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AGENDA

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

September 9, 2025
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 29, 2025
 - B. Approval of Warrant Register Dated September 9, 2025
 - C. Approval of Regular Commission Meeting Minutes August 26, 2025
 - D. Approval to Sell and Convey Surplus Property; Resolution 2025-16
- VI. REPORTS, COMMENTS AND DISCUSSION ITEMS**
 - A. Gunderson Rail Services LLC dba Greenbrier Rail Services – Asphalt Project (**AMBER**)
 - B. Vista Field (**TIM**)
 - C. Kennewick Waterfront
 - 1. La Bahia Grand Opening (**DAVID**)
 - 2. Columbia Gardens – EHB 1602 – Contract kitchen options for domestic breweries and microbreweries (**AMBER/TANA**)
 - 3. KIE Land Swap Update (**MICHAEL**)
 - 4. Marina Update (**MICHAEL**)
 - D. CEO Report (if needed) (**TIM**)
 - E. Commission Meetings (formal and informal meetings with groups or individuals)
 - F. Non-Scheduled Items
(**LISA/BRIDGETTE/TANA/NICK/AMBER/LARRY/MICHAEL/DAVID/CAROLYN/TIM/KEN/TOM/SKIP**)
- VII. PUBLIC COMMENT** *(Please state your name and address for the public record)*
- VIII. ADJOURNMENT**

PLEASE SILENCE ALL NOISE MAKING DEVICES



PORT OF KENNEWICK REGULAR COMMISSION MEETING

DRAFT

AUGUST 26, 2025 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.

ANNOUNCEMENTS AND ROLL CALL

The following were present:

Board Members: Skip Novakovich, President
Kenneth Hohenberg, Vice President
Thomas Moak, Secretary

Staff Members: Tim Arntzen, Chief Executive Officer
Nick Kooiker, CFO/Deputy Chief Executive Officer
Amber Hanchette, Director of Real Estate
Michael Boehnke, Director of Operations
Bridgette Scott, Executive Assistant (via telephone)
Lisa Schumacher, Special Projects Coordinator
David Phongsas, Marketing/Capital Projects Coordinator (via telephone)
Carolyn Lake, Port Counsel (via telephone)

PLEDGE OF ALLEGIANCE

Matt Watkins, Port of Pasco Commissioner Elect, led the Pledge of Allegiance.

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- A. Approval of Direct Deposit and E-Payments Dated August 19, 2025**
Direct Deposit and E-Payments totaling \$102,917.03
- B. Approval of Warrant Register Dated August 26, 2025**
Expense Fund Voucher Number 107214 through 107256 for a grand total of \$236,807.89
- C. Approval of Regular Commission Meeting Minutes August 12, 2025**

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

PORT OF KENNEWICK REGULAR COMMISSION MEETING

AUGUST 26, 2025 MINUTES

DRAFT

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. *Vista Field*

Mr. Arntzen updated the Commission on the recent PFAS testing and stated at this time we are waiting for the results. Once we have the results, we can determine how to move forward and if additional testing is needed.

Commissioner Moak inquired if the results are negative, do we need additional testing.

Mr. Arntzen stated it is a possibility, and the Port has agreed to work collaboratively with the Department of Ecology (DOE). DOE has discounted the first round of testing, which was taken by a different contractor through a private entity.

B. *Kennewick Waterfront Update*

1. *Fallen Tree Report*

Mr. Boehnke stated on August 11th, 2025, the temporary workers reported that a tree limb had fallen and crushed the walking path rail (*Exhibit A*). Mr. Boehnke had the area roped off and called Boyd's Tree Service to take care of the hazard and contracted with High Desert Maintenance to repair the rail. Mr. Boehnke stated Job's Nursery will do a thorough review of the trees in The Willows to see what trees need to be removed.

Mr. Arntzen commended Mr. Boehnke and the maintenance team for taking care of the fallen tree and although the tree was not on Port property, Mr. Boehnke and Mr. Arntzen determined it was best to take care of the hazardous situation promptly.

