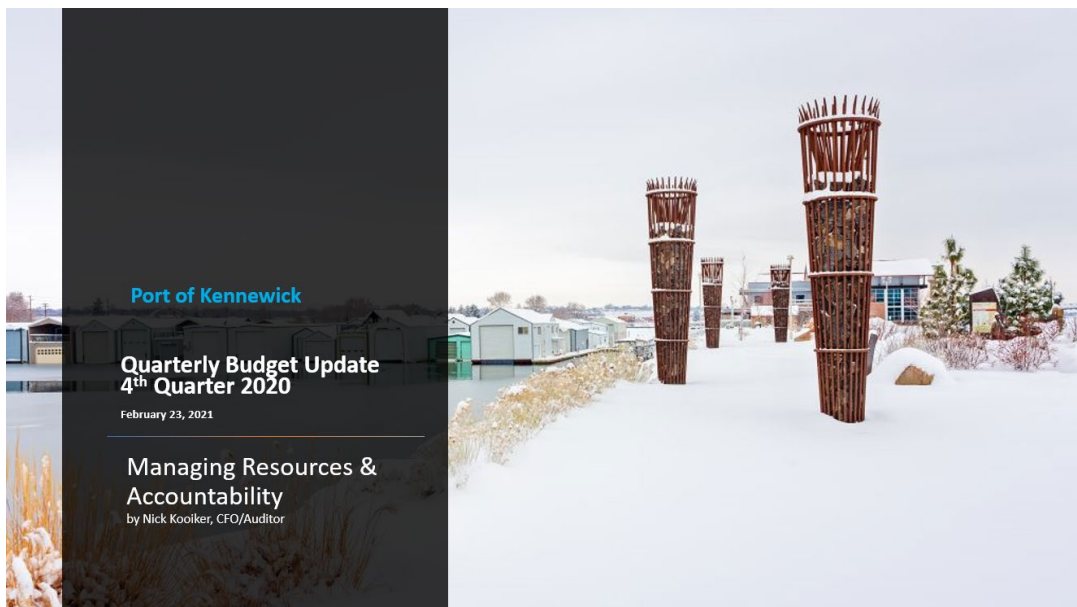
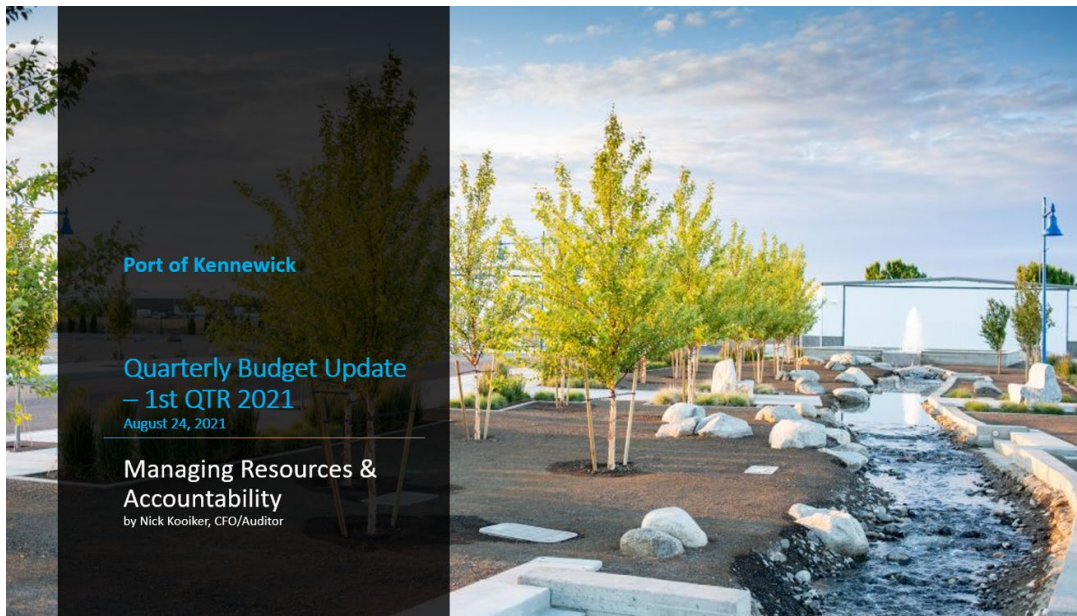
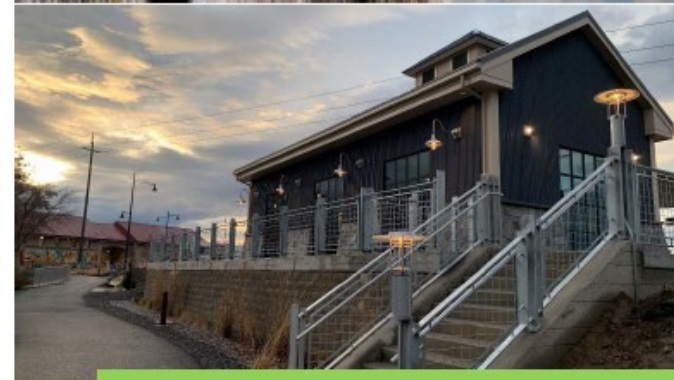


EXHIBIT C



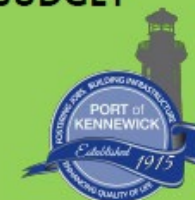
**Port of Kennewick**

## **2021 & 2022 PRELIMINARY BUDGET**

*Fostering Jobs*

*Building Infrastructure*

*Enhancing Quality of Life*



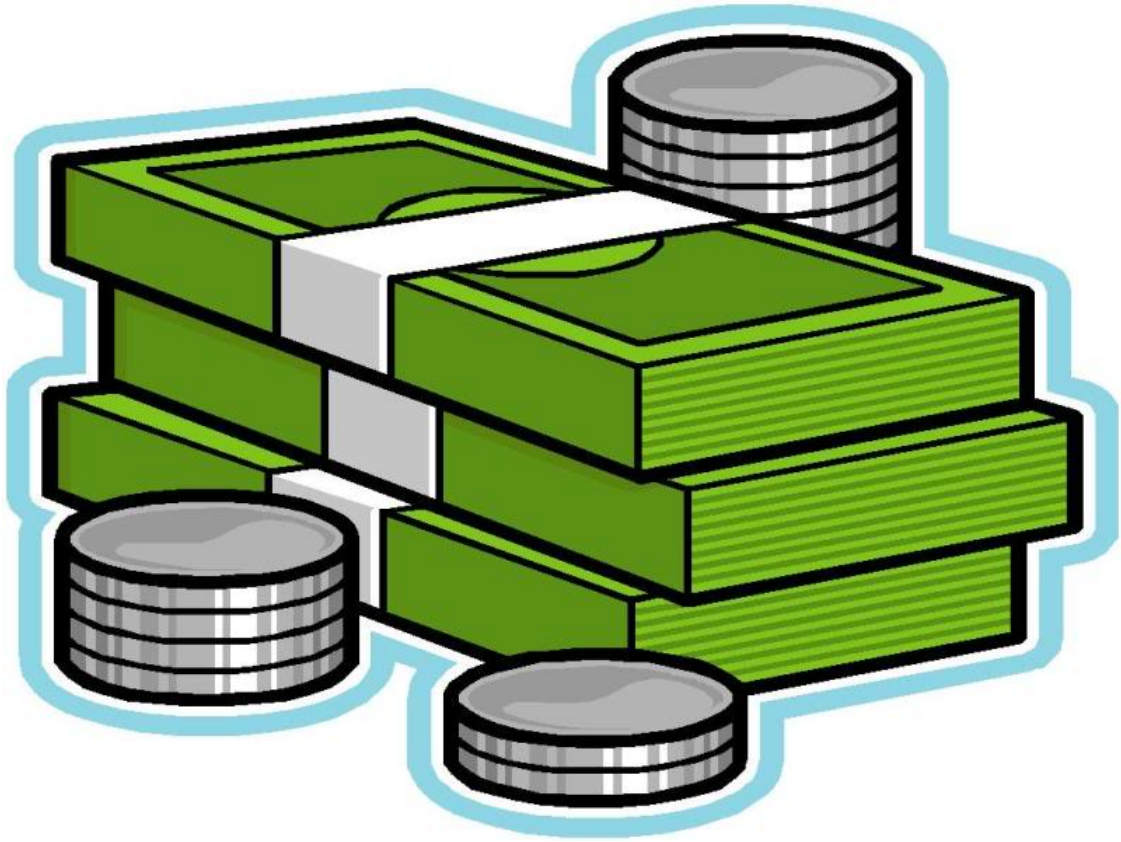
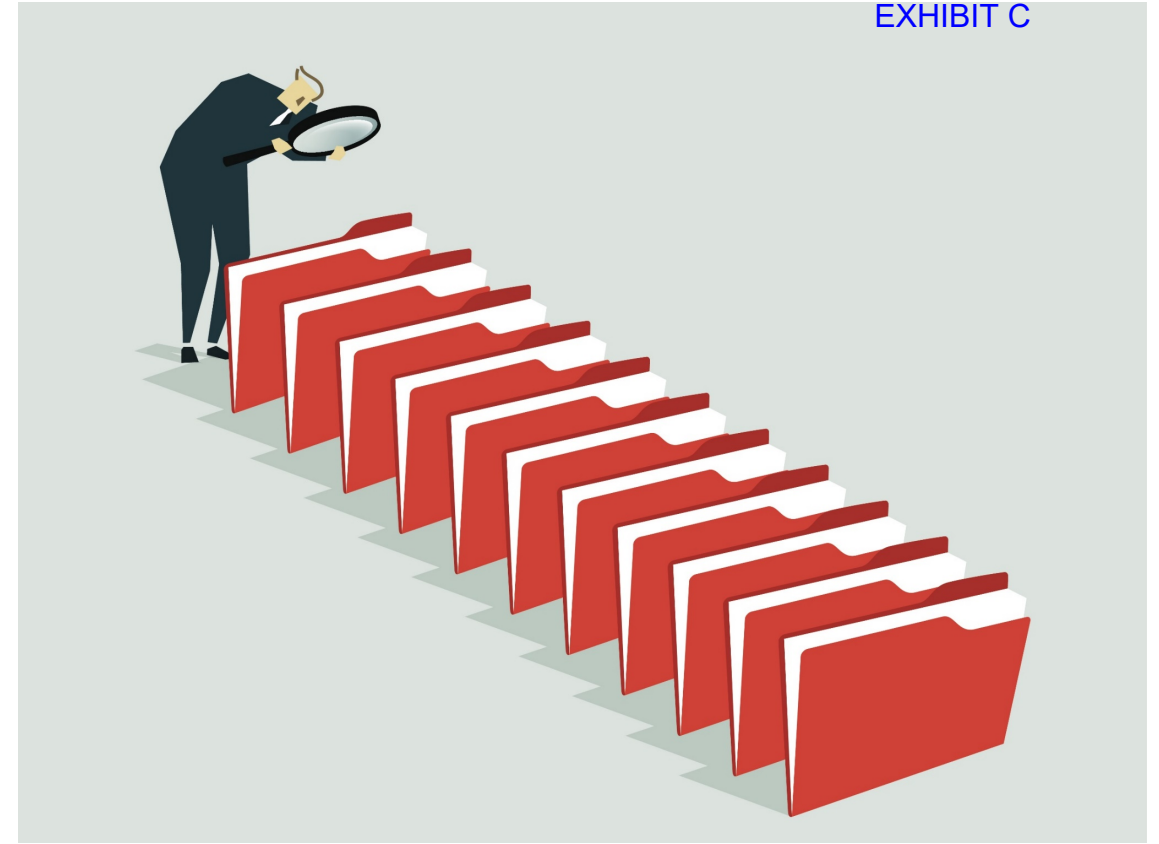


EXHIBIT C



# Clean Audits/Strong Financials

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Friends of the Port

FY22 Appropriations and Community Development dollars ON top of American Rescue Plan Funds



Office of Senator Patty Murray -  
Infrastructure Priority Solicitation Form

**THE BUILD BACK  
BETTER AGENDA**



**Newhouse Requests Central Washington Input  
on Community Project Funding, Announces  
Advisory Board**

**U.S. Senator Patty Murray**

**FY2022 Congressionally Directed Spending Item Request Form**



U.S. SENATE

**Cantwell Non-Defense Appropriations Request Form - FY22**





Facilities Maintained and Enhanced  
100% Occupied



EXHIBIT C





# Port of Kennewick

---

## Governance Audit

September 14, 2021





WA Long Term Care Insurance Options

New State Employee Payroll Tax Law for Long-Term Care Benefits

2020 Census  
**Redistricting Data**  
**Easier-to-Use Format**

# Projects & Strategic Partnerships

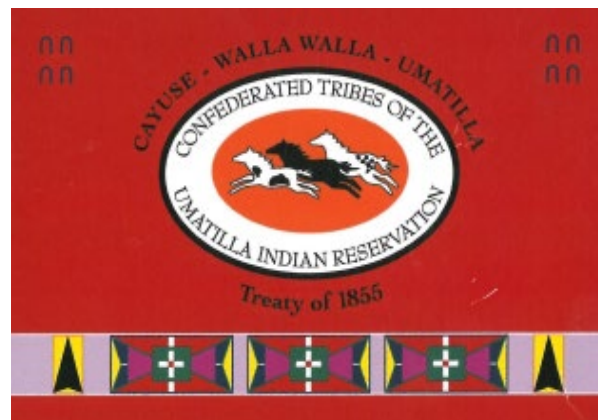




# Strategic Partnerships



**US Army Corps  
of Engineers®**



WASHINGTON STATE  
Recreation and  
Conservation Office



# Clover Island







PORT *of*  
**KENNEWICK**





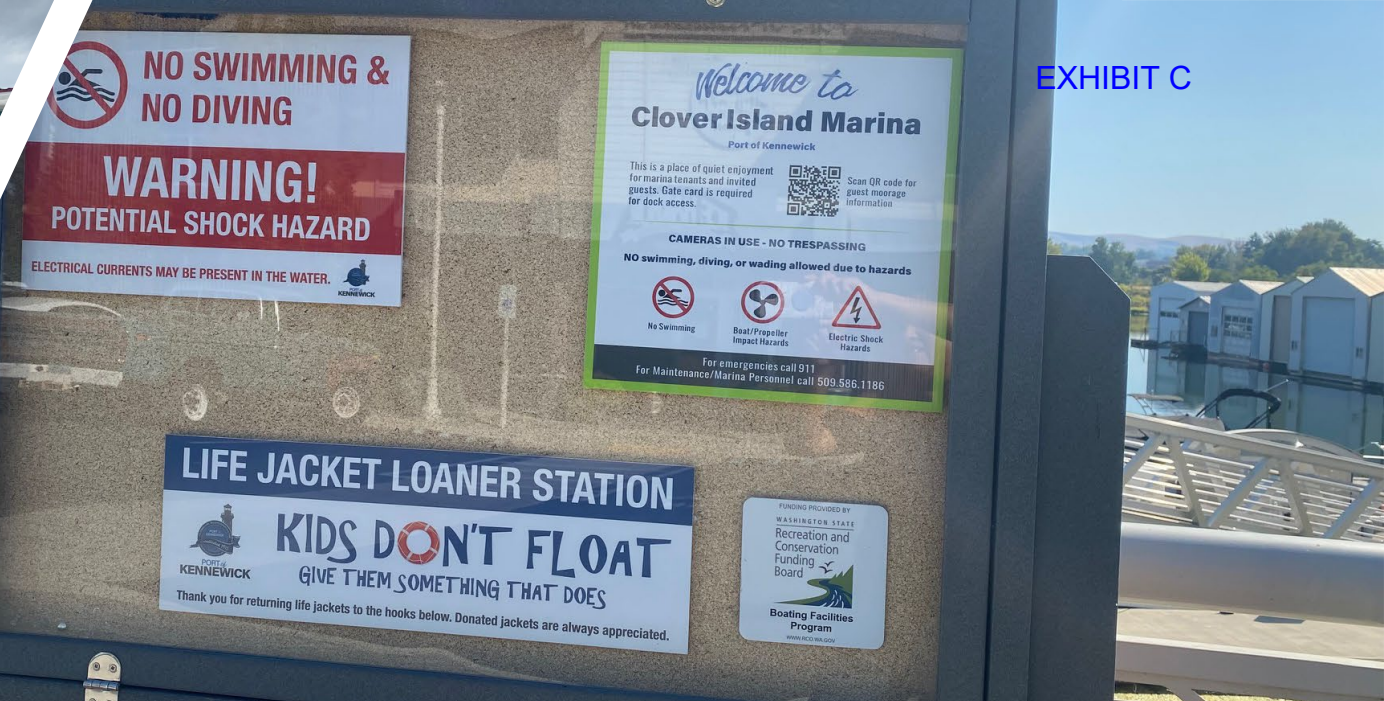
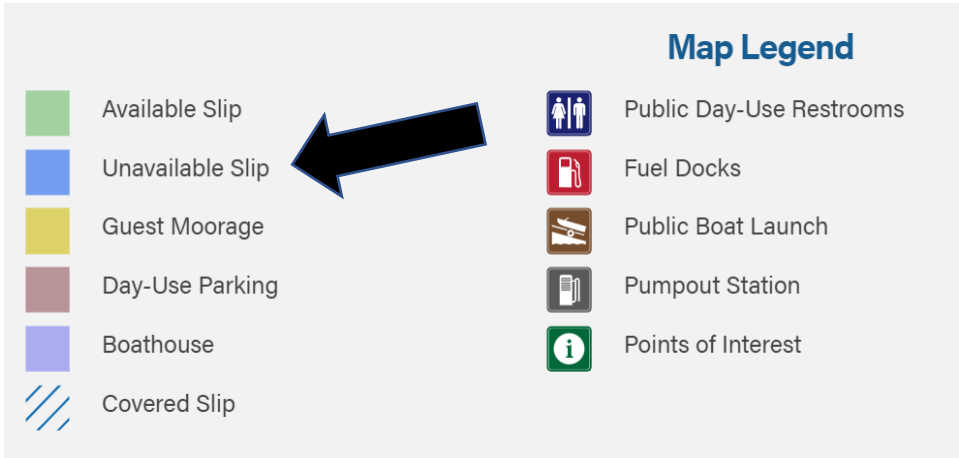


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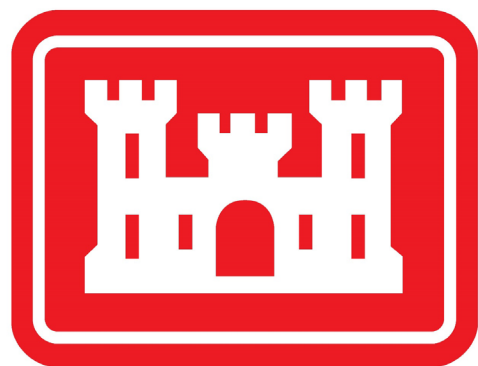


**Marina 100% occupied!**









# US Army Corps of Engineers®

AMENDMENT NO. 1  
TO  
PROJECT PARTNERSHIP AGREEMENT  
BETWEEN  
THE DEPARTMENT OF THE ARMY  
AND  
PORT OF KENNEWICK, WASHINGTON  
FOR  
CLOVER ISLAND ECOSYSTEM RESTORATION

THIS AMENDMENT NO. 1 to the Project Partnership Agreement is entered into this 22<sup>nd</sup> day of March, 2021, by and between the Department of the Army (hereinafter the "Government"), represented by the District Commander, Walla Walla District, and the Port of Kennewick (hereinafter the "Non-Federal Sponsor"), represented by its Chief Executive Officer, Port of Kennewick.

WITNESSETH, THAT:

WHEREAS, the Government and the Non-Federal Sponsor entered into a Project Partnership Agreement (hereinafter the "Agreement") on May 10, 2019, for the design and construction of the Clover Island Ecosystem Restoration Project in Kennewick, Benton County, Washington, generally described in the Clover Island Ecosystem Restoration, Benton County, Washington Feasibility Study (hereinafter the "Project"), dated July 19, 2018;

WHEREAS, the Agreement sets forth the Project's projected costs, including the Government's share and the Non-Federal Sponsor's share of such costs, and as of May 10, 2019, estimated total construction costs would be \$4,980,000; and

WHEREAS, projected total construction costs for the Project have increased to \$7,249,000, as a result of the following: business closures, limited availability of resources, and general cost increases due to COVID-19 restrictions; additional costs for mobilization, demobilization, and demolition to prepare the Project site for construction; additional barge costs for water-based construction; limited plant availability; additional costs to ensure successful wetland development and avoid incursion of water stargrass; additional plant survival costs; and additional excavation for electrical conduits;

NOW, THEREFORE, the Government and Non-Federal Sponsor agree to amend the Agreement as follows:

1. ARTICLE VI – PAYMENT OF FUNDS, SECTION A., currently reads:





WASHINGTON STATE  
Recreation and  
Conservation Office



### Amendment to Project Agreement

**Project Sponsor:** Kennewick Port of

**Project Number:** 16-1470 C

**Project Title:** Clover Island Northshore Restoration and Riverwalk

**Amendment Number:** 2

**Amendment Type:**

Time Extension

**Amendment Description:**

Pursuant to a request from Kennewick Port of the Project Agreement identified above is amended to extend the end date of this agreement.

The project period of 07/26/2018 to 06/30/2021 is extended to allow the contracting party until 06/30/2023 to complete the project.

**Agreement Terms**

In all other respects the Agreement, to which this is an Amendment, and attachments thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this Amendment.

**State Of Washington  
Recreation and Conservation Office**

BY: Alison Greene  
for Megan Duffy

TITLE: Director

DATE: May 11, 2021

Pre-approved as to form:  
By: /S/  
Assistant Attorney General









US Army Corps  
of Engineers  
Walla Walla District

# PORT of KENNEWICK

## Improving Your Island

Clover Island shoreline restoration and  
Riverwalk trail enhancements are on the way!



Improvement Plan

## PROJECT PARTNERS



Cooper - Umatilla - Walla Walla  
Confederated Tribes of the Umatilla Indian Reservation



This construction project will help stabilize and restore Clover Island's north and east shorelines and extend the Clover Island Riverwalk.

Similar to the west causeway (area between the gateway and lighthouse), this work will improve habitat for listed and endangered fish, beautify the Columbia rivershore, expand recreational opportunities and support future economic development. Other planned ameniti

The U.S. Army Corps of Engineers awarded this contract to XXX, with construction beginning in fall 2

# PORT of KENNEWICK

Help shape the future of  
Kennewick's Historic  
Waterfront District.

[Learn More](#)

# TDX

power  
services  
a tanadgusix company



## Corps Awards Clover Island Contract

The U.S. Army Corps of Engineers' Walla Walla District (Corps) on Monday, awarded a \$4 million construction contract to TDX Power Services, LLC to restore Clover Island's aquatic and riparian habitat to benefit endangered salmonids.

