



# PORT OF KENNEWICK REGULAR COMMISSION MEETING

MAY 9, 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)  
Larry Peterson, Director of Planning (via telephone)  
Amber Hanchette, Director of Real Estate (via telephone)  
Nick Kooiker, Chief Finance Officer (via telephone)  
Michael Boehnke, Director of Operations  
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

Commissioner Novakovich led the Pledge of Allegiance.

## PUBLIC COMMENT

No comments were made.

## CONSENT AGENDA

**A. Approval of Direct Deposit and E-Payments Dated May 2, 2023**

Direct Deposit and E-Payments totaling \$99,980.88

**B. Approval of Warrant Register Dated May 5, 2023**

Expense Fund Voucher Number 104806 through 104844 for a grand total of \$147,044.25

**C. Approval of Regular Commission Meeting Minutes April 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.

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

MAY 9, 2023 MINUTES

---

## PRESENTATION

### A. *Hanford Area Economic Investment Fund Advisory Committee*

Commissioner Novakovich gave a brief presentation on the role of the Hanford Area Economic Investment Fund and Advisory Committee and how the fund can assist government entities and the private sector.

## ACTION ITEMS

### A. *2023-24 Budget Amendment*

Mr. Kooiker reported in 2020, the Port Commission signed an Interlocal Agreement with the City of Kennewick for the Vista Field Fire Station shared roadway for \$125,000. Due to issues with the contractor, the City has been unable to close out the contract, therefore, the Port was not able to issue payment to the City during the 2021-2022 Budget. Mr. Kooiker presented Resolution 2023-09, which approves shifting the \$125,000 to the 2023-2024 Budget. Mr. Kooiker received guidance from the State Auditor's Office and stated the project is complete and the shift of funds does not affect the current budget.

***MOTION:*** *Commissioner Hohenberg moved to approve Resolution 2023-09, approving the shifting of \$125,000 of unexpended funds from the 2021/22 budget, into the 2023/24 capital budget and further ratify and approve all action by port officers and employees in furtherance hereof; Commissioner Novakovich seconded.*

## PUBLIC COMMENT

No comments were made.

### *Discussion:*

*Commissioner Hohenberg stated this is a unique situation, but not uncommon and supports the Resolution.*

*Commissioner Moak stated it is a logical way of dealing with the close out of a contract and he supports it.*

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

## REPORTS, COMMENTS AND DISCUSSION ITEMS

### A. *Kennewick Waterfront*

#### *1. Clover Island Shoreline Celebration Event May 12, 2023*

Ms. Bader Inglima shared that the Clover Island Shoreline Celebration will take place Friday, May 12, 2023 at 2:30 p.m. Ms. Bader Inglima stated Jaime Pinkham, Deputy Assistant Secretary of the Army for Civil Works will join the celebration. The Confederated Tribes of the Umatilla Indian Reservation will offer a prayer of blessing as well.

# PORT OF KENNEWICK

## REGULAR COMMISSION MEETING

MAY 9, 2023 MINUTES

### ***B. Vista Field***

#### ***1. Hangar Project Update***

Mr. Peterson presented an update on the Vista Field Southern Gateway project, which is funded by the Benton County Rural County Capital Funding. Mr. Peterson stated we are currently at 30% of the design phase and are addressing the shade and wind concerns (*Exhibit A*).

#### ***2. Daybreak Commons Update***

Mr. Peterson presented some conceptual design possibilities for Daybreak Commons (*Exhibit B*) and stated this project will be presented to the Commission later this year.

### ***C. New Port Employee David Phongsa***

Mr. Kooiker introduced David Phongsa, the Port's new Marketing and Capital Projects Coordinator, who previously worked as the mobile vendor coordinator/consultant for the Port.

Mr. Phongsa is excited to continue working on creating vibrancy for Port properties and has events scheduled for Columbia Gardens and Vista Field.

