



PORT OF KENNEWICK REGULAR COMMISSION MEETING

OCTOBER 24, 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
Tana Bader Inglima, Deputy Chief Executive (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)
Michael Boehnke, Director of Operations
Bridgette Scott, Executive Assistant (via telephone)
Lisa Schumacher, Special 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 October 17, 2023**
Direct Deposit and E-Payments totaling \$81,006.42
- B. Approval of Warrant Register Dated October 24, 2023**
Expense Fund Voucher Number 105315 through 105349 for a grand total of \$106,662.01
- C. Approval of Regular Commission Meeting Minutes October 10, 2023**
- D. Approval of CEO's Goals & Objectives; Resolution 2023-29**

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

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REPORTS, COMMENTS AND DISCUSSION ITEMS

A. Vista Field Hangar/Pavilion Project Update

Mr. Peterson gave a brief update on the Vista Field Hangar/Pavilion project (*Exhibit A*). The Port team reviewed the plans from all perspectives, and we are currently at a 90% stage in the design plan. Mr. Peterson outlined details of the bid and the schedule for the permit and bid process.

Commission and staff discussed details of the Hangar/Pavilion project.

B. Port Maintenance Request for Proposals

Mr. Boehnke stated since 2020, the Coyote Ridge work crew has been very inconsistent, and the Port has supplemented the loss with temporary labor for standard maintenance. The Port will advertise a request for proposals for a temporary labor contract for a two-year term.

Mr. Kooiker stated there has been a lot of discussion surrounding maintenance labor for the Port and believes contracting with a temporary agency is the best option and outlined the RFP schedule.

C. Cable Bridge Lighting Project Update

Ms. Bader Inglima reported that the Tri-City Rivershore Enhancement Council, managed by Visit Tri-Cities has taken over the Bridge Lighting Project, which the Commission budgeted \$25,000 for in the 2023-2024 Work Plan. At the most recent meeting, the cities of Kennewick and Pasco, Franklin and Benton PUD and ports of Pasco and Kennewick, along with Visit Tri-Cities agreed to contract with a design company to determine the specifications, design, installation and a detailed cost estimate. The City of Pasco agreed to serve as the administration agency, and each entity agreed to enter into an Interlocal Agreement (ILA), whereby each entity agrees to contribute \$20,000 to hire a design company to come up with a scope of work and cost estimate. Ms. Lake has reviewed the draft ILA.

Ms. Hanchette observed that the jurisdictions in attendance were unified in their understanding that there needs to be an electrical and lighting assessment with an engineer's estimate to know what the true costs are to have a better idea of what the project will cost.

D. Hybrid Commission Meeting Update

Ms. Scott reported that the Commission room cameras have been installed for the Hybrid Meetings and confirmed the Meeting schedule:

- First Meeting of the month: Commission, Mr. Arntzen and Ms. Schumacher are in-person, staff will remote in with cameras on; and the public may attend in person or remotely;
- Second Meeting of the month: all Commission and staff are remote, and the public may attend in person or remotely.

Commissioner Novakovich confirmed that the schedule is correct.

Commissioner Hohenberg believes this is a good process for the end of the year and stated if the Commission would like to meet more often in Chambers, we have that option. Commissioner

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Hohenberg thanked Ms. Scott and stated if staff or Commission are traveling, we can still participate as well.

Commissioner Moak hopes that at some point we will all be meeting in person and agrees with Commissioner Hohenberg's comments.

E. November 28, 2023 and December 26, 2023 Commission Meetings

Ms. Scott inquired if the Commission would like to cancel the last meeting in November and December due to the holidays.

It is the Consensus of the Commission to cancel the following Commission Meetings: November 28, 2023, and December 26, 2023. A Special Meeting will be considered if there are pressing items that need to be addressed.

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

Commissioners reported on their respective committee meetings.

G. Non-Scheduled Items

Mr. Arntzen thanked Mr. Kooiker for filling in at the Center Parkway Ribbon Cutting.

Mr. Arntzen visited Clover Island this past weekend and stated it was a very pleasant day on the island and there was a lot of positive activity for it being off-season. Mr. Arntzen complimented the Commission for having the vision to do something this spectacular for the community.

Commissioner Novakovich followed up on the recent passing of the Confederated Tribes of the Umatilla Indian Reservation elder. He wanted to collaborate with the Port on the value of partnerships and how different entities work together to accomplish good things. Commissioner Novakovich stated he would really like to do this and believes it would be very valuable to the Port and inquired if there was interest.

PUBLIC COMMENTS

No comments were made.

COMMISSION COMMENTS

No comments were made.

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ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 2:55 p.m.