[READ MORE](#)

# Historic Waterfront District Mater Plan



PORT *of*  
**KENNEWICK**

Help shape the future of  
Kennewick's Historic  
Waterfront District.

[Learn More](#)



## Previous Community Input



### Phase Three Outreach Summary

Find out what the community had to say about the proposed master plan during round three.

[VIEW DOCUMENT](#)

### Phase Two Outreach Summary

View concepts and read the community comments gathered during phase two outreach.

[VIEW DOCUMENT](#)

### Phase One Outreach Summary

Read a summary of the community input received during the first phase of outreach.

[VIEW DOCUMENT](#)

## Significant Public Engagement:

- 2,365 unique website visitors
- 168 comments
- 137 survey responses

PORT of  
**KENNEWICK**

Review the Final Draft!  
Kennewick's Historic Waterfront  
District Master Plan now online.

[View Now](#)



# PORT OF KENNEWICK HISTORIC WATERFRONT DISTRICT MASTER PLAN JUNE 22, 2021



## FAST FACTS

2,365 unique website visitors  
168 comments  
137 survey responses



Figure 15. Open house #1 map activity showing location-based feedback

## IN-WATER INPUT

Though the master plan focuses on the district's "uplands" or land areas, the community suggested a variety of in-water improvements and activities for Port consideration. These most commonly included adding a fishing pier and providing a safe space to paddle-boat, kayak, or paddle-board.

## OPEN HOUSES

MAKERS hosted three virtual open houses to support plan development. The first asked the community about the area's strengths, weaknesses, and potential. Results showed the community wants an activated district with a variety of amenities for people to recreate, gather, and celebrate and support local culture. The community also expressed concern about the aesthetics of some existing development, such as the Clover Island Inn and nearby residences, limiting development potential. Findings helped to develop preliminary plan concepts for further consideration.

In the second open house, the community provided feedback on two alternative concepts for the district. The first concept focused on creating a new district-wide residential community and the second concept created a local tourism destination rich with amenities and activities.

The community prioritized:

- **Activation:** lively public spaces with amenities
- **Access:** improved boardwalk at Duffy's Pond and trails throughout the district
- **Amenities:** formal performance area and artisan market
- **Residential:** small scale and attractive.

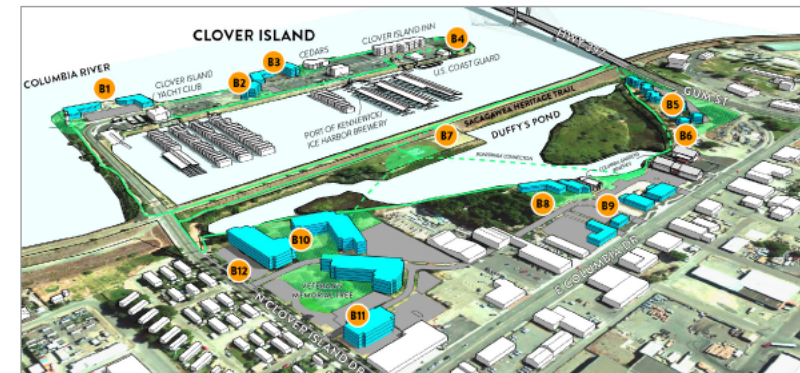


Figure 16. Concept B featured in the second open house focused on creating an amenity-rich destination



























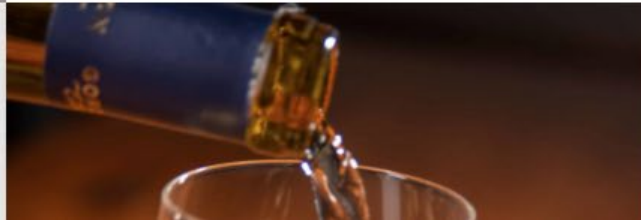
## COLUMBIA GARDENS VENDORS

Savor wines and cuisines  
walkable wine and artisan

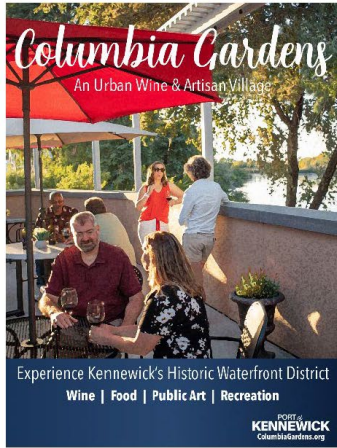
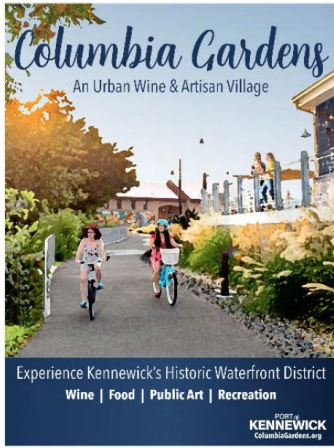
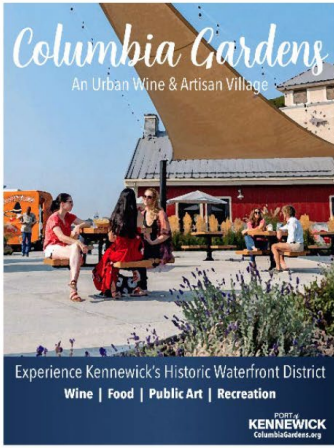
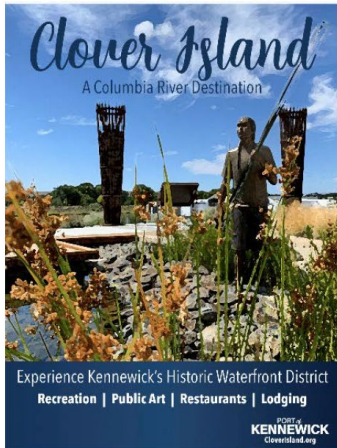
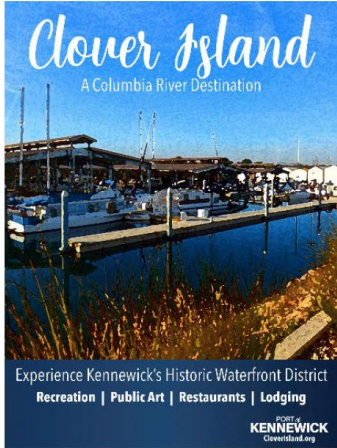
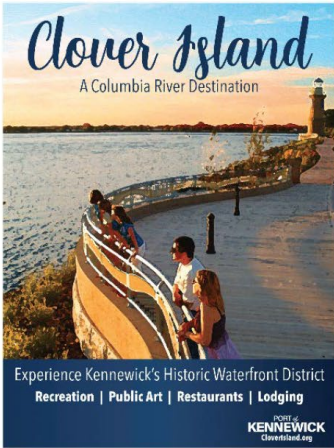
Food Trucks

Wineries

Pop-Up Vendors







PORT of  
**KENNEWICK**



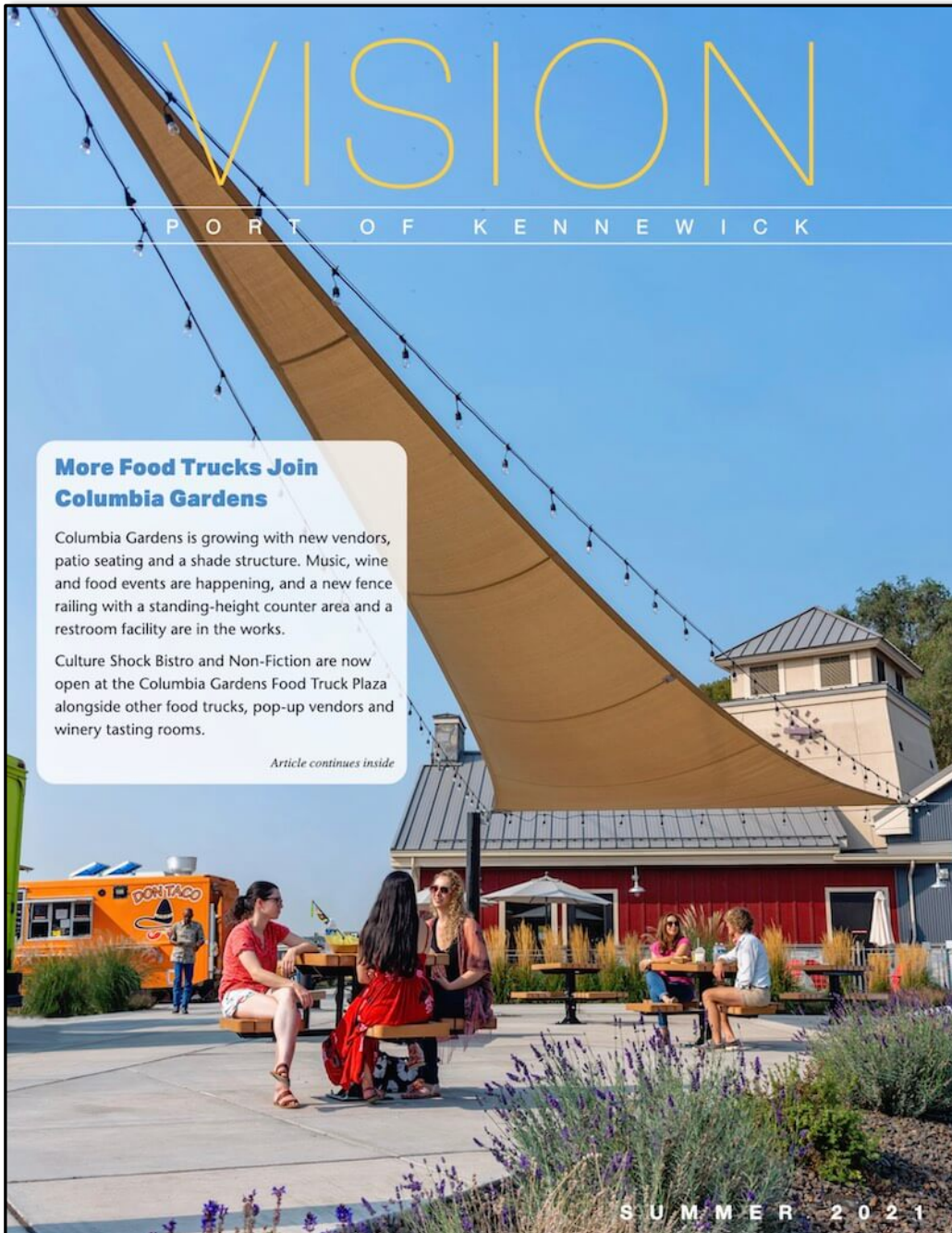




Advertising Partnerships to Promote  
Vibrant Port Properties







**WINE PRESS**  
NORTHWEST

EXHIBIT C

## Match Maker: A garden spot along the Columbia for wine, food trucks



## Columbia Gardens Urban Wine & Artisan Village Offers Outdoor Fun this Autumn

**Tri-City Herald**

## Port of Kennewick: Engaging, working and partnering for a bright future



## Columbia Gardens evolves into destination area despite pandemic





**INTERLOCAL COOPERATIVE AGREEMENT PROVIDING SPECIALTY, TECHNICAL AND/OR PROFESSIONAL SERVICES WITH ENERGY NORTHWEST; RESOLUTION 2021-15**

September 14, 2021





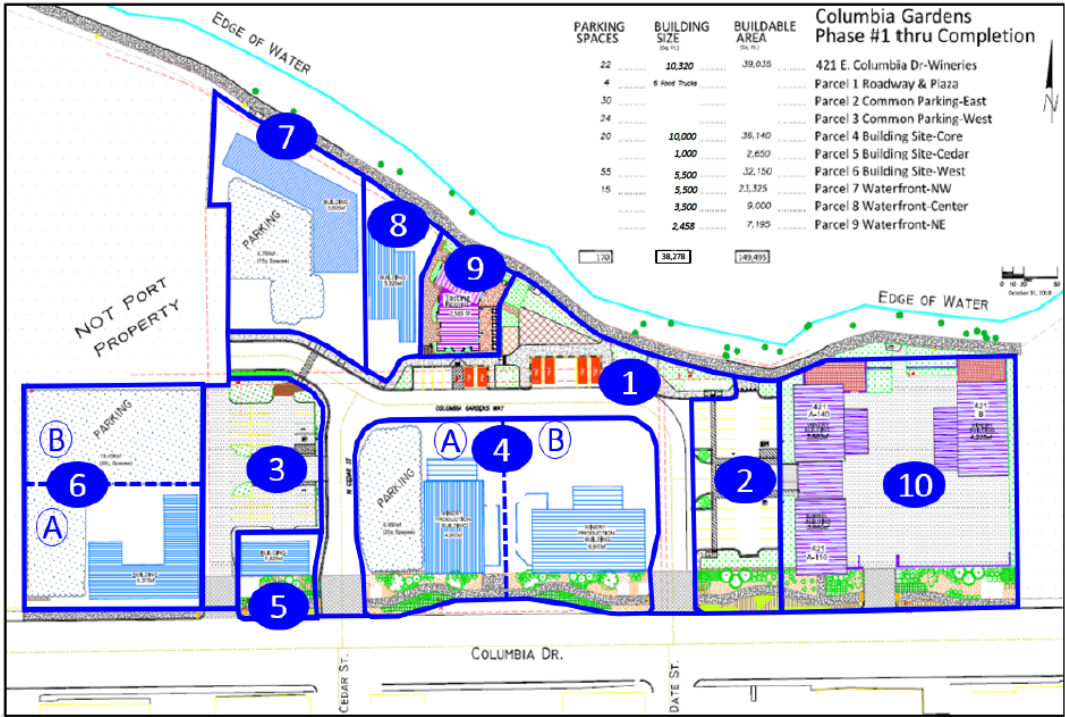
Port of Kennewick

Columbia Gardens Urban Wine & Artisan Village Design Standards

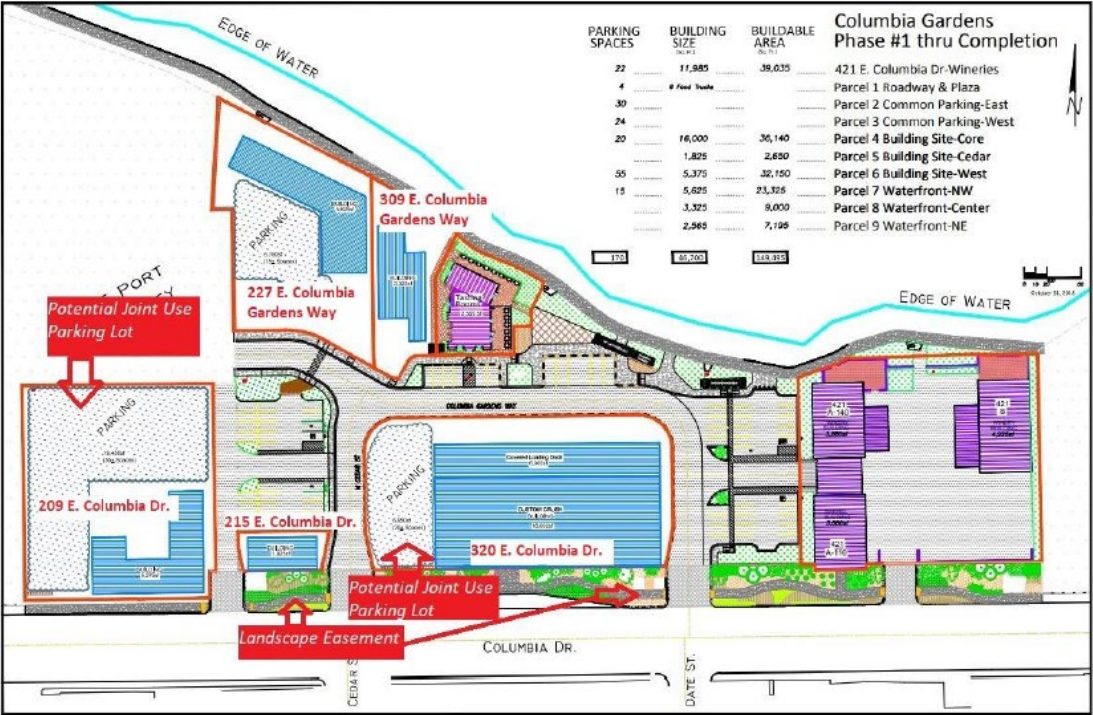


DRAFT September 10, 2021

Columbia Gardens  
Property Owners Association



Each property is identified by a number and few with a letter suffix too, as further parcel division is anticipated.



# Historic Waterfront District Market Study & Analysis

COLUMBIA GARDENS PARCEL PRICING

Parcel Address	Price Per Square Foot		NET Parcel Size (SF)		Subtotal: Price Per Parcel		Art Policy (3%)		Asking Price/ Per Lot
227 E. Columbia Gardens Way	\$ 10.00	x	22,215	=	\$ 222,150	+	\$ 6,665	=	\$ 228,815
309 E. Columbia Gardens Way	\$ 10.50	x	9,583	=	\$ 100,622	+	\$ 3,019	=	\$ 103,640
209 E. Columbia Drive	\$ 10.00	x	37,026	=	\$ 370,260	+	\$ 11,108	=	\$ 381,368
215 E. Columbia Drive**	\$ 12.00	x	2,650	=	\$ 31,800	+	\$ 954	=	\$ 32,754
320 E. Columbia Drive**	\$ 10.00	x	36,140	=	\$ 361,400	+	\$ 10,842	=	\$ 372,242
TOTAL							\$ 32,587		\$ 1,118,818

\*\*Parcel size net of any landscape easement.





EXHIBIT C











**VISTAFIELD**







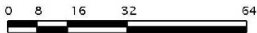


VISTA FIELD - PHASE 1

INSPIRATIONAL BUILDING FACADES

DPZ CO-DESIGN + QAMAR AND ASSOCIATES INC. + STRUCTURA NATURALIS INC.

DECEMBER 9, 2020



VISTA FIELD DESIGN REGULATIONS

DRAFT August 19, 2021

DPZ  
CODESIGN

Michael Mehaffy, Structura Naturalis, Inc  
Laurence Qamar, Qamar and Associates



# Vista Field Market Study & Analysis

VISTA FIELD PRICING

\*\*preliminary\*\*

USE	Market Price/ Per Lot		Art Policy (3%)		Asking Price/ Per Lot		Real Estate Commission (4%)		NET PER LOT
Residential Detached	\$ 85,000	+	\$ 2,550	=	\$ 87,550	-	\$ 3,502	=	\$ 84,048
Live/Work	\$ 95,000	+	\$ 2,850	=	\$ 97,850	-	\$ 3,914	=	\$ 93,936
Residential Attached (Townhomes/Duplex/Patio)	\$ 100,000	+	\$ 3,000	=	\$ 103,000	-	\$ 4,120	=	\$ 98,880

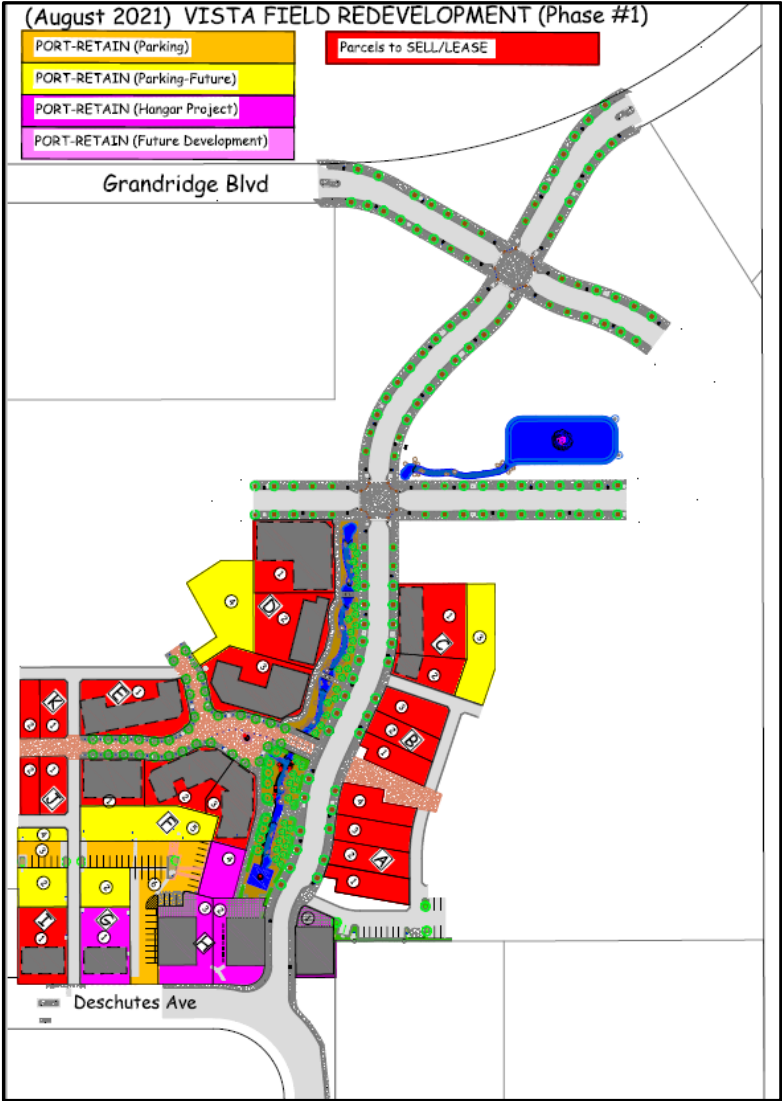
USE	Market Price / Per SF		Art Policy (3%)		Asking Price / Per SF		Real Estate Commission (4%)		NET PER LOT
Commercial (office/retail/hotel)	\$ 20.00	+	\$ 0.60	=	\$ 20.60	-	\$ 0.82	=	\$ 19.78


Multi-Family - based on density. 2021 market research finds \$10,000 - \$13,000 per dwelling unit.











## VISTAFIELD


### Creating a vibrant, regional town center

Vista Field is 103-acres at the commercial core of the Tri-Cities, Washington. The development is near Columbia Center Mall, and adjacent to the City of Kennewick's Vista Entertainment District, which includes the Three Rivers Convention Center and the Toyota Center.

Port of Kennewick's Vista Field redevelopment project aims to establish a vibrant, regional town center to foster visitation and entrepreneurial ventures, as well as create new jobs, new living options, civic amenities, entertainment, and recreation opportunities that everyone can enjoy. Small-scale city blocks with pedestrian-friendly neighborhoods, a mix of work and open spaces, residential, restaurants, and shops are essential elements.

For the initial infrastructure, Port of Kennewick contracted with Total Site Services to construct the roads, utilities, linear parkway and stream, that will open the first 20-acres to development.