### ***D. Amendment of Commission Policies***

Ms. Lake stated Commissioner Novakovich inquired if the public comment section the Port's Rules of Policies and Procedures needed to be amended because of the revised law in June of 2020. Ms. Lake stated "taking public comment at a public meeting is now required;" however, the new law does not state where or how the public comment is to be taken, rather that it is taken at a meeting where final action is taken. The Port has several opportunities for public comment, including the beginning of the meeting, where it precedes the Consent Agenda Action. The question is whether the Port should take public comment specific to the Consent Agenda. After further review, Ms. Lake recommends the Port make an amendment to Section 7.6, Public Comments of the Commission Policies and Procedures, to state:

*"All matters listed under Consent Items have been distributed to each member of the Commission for review, are considered routine, and will be enacted by the motion of the Commission with no separate discussion. Because these matters are routine and are considered after the first public comment, no additional public comment is needed. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items, with opportunity for public comment or tabled for consideration."*

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

Commissioners reported on their respective committee meetings.

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

Commissioner Novakovich thanked Julie Sovereign, JoEllen Peters, and Morgan Sullivan for assisting with the HAEIF presentation and for all their work.

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

**MAY 9, 2023 MINUTES**

---

Commissioner Novakovich thanked Port staff for all their hard work on the 1135 Shoreline Celebration.

## **PUBLIC COMMENTS**

No comments were made.

## **COMMISSION COMMENTS**

No comments were made.

## **ADJOURNMENT**

With no further business to bring before the Board; the meeting was adjourned 3:03 p.m.

### ***APPROVED:***

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

DocuSigned by:

*Skip Novakovich*

0E53A30E1C8E442...

*Skip Novakovich, President*

DocuSigned by:

*Kenneth Hohenberg*

89F77EAC8921416...

*Kenneth Hohenberg, Vice President*

DocuSigned by:

**Thomas Moak**

A35176A2D2CD413...

*Thomas Moak, Secretary*

***PORT OF KENNEWICK***

**RESOLUTION 2023-09**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK  
APPROVING AN AMENDMENT TO THE 2023 & 2024 BUDGET**

**WHEREAS**, the Commission approved a interlocal agreement with the City of Kennewick on October 20, 2020 where the Port agreed to contribute \$125,000 towards the City's Fire Station located in the Vista Field area to enhance public safety within the area and City at large; and

**WHERAS**, the \$125,000 was included in the Commission approved 2021 & 2022 Port budget; and

**WHERAS**, the funding compliance requirements for the City of Kennewick Fire Station were not completed in 2022; and estimated completion is anticipated in 2023; and

**WHEREAS**, Port staff are requesting the 2021 & 2022 Budget amount of \$125,000 for the City of Kennewick Fire Station to be rolled to the 2023 & 2024 Budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Port of Kennewick hereby approve rolling the unexpended \$125,000 funds for the City of Kennewick Fire Station originally approved in the 2021-2022 Budget into the 2023-2024 Budget.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick this 9th day of May, 2023.

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

By DocuSigned by:

*Skip Novakovich*

0E53A30E1C8E442...

SKIP NOVAKOVICH, *President*

By DocuSigned by:

*Kenneth Hohenberg*

89F77EAC8921416...

KENNETH HOHENBERG, *Vice President*

By DocuSigned by:

**Thomas Moak**

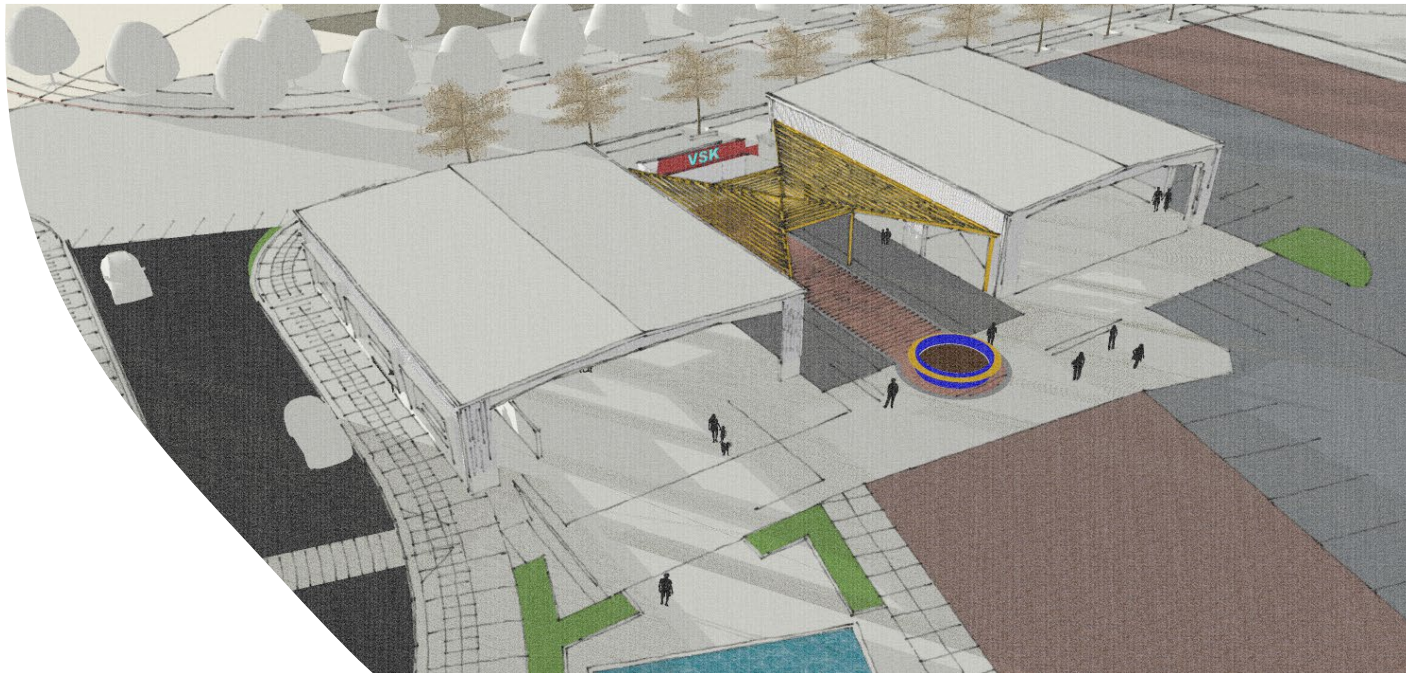
A35176A2D2CD413...

