

Port of Kennewick Commission Chambers will be open to the public during Commission Meetings.  
However, the Port will continue to use GoToMeeting to provide remote access,  
and Commissioners and the Port team will attend remotely.

To participate and make public comments remotely, please call in at: [1-866-899-4679](tel:1-866-899-4679), Access Code: 394-295-373  
Or, join on-line at the following link: <https://meet.goto.com/394295373>

## **AGENDA**

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

August 22, 2023  
2:00 p.m.

- I. CALL TO ORDER**
- II. ANNOUNCEMENTS AND ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. PUBLIC COMMENT** (*Please state your name and address for the public record*)
- V. CONSENT AGENDA**
  - A. Approval of Direct Deposit and ePayments August 15, 2023
  - B. Approval of Warrant Register Dated August 22, 2023
  - C. Approval of Regular Commission Meeting Minutes August 8, 2023
  - D. Approval to Surplus Property; Resolution 2023-24
  - E. Adopting the Amendment of the Interlocal Cooperation Agreement and Bylaws of the Benton-Franklin Council of Governments; Resolution 2023-25
- VI. PRESENTATIONS**
  - A. Water Rights Update, Dan Haller of Aspect Consulting (**LARRY**)
  - B. 2023-2024 Budget Update (**NICK**)
- VII. ACTION ITEM**
  - A. Washington State Recreation and Conservation Office (RCO) Local Parks Maintenance (LPM) Grant Application; Resolution 2023-26 (**TANA**)
- VIII. REPORTS, COMMENTS AND DISCUSSION ITEMS**
  - A. Kennewick Waterfront
    - 1. Clover Island Stage Update (**LARRY/NICK/AMBER**)
    - 2. Clover Island Marina Handbook (**AMBER**)
    - 3. Columbia Gardens Container Bathroom Art Wrap (**TANA**)

**AGENDA**  
***Port of Kennewick***  
***Regular Commission Business Meeting***  
August 22, 2023  
Page 2

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

- B. Vista Field Development (**TIM**)
- C. Port Facilities Update (**TIM**)
- D. Commission Meetings (formal and informal meetings with groups or individuals)
- E. Non-Scheduled Items  
(**LISA/BRIDGETTE/TANA/NICK/LARRY/AMBER/MICHAEL/CAROLYN/TIM/KEN/TOM/SKIP**)

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

**XI. ADJOURNMENT**

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





# PORT OF KENNEWICK

## REGULAR COMMISSION MEETING

**DRAFT**

**AUGUST 8, 2023 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 Skip Novakovich 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:** Skip Novakovich, President (via telephone)  
Kenneth Hohenberg, 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)  
Nick Kooiker, Deputy Chief Executive Officer/CFO (via telephone)  
Larry Peterson, Director of Planning (via telephone)  
Amber Hanchette, Director of Real Estate (via telephone)  
Lisa Schumacher, Special Project Coordinator  
Bridgette Scott, Executive Assistant (via telephone)  
David Phongsa, Marketing & Capital Projects Coordinator  
Carolyn Lake, Port Counsel (via telephone)

### **PLEDGE OF ALLEGIANCE**

Mr. Peterson led the Pledge of Allegiance.

### **PUBLIC COMMENT**

Mike Luzzo, Kennewick. Mr. Luzzo has been asking about Duffy's Pond and has called the Department of Ecology Central Division and they have not responded. Mr. Luzzo noted that getting rid of the Trees of Heaven by Duffy's Pond is good. Mr. Luzzo is trying to look at what we do as a Port and what the City of Kennewick is doing right now, as far as making sure Duffy's Pond is taken care of. The properties adjoining Clover Island are taken care of, at least with the City and the Army Corps of Engineers, and his contact is Kye Carpenter and he has reached out to Lieutenant Colonel KingSlack. Mr. Luzzo was asked by Ms. Bader Inglima to pass along the information and that is what he is doing.

No further comments were made.

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

AUGUST 8, 2023 MINUTES

**DRAFT**

---

## CONSENT AGENDA

**A. Approval of Direct Deposit and E-Payments Dated July 31, 2023**

Direct Deposit and E-Payments totaling \$124,697.86

**B. Approval of Warrant Register Dated August 8, 2023**

Expense Fund Voucher Number 105044 through 105109 for a grand total of \$164,732.41

**C. Approval of Regular Commission Meeting Minutes July 25, 2023**

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

## REPORTS, COMMENTS AND DISCUSSION ITEMS

**A. Vista Field Art Walk Update**

Mr. Phongsa gave a brief presentation of the Art Walk (*Exhibit A*) held at Vista Field on August 4, 2023. Mr. Phongsa stated approximately 100 people attended and the event increased awareness of Vista Field. Mr. Phongsa stated the next event at Vista Field is the Bike Expo on September 14, 2023. Mr. Phongsa stated Saturday, August 12, 2023 is the last Summer Saturdays Night Market at Columbia Gardens from 4:00 p.m. to 8:00 p.m.

**B. Benton Franklin Council of Governments**

Mr. Arntzen introduced the Benton Franklin Council of Governments (BFCOG) bylaw update. Mr. Arntzen stated Commissioner Novakovich was the past chair of BFCOG and worked with their staff to update the bylaws and Ms. Lake has reviewed the documents. Mr. Arntzen stated the updated documents do not change the relationship that the Port has with BFCOG.

Commissioner Novakovich provided a brief history of the BFCOG organizational documents and stated the new documents are an update to the previous set up bylaws and various policies. Commissioner Novakovich stated the Port needs to do the following: review and sign the Interlocal Agreement, which is between all of the jurisdictional partners, and review and approve the Resolution ratifying the bylaws that were adopted by BFCOG Board of Directors.

Commissioners Hohenberg and Moak are prepared to move forward with the Interlocal Agreement and the Resolution.

Commissioner Novakovich asked staff to put the Resolution and Interlocal Agreement on the Consent Agenda for the August 25, 2023 Meeting.

**C. Water Rights Update**

Mr. Peterson reported that Benton County is very interested in pursuing a new purchase and sale agreement for the transfer of water rights to address compliance with water usage to keep the Benton County fairgrounds green. Additionally, it will help with the \$15,000,000 expansion plans for the fairground. Mr. Peterson stated our water rights expert will be available on August 25, 2023 to discuss the general concept of potentially transferring water rights to Benton County.

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

AUGUST 8, 2023 MINUTES

**DRAFT**

---

Commission and staff discussed the possibility of transferring the water rights to Benton County for use at the Benton County fairgrounds.

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

Commissioners reported on their respective committee meetings.

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

Ms. Bader Inglima reported that John and Dara Foster, 2015 Friend of the Port, continue to walk the island and love the improvements the Port has been making. The Foster's wanted Ms. Bader Inglima to share with the Commission how much they enjoy the 1135 improvements with the additional trail, and the new flowers, bushes, and trees along the shoreline. The Foster's shared how much better it looks and how much they appreciate the investment that is being made on behalf of the public.

Mr. Kooiker stated the CEO evaluation process requires the committee to meet before September 15<sup>th</sup>, and he will be assembling the committee for the 2023 evaluation, which consists of Ms. Lake, Commissioner Hohenberg, and Mr. Kooiker. Mr. Kooiker stated the committee is a two-year appointment by the Commission and this is Commissioner Hohenberg's second year. Following the evaluation, the Commission will need to appoint a new Commissioner for the next two-year term.

