To continue to provide public access to meetings, Port of Kennewick will provide telephonic, video access, and in-person participation options to the public.

To participate by telephone, please call in at: 1-866-899-4679, Access Code: 569-032-205 Or, join on-line at the following link: https://meet.goto.com/569032205

AGENDA

Port of Kennewick Special Commission Business Meeting

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

November 12, 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 November 4, 2025
 - B. Approval of Warrant Register Dated November 12, 2025
 - C. Approval of Regular Commission Meeting Minutes October 28, 2025
- VI. PUBLIC HEARINGS
 - A. 2026 Levy Certification; Resolution 2025-22 (NICK)
 - B. 2026 Increase in Tax Capacity; Resolution 2025-23 (NICK)
- VII. PRESENTATION
 - A. Budget Update (NICK)
- VIII. ACTION ITEM
 - A. Chief Executive Officer Performance Evaluation; Resolution 2025-24 (NICK/CAROLYN/KEN)
- IX. REPORTS, COMMENTS AND DISCUSSION ITEMS
 - A. Vista Field (AMBER)
 - 1. Vista Field Lot 25 with Dulo-Foster 4th Amendment Extension (from 12/19/25)
 - 2. Phase One with Blue Chart Third Amendment to Extend the Feasibility Period (from 12/26/25)
 - B. Kennewick Waterfront (DAVID)
 - C. Columbia Center Rotary Business Exchange Visit (SKIP)
 - 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)

Port of Kennewick Special Commission Business Meeting

November 12, 2025 Page 2

- X. PUBLIC COMMENT (Please state your name and address for the public record)
- XI. EXECUTIVE SESSION, pursuant to RCW 42.30.110 (1)(i)(iii) to discuss:

 One matter related to the legal and financial risk of a proposed action that the agency has identified when public discussion of the legal risks is likely to result in an adverse legal or financial consequence to the agency.
- XII. ADJOURNMENT

PLEASE SILENCE ALL NOISE MAKING DEVICES



DRAFT

OCTOBER 28, 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

Tana Bader Inglima, Deputy Chief Executive Officer Nick Kooiker, CFO/Deputy Chief Executive Officer

Larry Peterson, Director of Planning Amber Hanchette, Director of Real Estate

Michael Boehnke, Director of Operations (via telephone) Bridgette Scott, Executive Assistant (via telephone) Lisa Schumacher, Special Projects Coordinator

David Phongsa, Marketing/Capital Projects Coordinator (via telephone)

Carolyn Lake, Port Counsel (via telephone)

PLEDGE OF ALLEGIANCE

Commissioner Novakovich led the Pledge of Allegiance.

Commission Novakovich stated Zeal Bains, part of the ownership group of Clover Island Inn may join the meeting today for the CEO Report and inquired if there were any objections to moving the CEO Report up.

There were no objections to moving up the CEO Report.

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- A. Approval of Direct Deposit and E-Payments Dated October 17, 2025
 Direct Deposit and E-Payments totaling \$96,659.82
- **B.** Approval of Warrant Register Dated October 28, 2025
 Expense Fund Voucher Number 107397 through 107421 for a grand total of \$153,340.89
- C. Approval of Regular Commission Meeting Minutes October 14, 2025
- D. Approval to Surplus Property; Resolution 2025-20

OCTOBER 28, 2025 MINUTES

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

ACTION ITEM

A. Columbia Garden Lease

Ms. Hanchette gave a brief history of the vacant tasting room space at Columbia Gardens and stated her and Mr. Phongsa reached out to several businesses, such as wineries and breweries, to fill the available space. Ms. Hanchette outlined the five-year lease agreement with Wheat Head Brewing Company for the Commission and inquired if there were any questions. Tina Phillips, owner, is very excited about this opportunity, and Ms. Hanchette stated they will be utilizing the food trucks and Swampy's BBQ for food service. This business will help create additional vibrancy for the area and support small businesses.

Commissioner Moak believes this is a great opportunity to have a brewery at Columbia Gardens and the mix on the property is good. Commissioner Moak inquired if the space modifications will be usable for future tenants and if Wheat Head will be open later in the evening.

Ms. Hanchette stated the walk-in cooler and sink can be used by future tenants and stated the food trucks are willing to stay open late, if they see the business and Swampy's is looking at creating a special menu.

Commissioner Hohenberg congratulated the team on the great addition and stated it is an exciting step for Columbia Gardens, the food vendors, and the wineries.

Commissioner Novakovich stated this is a huge catalyst for development for the east end of Kennewick.

<u>MOTION:</u> Commissioner Hohenberg moved to approve Resolution 2025-18 approving a 5-year commercial lease with Wheat Head Brewing Co.; and that all action by port officers and employees in furtherance hereof is ratified and approved; and further, the Port Chief Executive Officer is authorized to take all action necessary in furtherance hereof; Commissioner Moak seconded.

PUBLIC COMMENTS

No comments were made.

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

B. Daybreak Commons Final Plan, Place Architecture

Mr. Peterson presented the Daybreak Commons base plan design, created by Place Landscape Architecture, which offers additional alternatives of a playground structure, a vertical tower, and a shade structure (*Exhibit A*). Mr. Peterson presented Resolution 2025-19, accepting the design direction for Daybreak Commons and inquired if the Commission has any questions.

Commissioner Moak inquired if Arthur Jobs recommended the trees to Place Landscape.

OCTOBER 28, 2025 MINUTES

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Ms. Hanchette shared the design and selection with Mr. Jobs for his input, and he gave Place detailed feedback. Place took Mr. Jobs' comments and made revisions and Mr. Jobs will offer additional feedback as the plans progress.

Commissioner Hohenberg loves the playground equipment and applauded staff for a well thought out plan.

Commissioner Novakovich inquired if the playground equipment is designed or already exists.

Mr. Peterson stated the playground equipment is tailormade for the design.

<u>MOTION:</u> Commissioner Hohenberg moved to approve Resolution 2025-19 accepting the Daybreak Commons design including add alternatives as depicted in Exhibit A. In addition, he moved approval of Goal #1 of the CEO's 2025/26 goals and objectives and further ratify and approve all action by port officers and employees furtherance hereof; Commissioner Moak seconded.