THOMAS MOAK, *Secretary*



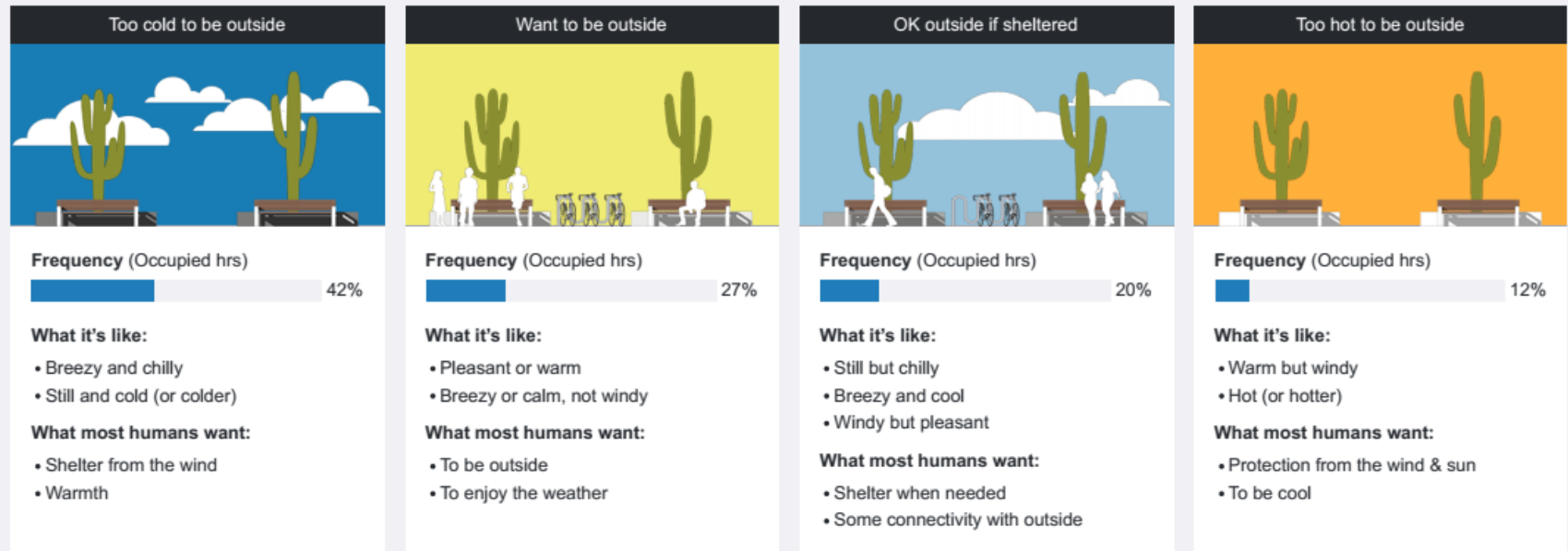
## VISTA FIELD SOUTHERN GATEWAY

SUN AND WIND ASSESSMENT AND RECOMMENDATIONS

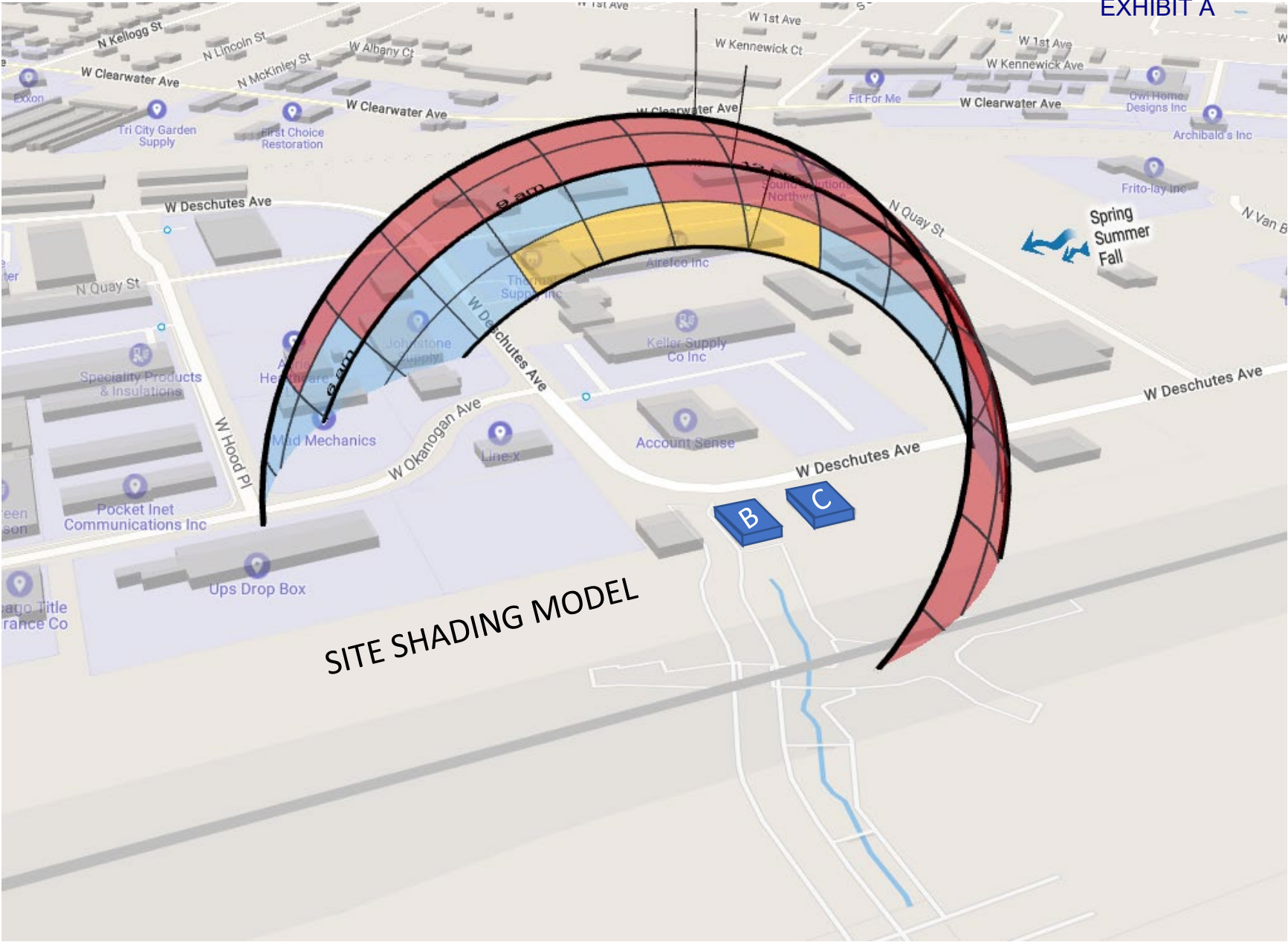


## Architectural response

### Impact of climate on architectural response



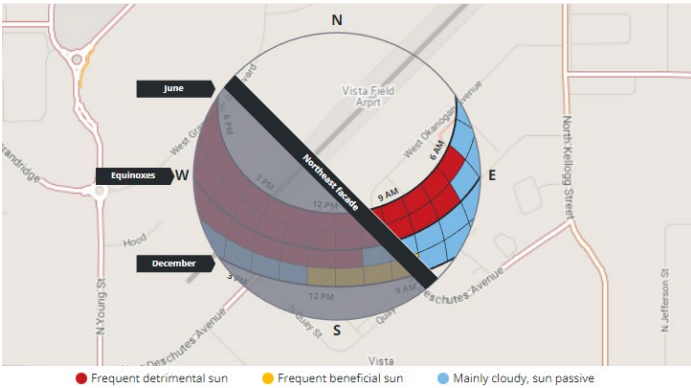






# NORTHWEST FAÇADE IMPROVEMENTS

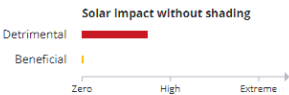
## BEFORE



### Annual solar impact

This façade sees a noticeable amount