Mr. Arntzen thanked the Commission for their continued working relationship and positive comments with Benton County.

Commissioner Hohenberg thanked Ms. Bader Inglima for the feedback on the 1135 project. He has been to the island several times with Mr. Arntzen and people have been very appreciative. Mr. Arntzen has said in the past, a lot of people don't know care who made the improvements, they just know they like the end results. Commissioner Hohenberg stated it is nice that people take time to comment, like the earlier comments related to Duffy's Pond. Duffy's Pond is still a jewel, and the Port has done a lot of work over the years to clean it up and Commissioner Hohenberg knows there is more to do, but it is nice when people recognize the important part that the Port has played.

Commissioner Novakovich asked staff to follow up with Mr. Luzzo to let him know what the Port is doing.

Ms. Bader Inglima has been having regular conversations with Mr. Luzzo and he has a passion for water quality, the shoreline, and following the ecology rules. It is a wonderful thing to see our citizens paying attention to the work that is being done and Ms. Bader Inglima will continue that relationship.

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

AUGUST 8, 2023 MINUTES

**DRAFT**

---

## **PUBLIC COMMENTS**

Mike Luzzo, Kennewick. Mr. Luzzo inquired if the Port was aware that the McNary pool (Lake Wallula), per RCW, is a state registered water storage area. When staff is discussing water rights, Mr. Luzzo wanted to know where the Port stands.

Ms. Bader Inglima stated that she and Mr. Peterson will be more than happy to visit with Mr. Luzzo after the Meeting for further discussion.

No further comments were made.

## **COMMISSION COMMENTS**

No comments were made.

## **ADJOURNMENT**

With no further business to bring before the Board; the meeting was adjourned 2:39 p.m.

**APPROVED:**

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

---

*Skip Novakovich, President*

---

*Kenneth Hohenberg, Vice President*

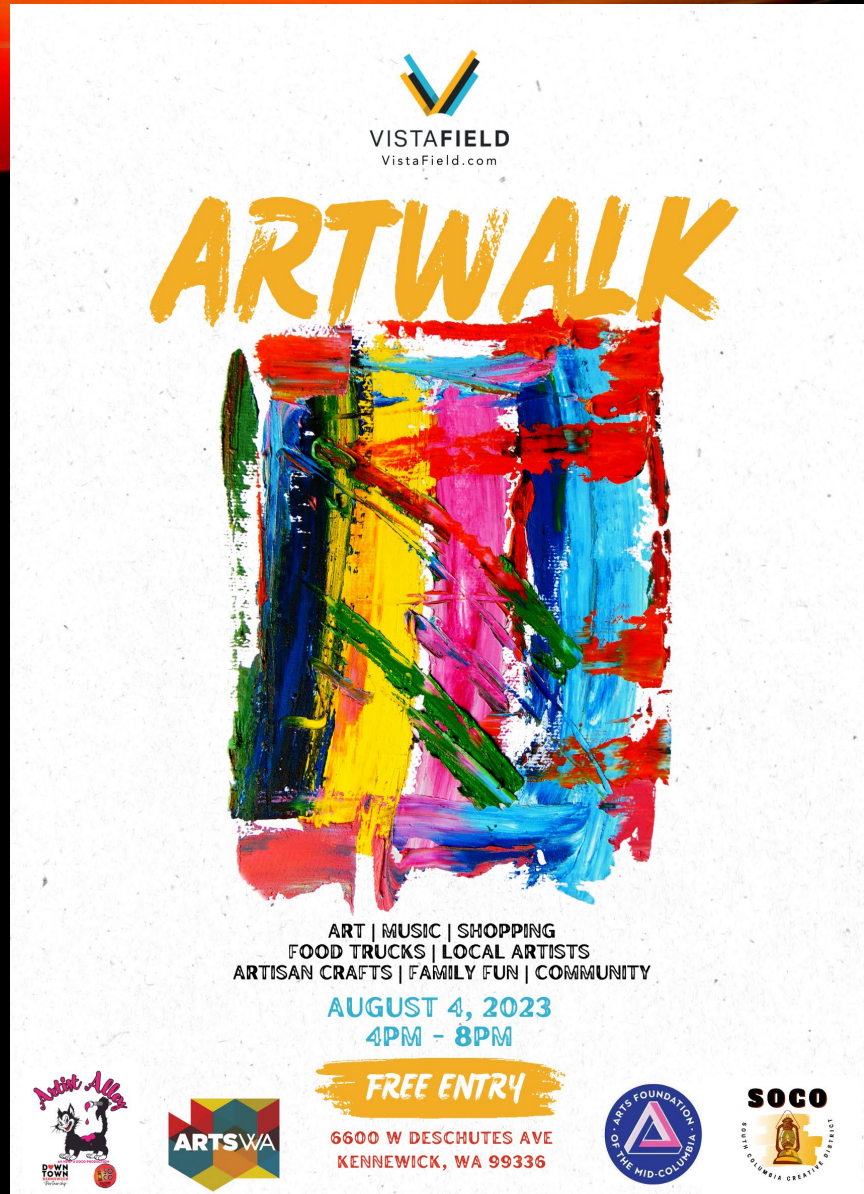
---

*Thomas Moak, Secretary*

# VISTA FIELD ARTWALK

August 4, 2023



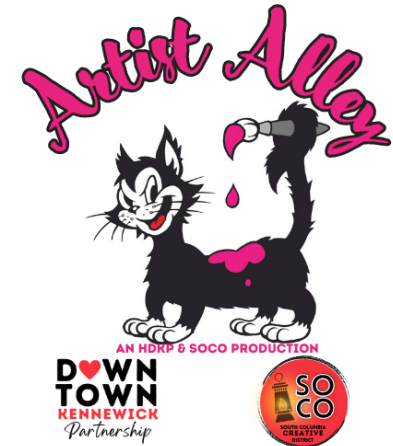


# INTRODUCTION

- This is the second event at Vista Field this year, showcasing our local artists. Blending art, food, music, culture, and community.
- This event occurred the weekend after City of Richland's *Art In The Park* annual event that draws thousands of people. I was in attendance to market this event with flyers.
- Wind caused us to end the event a little earlier than we had scheduled, had vendors packing up early, and probably affected less people than expected.