PUBLIC COMMENTS

No comments were made.

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

C. CEO Proposed Performance Goal #10

Mr. Kooiker stated part of the CEO Evaluation Committee duties is to recommend goals for Commission approval. Goal #10 was a flexible goal, whereby the CEO is to identify and present one additionally beneficial project or ROI partnering opportunity to Commissioners. Mr. Kooiker presented Goal #10, which relates to assembling and managing an expert environmental team while leading the port through the process of addressing a PFAS discovery at Vista Field.

Commissioner Hohenberg stated as a CEO Evaluation Committee member, he understands our CEO puts out fires every day and PFAS has slowed everything down at Vista Field. The committee believes PFAS has risen to level deserving to be the flexible goal.

Mr. Arntzen appreciates the evaluation review committee adding PFAS as a significant goal and stated it has been the primary objective of the Port since June.

Commissioner Novakovich stated Mr. Arntzen put together a great group of people to handle the situation and stated the goal has a lot of merit to it.

<u>MOTION:</u> Commissioner Hohenberg moved to approve Resolution 2025-21 approving the proposed goal in fulfillment of the Flexible Goal #10, attached as Exhibit "B"; Commissioner Moak seconded.

PUBLIC COMMENTS

No comments were made.

OCTOBER 28, 2025 MINUTES

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

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. Vista Field

1. Harris & Smith Public Affairs Contract Extension

Ms. Bader Inglima reported Harris & Smith Public Affairs has been working with the Port since July regarding PFAS. Ms. Bader Inglima stated that due to the nature and complexity of the Department of Ecology and PFAS, staff requested to extend the contract through the end of the year and add approximately \$12,000.

It is the Consensus of the Commission to extend the Harris & Smith Public Affairs Contract and add funds of \$12,000.

B. Kennewick Waterfront

1. Columbia Gardens Demonstration Vinyard

Ms. Hanchette gave a brief history of the Columbia Gardens Demonstration Vineyard which was planted in 2023 with assistance from Victor Palencia of Monarcha. Ms. Hanchette stated the vineyard has grapes now and it has filled in beautifully (*Exhibit B*).

C. Partnership with Kennewick Police Foundation

Commissioner Novakovich stated the Port has been an advertising sponsor for the Kennewick Police Foundation for several years and was recently spotlighted by the KPD Foundation.

Commissioner Hohenberg stated the Foundation was created in 2015 and in 2019, it established the community care program, which gave police officers the opportunity to help people with an immediate need. Throughout the years, the Port has been a great advertising sponsor for the Breakfast with the Chief and the program has thrived.

Commissioner Novakovich stated the Breakfast with the Chief is inspiring and impactful.

D. CEO Report

Mr. Arntzen reported on the following:

- Traveled to Blaine to visit with Zeal Baines, member of the ownership group of the Clover Island Inn and visited the Port of Bellingham redevelopment project (*Exhibit C*).
- Marina Electrolysis Survey: PND, the construction company that built the Clover Island Marina, has opened a local office in the Tri-Cities. We have reached out to schedule the electrolysis survey and a general walk-through of the Marina.

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

Commissioners reported on their respective committee meetings.

DRAFT

F. Non-Scheduled Items

Mr. Peterson stated related to Vista Field, density without amenity is crowding, and density with amenity is community. Creating the amenity will draw and attract the community to Vista Field.

Mr. Boehnke reported the last two remaining pilings have been removed from the Cedars dock.

Mr. Phongsa reported that the second annual Trunk or Treat event at Columbia Gardens is Thursday, October 30th, from 4:00 p.m. to 8:00 p.m. (Exhibit D).

Commissioner Moak visited the Port of Albany in New York, the largest inland port on the East Coast and stated it was very interesting to see how they continue to bring new industries to their waterfront.

Commissioner Moak attended the recent Historic Downton Kennewick board meeting, where the new economic development director for the City of Kennewick was mentioned and inquired if Port staff had met him.

Mr. Peterson stated staff met the new economic development director at a recent City and Port meeting.

Ms. Bader Inglima stated he has already toured Vista Field and is very excited about the opportunities.

Commissioner Novakovich reported that Chris Herman, from the Washington Public Ports Association accepted the position as executive director at the Port of Woodland.

PUBLIC COMMENTS

Alicia Cullison, Richland. Ms. Cullison, of Emerald Sparks Events, stated the Clover Island Inn is moving ahead with the 2026 concert series and stated the concert series now has a brochure that features cohesive branding with professional photography and information on the audience, who we serve, and what we are looking for in partnership.

Mr. Arntzen stated staff will continue to have dialogue with the Inn and how the Port can be supportive, because the concert series has been very beneficial to Clover Island and east Kennewick.

Ms. Cullison is attending the Washington Festival and Events annual meeting and is hoping to gain more state partnerships.

Commissioner Moak inquired what kind of demographics the series brings.

Ms. Cullison stated they expanded the concert genres for 2026 and will continue to schedule previous popular acts and local bands. The audience is skewed local with about 80% local attendees.

No further comments were made.

OCTOBER 28, 2025 MINUTES

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| COMN | MISSION | COMM | IENTS |
|------|---------|------|-------|
| | | | |

No comments were made.

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 3:24 p.m.

| APPROVED: | PORT of KENNEWICK BOARD of COMMISSIONERS |
|-----------|---|
| | Skip Novakovich, President |
| | Kenneth Hohenberg, Vice President |
| | Thomas Moak, Secretary |

PORT OF KENNEWICK

Resolution No. 2025-18

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK APPROVING A FIVE-YEAR COMMERCIAL LEASE WITH WHEAT HEAD BREWING CO.

WHEREAS, the Port of Kennewick (the "Port") owns certain real estate and improvements located at 313 E. Columbia Gardens Way, Suite 120, Kennewick, WA 99336 (the "Property"); and

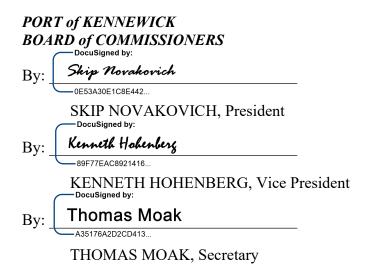
WHEREAS, the Port of Kennewick (Port) is authorized by state law to enter into leases of real property upon such terms and conditions as the Port Commission deems proper; and

WHEREAS, Port staff and the Port attorney have reviewed the proposed lease attached hereto as **Exhibit A** (the "Lease Agreement"), and find it is in proper form, and it is in the Port's best interest.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby approve the attached Lease Agreement with Wheat Head Brewing Company LLC related to the Property.