of detrimental overheating hours. When overheating happens, its impact can be quite significant.

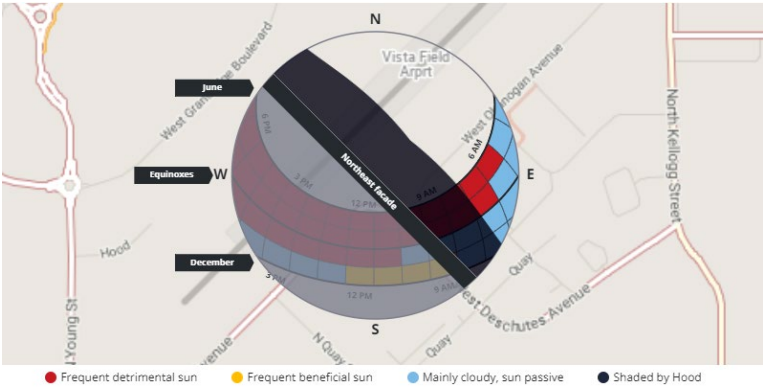
Beneficial warming from the sun is rare. When warming sun happens, its benefit is low.



### Overall recommendation

Consider shading or glazing with good solar control.

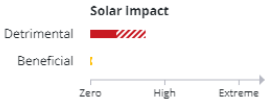
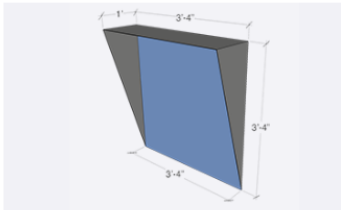
## AFTER



50% improvement through shading devices shown above.