*The Port, which is acting as master developer, will sell or lease parcels to the private sector and use those funds to bid and construct future phases until that entire 103-acre site is complete.*



Conceptual of Phase One with initial roads & utility infrastructure



Conceptual of Phase One at build-out with private sector investment



Vista Field water features



Gathering Spaces

Commercial Mixes

Integrated Parks

South-Inspired Design

**PORT of KENNEWICK**  
WWW.PORTOFKENNEWICK.COM  
(360) 585-1156 VISTAFIELD.COM



# VISTAFIELD

[www.VistaField.com](http://www.VistaField.com)





EXHIBIT C



PORT *of*  
**KENNEWICK**








**BENTON  
COUNTY FIRE  
DISTRICT #4**









Supported City of Richland in transforming their Island View neighborhood and undergrounding of utilities





**INTERLOCAL COOPERATIVE AGREEMENT REGARDING THE WASHINGTON STREET  
CORRIDOR IMPROVEMENTS PROJECT WITH CITY OF KENNEWICK**

May 27, 2021

CITY OF RICHLAND

CENTER PARKWAY EXTENSION PROJECT



EXHIBIT C

City of Richland  
City of Kennewick  
Port of Kennewick  
Port of Benton  
BNSF Railroad  
Union Pacific Railroad



PDF

INTERLOCAL COOPERATIVE AGREEMENT REGARDING THE CENTER PARKWAY PROJECT  
WITH CITY OF RICHLAND

November 17, 2020





PORT *of*  
**KENNEWICK**





# AUCTION

Tuesday  
July 20, 2021  
1:00 p.m.

Location: TBD

109 N. Oak Street

50 S. Verbena

1721 E.  
3rd Ave

**(3) Industrial Parcels**  
**KENNEWICK, WASHINGTON**



**Washington State**  
*Office of the Attorney General*





# PORT *of* KENNEWICK

Year in Review

Winter 2020-Fall 2021







## **Recommendations: Governance and Management Audit**

### **Port of Kennewick**

October 1, 2021

The following are recommendations regarding the **Governance and Management Audit** for the Port of Kennewick. The Port has requested that the Audit be conducted independently and from a neutral perspective. The recommendations that follow are intended to accomplish that neutral assessment.

#### **1. Request for Proposals: Actual Audit**

I have forwarded to the Commission Draft III of the Request for Proposal (RFP) Governance and Management Audit. Draft III incorporates the following substantial changes and/or additions based on the recent discussion with the Commission on September 28<sup>th</sup>.

- a. The RFP has been reviewed by Frank Chmelik the WPPA Counsel for compliance with State law, and his additions, comments and edits have been included.
- b. The projected schedule for the Audit has been modified following the Port's interest in retaining an independent Project Manager. The original projected timeline assumed Port staff would issue the RFP and manage the project. The retention of a contracted Project Manager increases the independent nature of the Audit. *See the modified schedule below.*
- c. A two-tier approach has been included in the RFP to focus on needed review areas (process and documents) in order to reduce the cost. The list of Tier 1 processes and documents are the critical considerations.
- d. The reference to 'Precipitating Event' has been modified to direct RFP applicants to the original documents for their review prior to submitting. The access to those documents needs to be determined by the Port.

I would recommend that the Commission approve of the Draft III RFP on October 12<sup>th</sup>, 2021.

#### **2. Proposed Timeline**

The proposed timeline has been slightly modified to include the Commission's desire to select a third-party project manager. The original intent of the scheduling was to allow the sitting Commission the opportunity to approve the Scope of Work through the RFP, go

through the consultant selection process, and make a recommendation on a preferred firm to the Commission that takes office in 2022.

That schedule can be met but requires the Commission direct staff to solicit and secure an independent project manager by no later than October 26, 2021 and approve the RFP for the actual Audit by then as well, if not sooner. If those actions are pursued, then the following adjusted schedule can be met:

<b>Activity</b>	<b>Date (Dates are projected)</b>
RFP Issued	November 1, 2021
Last Day to Submit Questions	November 12, 2021
Proposals Due	December 1, 2021
Interviews, if required	December 6-10, 2021
Final Selection & Recommendation	December 14, 2021
Contract Award & Execution	January 2022

I would recommend pursuing this adjusted timeline.

### **3. Project Manager**

A Scope of Work for the Project Manager has been provided to the Commission. I can work with the staff to undertake the solicitation, but time is of the essence. The adjusted schedule would require that the Project Manager be approved in October.

I would recommend that the Commission direct staff to solicit an independent Project Manager at your October 12<sup>th</sup> Commission meeting based on the Scope of Work provided to the Commission.

### **4. Potential Firms for Audit**

I have a list of potential firms to receive the RFP for the actual Audit. It would be advantageous given the time frame to advise those potential firms of the pending issuance of the RFP sooner than later.

I would recommend notifying them on or about October 12<sup>th</sup>.



## Port of Kennewick

### Request for Proposals (RFP) **DRAFT III**

#### Port of Kennewick Governance and Management Audit

Proposals Due: **December 1, 2021**

#### **A. Purpose**

The Port of Kennewick (Port) is soliciting proposals from qualified consulting firms that are interested in undertaking a Governance and Management Audit (Audit) of the Port's policies, practices, and keystone operating documents that are further defined in this RFP.

The Audit is being undertaken to advance the organization by updating, revamping, and/or adopting new or revised policies, practices, and keystone operating documents. The overall outcome is intended to better equip the organization to cost effectively accomplish its mission in serving the community; capitalize on new opportunities; and better respond to challenges.

The specific outcomes will include, but not be limited to, (i) assessing Port's operations, processes, and practices as well as its governance and management roles for consistency with regulatory requirements and best management practices for Washington public port districts and (ii) recommending appropriate changes to develop a more effective organization.

In the long term the Port is striving for exceptional performance as one of Washington's most effective Washington public port districts.

#### **B. Background**

The Port of Kennewick is an independent special purpose public port district located in Benton County, Washington. Washington public port districts are independent municipal governments with taxing authority and a broad statutory authority including transportation infrastructure development, economic development and promotion of trade and tourism.

Created, pursuant to Title 53 of the Revised Code of Washington, in 1915 by a vote of the electorate its original purpose was to capitalize on Celilo Canal improvements that would connect the community to distant markets. Today the Port's Mission ***"is to provide and support sound economic growth opportunities, which foster new business, industry, and jobs, improve infrastructure, and enhance the quality of life for the Port district citizens."***

The Port's significant operations include:

- 103-acre Vista Field which is designed to be a vibrant, pedestrian-focused regional town center
- Kennewick's Historic Waterfront District by enhancing areas of Clover Island and taking a phased redevelopment approach to three project sites along Columbia Drive: Columbia Gardens Urban Wine & Artisan Village, The Willows and Cable Greens.

- The Willows which is part of the 15.8-acre Columbia Drive Urban Revitalization Area in east Kennewick. The Port, City of Kennewick and Benton County have partnered to transform the former industrial neighborhood into a waterfront destination.
- Cable Greens is a 3-acre site in the Columbia Drive Urban Revitalization Area adjacent to Columbia Gardens Urban Wine & Artisan Village. The Port is planning infrastructure enhancements within the next several years to open Cable Greens to private-sector investment.
- The Oak Street Industrial Park is just over 12 acres in northeast Kennewick and is zoned for light industrial development. The Port operates five business incubator buildings in a campus-like setting at the Industrial Park with building space currently available for lease.
- Other Port projects have included the Yakima River Gateway open space; the 93 West Richland Industrial Park; the Badger Mountain Trailhead Park; the Spaulding Business Park; the 15-acre Wine Estates Development Park; and participation in the Southridge development area with the City of Kennewick.
- Clover Island Boat Launch and Marina, home to 150 moorage slips and associated amenities.

## C. Governance

The Port is governed by a three-member elected Board of Commissioners. Commissioners serve for 6-year staggered terms and select board officers annually. The current 2021 Board:

President: Don Barnes<sup>1</sup> *(Serving since 2012)*

Vice President: Skip Novakovich<sup>2</sup> *(Serving since 2010)*

Secretary: Thomas Moak<sup>3</sup> *(Serving since 2014)*

Typically, the Port Commission meets in an open public meeting twice a month on the second and fourth Tuesday of each month. Except in limited circumstances, Washington law precludes the port commissioners from discussing Port business outside of the open public meetings.

The Port Commission retains outside legal counsel for the Port. Legal counsel provides legal advice to the Port Commission and works directly with the Port staff.

---

<sup>1</sup> Commissioner Barnes' term expires on December 31, 2021 and he is not seeking reelection. Ken Hohenberg, retiring Police Chief, City of Kennewick, was the only candidate that filed for the position and will take office January 1, 2022.

<sup>2</sup> Commissioner Novakovich's current term ends December 31, 2023

<sup>3</sup> Commissioner Moak current terms ends December 31, 2025



## **D. Management**

The Port is managed by a 13 member staff led by the Port's Chief Operating Officer (CEO) who reports directly to the Port Commission. Staff includes a deputy CEO, a director of planning and development, a director of real estate and operations, a CFO, administrative and accounting staff, a facilities manager, and maintenance staff.

## **E. Precipitating Event**

In early 2019, following a real estate transaction, there was a citizen complaint filed at the Port pursuant to a long-adopted Port policy concerning such complaints. This resulted in the application of Port policies and procedures that had not been recently reviewed. It also resulted in a series of legal actions that were dismissed and settled in 2020. That experience has caused the Port's Commission to move forward with this Governance and Management Audit to review policies, practices, and keystone operating documents. It is noted that the review is broader than the policies related to the 2019 complaint and should encompass the broad range of Port policies, practices, and keystone operating documents to maximize the Port's ability to achieve its mission.

Additional background information on the citizen complaint can be obtained by \_\_\_\_\_

The Port anticipates awarding a single contract to the selected firm in January 2022 based on a recommendation by the current 2021 Commission. The period to complete the work is one year, however, an option to extend for additional time can be considered if necessary. The contract to be approved by the Board of Commissioners will be consistent with the Port's standard terms and conditions contained in its Consultant/Service Agreement. See Appendix A to this RFP.

## **F. Scope of Work & Deliverables**

The Port is seeking consulting services to work directly with the Port Commission and staff to undertake this Audit. It is expected that work will begin in early 2022. The selected firm will develop a set of observations, findings, and recommendations as Deliverables as described below.

Work will be coordinated by the Port's independent Project Manager: **To Be Determined before release**

### **Contact Information**

**The Port has selected an independent Project Manager to oversee the work of the selected consultant.**

It is anticipated that the approach to undertake the following tasks would consist of some combination of Commission and staff interviews; review of the literature, practices, and statutory requirements for Washington public port districts; and comparative analysis of Port documents.

Applicants should address the expected deliverables in their Project Approach Narrative. The Port's expectation is that there will be a series of 'Findings' for the three major assessment areas followed by a comprehensive series of 'Recommendations' on steps the Port should take to improve the organization's effectiveness and concurrency with both statutory requirements and best management practices.

## **Task 1: Assessment Area-Systems & Process Evaluation**

**Task Purpose:** Evaluation of the systems and processes the Port utilizes to manage its affairs and reach binding decisions for the organization.

**Task Topic:** In general, the **Systems and Process Evaluation** will explore the Port's current approach to decision making and the respective roles of the elected Commission and appointed staff. Specifically, it is intended to include the review of the effectiveness and functionality of the following traditional Systems and Processes. The successful applicant will be encouraged to propose additional areas for evaluation at the proposal stage or as the work progresses. Applicant's proposal should delineate differing costs for each Tier of review. Tier 1 is to be included in the 'Base Fee' and Tier 2 in an 'Add On' fee.

### **Tier 1 Base:**

- Contracting for legal and State audit services
- Roles and responsibilities of the Commission officers
- Strategic and asset planning
- Ethics practices
- Personnel: Hiring, training, development, as well as salary structure and benefit administration
- Contract negotiations and approvals
- Financial management and the statutory required audit by the State Auditor
- Purchasing and contracting for services
- Legal guidance and risk management
- Organizational structure and performance capacity of the Port
- Performance evaluations of key personnel including CEO, internal auditor, and legal counsel

### **Tier 2 Add On:**

- Agenda formulation and meeting protocols (ie. Use of a Consent Agenda)
- Development, adoption, and management of operating and capital budgets
- Internal communications
- Travel policies and expense reimbursement
- Public outreach, transparency, and community affairs
- Leasing, property acquisition and sales, as well as tenant and customer relations

In addition, the review and evaluation of these Systems and Processes will address the role, reporting structure, and responsibility of the elected Commission, CEO, internal Port auditor, and Port attorney.

**Key Task 1 Deliverables:** Written "Findings Report- Systems and Process Evaluation" that captures the outcomes of the evaluation in sufficient detail to support the recommendations within Task 4. Presentation to the Commission on the Task 1 findings.



## **Task 2: Assessment Area- Organizational Culture Assessment**

**Task Purpose:** An assessment of both the current and desired organizational culture and working atmosphere of the Port and how it may or may not impact effective operations.

**Task Topic:** An assessment of the formal and informal culture and working atmosphere at the Port from both an internal and external perspective. This includes the relationships between and amongst the Commission; between the professional staff and the Commission, amongst all levels of the staff; and with the Port's external stakeholders, including tenants, other governmental agencies, and the overall community.

Applicants should consider utilizing traditional organizational assessment tools such as a SWOT or SOAR analysis. These tools, or others recommended by the successful applicant, should engage both the professional staff and the elected Commission. The intended outcome is an assessment but also should recommend a pathway forward to addressing the organizational culture and work atmosphere.

*Note: The SOAR analysis maintains the Strengths and Opportunities of a SWOT analysis but introduces Aspirations and Results in place of Weaknesses and Threats. A SOAR analysis is more oriented toward action whereas a SWOT analysis is more analytical in nature.*

Applicants should identify and propose a methodology to assess the current and desired organizational culture and working atmosphere of the Port from both an internal as well as external perspective such as tenants, customers, and other local governments.

**Key Task 2 Deliverables:** Written "Findings Report- Organizational Culture Assessment" that describes the current culture as well as defines a preferred culture for the Port. Presentation to the Commission on the Task 2 findings.

## **Task 3: Assessment Area-Document Review**

**Task Purpose:** Identification and review of existing documents that underpin the Port's operation and decision-making ability against regulatory requirements and best management practices.

**Task Topic:** As in all organizations there are a host of required and recommended documents that institutionalize the Port's practice, policies, and responsibilities. Task 3 is intended to be an in-depth review of those existing documents to determine if they are consistent with regulatory requirements and/or best management practices for a Washington port authority. The work will determine if there should be revisions to existing documents; a sense of the efficacy of each document, if there are any opportunities for consolidation, or if there are additional documents that should be considered. In reviewing existing documents, the successful applicant should gain a sense of historical context and why certain documents were adopted.

The documents that have been identified include the following. Documents that are reviewed shall include the most recent version with up-to-date amendments. This list may not be exhaustive, the successful applicant is encouraged to propose the review of other materials as well. A number of these

documents are captured as resolutions of the Commission. Applicant's proposal should delineate differing costs for each Tier of review. Tier 1 is to be included in the 'Base Fee' and Tier 2 in an 'Add On' fee.

#### Tier 1 Base:

- Port Commission Rules of Policy & Procedure
- CEO Procedures & Staff Handbook
- CEO Delegation of Powers including secondary delegation to staff
- Public records and information management program
- Commission directives for Port assets
- CEO evaluation policies
- CEO and Staff employment contracts
- Attorney contract
- Port's organizational chart

#### Tier 2 Add On:

- Budget financial and operational policies
- Art Policy
- Buyback clause language
- Declaring local emergency and Delegation of Authority (CEO)
- Appointment of Port auditor
- Job descriptions of all employees
- Comprehensive Scheme of Harbor Improvements
- Financial reports
- Strategic Plan
- 2019 Audit
- 2020 Audit

**Key Task 3 Deliverables:** Written "Findings Report-Documents Review" that summarizes the review and analysis of existing policies, contracts, and other relevant documents. Presentation to the Commission on the Task 3 findings.

## **Task 4: Recommendations**

**Task Purpose:** Specific and general recommendations regarding the Port's processes and systems; organizational culture; and document adoption and use.

**Task Topic:** Building on the findings of Tasks 1 through 3 the successful applicant will produce a series of general and specific recommendations for the Port's consideration. Specifically, this task should bring forward phased changes and improvements to advance the Port's effectiveness, compliance with regulatory and industry practices as well as overall operating culture.



**Key Task 4 Deliverables:** Written report summarizing the specific recommendations on the three assessment areas to also include recommended modifications to processes and or documents. The recommendations should include suggested language and may include sample documents from other organizations or resources. The successful applicant shall vet all proposed amendments and modifications to existing documents against statutory requirements. Regarding recommendations for organizational culture the deliverables shall include a proposed course of action.

## **Task Approach**

Section E of this RFP requests that submittals describe the applicant's approach to the work and the individual tasks. Inherent in the applicant's approach applicant proposals should include an early series of interviews with current and former elected Commissioners to better define the extent of each Task and review of Commission meeting tapes (minutes) and news articles.

Applicants should plan on an early kick off meeting with the Commission and staff to forecast a schedule of work and their approach.

## **G. Qualifications**

The successful applicant for this Scope of Work should have extensive working knowledge of local government governance and management concepts and practices. It is anticipated there will be a lead consultant supported by an "on call" panel of experts that specialize in a wide variety of topics and each will bring a distinct focus to the work. This model is intended to capitalize on the available expertise and knowledge of the "on call" panel members when needed during the Audit. Panel members may be from the lead consultants' firm; however, applicants are encouraged to assemble and propose a diverse group of panel members with differing perspectives. The extent of the use of the "on call" panel will evolve as the work progresses.

The combined knowledge and experience of the lead consultant and 'on call panel' should include, but not be limited to, the following areas:

- Port governance and management roles, concepts, and challenges
- Title 53 of the Revised Code of Washington as well as all statutes regulating special purpose districts such as the Open Public Meetings Act and the Public Records Act
- Strategic planning
- Organizational dynamics and cultural effectiveness
- Public finance, budgeting, purchasing, and contracting
- Washington State statutory audit requirements and practice
- Personnel and human resource practices

Applicants are encouraged to recommend and include other skill sets on the "on call" panel. The successful applicant will have exceptional communication and interview skills as well as the ability to identify and analyze the effectiveness of organizational functions.

The successful applicant will be demonstrably neutral in the approach to the work and have no real or perceived conflicts with the Port. It is preferred that the successful applicant will not have worked under contract to the Port in the past.

## **H. Evaluation of Proposals**

Proposals should present the applicants information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the lead consultant and on call panel members abilities to mee the requirements of this RFP.

Written proposals are limited to 20 numbered pages (8.5 by 11 inch) including the cover letter and all appendices. Font size shall be 11 point or larger. All resumes and bios are not included in the total page count. Applicants are encouraged to abbreviate those to only include pertinent and relevant experience information.

Proposals should include a primary contact for further amendments or notices.

The cover letter shall include the RFP title as well as the name, email, phone number, and address of the lead consultant and further include the following information:

- Describe any claim submitted by a client against the lead consultants' firm or its key personnel. For purposes of this RFP claim means any sum of money in dispute in excess of the firm's fee for the services required.
- Any real or perceived conflicts of interest for the lead consultant and or the 'on call' panel
- A statement indicating acceptance or any objections to the Port's Consultant/Service Agreement and knowledge any addenda to this RFP issued.

Proposals will be evaluated by the Port of Kennewick Commission and will be based on the following criteria:

### **1. Qualifications and Experience**

Identify the areas of expertise for the lead consultant and each member of the 'on call' panel. Include their role in the proposal, education, experience in similar efforts, and work experience. In addition to experience and knowledge identify the capacity of each individual given their other commitments.

### **2. Project Approach Narrative**

Describe in detail the applicants proposed approach to accomplishing the work defined in Section C of this RFP. Describe the proposed engagement with the Port, its staff and Commission, including a sense of the amount of Port resources or anticipated time commitment for those Port resources. The Port will entertain suggested modifications, innovative ideas, and suggestions to enhance the 'on call' panel approach.



### **3. Project Management**

Provide the applicants proposed project management approach including a preliminary timeline with key milestones, phases, tasks, and the like. Describe the level and timing of involvement of Port staff and the Commission. Define the assumptions made regarding the applicant's approach to the work as well as the factors that the applicant believes are risks to successfully completing the work. Describe the method for maintaining communications with the Port during the project.

### **4. Compensation**

Proposals should include an estimated cost to perform the work including the assumptions made in developing that cost proposal. The applicants should include a 'base fee' proposal and a 'add on fee' proposal. All costs should be provided including, but not limited to each consultant or expert hourly rates fully burdened, travel, direct/indirect expenses, and overhead. All costs to complete the work as described herein shall be included. The 'base fee' proposed is to evaluate the Tier I items in Task 1 and Task 3. The 'add on fee' is to evaluate the Tier II items in Task 1 and Task 3

### **5. References**

Proposals should include 3 to 5 references that can be used to evaluate the lead consultant's experience and ability to undertake the work. References may be included for 'on call' panel members if, in the opinion of the applicant, they are relative to assessing the overall capacity of the applicant to accomplish the work.

### **6. Interviews**

The Port may, at its sole discretion, conduct interviews with applicants to further support its selection process. These interviews, if requested, can be conducted either remotely or in person at the Port's offices.

The Port's Commission shall make the selection of the preferred applicant based on the proposal submitted, the projected cost of the work, the results of reference checks and interviews, if necessary. The Commission will make a recommendation on the selection of the preferred applicant through the adoption of a Commission resolution. That resolution will be forward to the 2022 Commission in January 2022. On or about January 2022, the Commission will consider and award the work to the successful applicant.

The Port will consider and award the work to the applicant that represents the best value to the Port in terms of value received for cost. The Port reserves the right to accept or reject any and all proposals in their entirety, or in part, and to waive any informalities and minor irregularities and to contract in the best interest of the Port. The Commission's determination is final.

In the event only one proposal is received the Port may require that the applicant provide any additional information as required by the Port to further analyze the proposal. The port reserves the right, in any circumstance, to reject any and all proposals.

**Applicant Costs for Proposal**

All costs incurred by the applicant in the preparation of a proposal, as well as the cost of participating in the selectin process shall be borne by the applicant.

**Minority and Women's Business Enterprise**

The Port of Kennewick encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprise (OMWBE). Participation may be as the lead consultant or as a member of the 'on call' panel. It should be noted that no minimum level of MWBE participation shall be required as a condition of receiving an award for this work.

**Discrimination Policy**

The Port provides equal opportunity to the users of all Port services and facilities, all contracting entities, Port employees and applicants for employment, and to assure that there be absolutely no discrimination against any person on grounds of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, unless based upon a bona fide occupational qualification or any other protected status.

**Documents**

Proposals submitted to this solicitation shall be considered public documents. If an applicant considers any part of their submittal as proprietary it should be noted on the actual proposal. In the event there is a third-party request to release that information the Port will notify the applicant and allow the applicant 10 days to seek a protective order from the courts. The Port will own all products generated during this effort.