BE IT FURTHER RESOLVED that all action by port officers and employees in furtherance hereof is ratified and approved; and further that the port Chief Executive Officer is authorized to take all action all action necessary and can pay all expenses necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the <u>28th</u> day of <u>October</u>, <u>2025</u>.



PORT OF KENNEWICK

Resolution No. 2025-19

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK ACCEPTS THE DESIGN CONCEPT FOR VISTA FIELD DAYBREAK COMMONS

WHEREAS, the Commission via passage of Resolution 2025-09 selected Place Landscape Architecture, LLC to assist in design and preparation of biddable construction documents for the public open space improvements of the Vista Field Daybreak Commons area; and

WHEREAS, the Commission desired flexibility to be incorporated into the design to allow for future conversion of a portion of the site to accommodate an outdoor ice-skating rink and a revised site plan with inherent flexibility was presented to the Port Commission at the Commission's regular meeting on October 14, 2025; and

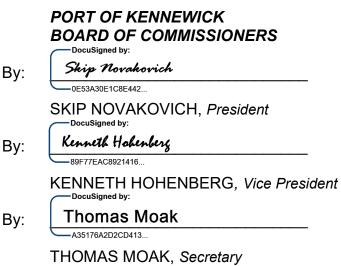
WHEREAS, the Commission was also presented with design visions for unique elements beyond those included in the base bid, which could be incorporated into the bid documents as Add Alternative(s); and

NOW THEREFORE, BE IT RESOLVED the Port of Kennewick Commission does hereby accepts the design of the Daybreak Commons as depicted in Exhibit A.

BE IT HEREBY FURTHER RESOLVED that the Port of Kennewick Commission does hereby direct the vertical elements of airplane themed play structure, beacon/tower and shade structure be included in the bid documents as Add Alternate(s).

BE IT HEREBY FRUTHER RESOLVED the Board of Commissioners of the Port of Kennewick hereby accepts Goal #1 of the CEO's 2025/26 Goals and Objectives, Present Design for Daybreak Commons, as complete.

ADOPTED by the Board of Commissioners of Port of Kennewick on the <u>28th</u> day of October, 2025.







PLACE #: DATE DRAWN REVIEWED 25-019 10-09-2025 VERIFY SCALE BAR MEASURES ONE INCH ON ORIGINAL DRAWING

SCHEMATIC DESIGN 10.09.2025

LANDSCAPE SITE PLAN

sheet: 01 of: 01



PAVING AT ICE RINK LOCATION



LANDSCAPE AT ICE RINK LOCATION





BRIDGE AT DRY CREEK



LARGE BERM OPEN SPACE



PLAY AREA (NO PLAY STRUCTURE)



SEATING

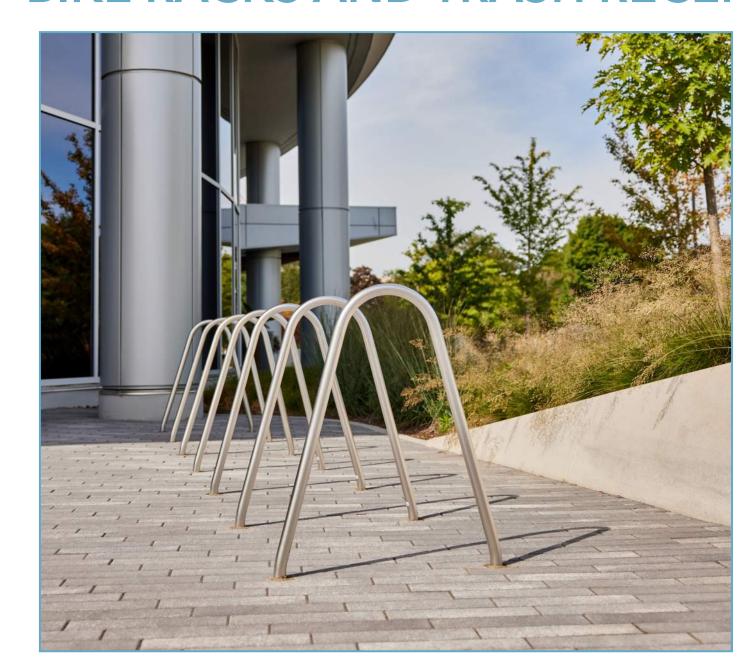


METAL SLAT BENCH



GABION BENCH (2 MAXIMUM)