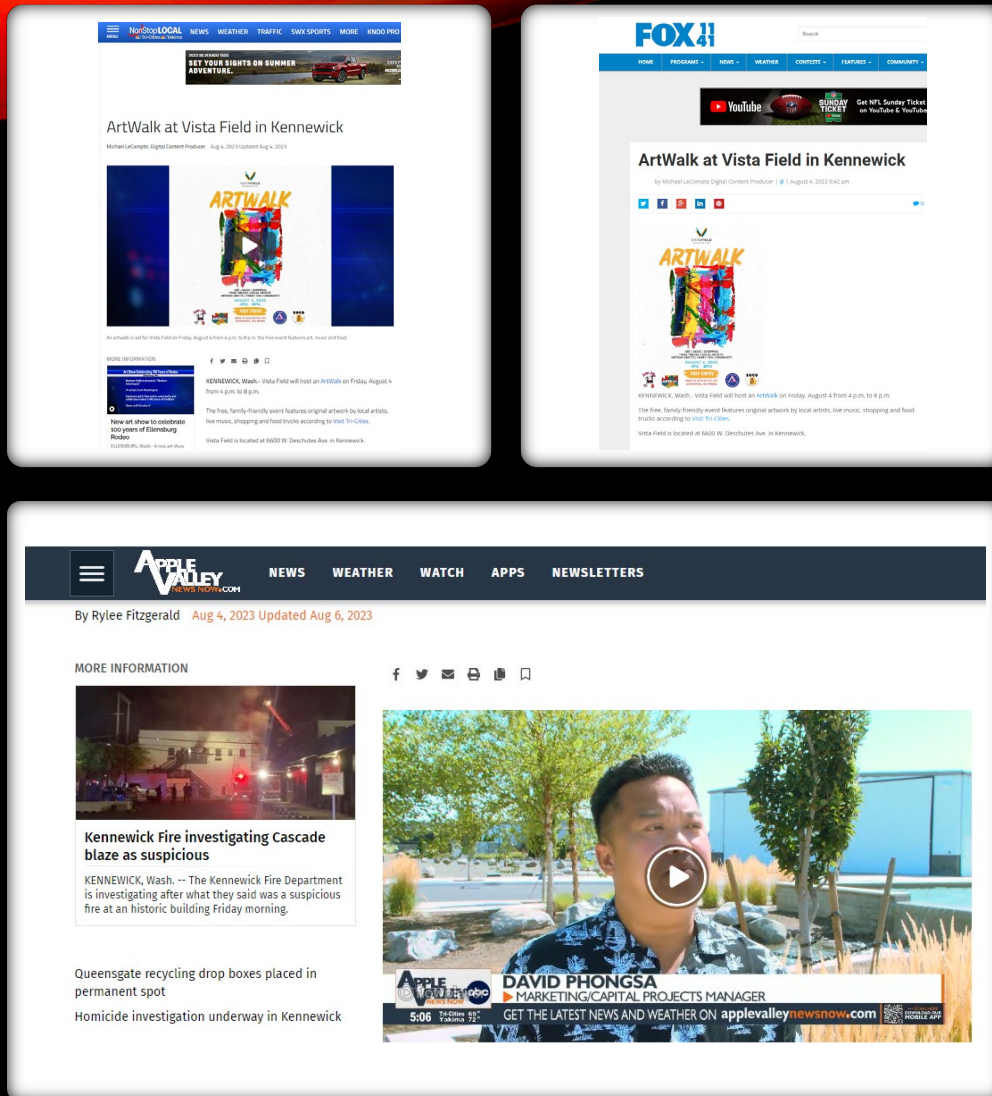
# LOCAL PARTNERSHIPS

- Washington State Arts Commission
- Arts Foundation of The Mid-Columbia
- SOCO (South Columbia Creative District)
- Artist Alley of Downtown Kennewick



# LOCAL NEWS COVERAGE

- NBC Right Now
- CBS Nonstop Local News
- Fox 11 and 41
- KAPP-KVEW/Apple Valley News Now
- Social Media Reach: 500+
- Facebook, Instagram, LinkedIn





## EVENT PHOTOS





# SUMMARY

- About 100 people in attendance (visitors & vendors)
- Increased awareness
- Press for Vista Field
- Vibrancy
- Great business for local artists
- New community partners
- Community focused
- Sets us up nicely for next event in September



**VISTAFIELD**



# ***PORT OF KENNEWICK***

## **RESOLUTION 2023-24**

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

**WHEREAS**, the Board of Commissioners of the Port of Kennewick met this 22nd day of August, 2023, a quorum of the Commissioners being present; and

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

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

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

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

**ADOPTED** by the Board of Commissioners of Port of Kennewick this 22nd day of August 2023.

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

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

SKIP NOVAKOVICH, *President*

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

KENNETH HOHENBERG, *Vice President*

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

THOMAS MOAK, *Secretary*

**RESOLUTION 2023-24**

***“Exhibit A”***

Asset	Property Description	Date in Service	Cost	Book Value	Disposal Reason
240	Sit-Stand Desktop Workstation	8/16/18	428.97	\$ -	Broken
244	Dual Monitor Arms	8/31/18	318.14	\$ -	Broken
245	Dual Monitor Arms	8/31/18	318.14	\$ -	Broken
246	Drone	6/14/19	883.00	\$ -	Broken & Replaced
247	Sit-Stand Desktop Workstation	8/16/18	428.97	\$ -	Broken
1159	5 HP Compressor	6/30/13	3,519.75	\$ -	Obsolete
1183	C25 Printer/Copy/Fax	2/28/14	1,353.75	\$ -	Replaced
1191	Dell OptiPlex 9020 Mini Tower	6/25/14	1,395.02	\$ -	Replaced
1192	Dell OptiPlex 9020 Mini Tower	6/25/14	1,395.03	\$ -	Replaced
1201	Phone System - Telco	10/01/14	12,169.93	\$ -	Replaced
1218	Server - Hyperv03	8/01/15	15,283.06	\$ -	Replaced
1226	Dell Computer (OptiPlex 9020) Tower	11/01/15	1,260.73	\$ -	Replaced
1231	Back up Server - Hyperv01	2/01/16	6,312.53	\$ -	Replaced
1243	Dell Inspiron Laptop	4/26/17	487.61	\$ -	Broken
1245	Dell OptiPlex 7050 Computer w/ drive	8/01/17	1,861.31	\$ -	Replaced
1263	OptiPlex 5050 Computer	6/30/18	964.92	\$ -	Replaced
1264	OptiPlex 5050 Computer	6/30/18	964.92	\$ -	Replaced
1276	Dell Computer	5/09/19	1,420.98	\$ 94.73	Replaced
1294	Dell Precision 3431 BTX	1/01/20	1,126.10	\$ 225.22	Replaced
1296	Dell Precision 3431 SFF BTX	2/01/20	1,126.10	\$ 225.22	Replaced

CFO/Auditor Certification: \_\_\_\_\_  
Nick Kooiker Date

***PORT OF KENNEWICK***

***Resolution No. 2023-25***

***A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK ADOPTING THE  
AMENDMENT OF THE INTERLOCAL COOPERATION AGREEMENT  
AND BYLAWS OF THE  
BENTON-FRANKLIN COUNCIL OF GOVERNMENTS***

**WHEREAS**, Pursuant to Revised Code of Washington (RCW) Chapter 36, Laws of 1959, as amended (RCW 36.70.060) and Chapter 84, Laws of 1965, Extraordinary Session, (RCW 36.64.080), Port of Kennewick is by Interlocal Agreement, a member of the regional agency known as the Benton-Franklin Council of Governments (BFCOG); and

**WHEREAS**, the Board of the Benton-Franklin Council of Governments (BFCOG) determined that amendments made to the Interlocal Cooperative Agreement and Bylaws documents amended September 18, 2020, required review and revision to rectify inconsistencies prudent to ensure organizational effectiveness; and

**WHEREAS**, on May 19, 2023, the BFCOG Board adopted the amended documents Interlocal Cooperation Agreement of the Benton-Franklin Council of Government, and Bylaws of the Benton-Franklin Council of Governments, as a total and complete replacement for all previous Interlocal Agreements and Bylaws of BFCOG, by the process outlined in the previously adopted Bylaws.