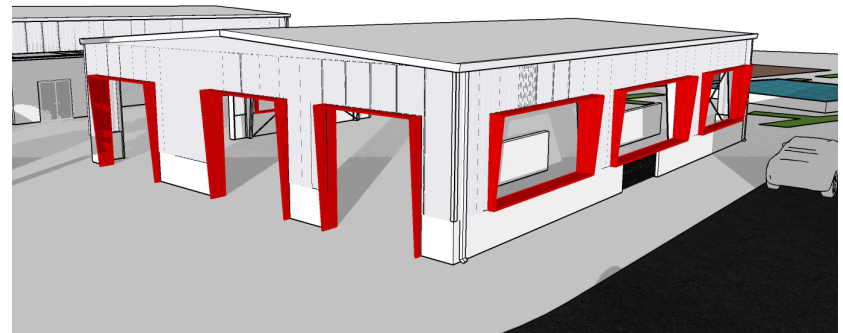
### Additional Improvements:

Further improvement through increased overhang depth.



## FAÇADE IMPROVEMENTS


## Shading Devices



### Pavilion C

A 3D architectural rendering of a modern building facade. The building features a white, grid-like or perforated metal screen that covers the upper portion of its exterior. Below this screen, the facade is composed of large, rectangular glass panels. These glass panels are framed by prominent, bright red structural elements that appear to be part of the building's design. The building is situated on a dark grey paved area, and a small patch of green grass is visible in the background to the left. The overall style is minimalist and industrial.

**Solar Impact without shading**

Detrimental 

Beneficial

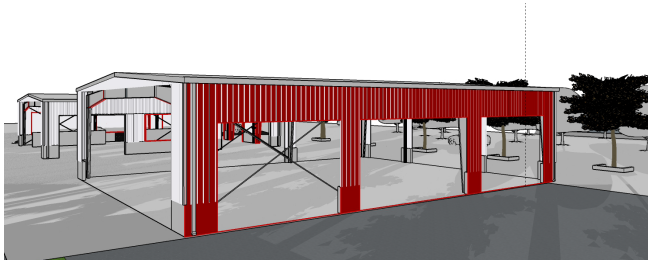
Zero High Extreme

Shading strongly recommended

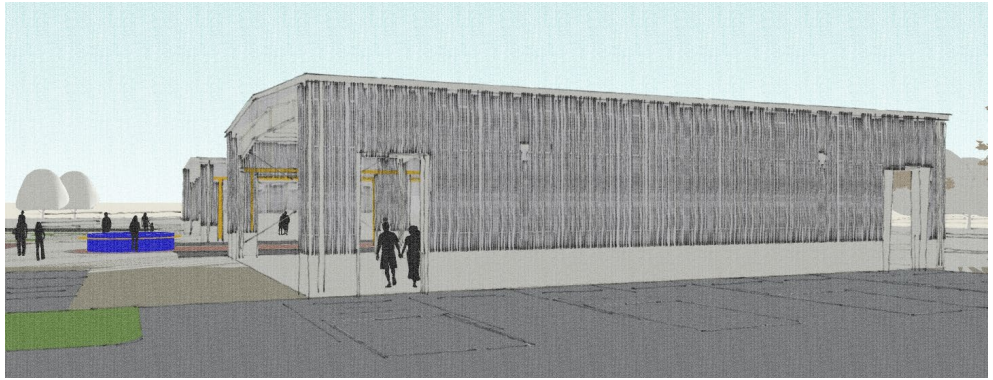
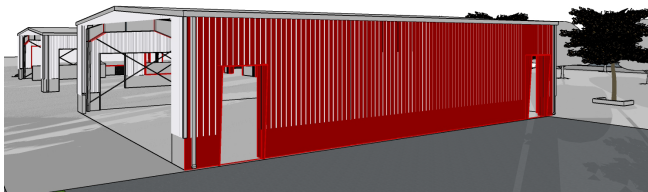
## SOUTHWEST FAÇADE IMPROVEMENTS

Pavilion C revision to mitigate wind and Sun

BEFORE



AFTER





# VISTA FIELD

## Daybreak Commons

EXHIBIT B

# Daybreak Commons

### Design Principles:

Urban gathering place;