## I. Procurement Process & Timeline

Activity	Date <i>(Dates are projected)</i>
RFP Issued	November 1, 2021
Last Day to Submit Questions	November 12, 2021
Proposals Due	December 1, 2021
Interviews, if required	December 6-10, 2021
Final Selection & Recommendation	December 14, 2021
Contract Award & Execution	January 2022

Applicants are advised to track solicitation updates and addenda on the Port's website:

[www.portofkennewick.org](http://www.portofkennewick.org)

Note: Applicants who, relative to this scope of services, contact any individual staff or Commission members representing the Port, other than the Port Project Representative listed in Section F Scope of Services may be eliminated from further consideration.

Questions concerning this solicitation should be submitted via email by November 1, 2021 to the Port Project Manager at: **To be determined**

Proposals must be received via on or before the **Proposal Due Date** listed on the cover page of this RFP. Proposals are to be sent to **To Be Determined** and include on the subject line: **Port of Kennewick Governance and Management Audit**. Please be aware of the size of the transmittal to be conveyed electronically. Applicants are to confirm receipt of their proposal by the Port. Late proposals will not be accepted. Proposals can be submitted electronically or in hard copy or both. Hard copy submittals must include 5 copies.

Mail to:

Governance and Management Audit

Port of Kennewick

350 N Clover Island Dr # 200

Kennewick, WA 99336

**Email address: PM**

All proposals shall be valid and binding for 90 calendar days following the submittal deadline and/or any extension agreed to by the successful applicant.

**Attachment A: Consultant/Service Agreement**

***(Insert PDF of Ports Consultant/Service Agreement)***



## **Project Manager: Governance and Management Audit**

### **Port of Kennewick DRAFT**

#### **Scope of Work & Deliverables**

The Port is seeking project management consulting services to work directly with the Port Commission and staff to oversee and coordinate a Governance and Management Audit (Audit) of the Port of Kennewick (Port). The Port will be contracting directly with a consulting firm to undertake the Audit and requires assistance in managing the work of the consultant selected to do the actual Audit work. It is expected that work will begin in 2021. The selected firm or person selected to be the Project Manager will be responsible for the following:

1. Advertising and solicitation of proposals from qualified firms to undertake the actual Audit. This includes issuance of the Request for Proposals (RFP) previously approved by the Port. The Port's staff will provide support and assistance in issuing the RFP.
2. Coordinating the evaluation process of all Audit applicants directly with the Port Commission culminating in the selection of the preferred consulting firm. Work will include organizing the evaluation criteria for the Commission and make a recommendation if requested. In addition, if necessary, develop interview questions and coordinate the interview process.
3. Working in collaboration with the Port staff and Port legal counsel to execute the consultant service agreement with the selected consultant pursuant to Port policies.
4. Coordinating the work of the contracted consultant in terms of scheduling meetings and distributing pertinent information such as project deliverables.
5. Serving as a liaison between the Port and the selected consultant.
6. Providing periodic updates to the Port on the consultant's progress.
7. Review and recommend payment of all submitted vouchers consistent with Port policy and agreement terms.
8. All other work necessary for completing the Audit.

The selected Project Manager will work closely with both the Port staff and the Commission in coordinating all aspects of the work for the duration of the contracted period including the final deliverables. Candidates interested in this work should review the Request for Proposal for the Governance and Management Audit in Appendix B of this RFP as well as the Port's standard agreement language in Appendix A.

The Port will provide a debriefing to the selected Project Manager on the projects background and the specifics of the Audit RFP process.

#### **Qualifications**

The successful applicant for this Project Manager Scope of Work should have extensive working knowledge of local government governance and management concepts and practices, as well as strong project management experience and good communication skills.

The successful applicant will be demonstrably neutral in the approach to the work and have no real or perceived conflicts with the Port

## Port of Kennewick

### Request for Proposals (RFP) **DRAFT I**

#### **Project Manager: Governance and Management Audit**

**Proposals Due: November 3, 2021**

#### **A. Purpose**

The Port of Kennewick (Port) is soliciting proposals from qualified firms or persons that are interested in serving as the Project Manager to oversee the Port's Governance and Management Audit (Audit).

The Audit is being undertaken to advance the organization by updating, revamping, and/or adopting new or revised policies, practices, and keystone operating documents. The overall outcome is intended to better equip the organization to cost effectively accomplish its mission in serving the community; capitalize on new opportunities; and better respond to challenges.

The specific outcomes of the Audit will include, but not be limited to, (i) assessing Port's operations, processes, and practices as well as its governance and management roles for consistency with regulatory requirements and best management practices for Washington public port districts and (ii) recommending appropriate changes to develop a more effective organization.

In the long term the Port is striving for exceptional performance as one of Washington's most effective Washington public port districts.

#### **B. Background**

The Port of Kennewick is an independent special purpose public port district located in Benton County, Washington. Washington public port districts are independent municipal governments with taxing authority and a broad statutory authority including transportation, infrastructure development, economic development and promotion of trade and tourism.

Created, pursuant to Title 53 of the Revised Code of Washington, in 1915 by a vote of the electorate its original purpose was to capitalize on Celilo Canal improvements that would connect the community to distant markets. Today the Port's Mission ***"is to provide and support sound economic growth opportunities, which foster new business, industry, and jobs, improve infrastructure, and enhance the quality of life for the Port district citizens."***

The Port's significant operations include:

- 103-acre Vista Field which is designed to be a vibrant, pedestrian-focused regional town center
- Transformation of Kennewick's Historic Waterfront District by enhancing areas of Clover Island and taking a phased redevelopment approach to three project sites along Columbia Drive: Columbia Gardens Urban Wine & Artisan Village, The Willows and Cable Greens.
- The Willows which is part of the 15.8-acre Columbia Drive Urban Revitalization Area in east Kennewick. The Port, City of Kennewick and Benton County have partnered to transform the former industrial neighborhood into a waterfront destination.



- Cable Greens is a 3-acre site in the Columbia Drive Urban Revitalization Area adjacent to Columbia Gardens Urban Wine & Artisan Village. The Port is planning infrastructure enhancements within the next several years to open Cable Greens to private-sector investment.
- The Oak Street Industrial Park is just over 12 acres in northeast Kennewick and is zoned for light industrial development. The Port operates five business incubator buildings in a campus-like setting at the Industrial Park with building space currently available for lease.
- Other Port projects have included the Yakima River Gateway open space; the 93-acre West Richland Industrial Park; the Badger Mountain Trailhead Park; the Spaulding Business Park; the 15-acre Wine Estates Development Park; and participation in the Southridge development area with the City of Kennewick.
- Clover Island Boat Launch and Marina, home to 150 moorage slips and associated amenities.

## C. Governance

The Port is governed by a three-member elected Board of Commissioners. Commissioners serve for 6-year staggered terms and select board officers bi-annually. The current 2021 Board:

President: Don Barnes<sup>1</sup> *(Serving since 2012)*

Vice President: Skip Novakovich<sup>2</sup> *(Serving since 2010)*

Secretary: Thomas Moak<sup>3</sup> *(Serving since 2014)*

Typically, the Port Commission meets in an open public meeting twice a month on the second and fourth Tuesday of each month. Except in limited circumstances, Washington law precludes the port commissioners from discussing Port business outside of the open public meetings.

The Port Commission retains outside legal counsel for the Port. Legal counsel provides legal advice to the Port Commission and works directly with the Port staff.

## D. Management

The Port is managed by a 13 member staff led by the Port's Chief Executive Officer (CEO) who reports directly to the Port Commission. Staff includes a deputy CEO, a director of planning and development, a director of real estate and operations, a CFO, administrative and accounting staff, a facilities manager, and maintenance staff.

## E. Precipitating Event

In early 2019, following a real estate transaction, there was a citizen complaint filed at the Port pursuant to a long-adopted Port policy concerning such complaints. This resulted in the application of Port policies and procedures that had not been recently reviewed. It also resulted in a series of legal actions that were dismissed and settled in 2020. That experience has caused the Port's Commission to move forward with this Governance and Management Audit to review policies, practices, and keystone operating documents.

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<sup>1</sup> Commissioner Barnes' term expires on December 31, 2021 and he is not seeking reelection. Ken Hohenberg, retiring Police Chief, City of Kennewick, was the only candidate that filed for the position and will take office January 1, 2022.

<sup>2</sup> Commissioner Novakovich's current term ends December 31, 2023.

<sup>3</sup> Commissioner Moak's current term ends December 31, 2025.

It is noted that the review is broader than the policies related to the 2019 complaint and should encompass the broad range of Port policies, practices, and keystone operating documents to maximize the Port's ability to achieve its mission.

The Port anticipates awarding a single contract to undertake the Audit to the selected firm in January 2022 based on a recommendation by the current 2021 Commission. The period to complete the work is one year, however, an option to extend for additional time can be considered if necessary.

## **F. Scope of Work & Deliverables**

The Port is seeking project management consulting services to work directly with the Port Commission and staff to oversee and coordinate the Governance and Management Audit (Audit) of the Port of Kennewick (Port). The Port will be contracting directly with a consulting firm to undertake the Audit and requires assistance in managing the work of the consultant selected to do the actual Audit work. It is expected that work will begin in 2021. The selected firm or person selected to be the Project Manager will be responsible for overseeing the following:

1. Advertising and solicitation of proposals from qualified firms to undertake the actual Audit. This includes issuance of the Request for Proposals (RFP) previously approved by the Port. The Port's staff will provide support and assistance in issuing the RFP.
2. Coordinating the evaluation process of all Audit applicants directly with the Port Commission culminating in the selection of the preferred consulting firm. Work will include organizing the evaluation criteria for the Commission and make a recommendation if requested. In addition, if necessary, develop interview questions and coordinate the interview process.
3. Working in collaboration with the Port staff and Port legal counsel to execute the consultant service agreement with the selected consultant pursuant to Port policies.
4. Coordinating the work of the contracted consultant in terms of scheduling meetings and distributing pertinent information such as project deliverables.
5. Serving as a liaison between the Port and the selected Audit consultant.
6. Providing periodic updates to the Port Commission on the Audit consultant's progress.
7. Review and recommend payment of all submitted vouchers consistent with Port policy and agreement terms.
8. All other work necessary for completing the Audit.

The selected Project Manager will work closely with both the Port staff and the Commission in coordinating all aspects of the work for the duration of the contracted period including the final deliverables. Candidates interested in this work should review the Request for Proposal for the Governance and Management Audit in Appendix B of this RFP as well as the Port's standard agreement language in Appendix A.

The Port's consultant, Leeward Strategies, will provide a debriefing to the selected Project Manager on the project background and the specifics of the Audit RFP process.



## **G. Qualifications**

The successful applicant for this Project Manager Scope of Work should have extensive working knowledge of local government governance and management concepts and practices, as well as strong project management experience and good communication skills.

The successful applicant will be demonstrably neutral in the approach to the work and have no real or perceived conflicts with the Port.

## **H. Evaluation of Proposals**

Proposals should present the applicants information in a straightforward and concise manner.

Written proposals are limited to 5 numbered pages (8.5 by 11 inch) including the cover letter and all appendices. Font size shall be 11 point or larger. The applicants resume will not be counted in the page total.

Proposals will be evaluated by the Port of Kennewick Commission and be based on a review of the applicants experience and background and the proposed hourly rate and other known direct costs.

The Port will consider and award the work to the applicant that represents the best value to the Port in terms of value received for cost. The Port reserves the right to accept or reject any and all proposals in their entirety, or in part, and to waive any informalities and minor irregularities and to contract in the best interest of the Port. The Commission's determination is final.

In the event only one proposal is received the Port may require that the applicant provide any additional information as required by the Port to further analyze the proposal. The port reserves the right, in any circumstance, to reject any and all proposals.

### **Applicant Costs for Proposal**

All costs incurred by the applicant in the preparation of a proposal, as well as the cost of participating in the selectin process shall be borne by the applicant.

### **Minority and Women's Business Enterprise**

The Port of Kennewick encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprise (OMWBE). Participation may be as the lead consultant or as a member of the 'on call' panel. It should be noted that no minimum level of MWBE participation shall be required as a condition of receiving an award for this work.

### **Discrimination Policy**

The Port provides equal opportunity to the users of all Port services and facilities, all contracting entities, Port employees and applicants for employment, and to assure that there be absolutely no discrimination against any person on grounds of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, unless based upon a bona fide occupational qualification or any other protected status.

## Documents

Proposals submitted to this solicitation shall be considered public documents. If an applicant considers any part of their submittal as proprietary it should be noted on the actual proposal. In the event there is a third-party request to release that information the Port will notify the applicant and allow the applicant 10 days to seek a protective order from the courts. The Port will own all products generated during this effort.

## I. Procurement Process & Timeline

Activity	Date <i>(Dates are projected)</i>
RFP Issued	October 13, 2021
Proposals Due	November 3, 2021
Final Selection	November 9, 2021

Note: Applicants who, relative to this scope of services, contact any individual staff or Commission members representing the Port, other than the Port Project Representative listed in Section F Scope of Services may be eliminated from further consideration. **A SPECIFIC PERSON IS NOT LISTED IN SECTION F.**

Proposals must be received on or before the **Proposal Due Date** listed on the cover page of this RFP. Proposals are to be sent to **TBD** and include in the subject line: **Port of Kennewick Governance and Management Audit Project Manager**. Please ensure the electronic file size is less than 10MG. Applicants are to confirm receipt of their proposal by the Port. Late proposals will not be accepted. Proposals can be submitted electronically or in hard copy or both. Hard copy submittals must include 5 copies.

Mail to:

Governance and Management Audit Program Manager  
Port of Kennewick  
350 N Clover Island Dr # 200  
Kennewick, WA 99336

Email to: **TBD**

All proposals shall be valid and binding for 90 calendar days following the submittal deadline and/or any extension agreed to by the successful applicant.

**Attachment A: Consultant/Service Agreement**

**Attachment B: Request for Proposal for the Governance and Management  
Audit**





The image is a composite of two photographs. The left half is a dark, semi-transparent overlay of a park scene. The right half is a clear photograph of a park landscape. In the foreground of the right half, there is a dry stream bed with a concrete curb on the right side. The stream bed is filled with dark gravel and several large, light-colored boulders. A row of young, thin-trunked trees with green foliage is planted in the middle ground. In the background, a white, single-story building with a flat roof is visible under a blue sky with scattered clouds. A blue light pole stands to the right of the building.

Port of Kennewick

## Quarterly Budget Update – 2nd QTR 2021

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### Managing Resources & Accountability

by Nick Kooiker, CFO/Auditor





# Operating Division

## Revenue & Expenses



**Revenues:**  
**\$686,579**

- Benchmark of 25%
- Property Management Division at benchmark



**Expenses:**  
**\$1,331,183**

- Benchmark of 25%
- Vista Field Maintenance Costs
- Shoreline Maintenance Costs





# Non-Operating Division

## Revenue & Expenses



**Revenues:**  
**\$4,739,406**

- 25% Benchmark
- 2021 property taxes already booked
- Gain on sale from Verbena auction will be recognized here
- RCCF



**Expenses:**  
**\$738,188**

- 25% Benchmark
- Sale costs from Verbena auction
- VF Loan Expense



## Capital Projects 2021/2022

Item	Budget	Expended	Remaining
Shoreline Construction	\$2,250,000	\$1,656,877	\$593,123
Clover Island Master Plan	\$50,000	\$97,000	(\$47,000)
Columbia Drive & Duffy's Pond	\$450,000	\$20,171	\$429,829
City of Kennewick Partnership	\$500,000	\$0	\$500,000
City of Richland / Island View Infrastructure	\$800,000	\$0	\$800,000
City of Richland Center Parkway	\$400,000	\$0	\$400,000
Opportunity Fund	\$300,000	\$15,000	\$285,000
Port Buildings (Asset Replacement Program)	\$500,000	\$9,783	\$490,217
Miscellaneous Capital	\$100,000	\$19,166	\$80,834





## Capital Projects 2021/2022

Item	Budget	Expended	Remaining
Vista Field Loan Repayment	\$900,000	\$224,540	\$675,460
TBD Vista Field RCCF Project	\$3,785,000	\$55,108	\$3,729,892
Vista Field Fire Station (City of Kennewick)	\$125,000	\$0	\$125,000
Vista Field Well	\$250,000	\$0	\$250,000
Vista Field "Team"	\$150,000	\$0	\$150,000
Vista Field Traffic Impact Fund/Central Park	\$100,000	\$0	\$100,000
VF Owners' Association Fund	\$200,000	\$13,554	\$186,446
VFDF A & B Exterior Improvements	\$600,000	\$0	\$600,000







# Thank You

Nick Kooiker, CFO/Auditor  
509-586-1186  
[nick@portofkennewick.org](mailto:nick@portofkennewick.org)

# PORT OF KENNEWICK

## Financial Highlights

UNAUDITED & IN DRAFT FORM - ACCRUAL BASIS OF ACCOUNTING

Jan 1, 2021 through June 30, 2021

Financial Highlight Summary				
* Benchmarks	25%	Revenues	25%	Expenses
* Ending Cash/Investments	\$	12,432,040		
* Cash Restricted by Commission	\$	2,500,000		
* Accounts, Notes, & Taxes Receivable	\$	1,979,399		
* Total Assets	\$	70,595,902		
* Total Liabilities (not including OPEB or Pension)	\$	1,130,987		

DESCRIPTION	2021 & 2022 BUDGET	2021 ACTUAL	2022 ACTUAL	2021/2022 Actual Total	UNDER BUDGET (OVER)	% Reached To Date
<b>OPERATING REVENUES</b>						
Marine Division	\$ 574,975	\$ 176,118	\$ -	\$ 176,118	398,857	31%
Property Management Division	\$ 1,873,868	\$ 510,461	\$ -	\$ 510,461	1,363,407	27%
<b>Total Operating Revenues</b>	<b>\$ 2,448,843</b>	<b>\$ 686,579</b>	<b>\$ -</b>	<b>\$ 686,579</b>	<b>1,762,264</b>	<b>28%</b>
<b>OPERATING EXPENSES</b>						
Marine Division	\$ 695,747	\$ 146,651	\$ -	\$ 146,651	549,096	21%
Property Management Division	\$ 3,156,972	\$ 575,221	\$ -	\$ 575,221	2,581,751	18%
Corporate Division	\$ 3,215,296	\$ 609,311	\$ -	\$ 609,311	2,605,985	19%
<b>Total Operating Expenses</b>	<b>\$ 7,068,015</b>	<b>\$ 1,331,183</b>	<b>\$ -</b>	<b>\$ 1,331,183</b>	<b>5,736,832</b>	<b>19%</b>
<b>OPERATING PROFIT (LOSS)</b>	<b>\$ (4,619,172)</b>	<b>\$ (644,604)</b>	<b>\$ -</b>	<b>\$ (644,604)</b>		
<b>NON-OPERATING REVENUES</b>						
Real Estate Division - Gain (Loss) on Sale of Assets	\$ 500,000	\$ -	\$ -	\$ -	500,000	0%
Economic Development & Planning Division Grants, Loan & Insurance Proceeds	\$ 5,220,000	\$ 150,037	\$ -	\$ 150,037	5,069,963	3%
Ad Valorem Tax	\$ 8,826,724	\$ 4,534,055	\$ -	\$ 4,534,055	4,292,669	51%
Other Non-Operating Revenues	\$ -	\$ -	\$ -	\$ -	0	
Interest Income	\$ -	\$ 55,314	\$ -	\$ 55,314	(55,314)	-
<b>Total Non-Operating Revenues</b>	<b>\$ 14,546,724</b>	<b>\$ 4,739,406</b>	<b>\$ -</b>	<b>\$ 4,739,406</b>	<b>9,807,318</b>	<b>33%</b>
<b>NON-OPERATING EXPENSES</b>						
Real Estate Division	\$ 59,945	\$ 19,838	\$ -	\$ 19,838	40,107	33%
Economic Development & Planning Division	\$ 498,525	\$ 173,068	\$ -	\$ 173,068	325,457	35%
Public, Governmental Relations, and Other Non-Operating Cost	\$ 3,303,837	\$ 481,569	\$ -	\$ 481,569	2,822,268	15%
Vista Field Ongoing Closure & Decommissioning Cost	\$ -	\$ 63,713	\$ -	\$ 63,713	(63,713)	#DIV/0!
<b>Total Non-Operating Expenses</b>	<b>\$ 3,862,307</b>	<b>\$ 738,188</b>	<b>\$ -</b>	<b>\$ 738,188</b>	<b>3,124,119</b>	<b>19%</b>
<b>Operating &amp; Non-Operating Revenues Over Expenses (Under Expenses)</b>	<b>\$ 6,065,245</b>	<b>\$ 3,356,614</b>	<b>\$ -</b>	<b>\$ 3,356,614</b>		
<b>CAPITAL EXPENDITURES</b>	<b>\$ 12,663,955</b>	<b>\$ 2,015,515</b>	<b>\$ -</b>	<b>\$ 2,015,515</b>	<b>10,648,440</b>	<b>16%</b>





# AGENDA REPORT



**TO:** Port of Kennewick Commission  
**FROM:** Amber Hanchette, Director Real Estate & Operations  
**MEETING DATE:** October 12, 2021  
**AGENDA ITEM:** Vista Field Parcel Pricing - Resolution 2021-20

---

## BACKGROUND:

At the September 14, 2021 commission meeting, staff presented the Vista Field Market Study and Analysis by the Southeast Washington Appraisal Group (SEWA), a firm contracted to evaluate market conditions spanning nearly 7 years (2013-mid 2020). Further data was collected and shared through the 2021 Historic Waterfront District Market Study and Analysis that was also applicable to Vista Field.

At the same meeting, a regulating plan and preliminary parcel pricing were presented to the commission. As a result of the market research and conversations with local real estate professionals, the suggested parcel pricing is a starting point to create momentum for Vista Field Phase 1A and will mostly likely shift as market conditions ebb and flow over time.

Resolution 2021-20 is presented for commission consideration and authorizes approval of Phase 1A Vista Field parcel pricing, inclusive of the port's 3% Art Policy.

**MOTION:** I move approval of Resolution 2021-20 authorizing approval of Vista Field parcel pricing, inclusive of the Port's 3% Art Policy; and ratify and approve all action by port officers and employees in furtherance hereof; and authorize the port Chief Executive Officer to take all action necessary in furtherance hereof.



Parcel Pricing Model:

Urban Mixed Use Zoning Type of Use	Suggested Lot Price	Suggested Price Per Square Foot	Price Inclusive of Port 3% Art Policy
Residential Detached	\$85,000		<b>\$88,000</b>
Live/Work	\$95,000		<b>\$98,000</b>
Residential Attached (Townhomes, Duplex, Patio)	\$100,000		<b>\$103,000</b>
Commercial		<b>\$20.00</b>	<b>\$21.00</b>

REGULATING PLAN:



***PORT OF KENNEWICK***

**RESOLUTION 2021-20**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK AUTHORIZING  
PARCEL PRICING FOR VISTA FIELD PHASE 1A***

**WHEREAS**, the Board of Commissioners received market data and pricing through the Vista Field Market Study and Analysis report; and

**WHEREAS**, the Commission has directed staff to add the 3% Art Policy fee to parcel valuations and sell parcels inclusive of the port's Art Policy.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Port of Kennewick hereby approves and adopts parcel pricing for Vista Field Phase 1A found in Exhibit A.