**NOW THEREFORE, BE IT RESOLVED**, that the Port of Kennewick Board of Commissioners hereby approves the attached Interlocal Agreement between Port of Kennewick and BFGOG; and authorizes the Port's Chief Executive Officer to execute the Agreement and instructs the CEO to take all action necessary to implement such Agreement.

**ADOPTED** by the Board of Commissioners of Port of Kennewick on the 22nd day of August 2023.

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

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

SKIP NOVAKOVICH, *President*

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

KENNETH HOHENBERG, *Vice President*

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

THOMAS MOAK, *Secretary*





## BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

### Regional Planning Agency for Benton & Franklin Counties

Benton-Franklin Metropolitan Planning Organization • Regional Transportation Planning Organization  
Benton-Franklin Economic Development District

#### RESOLUTION 04-23

### A RESOLUTION OF THE BOARD OF THE BENTON-FRANKLIN COUNCIL OF GOVERNMENTS (BFCOG) AUTHORIZING AMENDMENT OF THE INTERLOCAL AGREEMENT OF THE BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

**WHEREAS**, the jurisdictions referred to collectively as Members of the Benton-Franklin Council of Governments (BFCOG) by Interlocal Agreement have previously acknowledged the need to engage in cooperative planning and decision-making on transportation and economic development issues and the benefits to be derived therefrom; AND

**WHEREAS**, the Interlocal Agreement of the Benton-Franklin Council of Governments (BFCOG), as approved on September 18, 2020, in Article 16 – Amendments, indicates the process by which the Interlocal Agreement may be amended by a majority vote of all members of the Agency; AND

**WHEREAS**, the BFCOG Board by Resolution 08-21, A Resolution of the Board of the Benton-Franklin Council of Governments Authorizing Bylaws Review, directed the formation of a Bylaws Review Committee recognizing that the current Bylaws amendments “were made expeditiously to meet Federal requirement” and that “a review of the Bylaws is necessary for the purpose of rectifying inconsistencies and is prudent to ensure organizational effectiveness”; AND

**WHEREAS**, through the Bylaw review process, past and current changes to the Benton-Franklin Council of Governments Bylaws created inconsistencies between those Bylaws and the Interlocal Agreement; AND

**WHEREAS**, an amended Interlocal Agreement has been developed in cooperation between staff and the BFCOG Board, which rectifies identified inconsistencies between the BFCOG Bylaws and said Interlocal Agreement; AND

**WHEREAS**, this amended Interlocal Agreement has been reviewed by the BFCOG Bylaws Committee, the BFCOG Executive Committee, and stakeholder agencies; NOW THEREFORE

**BE IT RESOLVED** that the Board of the Benton-Franklin Council of Governments hereby authorizes amendment of the Benton-Franklin Council of Governments Interlocal Agreement (Exhibit 1); AND

**BE IT FURTHER RESOLVED** that the Board of BFCOG now authorizes the Executive Director to provide this Interlocal Agreement to all member jurisdictions for execution and ratification by Resolution on behalf of the organization.

**ADOPTED** by the Benton-Franklin Council of Governments Board by affirmative vote at the regularly scheduled Board meeting held on the 17th day of March 2023.

By: ; and  
BRAD PECK, Chair

By:   
NICHOLAS (SKIP) NOVAKOVICH, Vice Chair

Exhibit 1 – BFCOG Interlocal Agreement

## **INTERLOCAL COOPERATION AGREEMENT OF THE BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

*Amended May 19, 2023*

*(As a total and complete replacement for all previous Interlocal Agreements)*

Pursuant to Revised Code of Washington (RCW) Chapter 36, Laws of 1959, as amended (RCW 36.70.060) and Chapter 84, Laws of 1965, Extraordinary Session, (RCW 36.64.080), and be it resolved that the local governments of:

- Ben Franklin Transit,
- Benton County,
- City of Benton City,
- City of Connell,
- City of Kennewick,
- City of Pasco,
- City of Prosser,
- City of Richland,
- City of West Richland,
- Franklin County,
- Port of Benton,
- Port of Kennewick, and
- Port of Pasco

Each hereafter referred to as a "Member" or collectively, as "Members," do hereby organize and reaffirm the establishment of a regional agency, hereinafter referred to as the Benton-Franklin Council of Governments or "COG"; and further establish, as an integral component thereof, an Economic Development District organization, hereinafter referred to as the "EDD" by this Interlocal Agreement or "Agreement."

This Agreement terminates and supersedes in all respects the Benton-Franklin Council of Governments Interlocal Agreement dated September 18, 2020; the Benton-Franklin Council of Governments Articles of Association amended November 21, 2014; the Benton-Franklin Council of Governments Articles of Association amended May 22, 1998, and original Benton-Franklin Governmental Conference Articles of Association dated November 7, 1966, and any or all such agreements.

### **RECITAL**

**WHEREAS**, each of the Members hereto is a public agency pursuant to the terms of RCW 39.34 Interlocal Cooperation Act, and it is the intent and purpose of the Members to exercise their powers and authority in accordance with its provisions; and

**WHEREAS**, pursuant to the provisions of RCW 39.34, two or more public agencies may jointly cooperate to perform functions that each may individually perform. Therefore, Members enter into this Interlocal Cooperation Agreement to provide for the joint and/or cooperative exercise of their powers, privileges, and authorities for the purpose of comprehensive transportation planning; and

**WHEREAS**, the Members acknowledge the need to engage in cooperative planning and decision-

making on transportation and economic development issues and the benefits to be derived therefrom as demonstrated by the attached signature pages; and

**WHEREAS**, Federal transportation legislation, Title 23 United States Code 134 and Title 49 United States Code 5303, requires the establishment, by agreement between the Governor of the State of Washington and units of general-purpose local government, of a Metropolitan Planning Organization (MPO), which, in cooperation with the State of Washington, is to develop transportation plans and programs for urbanized areas of Washington State; and

**WHEREAS**, 23 CFR §450 sets forth the national policy that the MPO designated for each urbanized area is to carry out a continuing, cooperative, and comprehensive multimodal transportation planning process, including the development of a Metropolitan Transportation Plan (MTP) and a Transportation Improvement Program (TIP); and

**WHEREAS**, the Washington State Growth Management Act, RCW 36.70A, requires local governments to adopt transportation plans that are consistent with comprehensive land use plans; and

**WHEREAS**, RCW 47.80 authorizes the formation of a Regional Transportation Planning Organization (RTPO) by the voluntary association of local governments within a county, provided each RTPO shall have as members all counties within the RTPO's boundaries and at least sixty percent of the cities and towns collectively, representing a minimum of seventy-five percent of the population of all incorporated municipalities; and

**WHEREAS**, pursuant to RCW 47.80.023(7), the Benton-Franklin Council of Governments is designated as the lead planning agency and governing body for the MPO and the RTPO; and