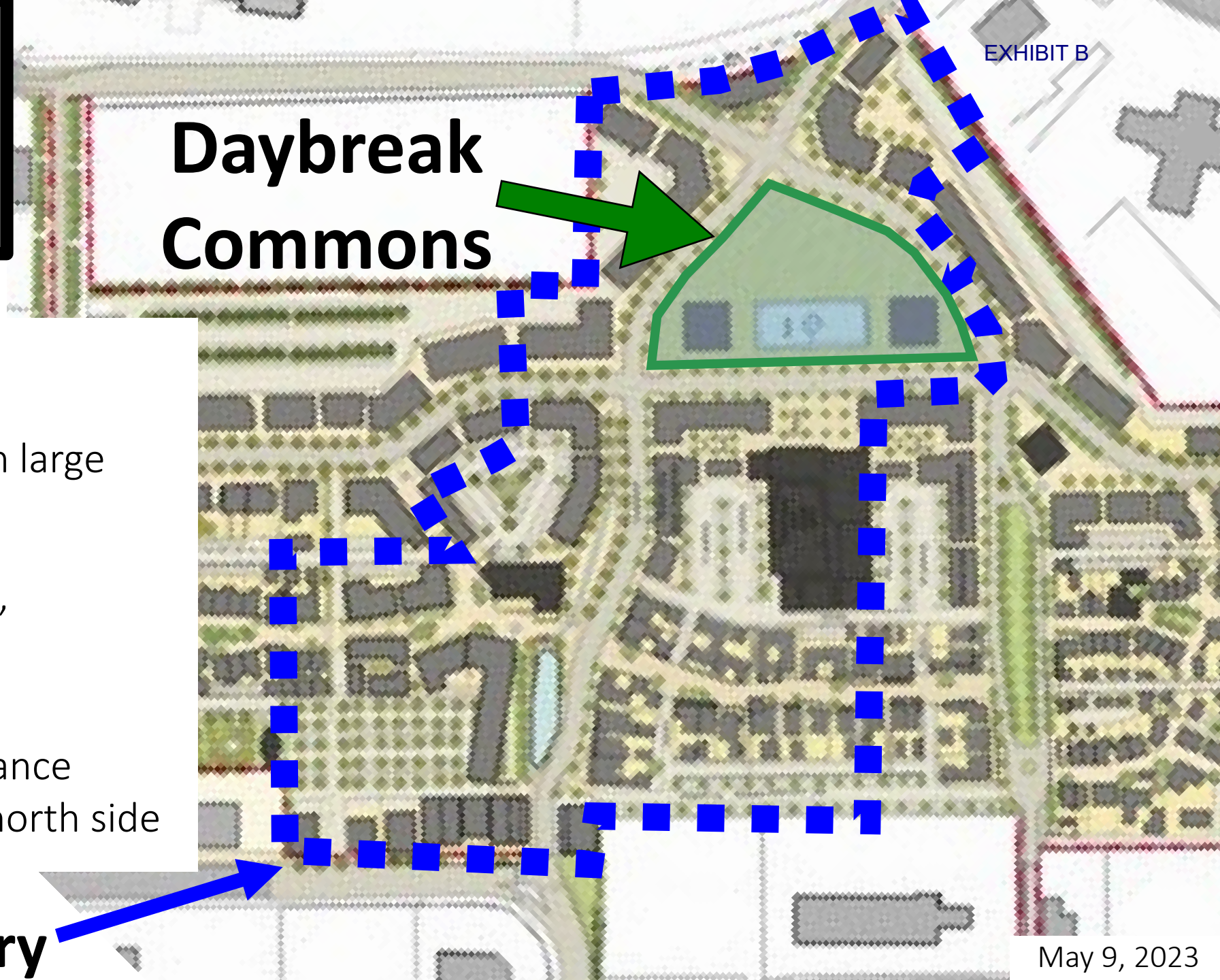
Creating small pockets within large open space;

Area/equipment for children,

NO active sports field(s);

Retain potential for performance area/stage centered on the north side of the pond.