BIKE RACKS AND TRASH RECEPTACLES



POLISHED STEEL BIKE RACK



DUAL METAL RECEPTACLE

LIGHTING AND BOLLARDS



VISTA FIELD METAL AREA LIGHT AND BOLLARDS

SITE AND PLAY STRUCTURES



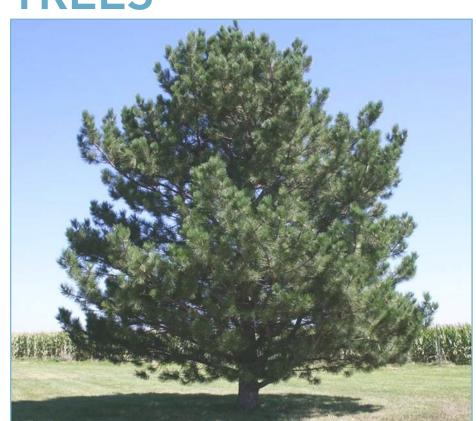
REMOVABLE BOLLARD



PREFABRICATED BRIDGE



TREES



AUSTRIAN PINE



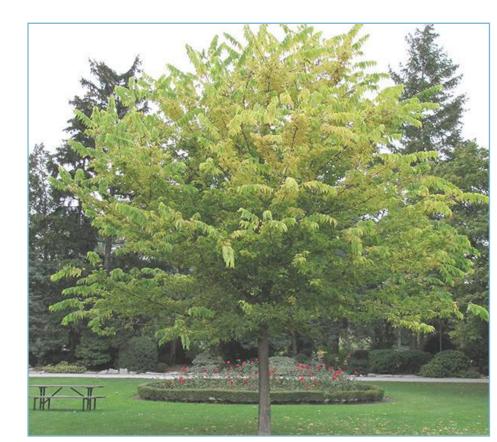
ARMSTRONG GOLD MAPLE



HERITAGE RIVER BIRCH



BUR OAK



COMMON HACKBERRY



BALD CYPRESS



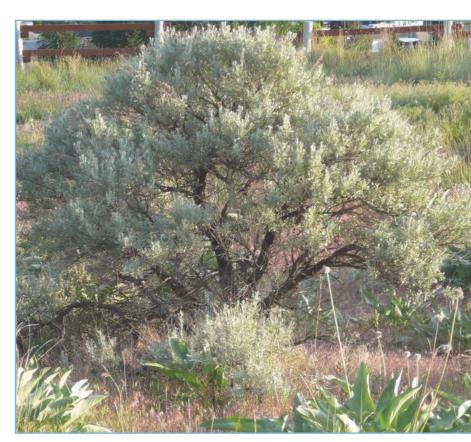
CITY SPRITE ZELKOVA



SHRUBS



CRIMSON PYGMY BARBERRY



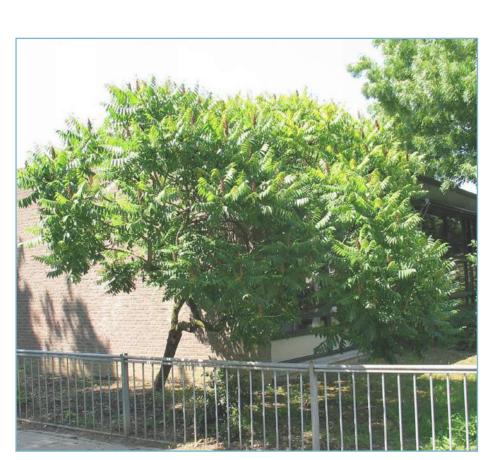
BIG SAGEBUSH



SALTBUSH



BITTERBRUSH



SMOOTH SUMAC



WAX CURRANT

GRASSES



BLUE GRAMA GRASS



IADHO FESCUE



SANDBERG BLUEGRASS



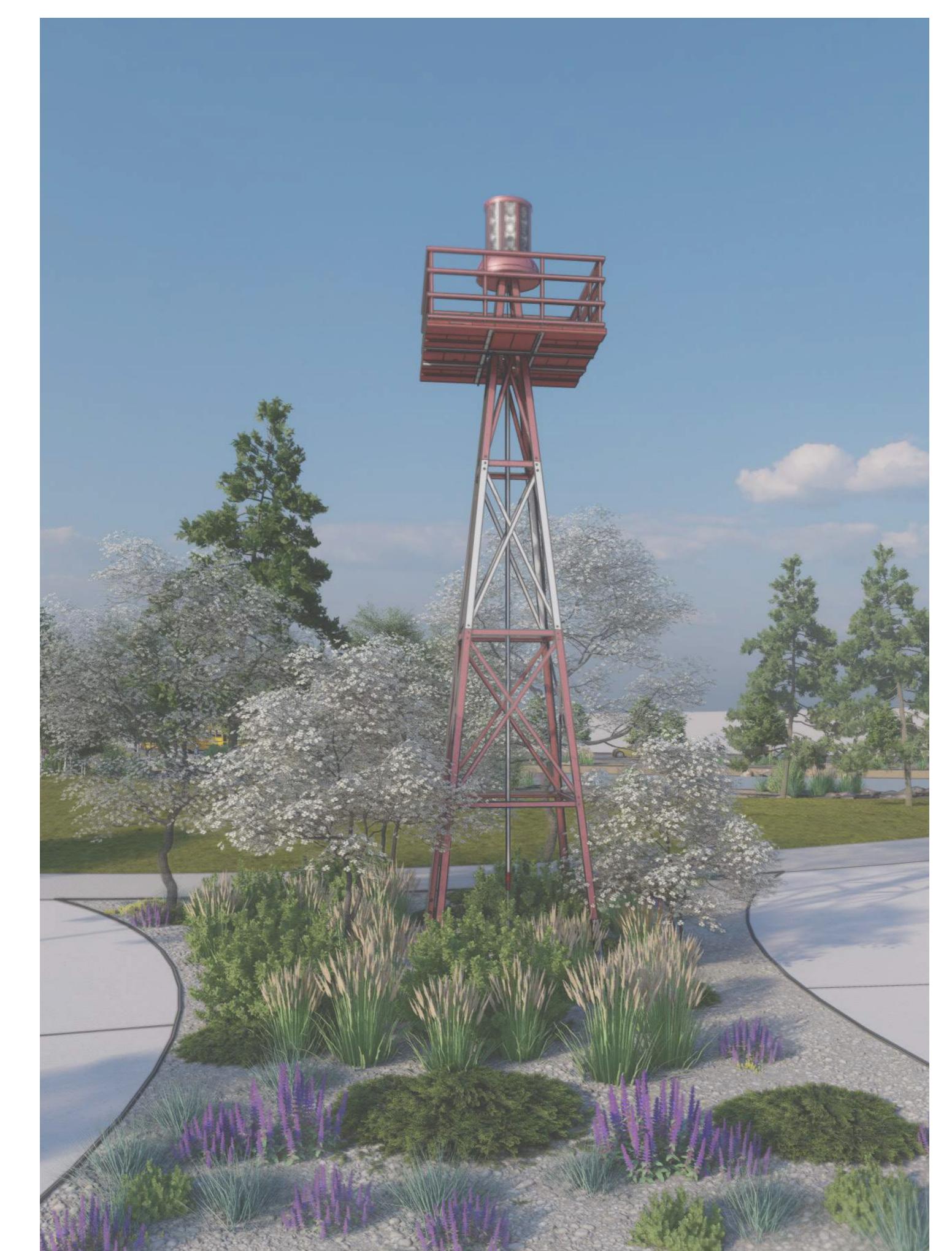


AIRCRAFT THEMED PLAY AREA



DESIGN INSPIRATION











Resolution 2025-19 Exhibit A

NORTH VIEW



NORTH VIEW 2



ENTRY TOWER





DESIGN INSPIRATION

VIEW FROM NW CORNER



VIEW FROM SE



PORT OF KENNEWICK

RESOLUTION 2025-20

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 28th day of October, 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

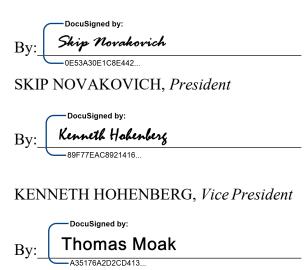
WHEREAS, prior to each such disposition of Port property, the Port Chief Executive Officer is directed to present to the Commission an itemized list of the property and to make written certification that the listed property is no longer needed for Port District purposes.