**WHEREAS**, RCW 47.80.40 provides each RTPO formed by local governments is required to create a Transportation Policy Board to provide policy advice to the RTPO and shall allow representatives of major employers within the region, the department of transportation districts, port districts, and member cities, towns, and counties within the region to participate in policy making; and

**WHEREAS**, the Members acknowledge the need to provide regional economic development planning and have established the Benton-Franklin Economic Development District for these purposes, which will provide these services through the US Department of Commerce Economic Development Administration's Partnership Planning Program and Comprehensive Economic Development Strategy (CEDS) process; and

**WHEREAS**, the Members acknowledge the need to promote economic development activities for the region in alignment with the Public Works Economic Development Act of 1965 and to provide services as promulgated by the US Department of Commerce Economic Development Administration, US Department of Agriculture, and other funding sources available to the region; and

**WHEREAS**, each of the Members has previously adopted one or more resolutions authorizing the execution of this Agreement and that such resolutions are in all ways valid and binding; and

**WHEREAS**, the Members agree to be governed by Bylaws of the COG approved by a two-thirds (2/3) majority vote of all members in good standing;

**NOW, THEREFORE**, pursuant to the above recitals that are incorporated into this Interlocal Cooperation Agreement as included below, and in consideration of the terms and conditions set forth below, it is hereby agreed as follows:

## **ARTICLE I**

### **PURPOSE**

The purposes which form the basis of this Agreement are as follows:

1. COUNCIL OF GOVERNMENTS: To study regional and governmental problems of mutual interest and concern as agreed to by the Board and consistent with RCW 36.64.80;
2. REGIONAL PLANNING AGENCY: To initiate regional planning programs and accept/receive state and federal grants and funding as agreed to by the Board and consistent with RCW 36.70.060;
3. METROPOLITAN PLANNING ORGANIZATION (MPO): To implement and perform the functions of an MPO for the Tri-Cities Urbanized Area as such area's boundaries are defined now or in the future (23 USC 134 and USC 49; CFR 23 and 40)
4. REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO): To implement and perform the functions of an RTPO for Tri-Cities Urbanized Area as such area's boundaries are defined now or in the future (RCW 47.80);
5. Economic Development District (EDD): To implement and perform the functions of an EDD for the Benton and Franklin Counties area as promulgated by the Economic Development Administration of the US Department of Commerce. (40 USC Subtitle V)
6. PUBLIC WORKS AND ECONOMIC DEVELOPMENT ACT (PWEDA) To implement the PWEDA of 1965, PL 89 136 42 USC 3121 et. seq., and all related/subsequent Federal and Washington State legislation related to the purpose of the said Act;
7. To strengthen the regional economy through planning, program development, and economic diversification activities, and
8. Implement and administer other functions and agencies of regional concern as determined by its Board of Directors.

## **ARTICLE II**

### **BOUNDARIES**

The boundaries of the regional planning district shall be the boundaries of Benton County, Franklin County, Washington, and the Tri-Cities Urbanized Area as such area's boundaries are defined now or in the future, and any local, county, or state jurisdiction located within. All references to the "region" in this agreement shall mean Benton and Franklin Counties, and the Tri-Cities Urbanized Area unless changed by the Board as authorized by the COG Bylaws. The COG may be expanded to include contiguous geographic and statistically relevant areas and agencies economically and socially related to the region to provide mutual benefit.

## **ARTICLE III**

### **FUNCTIONS AND AUTHORITIES**

1. TRANSPORTATION. In meeting its responsibilities for regional transportation planning, the COG will:
  - a. Produce a Regional Transportation Plan (RTP) as prescribed by federal and state law and regulations and based on local comprehensive planning. The RTP will establish

planning direction for regionally significant transportation projects, as defined in state law, and shall be consistent with the regional growth management strategy, including but not limited to:

- i. Certify that transportation elements of local comprehensive plans are consistent with the regional transportation plan.
  - ii. Certify that all transportation projects within the region that have a significant impact on regional facilities or services are consistent with the RTP.
- b. Carry out MPO functions as prescribed for federally funded projects in the region. These functions include preparing an RTP, an annual or biennial Unified Planning Work Program (UPWP), and a four-year capital plan (with an annual element).
2. ECONOMIC DEVELOPMENT. To further the purposes of regional economic development, pursuant to RCW 39.34, the COG will:
  - a. Cooperatively develop and maintain a regional economic development strategy that complies with the Federal requirements for a Comprehensive Economic Development Strategy (USC 42, Chapter 38 Public Works and Economic Development, Subchapter IV) and is also consistent with the requirements of the state of Washington for comprehensive planning under the Growth Management Act (RCW 47.80).
  - b. Contract for, administer, and manage state and federal economic development programs as authorized in the COG Bylaws.
3. REGIONAL DATABASE DEVELOPMENT. The COG shall provide for the establishment and maintenance of a regional database to:
  - a. Support the development of the Metropolitan Transportation Plan and other regional planning efforts of mutual concern to the Members.
  - b. Forecast and monitor the region's economic, demographic, and travel conditions.
  - c. Develop the database jointly with relevant state agencies for use in the region by local governments and the State of Washington.
  - d. Respond to data prepared by the State Office of Financial Management.
4. TECHNICAL ASSISTANCE. The COG shall provide technical assistance to local, state, and federal governments through regional data collection and forecasting services consistent with the agency's purpose, functions, and budget upon request. In addition, the COG may provide, upon request, general transportation or economic development planning assistance consistent with the COG's purpose and functions to Members.
5. DISCUSSION FORUM. The COG may provide a forum for discussion among local and state officials and other interested parties on common regional issues.
6. RESEARCH AND PLANNING. The COG may act as a research and fact-finding agency for the Members. To that end, it may make such surveys, analyses, research, and reports requested as authorized in the bylaws of the Agency. The COG, upon such authority or requests, may also:
  - a. Make inquiries, investigations, and surveys concerning the resources of Benton and Franklin Counties.
  - b. Assemble and analyze the data thus obtained, the systematic utilization and

development thereof.

- c. Cooperate with other commissions and public and private agencies of the Region, Washington State, and the United States in planning endeavors.
- d. Develop programs of Intergovernmental cooperation for the benefit of Members.

7. OTHER FUNCTIONS. The COG shall, insofar as possible:

- a. Coordinate general planning among and for the Members
- b. Provide a written report to the members each year
- c. Prepare, approve, and administer its own annual budget, which includes setting the amount of cost allocations, member assessments, and dues, hiring an Executive Director (who shall hire and supervise employees), hiring consultants, engaging professional accounting, legal and other services as needed, sue and be sued; and other such additional modified, or removed functions and authorities as authorized in the COG Bylaws.

## **ARTICLE IV**

### **BYLAWS**

The authority to make, amend, or repeal bylaws is vested in the COG so long as such bylaws are consistent with the provisions of these articles and applicable laws. Bylaws for the COG are separately adopted and included in Exhibit A of this Agreement.