APPROVED:

PORT of KENNEWICK

BOARD of COMMISSIONERS

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Skip Novakovich

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Skip Novakovich, President

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Kenneth Hohenberg

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Kenneth Hohenberg, Vice President

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Thomas Moak

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Thomas Moak, Secretary

PORT OF KENNEWICK

Resolution No. 2023-29

***A RESOLUTION OF THE PORT OF KENNEWICK
BOARD OF COMMISSIONERS FORMALIZING COMPLETION OF
VARIOUS 2021/22 AND 2023/24 GOALS & OBJECTIVES***

WHEREAS, the Commission approved goals and objectives for the Port CEO, attached as Exhibit “A” on November 8, 2022; and

WHEREAS, the algae remediation at Duffy’s Pond has been completed, along with other tenant improvements at Columbia Drive; and

WHEREAS, a MOU was presented to the City of Kennewick in relation to the Vista Field Project; and

WHEREAS, the Port CEO has implemented hybrid meetings and work protocols, with the installation of cameras in the commission chambers; and

WHEREAS, an agreement was reached with TRIDEC on March 16, 2023 related to increased marketing efforts at Vista Field; and

WHEREAS, the Commission desires to formally accept as complete Goal #5 of the CEO’s 2021/22 Goals and Objectives; and

WHEREAS, the Commission desires to formally accept as complete Goals #6, #8, and #9 of the CEO’s 2023/24 Goals and Objectives.

NOW, THEREFORE, BE IT HEREBY RESOLVED the Board of Commissioners of the Port of Kennewick hereby accepts as complete Goal #5 of the CEO’s 2021/22 Goals and Objectives, and Goals #6, #8, and #9 of the CEO’s 2023/24 Goals and Objectives.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 24th day of October 2023.

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

By: DocuSigned by:
Skip Novakovich
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SKIP NOVAKOVICH, *President*

By: DocuSigned by:
Kenneth Hohenberg
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KENNETH HOHENBERG, *Vice President*

By: DocuSigned by:
Thomas Moak
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THOMAS MOAK, *Secretary*

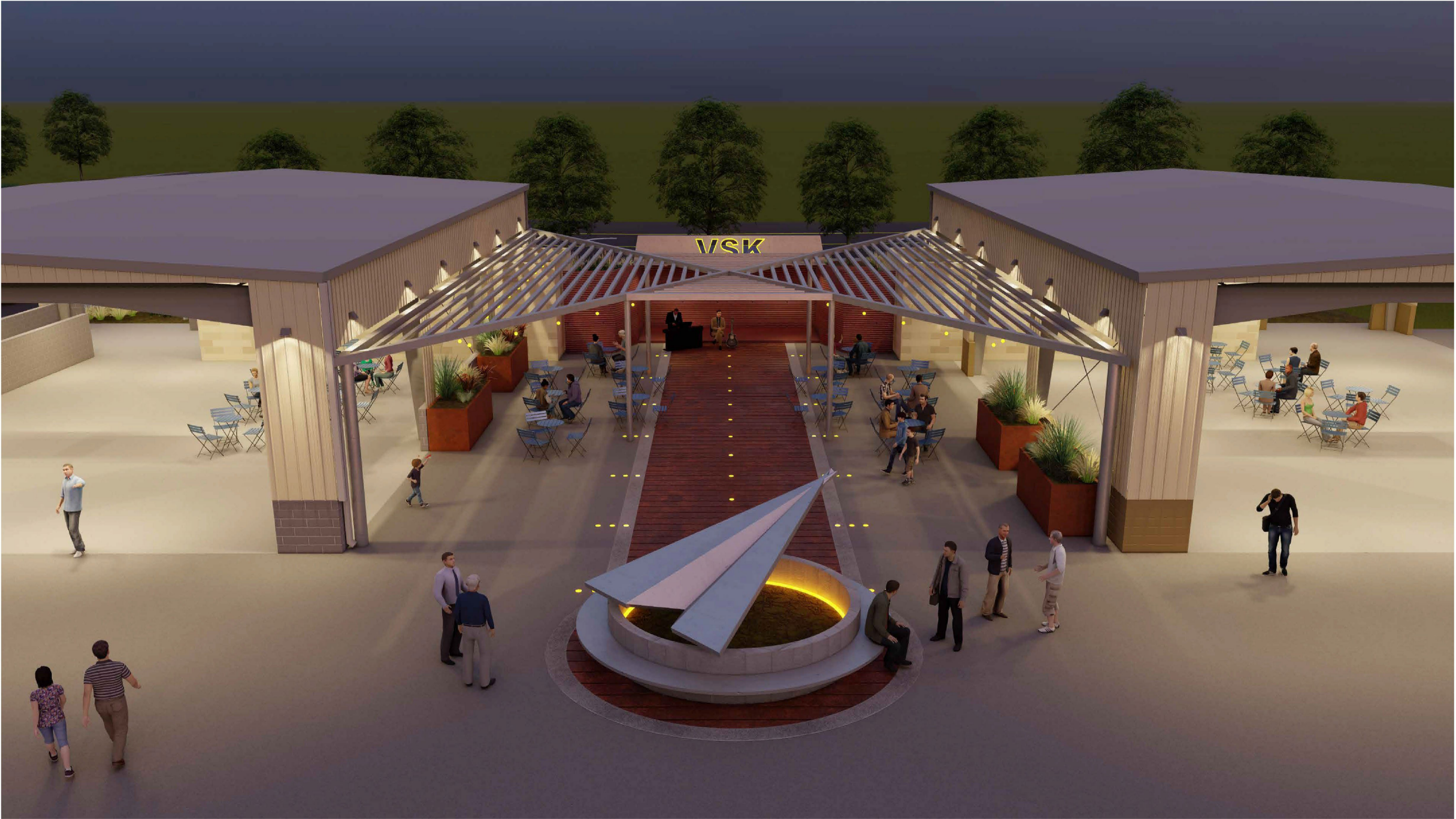
Exhibit "A"