Commissioner Moak inquired if the owner of the property was notified of the down tree.

Mr. Boehnke is working on an email to the property owner and the City of Kennewick to let them know what steps the Port took to clear the hazardous area and stated the Port has been maintaining the trail and trimming the trees and grass for some time.

C. *CEO Performance Review Update*

Mr. Kooiker reported that the CEO Performance Review Committee, which is comprised of Mr. Kooiker, Ms. Lake and Commissioner Hohenberg, will have their first meeting on August 28th. The Committee follows the process as outlined Resolution 2022-19, which includes the evaluation, the recommendation of goals and approval of goals, and a recommended salary adjustment for following year. Mr. Kooiker stated this is Commissioner Hohenberg's second year on the Committee, and it is a two-year term appointed by the Commission.

D. *CEO Report*

Mr. Arntzen reported on the following:

- Daybreak Commons: Place Landscape Architecture is working on the designs, and staff hopes to bring back draft drawings in September with an additional amenity for Commission consideration.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

AUGUST 26, 2025 MINUTES

DRAFT

- BlueChart Homes is working on a list of temporary amenities they would like to see at Vista Field, which will be presented at a later date, for Commission approval.
- Mr. Boehnke continues to work on the marina electrolysis survey and hopes to meet with the Coeur d'Alene marina manager and the electrician specialist next week. Coordination has been difficult, because of the specialized field.
- Mr. Arntzen offered the Commission individual tours of the new maintenance shop.
- Ms. Bader Inglima is interviewing J.D. Tovey and Bobbi Conner of the Confederated Tribes of the Umatilla Indian Reservation today, for the history portion of the Comp Scheme update. Additionally, Mr. Arntzen and Ms. Bader Inglima will be interviewing Don Sampson on August 28th. That will conclude the interviews and then staff will start working on the draft.

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

Commissioners reported on their respective committee meetings.

F. Non-Scheduled Items

Mr. Kooiker is working on a budget update presentation and is waiting for the results of the PFAS testing before presenting it to the Commission. Mr. Kooiker is working with Mr. Peterson on project estimates and stated a possible budget adjustment may be needed.

Mr. Boehnke is working with Mr. Peterson and KIE on the recent land swap and stated the contractors are in place for tree removal and fence relocation.

Mr. Arntzen was interviewed by a reporter from the *Tri-City Journal of Business* and discussed PFAS, Vista Field and other Port projects.

Commissioner Hohenberg thanked Mr. Watkins for attending and congratulated him on the Port of Pasco Commissioner Elect position.

Mr. Phongsa shared that Swampy's BBQ was voted the top BBQ in the Tri-Cities by *Tri City Herald* readers.

Commissioner Moak congratulated Mr. Watkins on his new position and hopes he will be an advocate on joint projects on the Columbia River and for East Pasco and East Kennewick.

PUBLIC COMMENTS

No comments were made.

COMMISSION COMMENTS

No comments were made.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

AUGUST 26, 2025 MINUTES

DRAFT

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 2:45 p.m.

APPROVED:

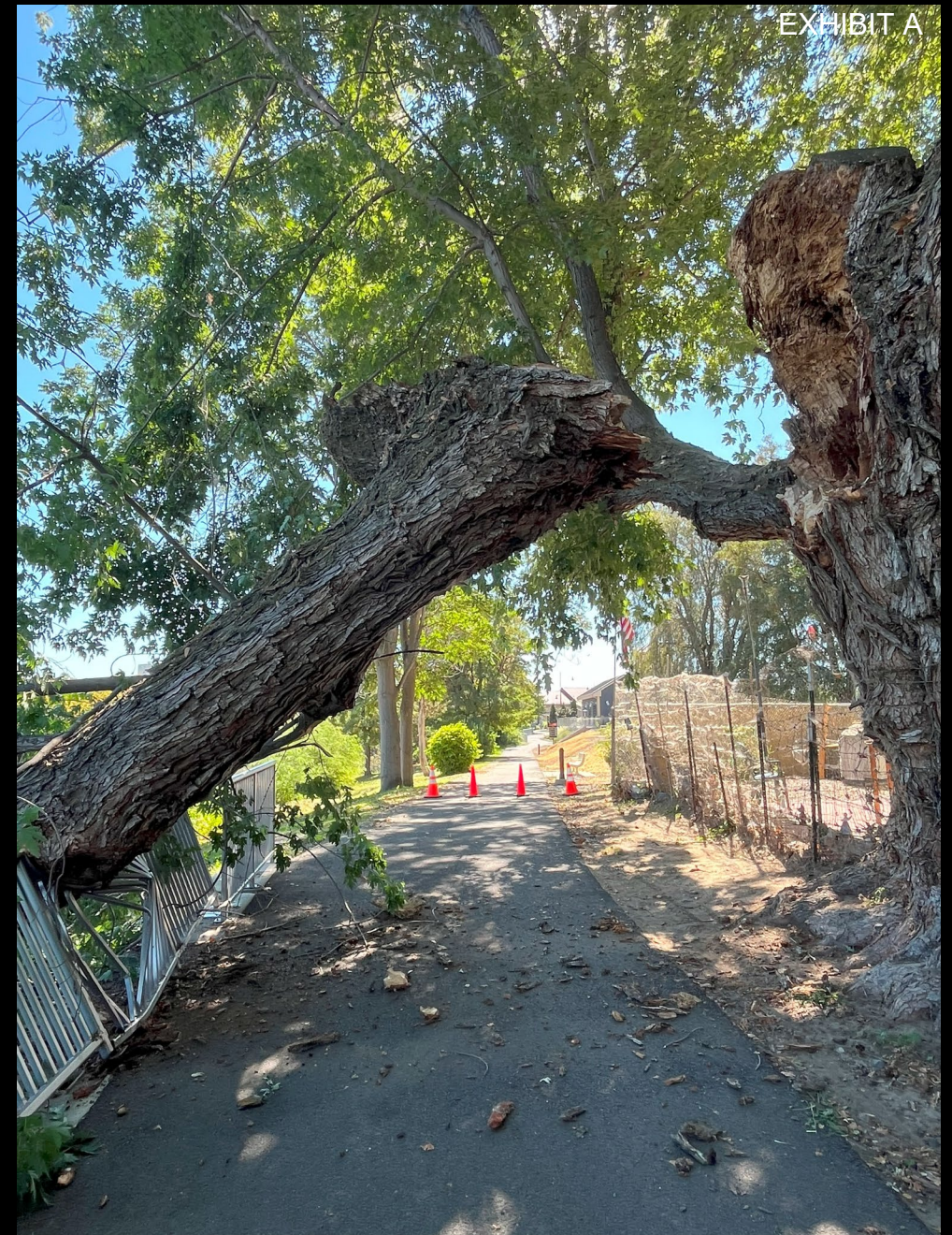
**PORT of KENNEWICK
BOARD of COMMISSIONERS**

Skip Novakovich, President

Kenneth Hohenberg, Vice President

Thomas Moak, Secretary









PORT OF KENNEWICK

RESOLUTION 2025-16

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 9th day of September, 2025, 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 9th day of September 2025.

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

By: _____

SKIP NOVAKOVICH, *President*

By: _____

KENNETH HOHENBERG, *Vice President*

By: _____

THOMAS MOAK, *Secretary*

RESOLUTION 2025-16

“Exhibit A”