## **ARTICLE V**

### **MEMBERSHIP**

General Units of Government (excluding small cities with a population of less than 2,500 population) or Special Units of Government (such as school districts, public utility districts, and port districts) located within the COG's planning area of Benton and Franklin Counties of the State of Washington and the Tri-Cities Urbanized Area as such area's boundaries are defined now or in the future is eligible for voting membership in the COG through execution of this Agreement and the payment of such cost allocations as determined by the Board via dues or assessment. COG Membership shall be open to any general or special units of government located within the boundaries. The COG Board shall be comprised of delegates representing voting members as outlined in the Bylaws.

## **ARTICLE VI**

### **ALLOCATION OF COSTS**

Voting members in the COG shall contribute to the expense of the Agency in amounts as established annually by the COG and agreed to by participating jurisdictions pursuant to the budgetary laws outlined in the Revised Code of Washington (RCW). Members shall be assessed according to a per capita ratio or other equitable assessment established by the Board as authorized in the Bylaws. Services and facilities may be provided by participating agencies at a mutually agreed value in lieu of assessment, as authorized in the Bylaws.

## **ARTICLE VII**

### **DURATION AND DISSOLUTION**

The COG shall have perpetual existence until dissolved by: (1) a vote of 2/3 of the voting Members' provided that all members shall receive one month's written notice of the proposed dissolution and all members provided an opportunity for comment on the motion: or (2) withdrawal of such members so that the MPO/RTPO ratification thresholds are no longer met as required by 47.80 RCW and Ch. 468-86 WAC and/or Title 23 USC and Title 49 USC as currently adopted or as amended and 23 CFR Parts 450 and 500 and 40 CFR Part 613.

Upon termination of this Agreement, any money or assets in possession of the COG after payment of all liabilities, costs, expenses, and charges validly incurred under this Agreement shall be returned to all contributing governments in proportion to their assessment determined at the time of termination. The debts, liabilities, and obligations of the COG shall not constitute a debt, liability, or obligation of any member agency.

## **ARTICLE VIII**

### **WITHDRAWALS**

Any Member shall have the right to withdraw from this Agreement by giving written notice to the Board six months prior to the Board's annual meeting establishing the annual assessment. The Members agree that withdrawal will not absolve them of responsibility for meeting financial or other obligations of annual contracts or agreements which exist between the State of Washington or the federal government and the COG at the time of the withdrawal.

The formation of the MPO is based on the population of the metropolitan planning area. Withdrawal by any Member could put the existence of the MPO at risk, resulting in the loss of federal funding for transportation projects. Withdrawal of member jurisdictions could impact the organization with respect to its designation and funding as an RTPO under Washington State law.

## **ARTICLE IX**

### **GENERAL PROVISIONS**

- A. ADOPTION AND EFFECTIVE DATE. The effective date of this Agreement shall be upon ratification by the Counties and at least sixty percent (60%) of the cities and towns within the council area that represent seventy-five percent (75%) of the cities and towns population ("Ratification"). This Agreement shall be binding upon the Members who have executed this Agreement, their successors, and assigns, provided that upon Ratification, all prior agreements and bylaws between the parties shall be deemed terminated and replaced herewith. Thereafter, no city, town, tribe, or special district shall be a voting member of the Benton-Franklin Council of Governments, the Benton-Franklin Metropolitan Planning Organization/Regional Transportation Planning Organization Transportation Policy Board, or the Benton-Franklin Economic Development District until the Board has approved the entity's membership and the entity's governing body has approved this Agreement and paid assessed dues.
- B. AMENDMENTS. This Agreement may be amended by Board action pursuant to the COG Bylaws.
- C. FILING AND STATE APPROVAL. Pursuant to RCW 39.34.040, this Agreement shall be on the COG website or other electronically retrievable public source. To the extent any

state officer or agency has control over the operations which may be the subject of this Agreement, then this Agreement shall be submitted to such state officer or agency for approval pursuant to RCW 39.34.050 prior to its entry into force.

- D. INVALID PROVISIONS. If any portion of this Agreement, or its application to any local government, person, or circumstances, is held or determined to be invalid, such holding or determination shall not affect the validity or enforceability of any other term or provision, and the application of this Agreement to other local government entities, persons or circumstances shall not be affected.
- E. COUNTERPARTS. This Agreement may be executed in counterparts by the parties. Receipt of executed resolutions having the same effect as if all parties had signed the same agreement.

## EXHIBITS

Exhibit A – Benton-Franklin Council of Governments Bylaws, Amended 5.19.2023

---

### ADOPTION

These Bylaws were adopted as a total revision to and replacement of all previously existing Bylaws and amendments by the Benton-Franklin Council of Governments Board of Directors at their Meeting on the 19th day of May 2023 by BFCOG Resolution 04-23.



Brad Peck, Board Chair



Skip Novakovich, Board Vice-Chair





## INTERLOCAL COOPERATION AGREEMENT OF THE BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

*Amended May 19, 2023, BFCOG Resolution 04-23  
(As a total and complete replacement for all previous Interlocal Agreements)*

### PARTICIPANTS

Participants in this agreement shall be whichever of the parties ratify this agreement. If any party fails to ratify this agreement, such action shall not affect this agreement as it pertains to the remaining parties.

**WHEREAS**, the *Port of Kennewick* authorized the execution of this

Agreement by Resolution No. 2023-25,

Adopted on August 22, 2023

**IN WITNESS WHEREOF**, the parties hereto have set their hands.

By: \_\_\_\_\_  
Tim Arntzen

Attest: \_\_\_\_\_  
Bridgette Scott

Title: Chief Executive Officer

Title: Executive Assistant/Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Port of Kennewick

# 2023 Mid-Year Budget Review 2023-2024 Budget

---

## Managing Resources & Accountability

by Nick Kooiker, Deputy CEO/CFO/Auditor



- Because the Port uses accrual accounting final figures will change; we are still accruing expenses back to the beginning of 2023.
- These numbers are in draft form; they will be finalized in the Port's annual financial report and audited by the State Auditor's Office.
- Port team has already started planning for 2025/26 budget.



## Budget Disclosures

---





# Operating Division

## Revenue & Expenses



**Revenues:**  
**\$699,028**

---

- 25% Benchmark
- Operating revenues at 29%



**Expenses:**  
**\$2,053,654**

---

- 25% Benchmark
- Operating expenses at 23%
- Vista Field Maintenance Costs
- Shoreline Maintenance Costs
- Temporary Labor

# Non-Operating Division

## Revenue & Expenses



**Revenues:**  
**\$5,144,993**

- 25% Benchmark
- Non-Operating Revenues at 34%
- 2023 property taxes already booked; ~ \$200k higher due to new construction
- Interest Income \$20k/month
- RCCF 1135 Project



**Expenses:**  
**\$984,766**

- 25% Benchmark
- Non-Operating Expenses at 24%
- Vista Field Loan Expense



## Capital Projects 2023/2024

Item	Budget	Expended	Remaining
1. Vista Field Pavilions	\$3,300,000	\$137,222	\$3,162,778
2. Vista Field Infrastructure	\$1,325,000	\$0	\$1,325,000
3. Vista Field Misc	\$350,000	\$31,796	\$318,204
4. Vista Field Parking	\$500,000	\$28,247	\$471,753
5. Vista Field Satellite Shop	\$500,000	\$0	\$500,000
6. 1135 Shoreline	\$500,000	\$1,314	\$498,686
7. Clover Island	\$500,000	\$0	\$500,000
8. Columbia Drive	\$450,000	\$350,074	\$99,926
9. VFDF A Rehab	\$500,000	\$0	\$500,000
10. Art Project	\$100,000	\$0	\$100,000
11. City of Richland	\$300,000	\$0	\$300,000
12. Asset Replacement	\$500,000	\$0	\$500,000
13. Opportunity Fund	\$125,000	\$125,000 Encumbered	\$0
14. Misc. Capital	\$100,000	\$0	\$100,000