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 28th day of October 2025.

PORT of KENNEWICK BOARD of COMMISSIONERS

THOMAS MOAK, Secretary



RESOLUTION 2025-20

"Exhibit A"

| sset 🗐 | Property Description | Date in Service | | Cost | | ook Value <u>▼</u> | Disposal Reason 🔻 | Comments |
|--------|---|--------------------|----------|-----------------------|----|--------------------|---|-------------------------------|
| | Dell Computer | 12/01/21 | | 1,292.75 | \$ | - | Broken - Dispose | |
| 1217 | Dell Optiplex 9020 Computer | 3/10/2015 | \$ | 850.61 | \$ | - | Broken - Dispose | |
| | Dell Precision BTX | 1/1/2020 | \$ | 1,126.11 | \$ | - | Broken - Dispose | |
| 1316 | Dell Lattitude Laptop | 11/1/2020 | \$ | 1,520.91 | \$ | - | Broken - Dispose | |
| 1347 | Dell Precision 3260 | 12/1/2022 | \$ | 1,758.76 | \$ | 674.19 | Broken - Dispose | |
| 936 | Hangar Purchase - 6600 W. Deschutes #C | 12/31/07 | | 607,425.33 | \$ | 280,350.18 | Partially Replaced - Pavillions Remodel | Resolution 2025-17 on 10/14/2 |
| 937 | Hangar Purchase - 6600 W. Deschutes #B | 12/31/07 | | 607,914.00 | \$ | 280,575.72 | Partially Replaced - Pavillions Remodel | Resolution 2025-17 on 10/14/2 |
| 530 | Engineering DB-A | 4/13/99 | | 11,889.50 | \$ | 8,983.19 | Replaced during Remodel | Replaced on 12/31/13 |
| 537 | Reroof/HVAC DB-A | 5/11/99 | | 292.95 | \$ | 119.35 | Replaced during Remodel | Replaced on 12/31/13 |
| 543 | Reroof/HVAC DB-A | 6/08/99 | | 253.20 | \$ | 103.54 | Replaced during Remodel | Replaced on 12/31/13 |
| 583 | Reroof/HVAC DB-A | 11/09/99 | | 82,049.80 | \$ | 34,339.33 | Replaced during Remodel | Replaced on 12/31/13 |
| 599 | Reroof/HVAC DB-A | 12/31/99 | | 1,498.85 | \$ | 632.79 | Replaced during Remodel | Replaced on 12/31/13 |
| 613 | Reroof/HVAC DB-A | 3/14/00 | | 186,597.55 | \$ | 79,476.79 | Replaced during Remodel | Replaced on 12/31/13 |
| 733 | Gutters DB-A | 3/31/2003 | Ś | 1,299.60 | \$ | _ | Replaced during Remodel | Replaced on 12/31/13 |
| | DB1 HVAC System DB-A | 12/31/2005 | _ | 173,394.45 | _ | _ | Replaced during Remodel | Replaced on 12/31/13 |
| | Electrical & HVAC DB-B | 8/15/88 | | 14,410.98 | | 2,428,66 | Replaced during Remodel | Replaced on 12/31/13 |
| | Electrical Equipment DB-B | 4/15/90 | | 847.31 | | | Replaced during Remodel | Replaced on 12/31/13 |
| | | 8/15/90 | Г | 4,030.10 | ċ | 858.25 | Replaced during Remodel | Replaced on 12/31/13 |
| | Electrical System Improvements DB-B | | | | _ | | | |
| | Oak Street Development Building DB-B | 4/15/91 | | 2,228.32 | | 507.51 | Replaced during Remodel | Replaced on 12/31/13 |
| | Oak Street Development Building DB-B | 7/15/91 | | 1,038.49 | | 242.29 | Replaced during Remodel | Replaced on 12/31/13 |
| | Blue Prints DB-B | 9/15/93 | | 581.04 | _ | - | Replaced during Remodel | Replaced on 12/31/13 |
| 301 | Architects DB-B | 11/30/96 | | 775.00 | _ | 131.09 | Replaced during Remodel | Replaced on 12/31/13 |
| 456 | Engineering DB-B | 9/29/98 | | 5,025.90 | \$ | 5,025.90 | Replaced during Remodel | Replaced on 12/31/13 |
| 486 | Improvements DB-B | 11/24/98 | | 4,133.16 | \$ | 2,834.17 | Replaced during Remodel | Replaced on 12/31/13 |
| 503 | Title Report DB-B | 12/31/98 | | 27.00 | \$ | 18.53 | Replaced during Remodel | Replaced on 12/31/13 |
| 504 | Title Report DB-B | 12/31/98 | | 27.00 | \$ | 18.53 | Replaced during Remodel | Replaced on 12/31/13 |
| 638 | Legal Ad DB-B | 8/08/00 | | 68.34 | \$ | - | Replaced during Remodel | Replaced on 12/31/13 |
| | Engineering DB-B | 10/10/00 | | 1,105.61 | \$ | 619.19 | Replaced during Remodel | Replaced on 12/31/13 |
| | Building Improvements - VFDF A | 6/15/90 | | 22,394.84 | _ | 4,681.16 | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | 1993 Improvements - VFDF A | 11/15/93 | | 13,070.96 | | - | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | Contractors & Architect - VFDF A | 12/15/93 | | 20,704.45 | - | - | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | | 6/15/94 | | | \$ | 681.07 | Replaced during Remodel | |
| | Leasehold Improvements - VFDF A | | | 3,271.73 | _ | 001.07 | | Resolution 2025-07 on 3/25/2 |
| | Roofing - VFDF A | 12/15/94 | | 75,294.08 | - | - | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | Addition to Building-Engineering - VFDF A | 12/15/94 | \vdash | 583.77 | | - | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | Parking Space - VFDF A | 2/10/98 | | 286.20 | | | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | Building - VFDF A | 2/24/98 | | 87,290.51 | | | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| 372 | Engineering - VFDF A | 3/24/98 | | 2,128.00 | _ | 651.70 | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| 378 | Building - VFDF A | 4/14/98 | ┖ | 62.99 | \$ | 19.42 | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| 401 | Engineering - VFDF A | 6/23/98 | | 171.00 | \$ | 53.30 | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| 427 | Irrigation System - VFDF A | 8/25/98 | | 96.45 | \$ | - | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| 650 | Flooring - VFDF A | 10/10/00 | | 4,000.00 | \$ | - | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| 734 | Bathroom remodel - VFDF A | 3/31/03 | | 4,819.00 | \$ | 2,008.01 | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| 735 | Wheelchair ramp - VFDF A | 5/31/03 | | 1,732.80 | \$ | 729.42 | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| 737 | Tile Work-bathroom remodel - VFDF A | 11/30/03 | Т | 2,383.00 | | 1,033.71 | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | Building Improvements - New Door (Keymaster) - VFDI | 3/31/07 | | 2,726.99 | _ | - | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | Engineering VFDF B | 12/29/98 | | 1,023.02 | | | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | Roof-Mounted Exhaust Fan VFDF B | 12/30/02 | | 4,115.40 | | 329.14 | Replaced during Remodel | Resolution 2025-07 on 3/25/ |
| | | | \vdash | 2,722.66 | _ | | Replaced during Remodel | |
| | Air Compressor - One World Tel. VFDF B | 7/27/04 | | | _ | - | | Resolution 2025-07 on 3/25/ |
| | VFDF #2 Floor Improvements VFDF B | 11/30/05 | | 7,911.32 | | - | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | Lennox Heat Pump VFDF B | 5/31/06 | \vdash | 2,086.94 | | - | Replaced during Remodel | Resolution 2025-07 on 3/25/ |
| | 4 t 460 V 30 Amp Air C VFDF B | 8/31/06 | | 2,599.20 | _ | - | Replaced during Remodel | Resolution 2025-07 on 3/25/2 |
| | CI Metz Plaza | 12/31/09 | ┖ | 141,591.74 | | - | Damaged - Dispose | Removed 12/27/23 |
| 1113 | Metz Construction Close Out | 3/31/11 | | 1,516.20 | \$ | | Damaged - Dispose | Removed 12/27/23 |
| 31 | Clover Island Restroom | 11/15/75 | | 33,913.39 | | | Replaced during Remodel | Subtantially Replaced 4/1/25 |
| 21 | Sewerline | 4/15/72 | | 9,677.50 | | 0.00 | Replaced | Replaced in 2/28/2009 |
| 32 | Waterline | 12/15/75 | | 19,984.84 | | 0.00 | Replaced | Replaced in 2/28/2009 |
| 202 | Clover Island Road Improvements | 12/15/91 | | 45,915.93 | \$ | | Replaced | Replaced in 2/28/2009 |
| | Clover Island Road Improvements | 12/15/92 | | 59,601.96 | _ | - | Replaced | Replaced in 2/28/2009 |
| 217 | | | 1 | | | 0.00 | Broken - Dispose | Port Shop Remodel 9/1/25 |
| | HVAC Unit 2ton Vision Pro 8000 | 7/31/12 | | 5,481.01 | | 0.00 | | |
| 1129 | HVAC Unit 2ton Vision Pro 8000 Oak St DBLot3 - Markland Pacific | 7/31/12 6/30/07 | | 5,481.01 19,059.66 | - | | Damaged - Demo | Port Shop Remodel 9/1/25 |