## PHASE #1 Boundary



May 9, 2023

# VISTA FIELD

## Daybreak Commons Design Concepts

EXHIBIT B

**VERY  
CONCEPTUAL**  
at this Time



DAYBREAK COMMONS CONCEPT

May 9, 2023



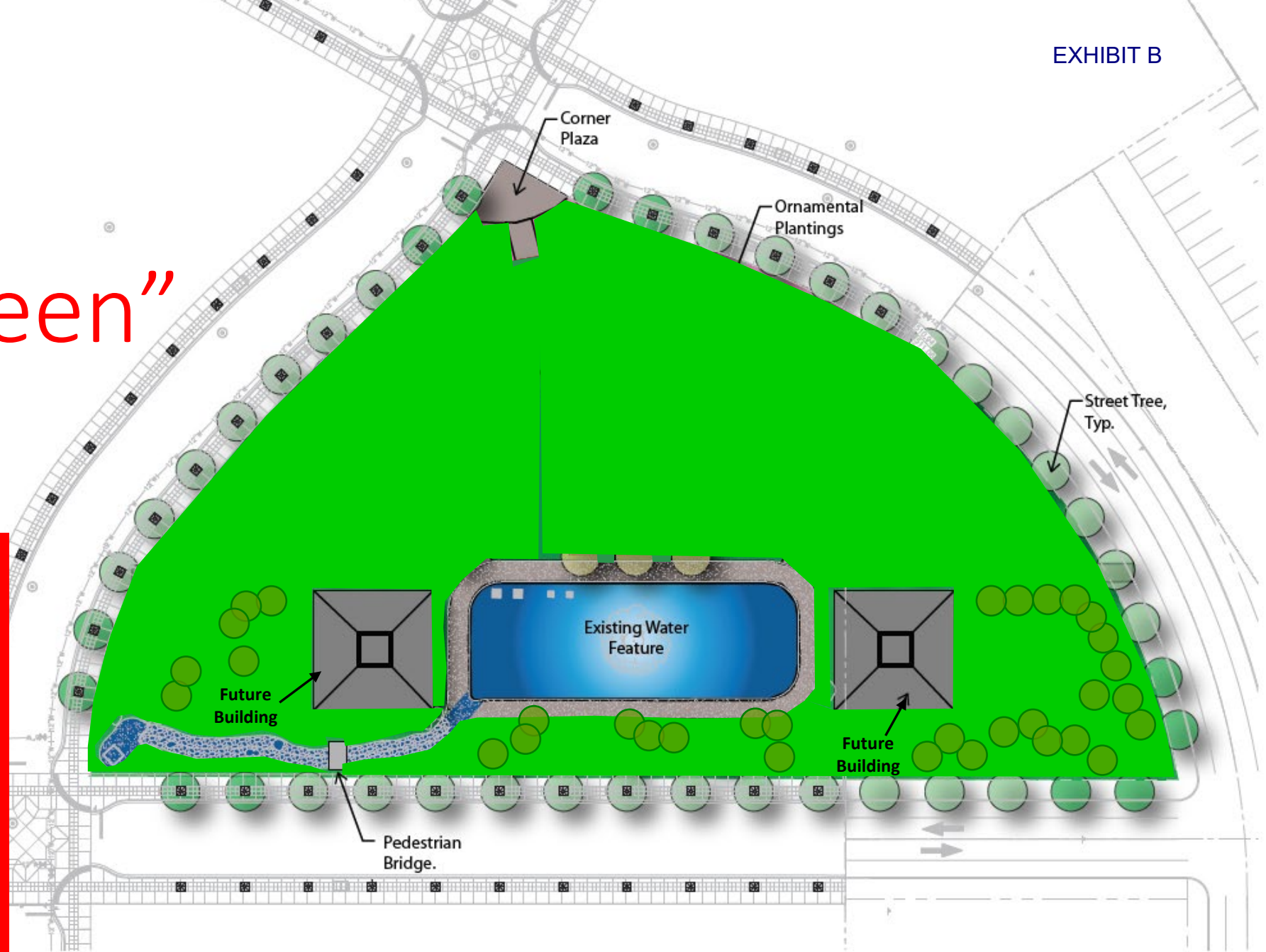
# VISTA FIELD

Daybreak Commons  
Design Concepts

EXHIBIT B

“Clean & Green”  
ONLY

NOT  
Urban, but  
Lowest  
Initial Cost



COMMONS CONCEPT

May 9, 2023