## Vista Field Debt

---

- The current balance is approximately \$3.8 Million
- The interest rate will increase from 2.85% to 3.45% in December 2023
- Total interest expense will be ~\$123k in 2024
- Interest rate will increase substantially in December 2028



## Benton County Rural County Capital Funds

Accumulated as of 7/31/23	Funds Reimbursed to Port	Available Balance
\$4,357,815	\$ 497,001	\$3,860,814*

## RCCF Balance

- \$3,410,000 appropriated to Hangar Remodel\*
- \$450,814 unappropriated fund balance
- County will only let you encumber amount of fund balance at the time of project application
- Accrues at approximately \$50k/month



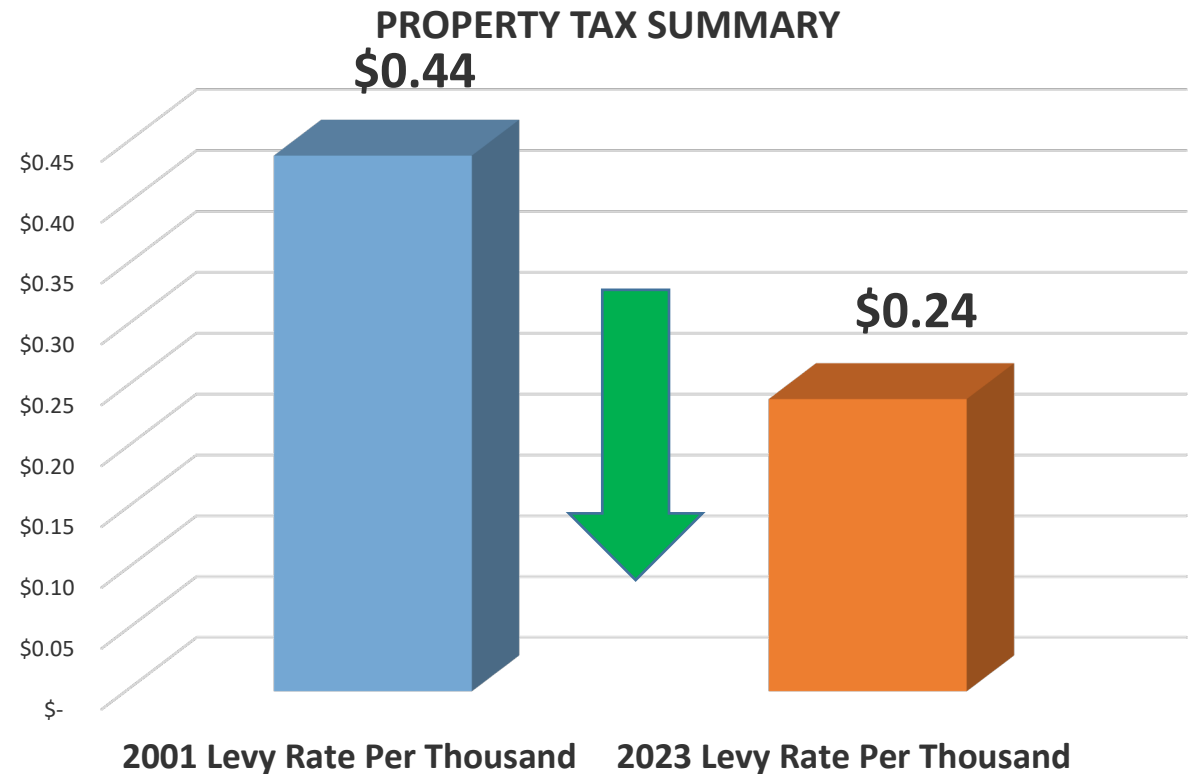
# Opportunity Fund

2023/2024 Budget: \$125,000		
Project	Encumbrance	Approved
Benton City Economic Development	\$40,000	6/13/2023
CTUIR Advertising Partnership	\$15,000	6/13/2023
Cable Bridge Lighting	\$25,000	6/13/2023
CI East Shoreline A&E	\$45,000	7/25/2023
	TOTAL	\$ 125,000
	Remaining Budget	\$ 0



## Property Tax Summary 2001 vs 2023

**Property Tax *Levy Rate* per thousand  
has fallen to *only* \$0.24 in 2023!**





An architectural rendering of a modern outdoor courtyard at night. The courtyard is enclosed by a building with a flat roof and large windows. The central area is paved with red bricks and features a long, narrow, illuminated water feature. The water feature has a circular base and a triangular, illuminated structure on top. The courtyard is furnished with blue chairs and tables, and there are several people walking and sitting. The building has a sign that says "VSK" in yellow letters. The sky is dark, and there are trees in the background.

# Thank You

Nick Kooiker  
Deputy CEO/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, 2023 through June 30, 2023

Financial Highlight Summary				
<b>* Benchmarks</b>	<b>25%</b>	<b>Revenues</b>	<b>25%</b>	<b>Expenses</b>
* Ending Cash/Investments	\$	12,725,603		
* Cash Restricted by Commission	\$	2,500,000		
* Accounts, Notes, & Taxes Receivable	\$	2,131,755		
* Total Assets	\$	81,388,087		
* Total Liabilities (not including OPEB or Pension)	\$	1,697,434		