Asset	Property Description	Date in Service	Cost	Book Value	Disposal Reason
1	Apple Ipad	5/18/19	814.49	\$ -	Broken
2	Mooring Cover	3/18/16	944.82	\$ -	Damaged
669	Hawthorne Desk	6/26/01	2,637.76	\$ -	No Longer Needed
701	Haworth Office Furniture	12/30/02	5,023.47	\$ -	No Longer Needed
821	CDA Chair	9/30/06	420.71	\$ -	Replaced
854	CDA Chair	9/30/06	1,207.95	\$ -	No Longer Needed
855	CDA Chair	9/30/06	538.11	\$ -	No Longer Needed
862	CDA Chair	9/30/06	547.92	\$ -	Replaced
1095	Hawthorne Chair	9/30/11	620.16	\$ -	Broken
1206	Chair - Tana	10/01/14	650.03	\$ -	No Longer Needed
1207	Chair - Lisa	10/01/14	650.02	\$ -	No Longer Needed
1222	Kagen Water System	9/22/2015	4,833.97	\$ -	Broken
1255	Bobcat Skidsteer	12/31/2017	27,972.36	\$ -	Stolen
1278	Dell Computer	5/09/19	1,420.97	\$ -	Replaced
1284	Computer - Surface Pro	11/01/19	1,194.58	\$ -	Replaced
1299	Dell Desk Top	5/01/20	1,267.43	\$ -	Replaced
1305	Lenova Yoga Touch Laptop	11/01/20	1,411.79	\$ -	Replaced
1306	Dell Latitude Laptop	11/01/20	1,520.91	\$ -	Replaced
1308	Dell Latitude Laptop	11/01/20	1,520.91	\$ -	Replaced
1309	Dell Latitude Laptop	11/01/20	1,520.91	\$ -	Replaced
1311	Dell Latitude Laptop	11/01/20	1,520.91	\$ -	Replaced
1312	Dell Latitude Laptop	11/01/20	1,520.91	\$ -	Replaced
1313	Dell Latitude Laptop	11/01/20	1,520.91	\$ -	Replaced
1314	Dell Latitude Laptop	11/01/20	1,520.91	\$ -	Replaced
1315	Dell Latitude Laptop	11/01/20	1,520.91	\$ -	Replaced
1318	Dell Latitude Laptop	11/01/20	1,520.91	\$ -	Replaced
1341	Dell Latitude 7430 BTX	12/01/22	2,231.64	\$ -	Broken
1353	Dell Precision 3260	12/01/22	1,758.76	\$ -	Broken
1328-A	Dell Computer	12/01/21	1,292.75	\$ -	Replaced
1328-C	Dell Computer	12/01/21	1,292.75	\$ -	Replaced