EXHIBIT A		CEO 2023/24 Goals & Objectives (including update on 2019/20/21/22 ongoing goals)			
DATE:		October 24, 2023			
GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
2019/2020 Goals and Objectives Carryover					
Vista Field	2019/20 GOAL	Sell one parcel or obtain one ground lease (does not include Arts Center Task Force).	Considered complete when presented to Commission.	50% Complete	The Port is advertising lots for sale. Various Letters of Intent's have been received; and one has been accepted by the Commission.
	2				
2021/2022 Goals and Objectives Carryover					
Kennewick Waterfront	2021/22 GOAL	Implement the identified Duffy's Pond tenant-improvements and algae mitigation plan.	Considered complete when presented to Commission.	100% Complete	Algae remediation for Duffy's Pond has been implemented, bathroom constructed and art wrap completed. Demonstration vineyard with Palencia completed. Standing bar installed on tasting room patios completed. Wayfinding signage completed. Food truck plaza fencing was bid (pulled project due to escalating material costs).
	5				
2023/2024 Goals and Objectives					
Vista Field	2023/24 GOAL	Complete A&E for Vista Field Parking Lots	Considered complete when presented to Commission.	50% Complete	Praking lots have been identified and the layout was amended due to submitted LOI's. Parametrix is on contract for A&E. Anticipate cost estimates by late fall.
	1				
Vista Field	2023/24 GOAL	Complete Vista Field Development building exterior improvements	Considered complete when presented to Commission.	15% Complete	Meier Architecture is on contract and has completed the design concept drawings.
	2				
Kennewick Waterfront	2023/24 GOAL	Prepare and market one clover island lot for lease.	Considered complete when presented to Commission.	25% Complete	North Shoreline improvements have been completed to enable marketing efforts. East end of island will be completed by Corps of Engineers
	3				
Kennewick Waterfront	2023/24 GOAL	Complete A&E and cost estimate for clover island stage project and assess opportunities for public private partnership.	Considered complete when presented to Commission.	80% Complete	Stage has been purchased. Negotiating stage lease agreement. Estimated delivery date for stage is February 2024. Hired Hall Engineering for foundation engineering, and engineering to commence after final concert of the 2023 season (late September).
	4				
Kennewick Waterfront	2023/24 GOAL	Market for sale, and sell or lease one lot in the Kennewick waterfront area which includes willows, cable greens, and columbia drive	Considered complete when presented to Commission.	Work in Process	Work in Progress
	5				

Exhibit "A"

GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
Kennewick Waterfront/Vista Field	2023/24 GOAL	Pursue interlocal agreement (or MOU) with City of Kennewick related to city of Kennewick-allocated RCCF funds to be used to benefit projects located within the City in Vista Field or Columbia Drive	Considered complete when presented to Commission.	100% Complete	Worked with City Manager for eight months on MOU. Presented MOU and accepted by Port Commission. Voted on and rejected by City Council.
	6				
District wide	2023/24 GOAL	Carry out joint meeting with one jurisdictional partner (remote)	Considered complete when presented to Commission.	Work in Process	Work in Progress
	7				
District wide	2023/24 GOAL	Present options for hybrid meeting and work protocols that promotes continued staff and port productivity	Considered complete when presented to Commission.	100% Complete	Camera installation completed in October 2023.
	8				
District wide	2023/24 GOAL	Identify and present to commission joint Tridec project of benefit to the Port	Considered complete when presented to Commission.	100% Complete	Agreement with TRIDEC re: Vista Field opportunities
	9				
District wide	2023/24 GOAL	Flexible Goal: Identify and present one additionally beneficial project or ROI partnering opportunity to commissioners.	Considered complete when presented to Commission.	Work in Process	Ideas: Find solution for tenuous IT' situtation. Find solution for Temporary Workers Art Project Vista Field - Day Break Commons Sales office at Vista Field
	10				