**BE IT FURTHER RESOLVED** that the Port of Kennewick Board of Commissioners hereby ratifies and approves all action by port officers and employees in furtherance hereof; and authorizes the port Chief Executive Officer to take all action necessary in furtherance hereof.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick this 12<sup>th</sup> day of October 2021.

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

By: \_\_\_\_\_

DON BARNES, President

By: \_\_\_\_\_

SKIP NOVAKOVICH, Vice President

By: \_\_\_\_\_

THOMAS MOAK, Secretary

**RESOLUTION 2021-20**  
**EXHIBIT A**

**Parcel Pricing Model:**

Urban Mixed Use Zoning Type of Use	Suggested Lot Price	Suggested Price Per Square Foot	Price Inclusive of Port 3% Art Policy
Residential Detached	\$85,000		<b>\$88,000</b>
Live/Work	\$95,000		<b>\$98,000</b>
Residential Attached (Townhomes, Duplex, Patio)	\$100,000		<b>\$103,000</b>
Commercial		<b>\$20.00</b>	<b>\$21.00</b>







## AGENDA REPORT



**TO:** Port of Kennewick Commission  
**FROM:** Amber Hanchette, Director Real Estate & Operations  
**MEETING DATE:** October 12, 2021  
**AGENDA ITEM:** Art Policy Update - Resolution 2021-18

---

### BACKGROUND:

At the April 13, 2021 commission meeting, staff presented a handful of proposed modifications to the 2016 Art Policy in an effort to simply the art policy fee structure. Resolution 2016-29 and proposed redline modifications are included with this agenda report.

At the September 14, 2021 commission meeting, staff was able to demonstrate application of the new fee structure through proposed pricing for both Vista Field and Columbia Gardens parcel sales.

At the September 28, 2021, commission asked staff to revise language in the 2016 Art Policy.

Resolution 2021-18, authorizes approval of Art Policy modifications presented and discussed with commission.

####

**MOTION:** I move approval of Resolution 2021-18 approving the modifications to Resolution 2016-29 Art Policy; and ratify and approve all action by port officers and employees in furtherance hereof; and authorize the port Chief Executive Officer to take all action necessary in furtherance hereof.

***PORT OF KENNEWICK***

**RESOLUTION 2021-18**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK AUTHORIZING  
AN UPDATE TO THE PORT'S ART POLICY***

**WHEREAS**, this policy is intended to foster the artistic interests of the community, including the expression of ideas and viewpoints, by providing a showcase for artwork; and

**WHEREAS**, this policy provides the guidelines and mechanisms to be used for artwork commissioned, purchased by, or gifted to the Port; and

**WHEREAS**, the Commission shall evaluate the effectiveness of this policy over time and reserves the right to expand, amend or rescind this policy as appropriate; and

**WHEREAS**, updates to the policy have been discussed in commission meetings and amendments have been offered and incorporated into the final edit, which is presented herewith.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Port of Kennewick hereby approves and adopts updated language to the Artwork Policy as attached in Exhibit A.

**BE IT FURTHER RESOLVED** that the Port of Kennewick Board of Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof; and authorize the port Chief Executive Officer to take all action necessary in furtherance hereof.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick this 12<sup>th</sup> day of October 2021.

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

By: \_\_\_\_\_

DON BARNES, President

By: \_\_\_\_\_

SKIP NOVAKOVICH, Vice President

By: \_\_\_\_\_

THOMAS MOAK, Secretary



**Port of Kennewick  
Artwork Policy**

It is the policy of the Port of Kennewick to foster the artistic interests of the community, including the expression of ideas and viewpoints, by providing a showcase for artwork created by community and regional artists. In furtherance hereof, the Port establishes the following policy related to artwork.

**Section 1. General Provisions.**

- A. The term "artwork" means all forms of the visual arts conceived in any medium, material or combination thereof, commissioned, purchased by, or gifted to the Port.
- B. The term "artwork budget" shall include cost of artwork, design fees, engineering costs, installation and similar costs, together with consulting fees and costs related to administering this policy.
- C. The Port Commission shall determine whether artwork shall be installed when the Port designs, engineers and constructs new capital projects of its own undertaking and when the Port sells undeveloped land.

**Section 2. Artwork in Port Capital Projects.**

If the Port Commission decides to include artwork in a capital project of the Port's undertaking, the Port shall establish an artwork budget of 1% of the total capital cost of the construction project. For infrastructure only projects, i.e.: those where the Port does not construct a building, the Commission may elect to refrain from including artwork.

**Section 3. Artwork Required as Part of Port Land Sales.**

- A. When the Port sells real property, 3% of the purchase price **will** be set aside within the Port budget, **unless otherwise decided by the port commission**, to purchase artwork to be installed in a public area within the Port of Kennewick district boundaries. The selection of the site for artwork shall be at the discretion of the Port Commission.
- B. Funds collected under this section shall be used for selection, acquisition, and installation or display of artwork; repairs and maintenance of artwork; and other project-specific expenses of selection and acquisition of public art.
- C. Any unexpended funds shall be carried forward from year to year until expended for the purposes set forth in this section, unless otherwise directed by the Port Commission.

**Section 4. Artwork Selection Process.**

- A. When selecting artwork, whether for a capital project of the Port's own undertaking, or when the Port sells real property, the Port may seek the advice of the arts commission in the jurisdiction where the artwork will be installed. The Port Commission shall request advice from the arts commission in extending calls to artists for submission of artwork and in the evaluation and selection of artwork.
- B. Artists responding to calls for submissions shall provide a detailed sample or rendering of artwork proposed for consideration.
- C. Because potential artwork display areas will be open to all segments of the community and all age groups, artwork shall not include material, which in the sole discretion of the Port Commission is defaming, obscene, or otherwise inappropriate.
- D. Artwork submissions shall be original artwork as opposed to mass-produced, of standard design or limited editions.
- E. The Port Commission may review, evaluate, select, or reject any artwork submission in its sole discretion.





## AGENDA REPORT



**TO:** Port of Kennewick Commission  
**FROM:** Amber Hanchette, Director Real Estate & Operations  
**MEETING DATE:** October 12, 2021  
**AGENDA ITEM:** Oak Street Land Sale Proposal – 1620 E. 7<sup>th</sup> Ave Kennewick

---

### BACKGROUND:

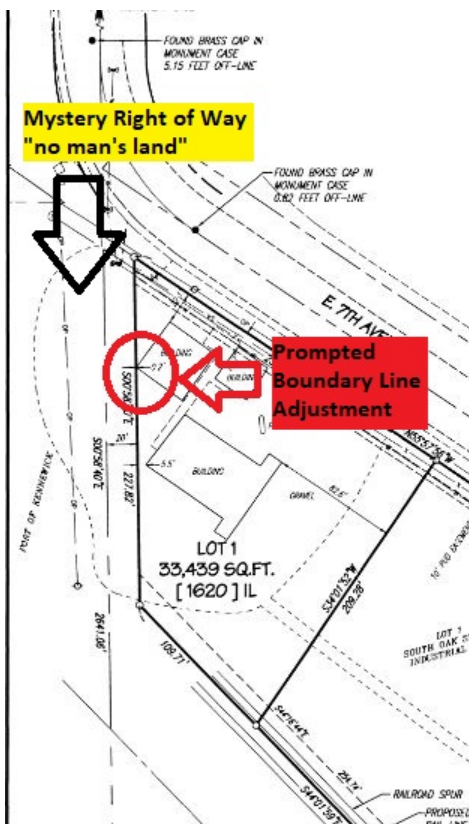
For many decades Don Rizzuto leased ground from the Port of Kennewick in the Oak Street Industrial Park. At one point, he constructed a building on the property at 1620 E. 7<sup>th</sup> Ave, Kennewick. Mr. Rizzuto then sold the building to Wes Meares, owner of Western Equipment Sales and Mr. Meares took over the ground lease in 2016.

For many years, Mr. Meares has expressed interest in purchasing the land under his building from the port. His interest has elevated as business has grown to include assembly of food trucks and expansion of the Western Equipment Sales retail division.



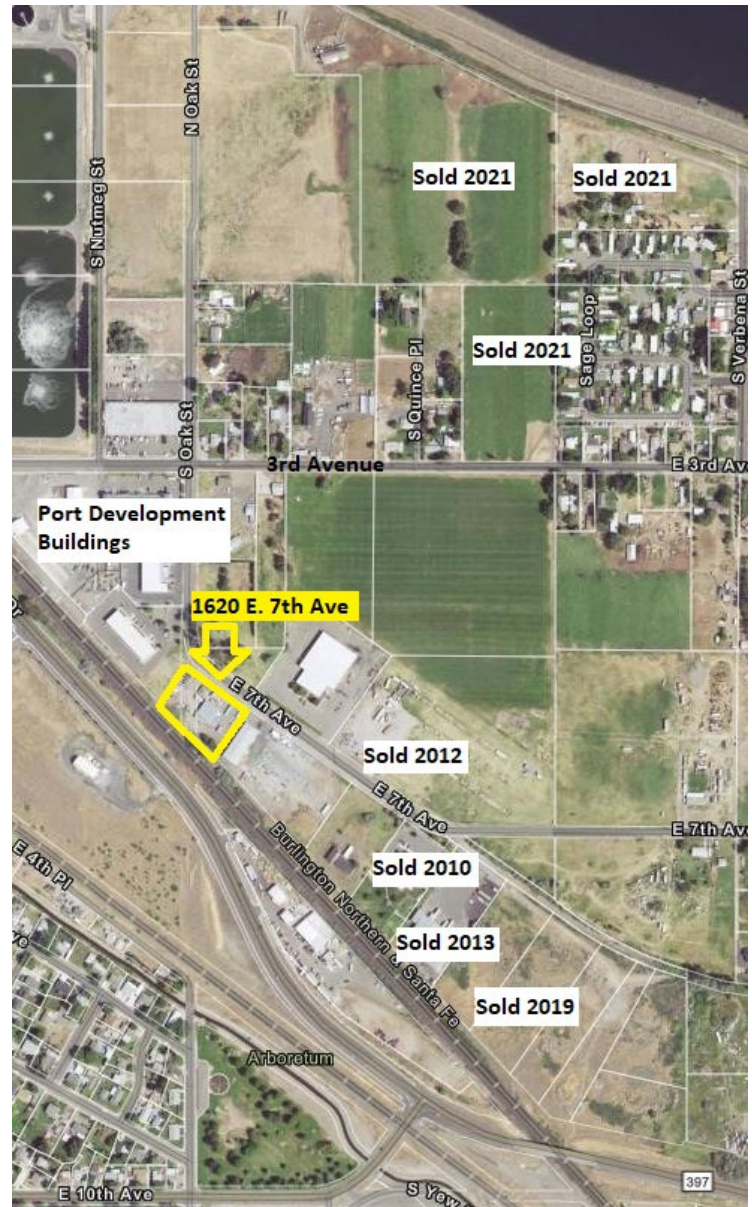
As staff started digging into the land sale request, numerous encumbrances were identified. None of which were fast or easy to solve.

- 1) Right of Way through property
- 2) Rezone of parcel – half light industrial, half heavy industrial. This took many months, a lengthy application process, review by the city Planning Commission with staff in attendance then City council approval again with staff in attendance.
- 3) Boundary Line Adjustment –Two application attempts with a work through on a CID comment, and sewer easement back to the city.
- 4) New surveys, new legal descriptions.
- 5) Driveway Easement.



## Price/Proposal

- 1) Appraisal
- 2) Site Improvements



# **APPRAISAL REPORT OF**



1620 E 7th Ave  
Kennewick, WA 99337

## **PREPARED FOR**

Ms. Amber Hanchette  
Port of Kennewick  
350 Clover Island Dr  
Kennewick, WA 99336

## **AS OF**

10/05/2021


## **PREPARED BY**

Sandollar LLC | Appraisal Group SEWA  
2001 S Washington St  
Kennewick, WA 99337



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 Form 120.05*	Client File #:	Appraisal File #:		2021-296
	<h1>Appraisal Report · Land</h1>			
	Appraisal Company: Sandollar LLC   Appraisal Group SEWA			
	Address: 2001 S Washington St Suite 104, Kennewick, WA 99337			
Phone: 509.628.9817		Fax: N/A		Website: www.AppraisalGroupSEWA.com
Appraiser: Veronica R Griffith, MAI, CCIM		Co-Appraiser:		
AI Membership (if any): <input type="checkbox"/> SRA <input checked="" type="checkbox"/> MAI <input type="checkbox"/> SRPA <input type="checkbox"/> AI-GRS <input type="checkbox"/> AI-RRS		AI Membership (if any): <input type="checkbox"/> SRA <input type="checkbox"/> MAI <input type="checkbox"/> SRPA <input type="checkbox"/> AI-GRS <input type="checkbox"/> AI-RRS		
AI Affiliation (if any): <input type="checkbox"/> Candidate for Designation <input type="checkbox"/> Practicing Affiliate		AI Affiliation (if any): <input type="checkbox"/> Candidate for Designation <input type="checkbox"/> Practicing Affiliate		
Other Professional Affiliation: CCIM		Other Professional Affiliation:		
Email: appraisalgroupsewa@gmail.com		E-mail:		
Client: Port of Kennewick		Contact: Amber Hanchette, Director of Real Estate		
Address: 350 Clover Island Dr, Kennewick, WA 99336				
Phone: 509.586.1186		Fax: N/A		Email: Amber@PortOfKennewick.org
<b>SUBJECT PROPERTY IDENTIFICATION</b>				
Address: 1620 E 7th Ave				
City: Kennewick	County: Benton	State: WA	ZIP: 99337	
Legal Description: Section 5 Township 8 Range 30 Quarter SW; SHORT PLAT #3002, LOT 1, RECORDED 5/10/2007, UNDER AUDITOR'S FILE NO. 2007-014679. RECORDED IN VOLUME 1 OF SHORT PLATS, AT PAGE 3002, RECORDS OF BENTON COUNTY, WASHINGTON. NOTE: this was superceded by a boundary line adjustment filed in 2020 adding the Railroad ROW that had been abandoned; see documents included				
Tax Parcel #: 105803013002001		RE Taxes: 504.21		Tax Year: 2021
Use of the Real Estate As of the Date of Value:		Light to Heavy Industrial		
Use of the Real Estate Reflected in the Appraisal:		Light to Heavy Industrial		
Opinion of highest and best use (if required):		Light to Heavy Industrial		
<b>SUBJECT PROPERTY HISTORY</b>				
Owner of Record: Port of Kennewick				
Description and analysis of sales within 3 years (minimum) prior to effective date of value: There have been no sales recorded of the property during the preceding three years. The land is currently subject to a lease.				
Description and analysis of agreements of sale (contracts), listing, and options: There are no current listings for sale or for lease of the subject property. The Owner reports that it wishes to sell the property to the current tenant, Western Equipment Sales.				
<b>RECONCILIATIONS AND CONCLUSIONS</b>				
Indication of Value by Sales Comparison Approach		\$ 200,000		
Indication of Value by Cost Approach		\$ Not Conducted		
Indication of Value by Income Approach		\$ Not Conducted		
Final Reconciliation of the Methods and Approaches to Value: Only the sales comparison approach to value was conducted. The data available was considered sparse, with only two sales in subject's neighborhood in the last three years, one was much larger, required extension of utilities, cleanup and was located in the flood plain while the other was also much larger and sold at auction. Thus, it was necessary to expand search parameters to other industrial areas of the Tri-Cities.				
<b>Opinion of Value as of:</b>		\$ 200,000		
Exposure Time: Less than 12 months				
The above opinion is subject to: <input checked="" type="checkbox"/> Hypothetical Conditions and/or <input type="checkbox"/> Extraordinary Assumptions cited on the following page.				

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Client:	Port of Kennewick	Client File #:	
Subject Property:	1620 E 7th Ave, Kennewick, WA 99337	Appraisal File #:	2021-296

**ASSIGNMENT PARAMETERS**

Intended User(s):	Client Only; no other intended users were identified at the time of engagement		
Intended Use:	Estimate the Market Value of the property As Is for a potential sale		
<b>The report is not intended by the appraiser for any other use by any other user.</b>			
Type of Value:	Market Value	Effective Date of Value:	10/05/2021
Interest Appraised:	<input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Other		
<b>Hypothetical Conditions:</b> (A hypothetical condition is that which is contrary to what exists, but is asserted by the appraiser for the purpose of analysis. Any hypothetical condition may affect the assignment results.) Subject land parcel is currently leased; the tenant wishes to purchase the land. Thus, for purposes of valuation, the market value of the fee simple interest is appraised and it is assumed (a) that the land is vacant and available for sale; and (b) that the lease would be extinguished upon transfer. The value could be different if this assumption were not used.			
<b>Extraordinary Assumptions:</b> (An extraordinary assumption is directly related to a specific assignment and presumes uncertain information to be factual. If found to be false this assumption could alter the appraiser's opinions or conclusions. Any extraordinary assumption may affect the assignment results.) N/A			
This is an Appraisal Report in accordance with Standard Rule 2-2(a) of the Uniform Standard of Professional Appraisal Practice (USPAP).			

**SCOPE OF WORK**

<b>Definition:</b> The scope of work is the type and extent of research and analysis in an assignment. Scope of work includes the extent to which the property is identified, the extent to which tangible property is inspected, the type and extent of data research, and the type and extent of analysis applied to arrive at credible opinions or conclusions. The specific scope of work for this assignment is identified below and throughout this report.	
<b>Scope of Subject Property Inspection/Data Sources Utilized</b> <b>Appraiser</b> Property Inspection: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date of Inspection: September 5, 2021 Describe Scope of Property Inspection, Source of Area Calculations and Data Sources Consulted: Local PACMLS owned by the Tri-Cities Association of Realtors; Washington State Commercial Broker's Association MLS (CBA); Loopnet; public records; short plat	<b>Approaches to Value Developed</b> <b>Cost Approach:</b> <input type="checkbox"/> Is necessary for credible results and is developed in this analysis <input checked="" type="checkbox"/> Is not necessary for credible results; not developed in this analysis <input type="checkbox"/> Is not necessary for credible results but is developed in this analysis  <b>Sales Comparison Approach:</b> <input checked="" type="checkbox"/> Is necessary for credible results and is developed in this analysis <input type="checkbox"/> Is not necessary for credible results; not developed in this analysis <input type="checkbox"/> Is not necessary for credible results but is developed in this analysis  <b>Income Approach:</b> <input type="checkbox"/> Is necessary for credible results and is developed in this analysis <input checked="" type="checkbox"/> Is not necessary for credible results; not developed in this analysis <input type="checkbox"/> Is not necessary for credible results but is developed in this analysis
<b>Co-Appraiser</b> Property Inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Inspection: Describe Scope of Property Inspection, Source of Area Calculations and Data Sources Consulted:	
Additional Scope of Work Comments: Subject site and surrounding neighborhood was inspected. Each land sale was physically inspected, confirmed at least with the public records and photographed by the appraiser. In Washington State, a disclosure state, the parties to each transaction sign an affidavit disclosing the sale price; this is considered indirect confirmation. Direct confirmation is made if the appraiser confirms with a party to the sale, i.e., buyer, seller, or broker. The main difference between direct and indirect confirmation is the fact that any unusual conditions of sale or motivations of sale are not discovered. The most similar sales were then analyzed for valuation of this parcel.	
Significant Real Property Appraisal Assistance: <input checked="" type="checkbox"/> None <input type="checkbox"/> Disclose Name(s) and contribution:	

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June 2017

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Client:	Port of Kennewick	Client File #:	
Subject Property:	1620 E 7th Ave, Kennewick, WA 99337	Appraisal File #:	2021-296

**MARKET AREA ANALYSIS**

<b>Location</b> <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input checked="" type="checkbox"/> Rural	<b>Built Up</b> <input checked="" type="checkbox"/> Under 25% <input type="checkbox"/> 25%-75% <input type="checkbox"/> Over 75%	<b>Growth</b> <input type="checkbox"/> Rapid <input type="checkbox"/> Stable <input checked="" type="checkbox"/> Slow	<b>Supply &amp; Demand</b> <input checked="" type="checkbox"/> Shortage <input type="checkbox"/> In Balance <input type="checkbox"/> Over Supply	<b>Value Trend</b> <input checked="" type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Decreasing	<b>Typical Marketing Time</b> <input type="checkbox"/> Under 3 Months <input type="checkbox"/> 3-6 Months <input checked="" type="checkbox"/> Over 6 Months
<b>Neighborhood Single Family Profile</b>		<b>Neighborhood Land Use</b>		<b>Neighborhood Name :</b> East Kennewick	
Price 150K	Age Low 0	1 Family 10 %	Commercial 50 %	PUD <input type="checkbox"/> Condo <input type="checkbox"/> HOA: \$ /	
500K	High 100	Condo 0 %	Vacant 40 %	Amenities: N/A	
350K	Predominant 40	Multifamily 0 %			

Market area description and characteristics: Subject lies in the Oak St Industrial Park neighborhood of East Kennewick that was developed by the Port of Kennewick during the 1970's to 1990's. The Port still retains ownership of a number of improved properties as well as vacant industrial land suitable for development. The park dominates the area in the SWQ of SR 397 (aka Gum St aka Chemical Dr) and 3rd St between the Columbia River and approximately Bowles Ave; and is surrounded by a lightly populated agricultural farming base that is gradually being absorbed for redevelopment with single family homes on small acreages and subdivisions. The park is approximately one mile south of the Cable Bridge, which provides access across the Columbia River and into Franklin County. The majority of properties within the Oak St Industrial Park are zoned for heavy industrial use with a few zoned for lighter industrial use. The site benefits from easy access to, and limited visibility from, SR 397, which runs parallel to site's southwesternmost border, and the Burlington Northern Santa Fe (BNSF) tracks right of way; however, the site is not rail served and the tracks and SR 397 roadbed are elevated above the subject property. Demand in this neighborhood is considered limited compared to other industrial parks in the Tri-Cities; this is reflected in land and improved rental rates and sale prices, occupancy rates, absorption rates, etc.