CFO/Auditor Certification:

Mck kooiker

10/28/2025

—DAC096A4B5BD4FB...

Nick Kooiker

Date





PLACE #: DATE DRAWN REVIEWED 25-019 10-09-2025 VERIFY SCALE BAR MEASURES ONE INCH ON ORIGINAL DRAWING LANDSCAPE SITE PLAN

SCHEMATIC DESIGN 10.09.2025

sheet: 01 of: 01



PAVING AT ICE RINK LOCATION



LANDSCAPE AT ICE RINK LOCATION





BRIDGE AT DRY CREEK



LARGE BERM OPEN SPACE



PLAY AREA (NO PLAY STRUCTURE)



SEATING

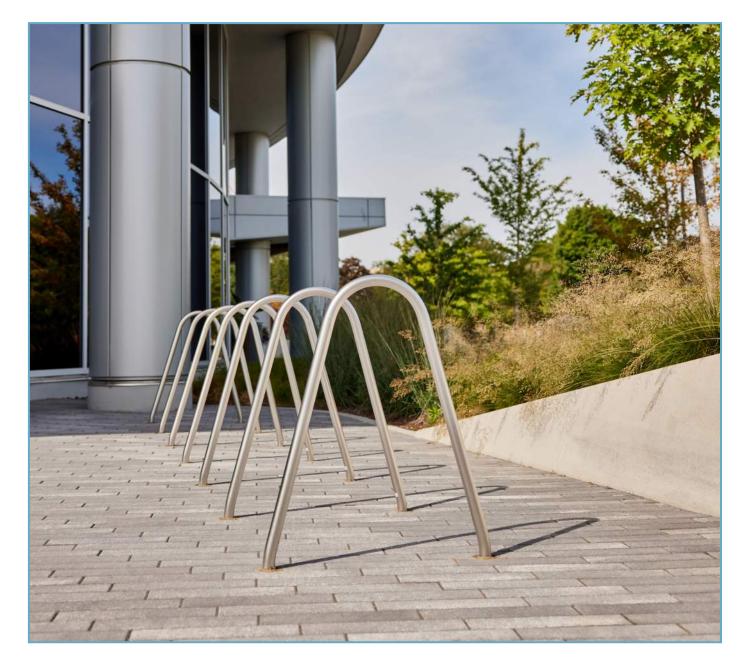


METAL SLAT BENCH



GABION BENCH (2 MAXIMUM)