VISTAFIELD

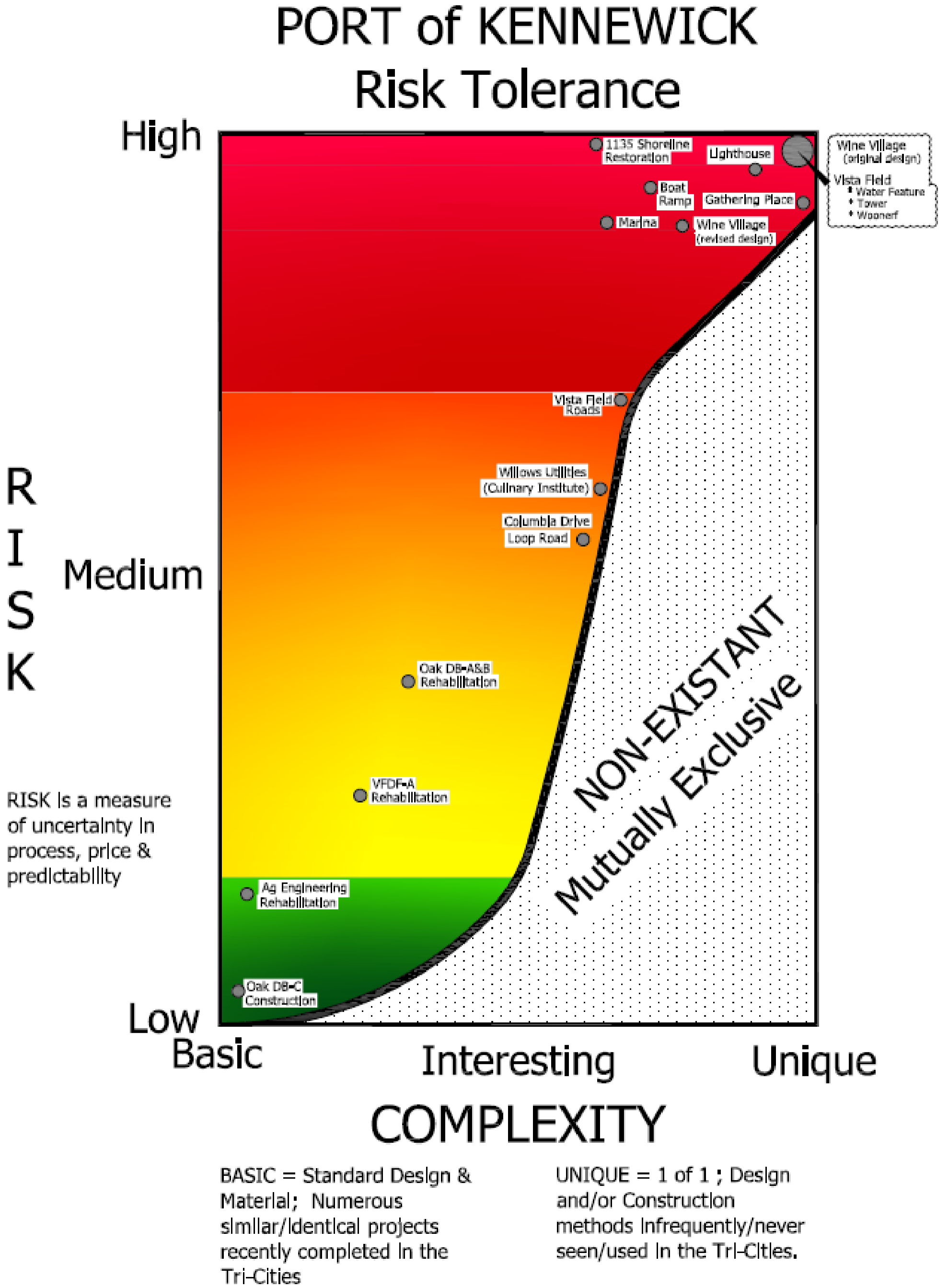
ckjt architects, pllc

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Parametrix

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SCHEDULE & BUDGET

Bid Alternates



Bid Alternates