**SITE ANALYSIS**

Dimensions: Somewhat irregular, BLA filed by Owner in 2020	Area: 61,147
View: Light and Heavy Industrial Uses	Shape: Somewhat irregular
Drainage: Appears Adequate	Utility: Slightly irregular
<b>Site Similarity/Conformity to Neighborhood</b>	
Size: <input type="checkbox"/> Smaller than Typical <input checked="" type="checkbox"/> Typical <input type="checkbox"/> Larger Than Typical	View: <input type="checkbox"/> Favorable <input checked="" type="checkbox"/> Typical <input type="checkbox"/> Less than Favorable
<b>Zoning/Deed Restriction</b>	
Zoning: IH, Industrial	
Convenants, Condition & Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	
Documents Reviewed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Ground Rent \$ /	
<b>Utilities</b>	
Electric <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other Benton PUD or REA	Street <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private
Gas <input type="checkbox"/> Public <input type="checkbox"/> Other	Alley <input type="checkbox"/> Public <input type="checkbox"/> Private N/A
Water <input type="checkbox"/> Public <input checked="" type="checkbox"/> Other City of Kennewick	Sidewalk <input type="checkbox"/> Public <input type="checkbox"/> Private N/A
Sewer <input type="checkbox"/> Public <input checked="" type="checkbox"/> Other City of Kennewick	Street Lights <input type="checkbox"/> Public <input type="checkbox"/> Private N/A
<b>Off Site Improvements</b>	

Site description and characteristics: The subject site lies along the southern alignment of a public ROW, E 7th Ave, the extension of S Oak St, which originates at the Columbia River about one mile north, crosses E 3rd St, which provides access to SR 397 one block west; and continues south, becoming E 7th Ave just north of subject. This right of way is used primarily for access to industrial users at its intersection with S Oak St in the easternmost portion of the City of Kennewick. Based on a review of the City's utility map, the site is served with both municipal water and sewer. Based on a review of the FEMA Map #5300110009E, the site is located within the boundaries of the 100-year flood plain; see exhibits contained in the Addenda. The size reported in the Benton County records is not correct and the size utilized herein is based on the size as reported in the boundary line adjustment survey.

**HIGHEST AND BEST USE ANALYSIS**

<input checked="" type="checkbox"/> Present Use <input type="checkbox"/> Proposed Use <input type="checkbox"/> Other	Industrial use
Summary of highest and best use analysis: The site is zoned for industrial use, which is the only legally permissible use if vacant and available for sale or lease. That use is physically possible and financially feasible; in fact, it is the only financially feasible use given the current zoning of the property. A wide variety of industrial uses would be permissible.	

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Client:	Port of Kennewick	Client File #:	
Subject Property:	1620 E 7th Ave, Kennewick, WA 99337	Appraisal File #:	2021-296

**SITE VALUATION**

## Site Valuation Methodology

- ☒ **Sales Comparison Approach:** A set of procedures in which a value indication is derived by comparing the property being appraised to similar properties that have been sold recently, then applying appropriate units of comparison and making adjustments to the sale prices of the comparables based on the elements of comparison. The sales comparison approach may be used to value improved properties, vacant land, or land being considered as though vacant; it is the most common and preferred method of land valuation when an adequate supply of comparable sales are available.
- ☐ **Market Extraction:** A method of estimating land value in which the depreciated cost of the improvements on the improved property is estimated and deducted from the total sale price to arrive at an estimated sale price for the land; most effective when the improvements contribute little to the total sale price of the property.
- ☐ **Alternative Method:** (Describe methodology and rationale)

## Site Valuation

ITEM	SUBJECT	COMPARISON 1		COMPARISON 2		COMPARISON 3	
Address	1620 E 7th Ave Kennewick, WA 99337	0 Lindsay Ave Pasco, WA 99301		2080 N Commercial Ave Pasco, WA 99301		225204 E Cochran Rd Kennewick, WA 99337	
Proximity to Subject		1.70 miles NE		3.54 miles NE		4.35 miles SE	
Data Source/ Verification		MLS #249412; Public Recs Public Recs		Retrospect; Public Recs Public Recs		MLS #245665; Public Recs Public Records	
Sales Price	\$		\$ 119,000.00		\$ 340,000.00		\$ 65,000.00
Price/ square foot	\$ 0		\$ 3.74		\$ 3.70		\$ 2.87
Sale Date	Current	03/19/2021		06/18/2021		07/02/2020	
Location	Fair to Average	Fair to Avg		Avg to Good		Fair to Avg	
Site Size	61,147	31,798		91,911		22,651	
Site View	Industrial	Industrial		Industrial		Ind'l / Ag	
Site Improvements	N/A	N/A		N/A		N/A	
Zoning/Flood/RR	IH / Yes / Yes	L-1 / No / No		L-1 / No / No		L-1 / No / Yes	
Power/Water/Sewer	P/W/S	P/W/S		P/W/S		P/Well/OSS	
Buyer	TBD	Vargas (etux)		G A Marrs Properties		Gonzalez, Jose	
Seller	Port of Kennewick	Bergevin Prop LLC		Desert Plateau Trans		Heitz, Valerie S	
Tax Parcel ID	105803013002001	112352017;026;352151		113520327		123802000017000	
Net Adjustment		<input checked="" type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -0.37		<input checked="" type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -0.74		<input checked="" type="checkbox"/> + <input checked="" type="checkbox"/> - \$ 0.50	
Indicated Value		Net Adj. -10% Gross Adj. 10% \$ 3.37		Net Adj. -20% Gross Adj. 20% \$ 2.96		Net Adj. 17% Gross Adj. 37% \$ 3.37	
Prior Transfer History	No transfer in the preceding 3 years	No transfer in the preceding 3 years		No transfer in the preceding 3 years		No transfer in the preceding 3 years	

Site Valuation Comments: Sales of smaller industrially zoned parcels are infrequent; most are much larger; thus the data set is considered very sparse. Additionally, sales of parcels with an industrial zoning designation located in the 100-year flood plain and adjacent to an elevated railroad are very rare making it difficult to extract support for adjustments; thus, the adjustments are more of a directional adjustment. Downward adjustments were made to each sale for their superior location out of a flood zone compared to subject; and Sale #3 was adjusted for its inferior lack of access to public water/sewer, having only a domestic well and an on-site septic system, although it does abut the same railroad tracks. By way of comparison, irrigated farmland in the neighborhood is selling for about \$60,000/acre.

Site Valuation Reconciliation: After adjustment, the sales reflect a range of \$2.96 to \$3.37 PSF. Most emphasis is placed on sales #1 and #2 as being most recent, needing the least adjustment (10% to 20%), and Sale #3 is the closest geographically to subject. A value of \$3.25 PSF is concluded which results in a calculated value of the subject of (61,147 SF x 3.25 PSF) \$198,727, rounded to \$200,000.

**Opinion of Site Value****\$ 200,000**

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June 2017

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Client:	Port of Kennewick	Client File #:	
Subject Property:	1620 E 7th Ave	Appraisal File #:	2021-296

## STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS

This appraisal is subject to the following assumptions and limiting conditions:

- This report is prepared using forms developed and copyrighted by the Appraisal Institute. However, the content, analyses, and opinions set forth in this report are the sole product of the appraiser. The Appraisal Institute is not liable for any of the content, analyses, or opinions set forth herein.
- No responsibility is assumed for matters legal in character or nature. No opinion is rendered as to title, which is assumed to be good and marketable. All existing liens, encumbrances, and assessments have been disregarded, unless otherwise noted, and the property is appraised as though free and clear, having responsible ownership and competent management.
- I have examined the property described herein exclusively for the purpose of identification and description of the real property. The objective of our data collection is to develop an opinion of the highest and best use of the subject property and make meaningful comparisons in the valuation of the property. The appraiser's observations and reporting of the subject improvements are for the appraisal process and valuation purposes only and should not be considered as a warranty of any component of the property. This appraisal assumes (unless otherwise specifically stated) that the subject is structurally sound and all components are in working condition.
- I will not be required to give testimony or appear in court because of having made an appraisal of the property in question, unless specific arrangements to do so have been made in advance, or as otherwise required by law.
- I have noted in this appraisal report any significant adverse conditions (such as needed repairs, depreciation, the presence of hazardous wastes, toxic substances, etc.) discovered during the data collection process in performing the appraisal. Unless otherwise stated in this appraisal report, I have no knowledge of any hidden or unapparent physical deficiencies or adverse conditions of the property (such as, but not limited to, needed repairs, deterioration, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and have assumed that there are no such conditions and make no guarantees or warranties, express or implied. I will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because I am not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable public and/or private sources that I believe to be true and correct.
- I will not disclose the contents of this appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and/or applicable federal, state or local laws.
- The Client is the party or parties who engage an appraiser (by employment contract) in a specific assignment. A party receiving a copy of this report from the client does not, as a consequence, become a party to the appraiser-client relationship. Any person who receives a copy of this appraisal report as a consequence of disclosure requirements that apply to an appraiser's client, does not become an intended user of this report unless the client specifically identified them at the time of the assignment. The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public through advertising, public relations, news, sales, and other media.
- If this valuation conclusion is subject to satisfactory completion, repairs, or alterations, it is assumed that the improvements will be completed competently and without significant deviation.

## VALUE DEFINITION

<input checked="" type="checkbox"/> Market Value Definition (below)	<input type="checkbox"/> Alternate Value Definition (attached)
---	--

MARKET VALUE is defined as the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of the title from the seller to buyer under conditions whereby:

1. buyer and seller are typically motivated;
2. both parties are well informed or well advised and acting in what they consider their own best interests;
3. a reasonable time is allowed for exposure in the open market;
4. payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Source: *The Dictionary of Real Estate Appraisal, 6th ed., Appraisal Institute*

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June 2017

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Client:	Port of Kennewick	Client File #:	
Subject Property:	1620 E 7th Ave	Appraisal File #:	2021-296

**APPRAISER'S CERTIFICATION**

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analysis, opinions, and conclusions are limited only by the report assumptions and limiting conditions, and are my personal, unbiased professional analysis, opinions, and conclusions.
- I have no present (unless specified below) or prospective interest in the property that is the subject of this report, and I have no (unless specified below) personal interest with respect to the parties involved.
- I have no bias with respect to any property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analysis, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- Individuals who have provided significant real property appraisal assistance are named below. The specific tasks performed by those named are outlined in the Scope of Work section of this report.

☒ None ☐ Name(s)

As previously identified in the Scope of Work section of this report, the signer(s) of this report certify to the inspection of the property that is the subject of this report as follows:

Property Inspected by Appraiser ☒ Yes ☐ No

Property inspected by Co-Appraiser ☐ Yes ☐ No

- Services provided, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment: ☐ None ☐ Specify services provided:

**ADDITIONAL CERTIFICATION FOR APPRAISAL INSTITUTE MEMBERS, CANDIDATES AND PRACTICING AFFILIATES**

Appraisal Institute Designated Member, Candidate, or Practicing Affiliate Certify:

- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute, which include the Uniform Standards of Professional Appraisal Practice.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

As of the date of this report, I ☒ have / ☐ have not completed the continuing education program for Designated Members of the Appraisal Institute.

As of the date of this report, I ☐ have / ☐ have not

**APPRAISERS SIGNATURES****APPRAISER:**

Signature 

Name Veronica R. Griffith, MAI, CCIM

Report Date 10/11/2021

Trainee ☐ Licensed ☐ Certified Residential ☐ Certified General ☒

License # 1101758 State WA

Expiration Date 11/15/2021

**CO-APPRAISER:**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Report Date \_\_\_\_\_

Trainee ☐ Licensed ☐ Certified Residential ☐ Certified General ☐

License # \_\_\_\_\_ State \_\_\_\_\_

Expiration Date \_\_\_\_\_

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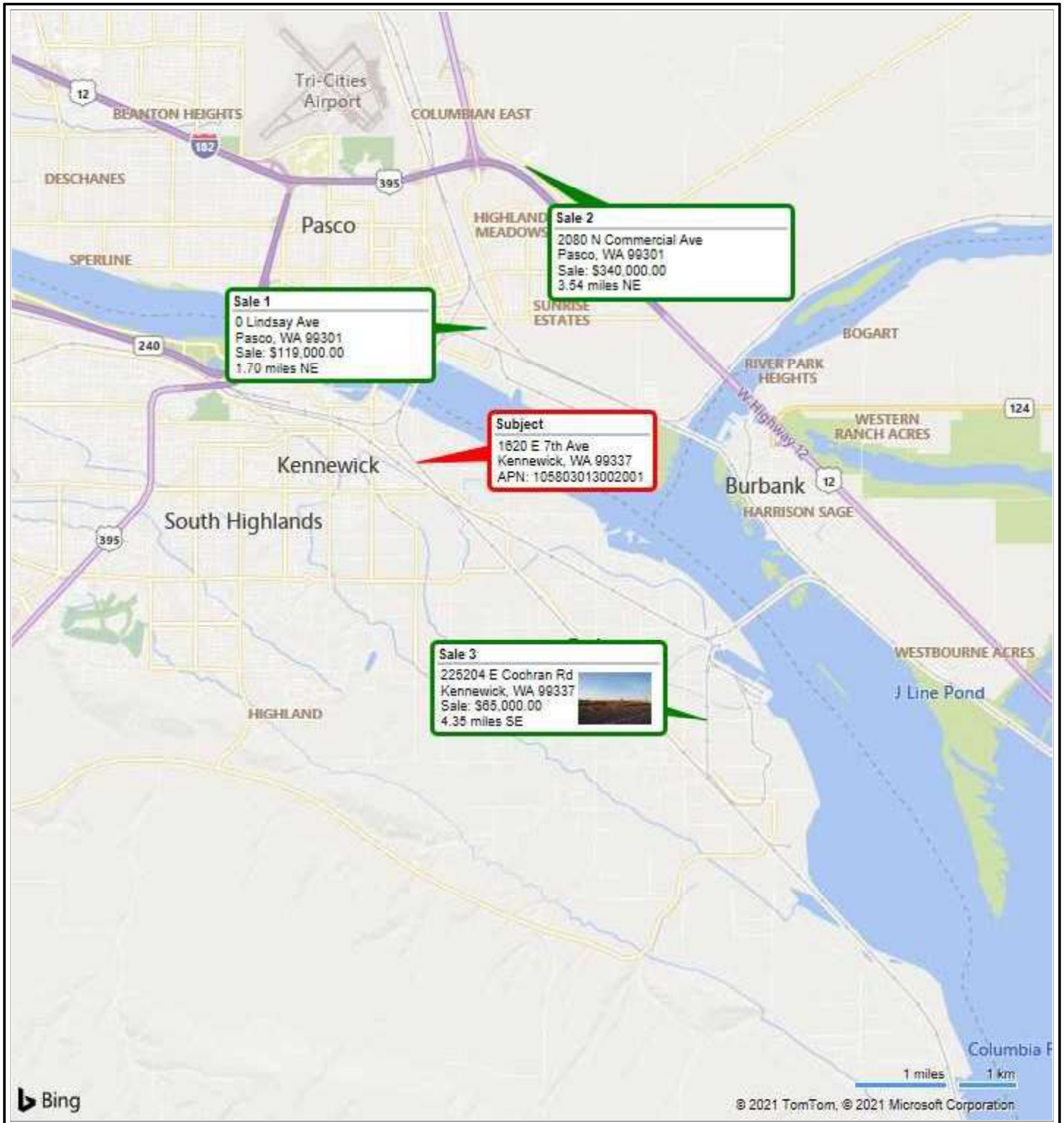
June 2017

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Borrower	N/A						
Property Address	1620 E 7th Ave						
City	Kennewick	County	Benton	State	WA	Zip Code	99337
Lender/Client	Port of Kennewick		Address		350 Clover Island Dr, Kennewick, WA 99336		

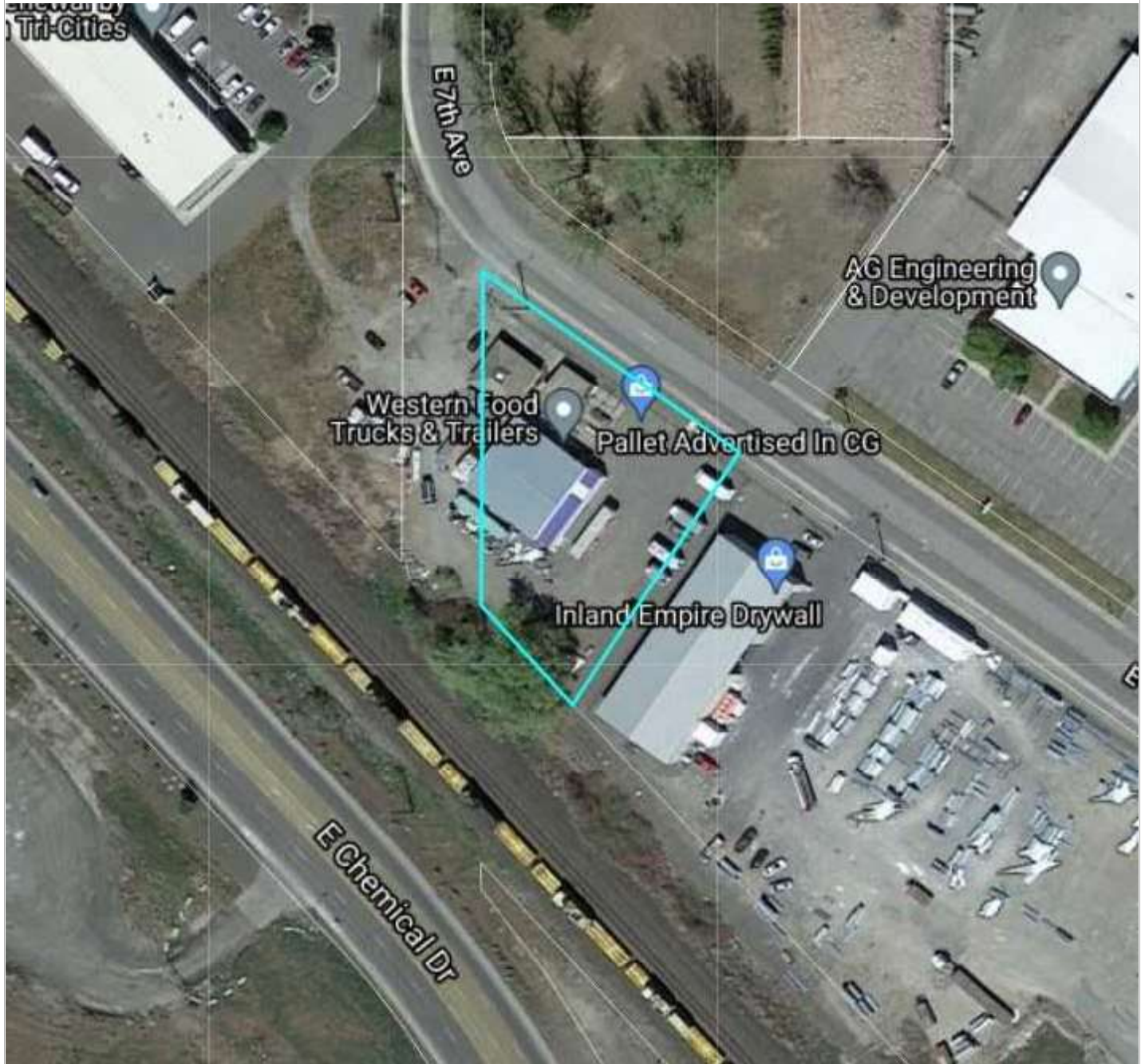
Subject Property from  
Northwest Corner of E 7th AveSubject Property Mid Property Line  
along E 7th AveSubject Property from  
Northeast Corner

Borrower	N/A						
Property Address	1620 E 7th Ave						
City	Kennewick	County	Benton	State	WA	Zip Code	99337
Lender/Client	Port of Kennewick	Address	350 Clover Island Dr, Kennewick, WA 99336				





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Property Address		1620 E 7th Ave					
City	Kennewick	County	Benton	State	WA	Zip Code	99337
Lender/Client		Port of Kennewick	Address 350 Clover Island Dr, Kennewick, WA 99336				




RiskMeter




1620 E 7TH AVE KENNEWICK, WA 99337-9618

LOCATION ACCURACY: EXCELLENT



WATER



Flood Zone Determination

IN

COMMUNITY

530011

PANEL

0009E

PANEL DATE

March 05, 1990

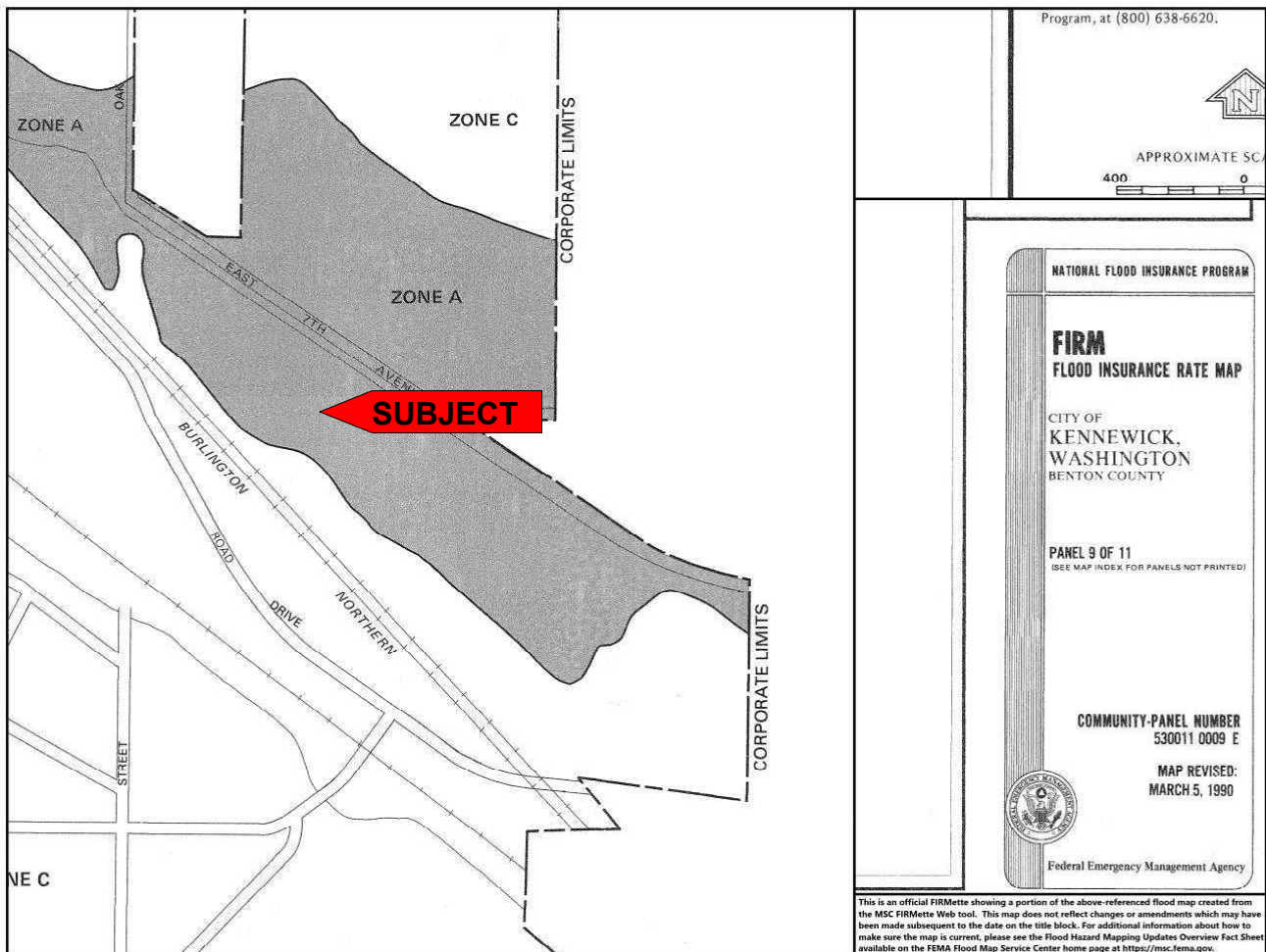
MAP NUMBER

5300110009E

Map

Satellite

Borrower				N/A			
Property Address				1620 E 7th Ave			
City	Kennewick	County	Benton	State	WA	Zip Code	99337
Lender/Client		Port of Kennewick		Address 350 Clover Island Dr, Kennewick, WA 99336			





## Development Services Division

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4280

[cedinfo@ci.kennewick.wa.us](mailto:cedinfo@ci.kennewick.wa.us)

March 5, 2021

Amber Hanchette  
Port of Kennewick  
350 Clover Island Dr., Suite 200  
Kennewick, WA 99336

RE: Boundary Line Adjustment: BLA 20-11/PLN-2020-03135

Dear Ms. Hanchette,

The City of Kennewick has reviewed your request for a Boundary Line Adjustment involving the following parcels:

1-0680-400-0002-001, 1-0580-301-3002-001

This request for a boundary line adjustment is hereby approved. The following documents must be recorded with the Benton County Auditor's office in order to complete the boundary line adjustment:

- Deeds
- Map or Record Survey

Please be sure to take this letter with you to present at the Auditor's office as proof that the City has approved this boundary line adjustment.