BIKE RACKS AND TRASH RECEPTACLES



POLISHED STEEL BIKE RACK



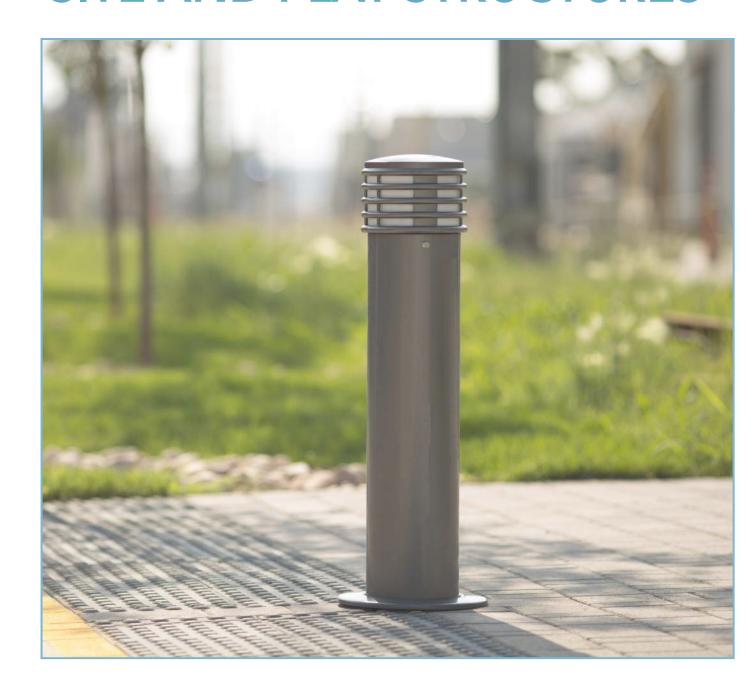
DUAL METAL RECEPTACLE

LIGHTING AND BOLLARDS



VISTA FIELD METAL AREA LIGHT AND BOLLARDS

SITE AND PLAY STRUCTURES



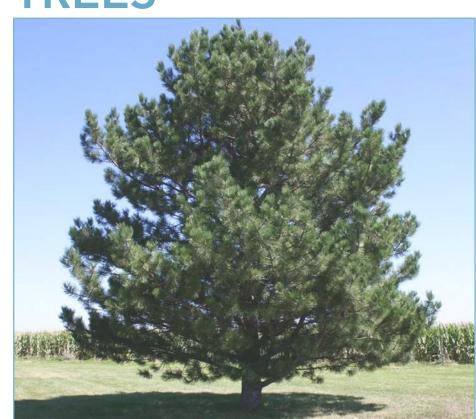
REMOVABLE BOLLARD



PREFABRICATED BRIDGE



TREES



AUSTRIAN PINE



ARMSTRONG GOLD MAPLE



HERITAGE RIVER BIRCH



BUR OAK



COMMON HACKBERRY



BALD CYPRESS



CITY SPRITE ZELKOVA



SHRUBS



CRIMSON PYGMY BARBERRY



BIG SAGEBUSH



SALTBUSH



BITTERBRUSH

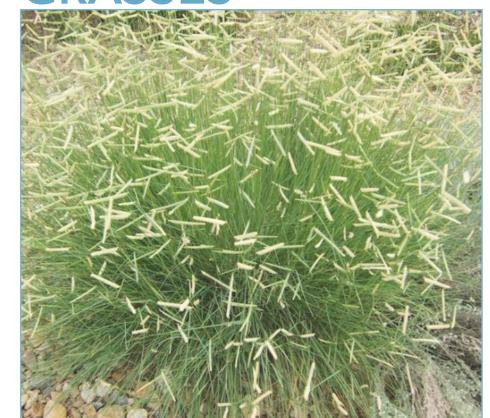


SMOOTH SUMAC



WAX CURRANT

GRASSES



BLUE GRAMA GRASS



IADHO FESCUE



SANDBERG BLUEGRASS



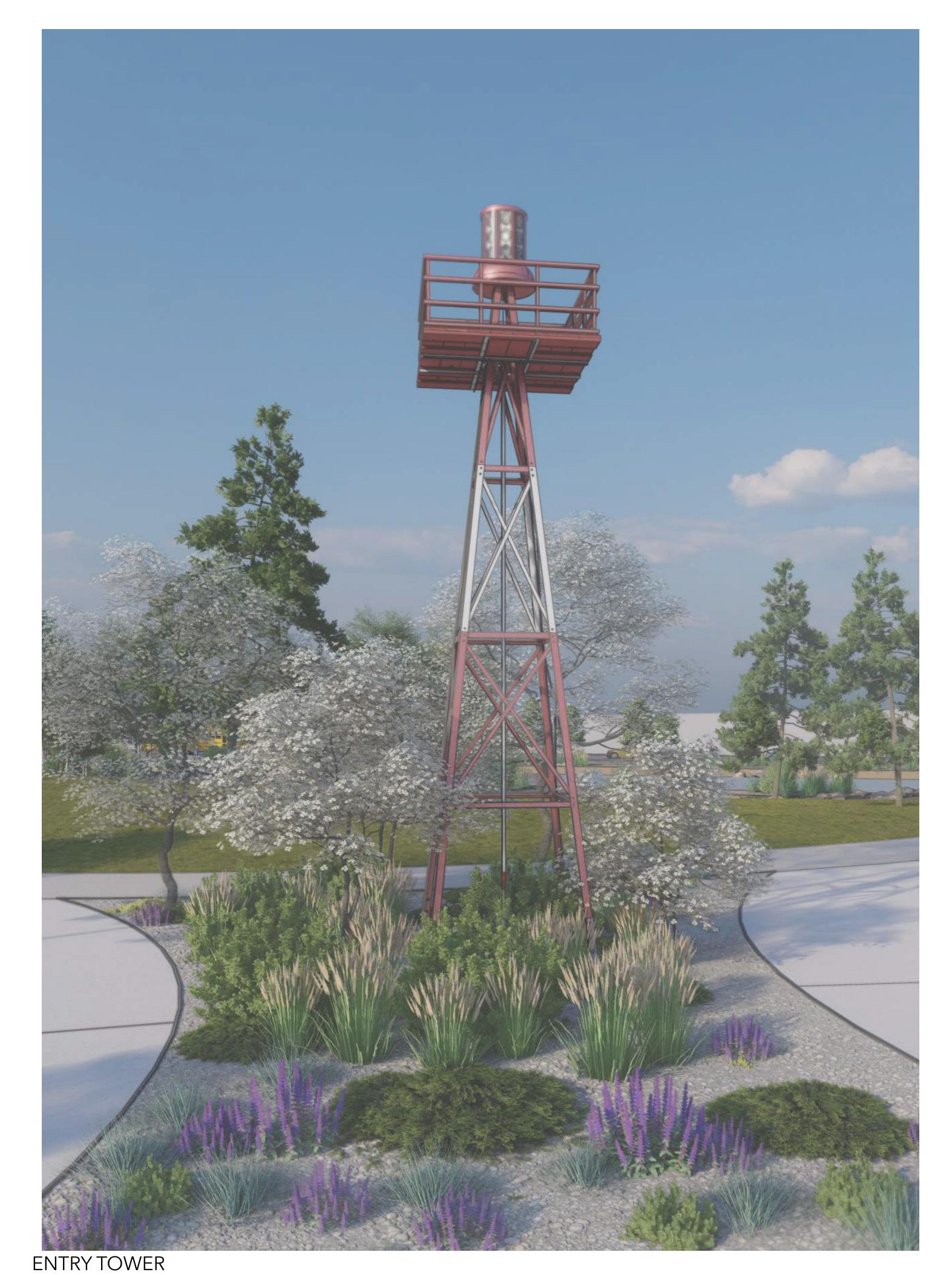


DESIGN INSPIRATION



AIRCRAFT THEMED PLAY AREA









NORTH VIEW

DESIGN INSPIRATION











DESIGN INSPIRATION

VIEW FROM NW CORNER



VIEW FROM SE













COLUMBIA GARDENS DEMONSTRATION VINEYARD 2025



Port of Bellingham

October 2025



EXHIBIT C



EXHIBIT C

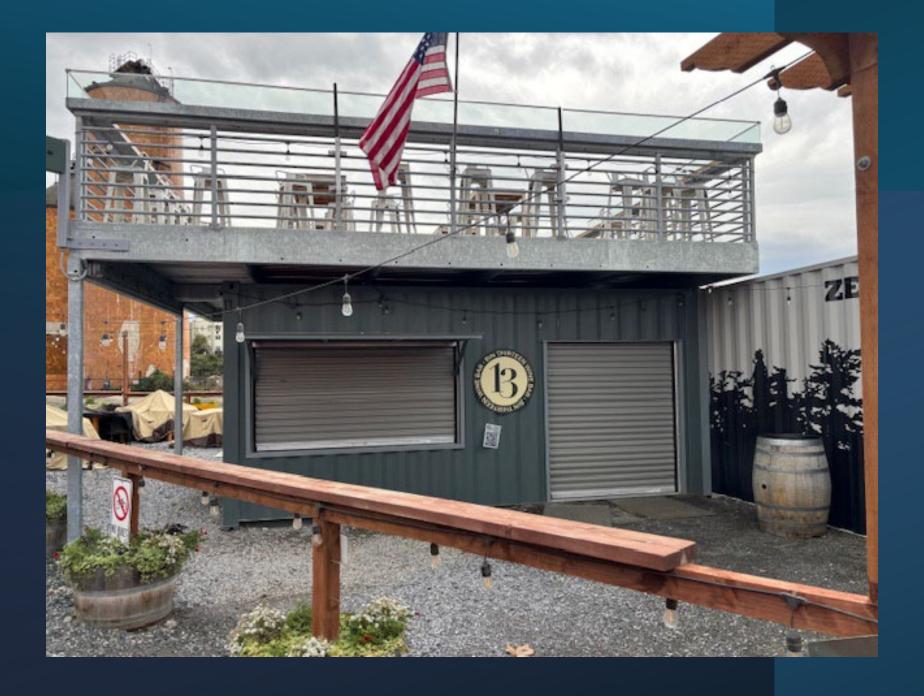


EXHIBIT C





GAMES

THURSDAY, OCTOBER 30TH (4PM-8PM)

COLUMBIA GARDENS WINE & ARTISAN VILLAGE

325 E COLUMBIA DRIVE

KENNEWICK, WA 99336









PORT OF KENNEWICK RESOLUTION NO. 2025-22

A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE PORT OF KENNEWICK CERTIFYING THE PORT'S 2026 LEVY

WHEREAS, the Board of Commissioners of the Port of Kennewick met and considered its budget for the calendar year 2025 and 2026 at a regular meeting on October 22, 2024, a quorum of the Commission being present; and