CFO/Auditor Certification: _____
Nick Kooiker Date

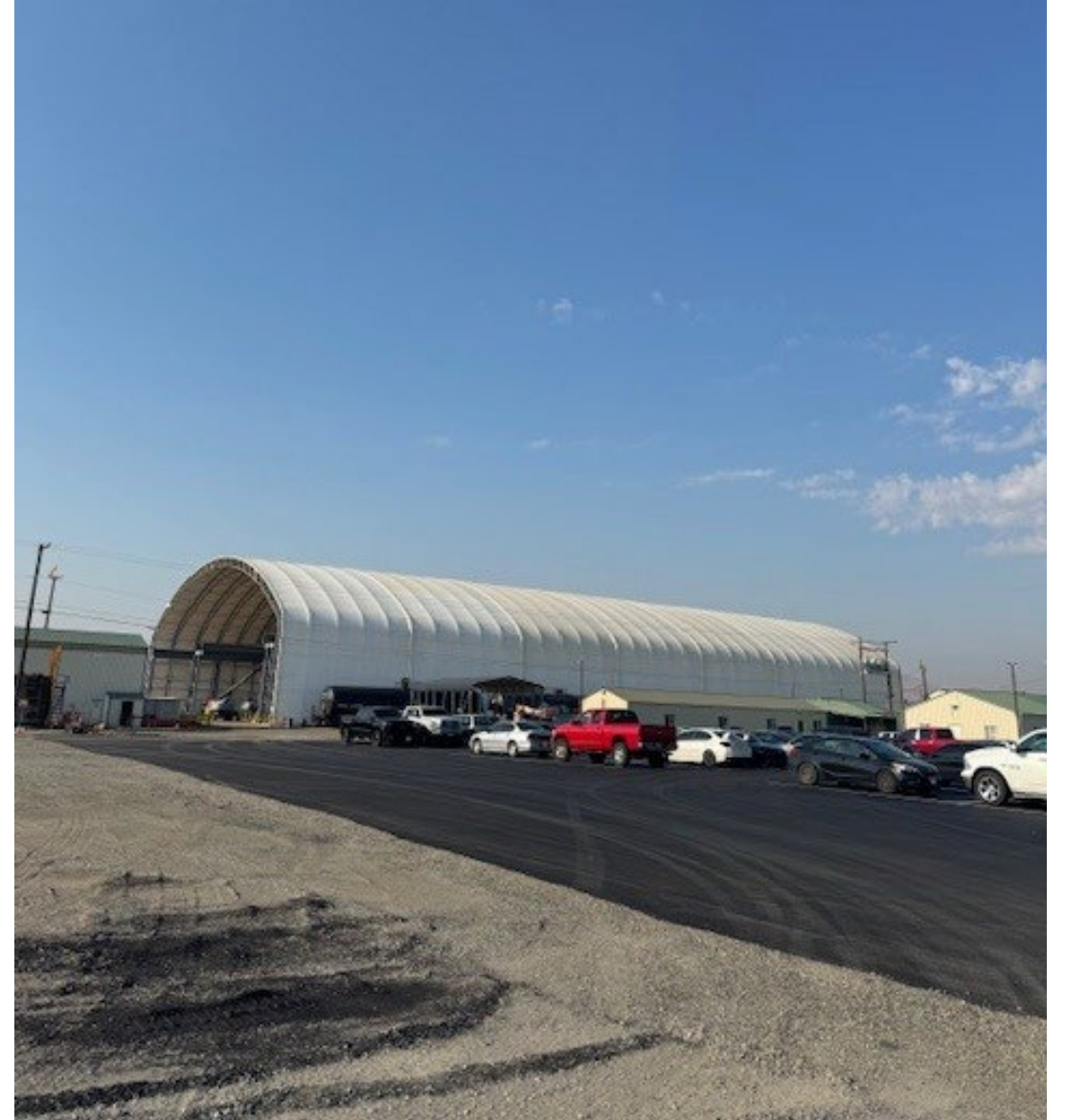


Greenbrier Rail Service

Asphalt Project – Before & After

August 2025









FOOD TRUCK GRAND OPENING

JOIN US FOR A RIBBON CUTTING

09 . 12 . 25

11:00 AM - 11:30 AM

Columbia Gardens Wine & Artisan Village
325 E Columbia Drive
Kennewick, WA 99336



PORT of
KENNEWICK





CR 101 Memorandum

Re: Contract kitchen options for domestic breweries and microbreweries

Date: September 3, 2025
Presented by: Jeff Kildahl, Policy and Rules Coordinator

Background

The Washington State Legislature passed [Engrossed House Bill 1602](#) (Chapter 141, Laws of 2025) on April 14, 2025. This Bill, which went into effect on July 27, 2025, allows for domestic breweries or microbreweries to subcontract with one or more individuals or entities, including mobile food trucks, to satisfy food service requirements necessary to obtain and maintain a beer and/or wine restaurant license or a spirits, beer, and wine license. The bill further specifies that licensees may sublease their kitchen facilities to non licensees who then can operate a food service to provide meal options for customers at the licensed location, provided that storage of alcohol is substantially separated.

Reasons Why Rulemaking Is Needed

Rulemaking is necessary to align existing regulations with new provisions under EHB 1602 regarding contract kitchen spaces for subcontractors at licensed domestic breweries or microbreweries.

Process

The rulemaking process begins by announcing the Board's intent to consider changes to existing rules, adding new rule sections, or both, by filing a preproposal statement of inquiry (CR 101) form with the Office of the Code Reviser. This allows staff, stakeholders, industry partners, and all members of the authorizing environment to begin discussing proposed rule changes.

At this stage of the rulemaking process, no proposed language is offered. Any interested party may comment on this possible rulemaking during the designated comment period. Notice will be sent to all who have indicated that they want to receive notice of rule activity related to this preproposal statement of inquiry. The notice will identify the public comment period and where comments can be sent.