Per Washington State Law (RCW 64.04.050), a tax affidavit is required prior to recording the deeds to complete this boundary line adjustment. Both the deeds and the tax affidavit must be stamped by the Benton County Treasurer's office and then recorded with Benton County Auditor's office. Questions regarding the tax affidavits can be answered by the Benton County Treasurer's office (509) 735-8505. Questions about recording documents can be answered by the Benton County Auditor's office (509) 736-2727.

**Please return a copy of the recorded documents to the City of Kennewick Development Services Division. No permits will be issued until a copy of the recorded documents is received. This approval will be null and void if documents are not recorded within 180 days of the date of this letter.**

Should you have any questions, please feel free to contact me at (509) 585-4386 or [anthony.muai@ci.kennewick.wa.us](mailto:anthony.muai@ci.kennewick.wa.us).

Sincerely,

Anthony Muai, AICP  
Planning Manager

Attachment: Deeds & Map

cc: File



Filed for Record at Request of:

Port of Kennewick  
350 Clover Island Drive Ste 200  
Kennewick, WA 99336  
Attn: Amber Hanchette

Document Title: Quit Claim Deed

Reference Number of Related Document:

Grantor(s): The Port of Kennewick, a Municipal Corporation of the State of Washington

Grantee(s): The Port of Kennewick, a Municipal Corporation of the State of Washington

Legal Description: Portion of sections 5 & 6, T8N R30E WM

Additional Legal Description is on Page 1 of Document.

Assessor's Tax Parcel Number: portions of 1-0580-301-3002-001 & 1-0680-400-0002-001

## QUIT CLAIM DEED

THE GRANTORS: The **PORT OF KENNEWICK, A MUNICIPAL CORPORATION OF THE STATE OF WASHINGTON**, for and in consideration of Boundary Line Adjustment, conveys and quit claims to:

THE GRANTEE: **PORT OF KENNEWICK, A MUNICIPAL CORPORATION OF THE STATE OF WASHINGTON**, the following described real estate, situated in the County of Benton, State of Washington, together with all after acquired title of the grantors therein:

REAL PROPERTY LOCATED IN THE SOUTHEAST QUARTER OF SECTION 6 AND SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 8 NORTH, RANGE 30 EAST, WILLAMETTE MERIDIAN, BENTON COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:

BEGINNING AT THE EAST QUARTER CORNER OF SAID SECTION 6; THENCE SOUTH 0°58'17" EAST, 511.56 FEET ALONG THE EAST LINE OF SAID SECTION 6; THENCE SOUTH 89°02'48" WEST, 30.00 FEET TO THE WEST LINE OF OAK STREET AND TO THE TRUE POINT OF BEGINNING;  
THENCE SOUTH 89°01'43" WEST, 167.87 FEET; THENCE NORTH 44°00'44" WEST, 102.55 FEET;  
THENCE SOUTH 45°59'17" WEST, 156.41 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF THE BURLINGTON NORTHERN SANTA FE RAILROAD; THENCE SOUTH 1°28'42" EAST, 37.16 FEET ALONG SAID RIGHT OF WAY LINE; THENCE SOUTH 44°00'59" EAST, 400.69 FEET ALONG SAID RIGHT OF WAY LINE; THENCE NORTH 45°59'01" EAST, 175.50 FEET TO THE NORTHWEST CORNER OF LOT 1, SHORT PLAT NO. 3002 ACCORDING TO THE SURVEY RECORDED IN VOLUME 1 OF SHORT PLATS, PAGE 3002, RECORDS OF BENTON COUNTY, WASHINGTON, SAID POINT BEING ON THE SOUTH RIGHT OF WAY LINE OF EAST 7TH AVENUE; THENCE NORTH 55°57'23" WEST, 24.31 FEET ALONG SAID RIGHT OF WAY LINE TO THE SAID EAST LINE OF SECTION 6; THENCE NORTH 0°58'17" WEST, 11.84 FEET ALONG SAID EAST LINE AND ALONG SAID RIGHT OF WAY LINE TO THE BEGINNING OF A NON-TANGENT 195.00 FEET RADIUS CURVE (RADIUS POINT BEARS NORTH 52°55'34" EAST); THENCE NORTHWESTERLY, 68.81 FEET ALONG THE ARC OF SAID CURVE AND ALONG SAID RIGHT OF WAY LINE THROUGH A CENTRAL ANGLE OF 20°13'02" TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF OAK STREET; THENCE NORTH 0°58'17" WEST, 154.68 FEET ALONG SAID WEST LINE TO THE TRUE POINT OF BEGINNING.

SUBJECT TO RIGHT OF WAY CONVEYED TO CITY OF KENNEWICK UNDER AUDITOR'S FILE NUMBER 86-4110, RECORDS OF BENTON COUNTY, WASHINGTON

CONTAINS 2.11 ACRES, MORE OR LESS.

Dated this 10<sup>th</sup> day of March, 2021

Tim Arntzen  
Port of Kennewick, a Municipal Corporation of the State of Washington

By: Tim Arntzen

Title: Chief Executive Officer

Filed for Record at Request of:

Port of Kennewick  
350 Clover Island Drive Ste 200  
Kennewick, WA 99336  
Attn: Amber Hanchette

Document Title: Quit Claim Deed

Reference Number of Related Document:

Grantor(s): The Port of Kennewick, a Municipal Corporation of the State of Washington

Grantee(s): The Port of Kennewick, a Municipal Corporation of the State of Washington

Legal Description: Portion of sections 5 & 6, T8N R30E WM

Additional Legal Description is on Page 1 of Document.

Assessor's Tax Parcel Number: portions of 1-0580-301-3002-001 & 1-0680-400-0002-001

## QUIT CLAIM DEED

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THE GRANTEES: **PORT OF KENNEWICK, A MUNICIPAL CORPORATION OF THE STATE OF WASHINGTON**, the following described real estate, situated in the County of Benton, State of Washington, together with all after acquired title of the grantors therein:

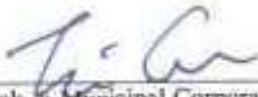
REAL PROPERTY LOCATED IN THE SOUTHEAST QUARTER OF SECTION 6 AND SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 8 NORTH, RANGE 30 EAST, WILLAMETTE MERIDIAN, BENTON COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:

LOT 1, SHORT PLAT 3002, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2007-014679, RECORDS OF BENTON COUNTY, WASHINGTON.

TOGETHER WITH THE FOLLOWING DESCRIBED PARCEL:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 1, SAID POINT BEING 20.00 FEET EASTERLY OF THE WEST LINE OF SECTION 5; TOWNSHIP 8 NORTH, RANGE 30 EAST, W.M.; THENCE SOUTH 0°58'17" EAST, 227.82 FEET ALONG THE WEST LINE OF SAID LOT 1 TO THE SOUTHWEST CORNER THEREOF; THENCE NORTH 44°00'59" WEST, 29.17 FEET ALONG THE NORTHERLY RIGHT OF WAY LINE OF THE BURLINGTON NORTHERN SANTA FE RAILROAD TO A POINT ON THE WEST LINE OF SAID SECTION 5; THENCE SOUTH 0°58'17" EAST, 29.30 FEET ALONG SAID WEST LINE AND ALONG SAID RIGHT OF WAY LINE; THENCE NORTH 44°00'59" WEST, 158.74 FEET ALONG SAID RIGHT OF WAY LINE; THENCE NORTH 45°59'01" EAST, 175.50 FEET TO THE POINT OF BEGINNING.  
CONTAINS 1.13 ACRES, MORE OR LESS.

Dated this 10<sup>th</sup> day of March, 2021

  
Port of Kennewick, a Municipal Corporation of the State of Washington

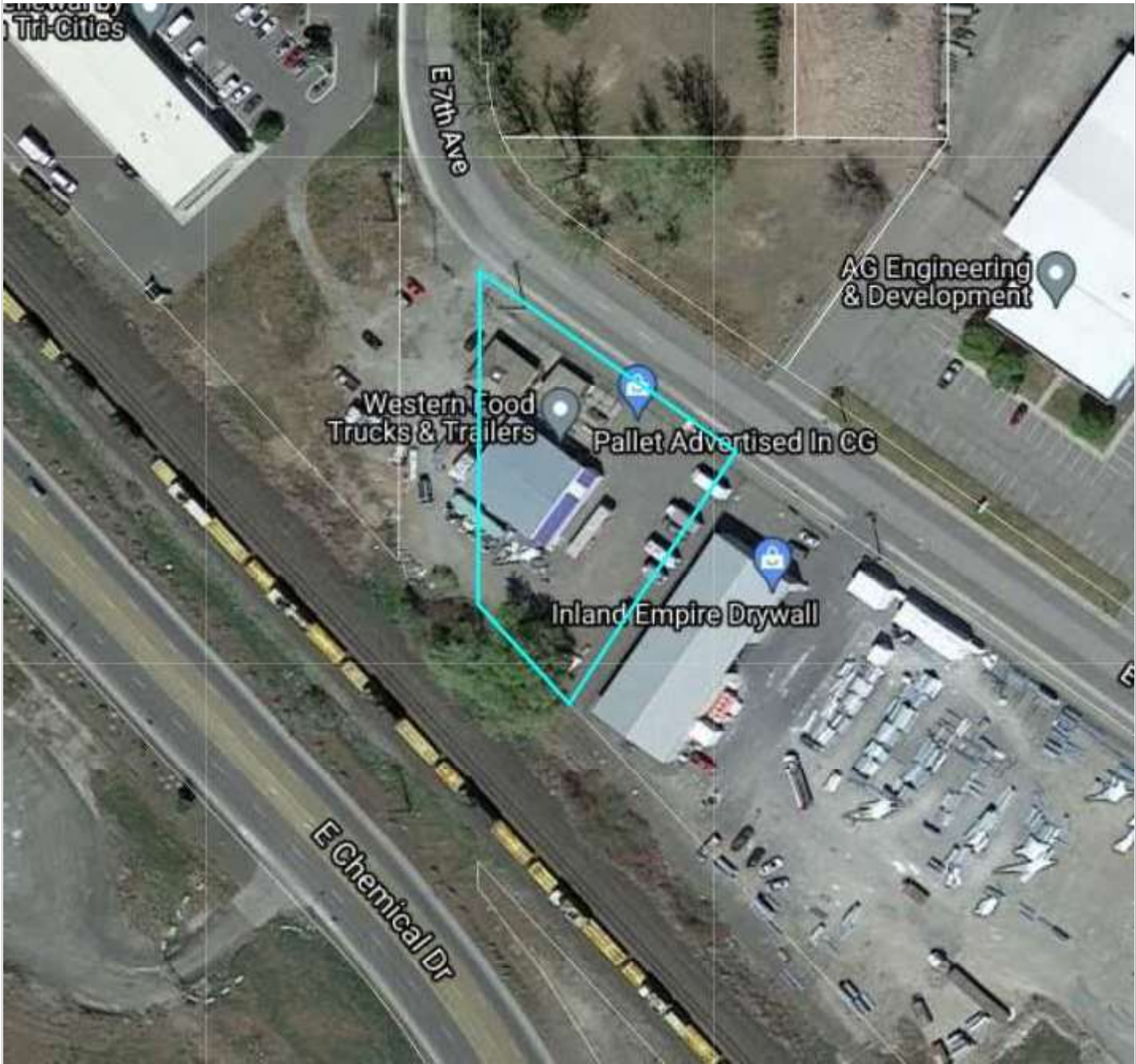
By: Tim Antzen

Title: Chief Executive Officer

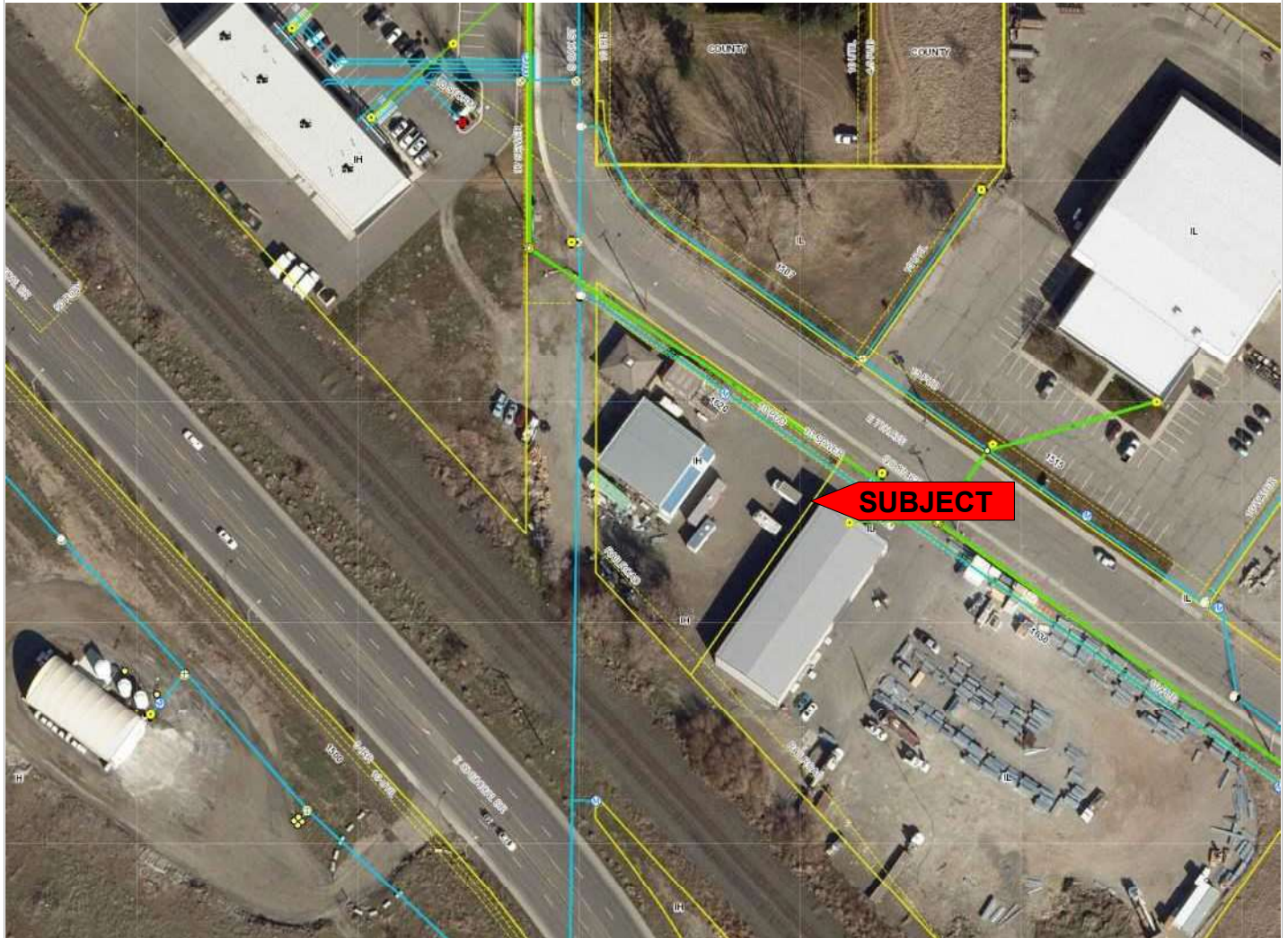




Borrower	N/A						
Property Address	1620 E 7th Ave						
City	Kennewick	County	Benton	State	WA	Zip Code	99337
Lender/Client	Port of Kennewick	Address		350 Clover Island Dr, Kennewick, WA 99336			

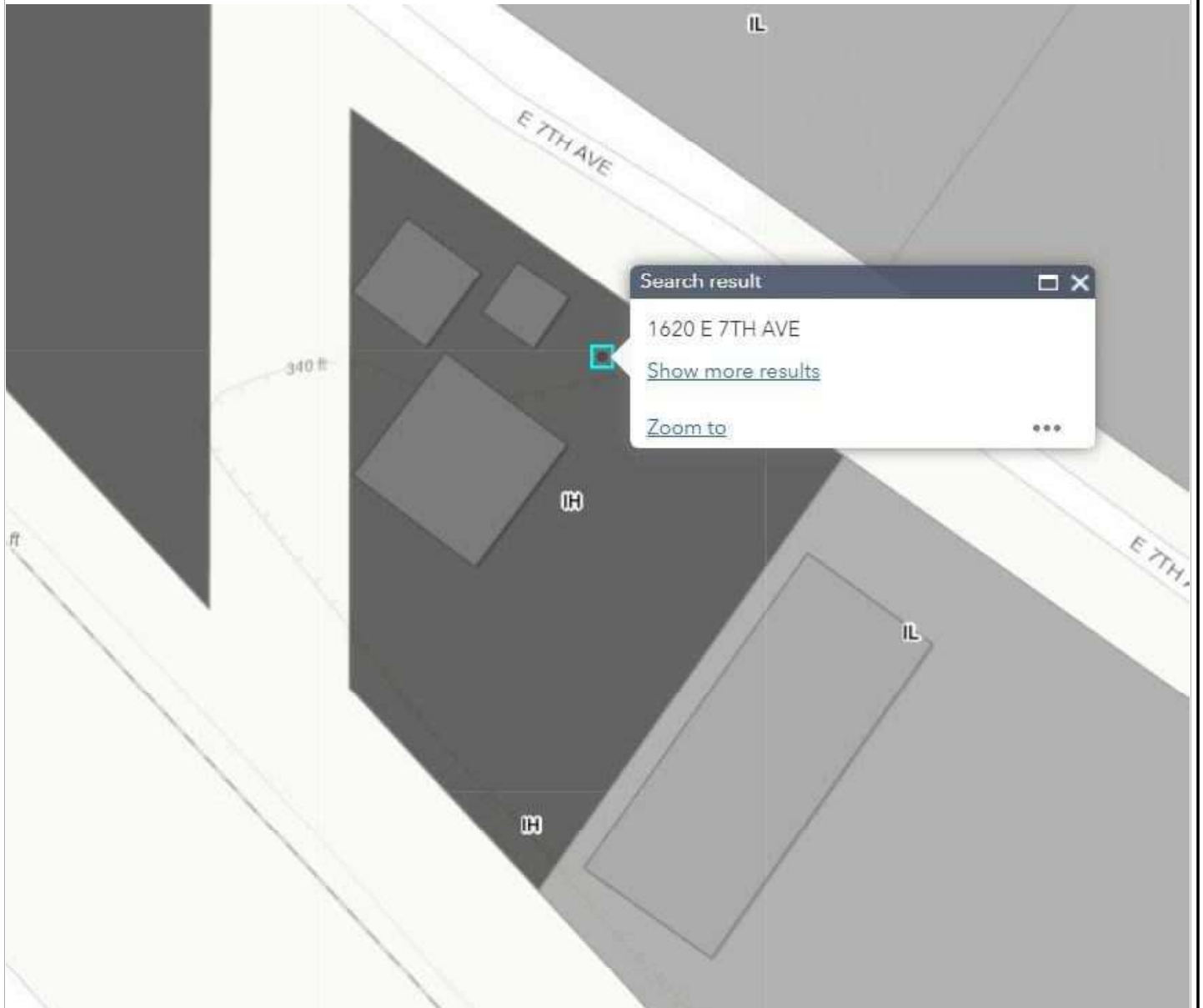


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and air, but the operation of which is clean and quiet.

- (18) IL - The purpose of the IL district is to provide areas for less intensive manufacturing and industrial uses, warehousing, and distribution operations to serve the district.
- (19) IH - The purpose of the IH district is to provide areas for general industrial processing and manufacturing subject only to the protection of nearby uses and the required quality of the air and water.
- (20) JF - The purpose of the JF district is to establish areas for uses that have regional significance, but may possess objectionable operational characteristics and may adversely affect adjacent areas and neighborhoods. This district

## Statement of Qualifications for

# Veronica R. (Nikki) Griffith, MAI, CCIM

### EDUCATION

May, 1988

**St. Louis University**  
**St. Louis, MO**

Graduated Cum Laude; Major in Business Management  
with Minor in Communications

### PROFESSIONAL EXPERIENCE

2014 - Now

**Sandollar LLC | Appraisal Group**  
**SEWA**

***Owner/Principal***



Private practice firm specializing in ***appraisal, appraisal review and consulting*** for all types of commercial real estate property for a variety of institutional, governmental and other private party clients. Firm is the successor entity of Ms. Griffith's firm (see below) and Chamberlin & Associates, Inc. (Gary Chamberlin, MAI, Owner, now retired).

2004 - 2014

**Sandollar Realty Advisors**  
**Tri-Cities (Kennewick, Pasco & Richland), WA**

***Owner/Principal***



Private practice specializing in (1) ***appraisal, appraisal review and litigation support*** for all types of commercial real estate property for a variety of institutional and attorney clients; (2) ***commercial real estate brokerage*** (sales and leasing) for office, industrial, retail property including short sale and REO property; and (3) ***education, curriculum development, and regulatory compliance*** for the banking, real estate brokerage and appraisal industries. Firm initiated operations in Arizona; relocated to Washington State in mid 2007.