DESCRIPTION	2023 & 2024 BUDGET	2023 ACTUAL	2024 ACTUAL	2023/2024 Actual Total	UNDER BUDGET (OVER)	% Reached To Date
<b>OPERATING REVENUES</b>						
Marine Division	\$ 685,754	\$ 188,892		\$ 188,892	496,862	28%
Property Management Division	\$ 1,726,707	\$ 510,136		\$ 510,136	1,216,571	30%
<b>Total Operating Revenues</b>	<b>\$ 2,412,461</b>	<b>\$ 699,028</b>	<b>\$ -</b>	<b>\$ 699,028</b>	<b>1,713,433</b>	<b>29%</b>
<b>OPERATING EXPENSES</b>						
Marine Division	\$ 813,801	\$ 240,664		\$ 240,664	573,137	30%
Property Management Division	\$ 4,007,474	\$ 918,300		\$ 918,300	3,089,174	23%
Corporate Division	\$ 4,249,640	\$ 894,691		\$ 894,691	3,354,949	21%
<b>Total Operating Expenses</b>	<b>\$ 9,070,915</b>	<b>\$ 2,053,654</b>	<b>\$ -</b>	<b>\$ 2,053,654</b>	<b>7,017,261</b>	<b>23%</b>
<b>OPERATING PROFIT (LOSS)</b>	<b>\$ (6,658,454)</b>	<b>\$ (1,354,626)</b>	<b>\$ -</b>	<b>\$ (1,354,626)</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	\$ 5,300,000	\$ 95,403		\$ 95,403	5,204,597	2%
Ad Valorem Tax	\$ 9,491,199	\$ 4,892,402		\$ 4,892,402	4,598,797	52%
Other Non-Operating Revenues	\$ -	\$ 4,684		\$ 4,684	(4,684)	
Interest Income	\$ -	\$ 152,504		\$ 152,504	(152,504)	-
<b>Total Non-Operating Revenues</b>	<b>\$ 15,291,199</b>	<b>\$ 5,144,993</b>	<b>\$ -</b>	<b>\$ 5,144,993</b>	<b>10,146,206</b>	<b>34%</b>
<b>NON-OPERATING EXPENSES</b>						
Real Estate Division	\$ 275,759	\$ 69,176		\$ 69,176	206,583	25%
Economic Development & Planning Division	\$ 733,280	\$ 175,342		\$ 175,342	557,938	24%
Public, Governmental Relations, and Other Non-Operating Cost	\$ 2,847,260	\$ 740,248		\$ 740,248	2,107,012	26%
Bond Interest Expense	\$ 245,368	\$ 56,639		\$ 56,639	188,730	23%
<b>Total Non-Operating Expenses</b>	<b>\$ 4,101,667</b>	<b>\$ 984,766</b>	<b>\$ -</b>	<b>\$ 984,766</b>	<b>3,116,901</b>	<b>24%</b>
<b>Operating &amp; Non-Operating Revenues Over Expenses (Under Expenses)</b>	<b>\$ 4,531,078</b>	<b>\$ 2,805,601</b>	<b>\$ -</b>	<b>\$ 2,805,601</b>		
<b>CAPITAL EXPENDITURES</b>	<b>\$ 9,723,374</b>	<b>\$ 548,653</b>		<b>\$ 548,653</b>	<b>9,174,721</b>	<b>6%</b>





## AGENDA REPORT

**TO:** Port Commission

**FROM:** Tana Bader Inglima, Deputy CEO

**MEETING DATE:** August 22, 2023

**AGENDA ITEM:** Resolution No. 2023-26 – RCO LPM Grant for Clover Island Deferred Maintenance Improvements

---

- I. **REFERENCE(S):** Resolution 2023-26; and WA State RCO Local Parks Maintenance Program Applicant Authorization document.
- II. **FISCAL IMPACT:** No immediate impact since no match required; with potential for the Port to receive up to \$100,000 in state funding to make deferred maintenance improvements.
- III. **DISCUSSION:** It is the intent of the port staff to apply to the Recreation and Conservation Office (RCO) for a Local Parks Maintenance (LPM) grant to assist with repainting the boardwalk above the Clover Island Marina and to cover areas of graffiti tagging along the Riverwalk, re-staining the boardwalk/viewing platform at The Gathering Place and lighthouse door; repairing or replacing visitor signs/educational panels and restroom fixtures on Clover Island. **This is a brand new, first-time authorized grant program which has NO MATCHING FUND requirement.** However, RCO requires all applicants pass a resolution authorizing submittal of any grant application. This resolution would fulfill that RCO requirement and would allow staff to apply for LPM grant funding through the RCO. This grant application process opened August 15, 2023, and closes September 18, 2023, *so time is of the essence.*
- IV. **STAFF RECOMMENDATION:** Approve Resolution 2023-26, authorizing submittal of application to the Recreation and Conservation Office's Local Parks Maintenance Program (LPM) to allow the port to complete deferred maintenance activities (painting, staining, repairing signs, etc.) at Clover Island, and authorizing the Port's Chief Executive Officer to execute all documents necessary for submittal of the grant application.
- V. **ACTION REQUESTED OF COMMISSION:**

**Motion:** I move approval of Resolution 2023-26 authorizing the Chief Executive Officer to make formal application to the Recreation and Conservation Office for Local Park Maintenance grant funding; and ratify and approve all action by port officers and employees in furtherance hereof.

**PORT OF KENNEWICK**

**Resolution No. 2023-26**

**RCO LPM Grant Request for Deferred Maintenance**

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK  
AUTHORIZING APPLICATION FOR FUNDING ASSISTANCE FOR A LOCAL PARKS  
MAINTENANCE (LPM) GRANT TO THE WA ST RECREATION AND CONSERVATION  
OFFICE (RCO)***

**WHEREAS**, our organization understands there is an opportunity to receive up to \$100,000 in funding and there is no match required for the Local Parks Maintenance (LPM) grant;

**WHEREAS**, we belief there are significant public benefits to undertaking actions to re-paint, re-stain, and repair areas of deferred maintenance at Clover Island; and

**WHEREAS**, we acknowledge the LPM grant, if approved, will be paid on a reimbursement basis; and

**WHEREAS**, we understand that the attached LPM authorization document and this resolution becomes part of a formal application to the Recreation and Conservation Office.

**NOW, THEREFORE, BE IT RESOLVED** that Tim Arntzen, Chief Executive Officer of the Port of Kennewick is hereby authorized to make formal application to the Recreation and Conservation Office for Local Park Maintenance grant funding; and

**BE IT FURTHER RESOLVED** that the Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof;

This resolution shall be effective immediately upon passage and signature by the Port of Kennewick Commissioners.

**ADOPTED** by the Board of Commissioners of Port of Kennewick this 22nd day of August 2023, located at Clover Island in Kennewick.

PORT OF KENNEWICK  
BOARD OF COMMISSIONERS

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

SKIP NOVAKOVICH, President

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

KEN HOHENBERG, Vice President

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

THOMAS MOAK, Secretary





## Local Parks Maintenance Program Applicant Authorization and Electronic Signature

Organization Name (sponsor) \_\_\_\_\_

Resolution No. or Document Name\_\_\_\_\_

Project Number and Name\_\_\_\_\_

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS grant assistance is requested by our organization to aid in financing the cost of the Project referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Routing Order	Name of Signatory and Title of Person Authorized to Sign	Email Address
Grant application (submission thereof)			
Project contact (day-to-day administering of the grant and communicating with the RCO)			
Agreement/amendment approver <sup>1</sup>			
Agreement/amendment approver			
Agreement/amendment approver			
Agreement/amendment approver			
RCO Grant Agreement signer <sup>2</sup>			
Agreement amendments signer <sup>2</sup>			

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide updated documentation of authorized signers, if needed.

3. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
4. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
5. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
6. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
7. Our organization acknowledges that the grant will only be used for maintenance of local park property owned by our organization.
8. This resolution/authorization is deemed to be part of the formal grant application to the Office.
9. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises, and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:

Location: \_\_\_\_\_ Date: \_\_\_\_\_

---

<sup>1</sup> **Agreement/Amendment Approver:** refers to an individual or several individuals who review and approve the electronic document and contacts RCO if corrections are needed. The approver does not sign the document. You may add more than one approver but please designate the order for routing purposes.

<sup>2</sup> **RCO Grant Agreement/Agreement Amendments Signer:** refers to the individual who must officially sign the document with an electronic signature and may be required to enter data such as title, date, agency name, etc. into fields. The signer of Agreements may differ from the individual who is delegated to sign Amendment documents, but we can only accept one signature per document.