1991 - 2004

**Bank One Corporation (now**  
**JPMorgan Chase), Phoenix, AZ**

***SVP, Chief Appraiser, National Manager***  
***Real Estate Appraisal Group (REAG)***

Management and oversight responsibility for the commercial real estate valuation functions of a \$20 Billion commercial real estate portfolio for a \$300 Billion national (5<sup>th</sup> largest U.S.) bank including direction of 45+ full time employees with \$4+ Million annual budget. Reported to Senior Credit Officer. Supervised 8 direct reports. Major accomplishments included development and maintenance of:

- Bank policies for Board of Director action in response to a changing regulatory environment;
- Procedures for engagement of independent fee appraisers on a contract basis with annual contracts totaling \$12MM to \$15MM annually;
- Procedures for review of 3<sup>rd</sup> party appraisals to determine regulatory compliance with bank policy, federal and state regulation, and USPAP for commercial real property collateral valued in excess of \$20 Billion annually;
- Internet (for 3<sup>rd</sup> party vendor use) and intranet (for internal bank use);
- Appraisal management tracking database software;
- Company wide training program for all bankers, underwriters, credit administration staff, etc.; and
- Engineering of post merger strategy for five separate legacy banking institutions' appraisal departments including rightsizing over the years from an initial staff of 72 full time employees (legacy institutions included Bank One, 1st Chicago, American National, NBD Detroit, and NBD Indiana).

1990 - 1991

**RTC (Western Savings & Loan),**  
**Phoenix, AZ**

***VP, Chief Appraiser***  
***Real Estate Appraisal Department***

Management and oversight responsibility for re-appraisal of all commercial and agricultural real estate assets for the combined \$150 Billion real estate portfolios of four insolvent financial institutions during their receivership / liquidation phase. Facilitated orderly transfer of asset files to private sector asset management firms. Served on Credit Review Committee to determine disposition of assets. Reported directly to RTC Managing Agent / Financial Institutional Specialist in charge of institutions.

- |                    |  |  |
|--------------------|--|--|
| <b>1988 – 1990</b> | <p><b>Sandollar Realty Advisors Corp.</b><br/> <b>St. Louis, MO</b><br/>         Private appraisal consulting practice including product development, marketing, staff training, and management. Specialized in preparation of narrative commercial appraisal reports, appraisal review and litigation support on a wide variety of commercial, retail, office, industrial and multi-family properties, for banking, institutional, governmental and private sector clients. Qualified to testify in federal, state and bankruptcy venues.</p> | <p><i>Principal, Senior Appraiser &amp; Broker</i></p> |
| <b>1984 – 1988</b> | <p><b>Buckles &amp; Associates</b><br/> <b>St. Louis, MO</b><br/>         Assisted in start-up of private appraisal practice. Responsible for preparation of narrative appraisal reports on a wide variety of commercial, retail, office, industrial, multi-family, special purpose, and single-family subdivision properties.</p>   | <p><i>VP, Senior Commercial Appraiser</i></p>          |

## **PROFESSIONAL MEMBERSHIPS & AFFILIATIONS**

### **Licensed Washington State *Certified General Real Estate Appraiser (1101758)***

- **Appraisal Institute (National Organization) - MAI Designee** qualified/licensed to appraise all types of commercial real estate; Former Chair and Member, Commercial Appraisal Report Standards (CARS) Project Team; Former Member of AI's National Client Advisory Committee (CAC) which includes Chief Appraisers from all major banking institutions
- **Appraisal Institute** – Past President (2017-18) and Member of the local Columbia Basin Chapter (now combined)
- **Appraisal Institute** – Candidate for Appraisal Review Designation; education completed

### **Licensed Washington State *Real Estate Broker (9128)***

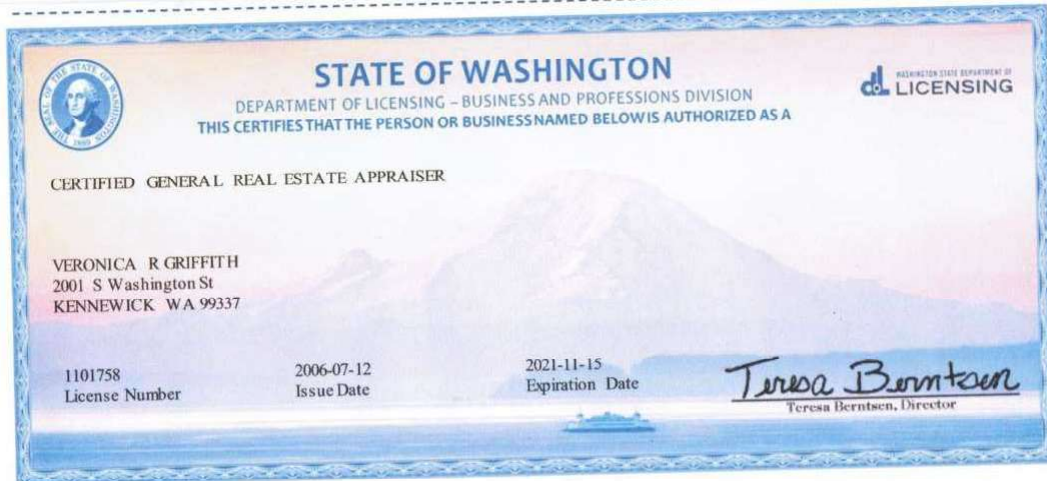
- **Member of the CCIM Institute - CCIM Designee** (Certified Commercial Investment Member) for commercial real estate brokerage, management and investment analysis
- **Member of the National Association of Realtors (NAR)**
- **Member of the Tri-Cities Association of Realtors (TCAR)**
- **Member of the Northwest MLS**

## **OTHER**

- **Commissioner, City of Kennewick Planning & Development Commission**, Kennewick, WA – Assist in promoting and maintaining all types of development for the City of Kennewick
- **Faculty Member, Appraisal Institute (AI)** - Qualified by AI (the premier education provider to the appraisal industry) to develop curriculum and teach several appraisal courses and seminars at the national level including:
  1. *Appraisal Principles*;
  2. *Appraisal Procedures*; and
  3. *Highest and Best Use Analysis*;
  4. Curriculum developer and instructor for seminar entitled *Appraisal Engagement and Review for Bankers*
- **Faculty Member, Risk Management Associates (RMA)** - Qualified by RMA (the premier education provider to the banking industry) to develop curriculum and teach several courses/seminars at the national level to bankers and regulators including:
  1. Develop and host 1-1/2-day *Real Estate Appraisal Manager's Forum*, twice yearly;
  2. *Commercial Real Estate Lending I* (CRELI, 1-day seminar);
  3. *Commercial Real Estate Lending II* (CRELII, 1-day seminar);
  4. *Problem Real Estate Loans* (PREL, 1-day seminar);
  5. *Commercial Real Estate Lending III* (CRELIII, 1-day seminar);
  6. *Understanding & Interpreting Real Estate Appraisals* (UIREA, 1-day seminar); and
  7. Curriculum developer for several new products including UIREA for the banking regulatory agencies; and UIREA for financial institutions.
- **Faculty Member, Washington Association of Realtors; Tri-Cities Association of Realtors** – qualified by WAR and TCAR to develop and teach real estate related curriculum for Washington State Realtors.
- **Approved Instructor, WA State Department of Licensing** – Qualified by WA DOL to teach a wide variety of real estate related curriculum for licensing and continuing education requirements for real estate related trades.
- **Most Recent Continuing Education Classes**
  - a. 09/21 – Uniform Standards of Professional Appraisal Practice
  - b. 09/21 – Water Rights & Supply
  - c. 09/21 – Business Practice and Ethics
  - d. 09/21 – FHA Appraisal Standards
  - e. 09/21 – Aerial Drone Photography
  - f. 10/20 – Appraisal of Manufactured Homes Featuring Next-Generation Manufactured Homes
  - g. 09/19 – Solving Land Valuation Puzzles
  - h. 09/19 – Rural Valuation Basics



Borrower	N/A						
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Lender/Client	Port of Kennewick		Address	350 Clover Island Dr, Kennewick, WA 99336			



(R/7/19)

**DECLARATIONS**  
for  
**REAL ESTATE PROFESSIONAL**  
**ERRORS & OMISSIONS INSURANCE POLICY**

**THIS IS A CLAIMS MADE INSURANCE POLICY.**

**THIS POLICY APPLIES ONLY TO THOSE CLAIMS THAT ARE FIRST MADE AGAINST AN INSURED DURING THE POLICY PERIOD. ALL CLAIMS MUST BE REPORTED IN WRITING TO THE COMPANY DURING THE POLICY PERIOD OR WITHIN SIXTY (60) DAYS AFTER THE END OF THE POLICY PERIOD.**

Insurance is afforded by the company indicated below: (A capital stock corporation)

☒ Great American Assurance Company

Note: The Insurance Company selected above shall herein be referred to as the **Company**.

Policy Number: **RAB3873294-21**

Renewal of: **RAB3873294-20**

Program Administrator: **Herbert H. Landy Insurance Agency Inc.**  
**100 River Ridge Drive, Suite 301**  
**Norwood, MA 02062**

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Item 1. **Named Insured:** **Sandollar LLC dba Sandollar Realty Advisors; dba Appraisal Group SEWA**

Item 2. **Address:** **2001 S Washington St**

City, State, Zip Code: **Kennewick, WA 99337**

Attn:

Item 3. **Policy Period:** From **08/22/2021** To **08/22/2022**  
(Month, Day, Year) (Month, Day, Year)

(Both dates at 12:01 a.m. Standard Time at the address of the **Named Insured** as stated in Item 2.)

Item 4. **Limits of Liability:** (inclusive of claim expenses):

- A. \$ 1,000,000 Limit of Liability - Each Claim**
- B. \$ 1,000,000 Limit of Liability - Policy Aggregate**
- C. \$ 500,000 Limit of Liability - Fair Housing Claims**
- D. \$ 500,000 Limit of Liability - Fungi Claims**

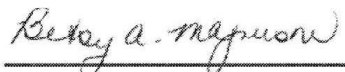
Item 5. **Deductible:** (inclusive of Claim Expense): **\$ 5,000 Each Claim**

Item 6. **Premium:** \$ **1,228.00**

Item 7. **Retroactive Date** (if applicable): **12/31/2018**

Item 8. **Forms, Notices and Endorsements attached:**

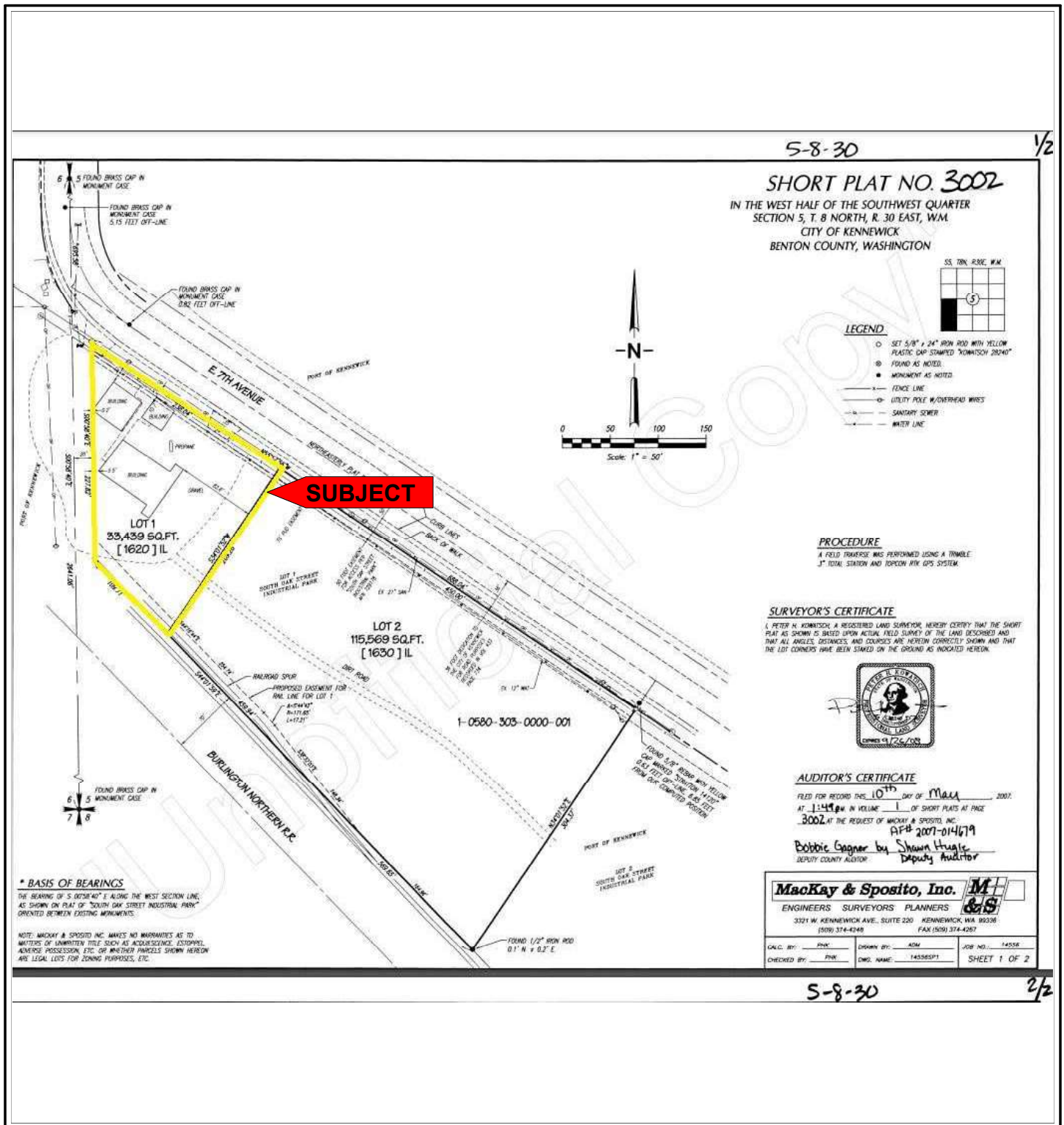
**D43100 (08/19) D43300 WA (03/15) D43425 (05/13) D43416 (05/13)**  
**D43432 (05/13) D43448 (06/17) D43447 (06/17) D43442 (03/15)**  
**D43411 (05/13) D43444 (03/17) IL7324 (08/12)**

  
Authorized Representative

Sandollar LLC | Appraisal Group SEWA  
Plat Map - BEFORE Boundary Line Adjustment

File No. 2021-296  
Case No.

Borrower	N/A						
Property Address	1620 E 7th Ave						
City	Kennewick	County	Benton	State	WA	Zip Code	99337
Lender/Client	Port of Kennewick	Address	350 Clover Island Dr, Kennewick, WA 99336				









Dear Community Stakeholder,

We are seeking your input on the state issues and policies integral to future success and prosperity in the Tri-Cities, including the areas of greatest importance to your organization. The information we receive will guide our policy priorities for the 2022 session, and allow us to be an effective and united voice on your behalf.

Founded in 1986, the Tri-Cities Legislative Council was formed to demonstrate a united front when promoting Tri-City issues to elected leaders and officials. The purpose of the Tri-Cities Legislative Council is to share resources, avoid duplication of efforts among the membership, advocate for and promote policies of importance to the community, and support important events and outreach opportunities with key policymakers and executive officials. The Tri-Cities Legislative Council provides a means to work cooperatively and speak with one voice for the Tri-Cities region on vital legislative and policy issues.

The Tri-Cities Legislative Council is comprised of representatives from the Tri-City Regional Chamber of Commerce, TRIDEC, Visit Tri-Cities, the Pasco Chamber of Commerce, the West Richland Chamber of Commerce, and the Tri-Cities Hispanic Chamber of Commerce. We have a history of success connecting the Tri-Cities community with decision-makers and providing substantial engagement opportunities, providing a platform that has yielded important state policies benefitting our region's economic development and growth.

Our goal is to effectively identify and support the issues of fundamental importance to the Tri-Cities and our business community. Given the impacts of the COVID-19 pandemic, our focus during the 2022 legislative session remains recovery of the local economy and the critical issues facing the residents of central Washington. This will be an unusual session in Olympia and the legislature will be considering issues that are new and challenging, which is why your input is critical to our success.

As Co-Chairs of the Tri-Cities Legislative Council, we would like to thank you in advance for your input and consideration. **Please submit your top priorities electronically to [miles@portofbenton.com](mailto:miles@portofbenton.com) by close of business Friday, October 15, 2021.**

Additionally, this year we will be scheduling briefings where stakeholders will have the opportunity to present their issues and policy priorities to the Tri-Cities Legislative Council board and staff. These meetings will be conducted weekly by Zoom. Please use the link below to schedule a time to present:

<https://calendly.com/milesthomas/tclc>

If you have any questions or issues with this link, please feel free to contact Miles Thomas at [miles@portofbenton.com](mailto:miles@portofbenton.com) or by phone at (509) 578 - 6440. If you would like to co-present with other entities, please add them as guests when you sign up using the link above.

Sincerely,

A handwritten signature in black ink that reads "Miles S. Thomas".

Miles S. Thomas  
Co-Chair, Tri-Cities Legislative Council

A handwritten signature in black ink that reads "Staci West".

Staci West  
Co-Chair, Tri-Cities Legislative Council

Tri-City Development Council (TRIDEC) • Visit Tri-Cities • Pasco Chamber of Commerce  
Tri-City Regional Chamber of Commerce • Tri-Cities Hispanic Chamber of Commerce  
West Richland Area Chamber of Commerce

## Port of Kennewick 2022 Legislative Priorities

The Port of Kennewick believes there are opportunities to stimulate the economy and improve the future economic outlook and quality of life for Port District citizens by targeting investments which address priority infrastructure and environmental needs and are a catalyst for jobs, spending, and business expansion and diversification opportunities. *The Port's two priority projects and related legislative issues are addressed below.*

### **Economic Development Priorities:**

#### **Vista Field Redevelopment: Creating an Urban Center for the Bi-County Area.**

*The Port of Kennewick supports continued funding and clarification or changes to Community Economic Revitalization Board (CERB) programs as a tool for economic development.*

Port of Kennewick is partnering with Benton County and City of Kennewick to transform a former 103-acre general aviation airfield into an urban town center for the region. Vista Field is situated at the heart of the region's commercial core, and the investment partners are working to transform that site into a walkable, bikeable, pedestrian-friendly and transit-oriented commercial and residential hub with attractive public amenities. In fact, Vista Field redevelopment represents one of the most ambitious community-creation endeavors in Washington State in recent years—an *infill project using the principals of new-urbanism to reduce sprawl, and eventually, at full build-out creating as many as 3,380 jobs, \$460 million in private sector investment, \$51 million in new infrastructure, and \$408 million in new buildings*. Phase one infrastructure, which is now complete, includes constructing water, sanitary sewer, and stormwater utilities; roads and sidewalks; street and pedestrian lighting; a bosque of shade trees; a village commons; and a “linear park” featuring a water channel, fountains, vehicle and pedestrian bridges, and a stream-side esplanade—all within a desert environment. The city established an all-new Urban Mixed-Use Zoning specifically for Vista Field, and the entire site is located within a federally-designated “Opportunity Zone” providing tax incentives for private investment and development. **The transformation of Vista Field into an urban town center will benefit the entire bi-county region and Port of Kennewick will continue to seek grants and other funding opportunities to complete the remaining Vista Field infrastructure in phases until full build-out occurs. However, Community Economic Revitalization Board (CERB) programs use median wages as a means of qualifying grant applications—effectively removing Port of Kennewick's projects from CERB funding opportunities.**



## **Urban Renewal/Revitalization (Kennewick Historic Waterfront District).**

*The Port of Kennewick supports continued funding for the Recreation and Conservation Office grants; continued funding and clarification or changes for Community Economic Revitalization Board (CERB) programs as a tool for economic development.*

Port of Kennewick's work on waterfront revitalization has been a catalyst to bringing new jobs, businesses, and new spending into an historic waterfront district and downtown neighborhoods. The Port is partnering with the US Army Corps of Engineers to stabilize the Clover Island shoreline and restore riparian habitat. The USACE is undertaking in-water construction this winter. The Clover Island 1135 shoreline restoration project will restore riparian habitat and add recreational pathways, interpretive elements, and public access to Clover Island which is located within the Columbia River in Kennewick, Washington. Rivershore enhancement offers the best opportunity for urban renewal of an older, economically distressed neighborhood previously designated by the City of Kennewick as a Redevelopment Strategy Area. The Port's Clover Island project was designed to allow a phased approach to restoration and development. And, during the past thirteen years a variety of improvements have taken place including restoring a portion of the West Causeway shoreline; creating the Clover Island Riverwalk connecting the island with the Sacagawea Heritage Trail, Historic Downtown Kennewick, and the Columbia Gardens Wine & Artisan Village; building the Lighthouse Plaza, adding public restrooms and rebuilding the Clover Island boat launch; adding scenic viewpoints and picnic areas; and installing a series of public artworks. Funding for additional enhancements to both Clover Island and Columbia Drive waterfront in east Kennewick continues to be a significant need. The Port and City have successfully received grants from the Recreation and Conservation Office (RCO) Aquatic Lands Enhancement Account; Boating Facilities Program; and Land and Water Conservation Fund; the Hanford Area Economic Investment Fund; and Benton County's Rural County Capital Fund. The Port and City will continue to seek grants and partnership funding to further benefit transformation of the Historic Waterfront District.

***The Port supports continued funding for the Recreation and Conservation Office which can be used to benefit the Tri-Cities waterfront. We also continue to seek clarification or changes to the Community Economic Revitalization Board (CERB) funding requirements which currently use median wages to qualify grant applications—effectively removing Port of Kennewick's projects from CERB funding opportunities.***

### **Continuing Legislative Interests:**

**CERB Clarification:** The port recognizes the Community Economic Revitalization Board is a vital state economic development infrastructure program. However, in the Quad-Cities area, Hanford-related employment skews the required wage rate for potential project applicants. *The Port of Kennewick supports increased funding for CERB and for program clarification regarding “median wage” which could extend investment opportunities for those projects occurring within specific counties (like Benton County) that exhibit unique employment considerations.*

**Prevailing Wage Issues:** The port is interested in protecting private sector investments and opportunities for long-term job creation. In recent years a number of proposed changes to the state’s prevailing wage laws have threatened to discourage private sector investment and would significantly impact ports’ ability to act as an economic catalyst for local communities. Such changes could divert investments and undermine local job growth. *Extreme caution and a careful, studied approach to any proposal which impacts prevailing wage laws is highly encouraged.*

**RCO Funding:** The Port of Kennewick supports continued funding for the Washington State Recreation and Conservation Office grant programs to help develop outdoor recreation and opportunities for community infrastructure.

**###**