WHEREAS, a legal notice of public hearing on the Preliminary Budget of Port of Kennewick for the calendar year of 2025 and 2026 was published in accordance with RCW 53.35.020, RCW 53.35.045 and RCW 84.52.020; and

WHEREAS, the Port's actual levy amount from 2025 year was \$5,217,255; and

WHEREAS, the population of the Port is more than 10,000; and

WHEREAS, the Board of Commissioners of Port of Kennewick after hearing and after duly considering all relevant evidence and testimony presented, determined that the Port of Kennewick requires a regular levy for the 2026 tax year in the amount of \$6,200,000, which includes an increase in property tax revenue from the previous year, amounts resulting from the addition of new construction, improvements to property, any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick substantiate that an increase in the regular property tax levy is hereby authorized for the levy to be collected in 2026 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be approximately \$80,000, which is a one-percent increase from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Port of Kennewick hereby directs the Chief Financial Officer/Auditor to certify a copy of this resolution and forward the same to the Clerk of the Board of the County Commissioners in accordance with RCW 84.52.020.

APPROVED and dated by the Commissioners of the Port of Kennewick at a Special Meeting on November 12, 2025.

| | BOARD of COMMISSIONERS |
|-----|-----------------------------------|
| By: | |
| | SKIP NOVAKOVICH, President |
| By: | |
| | KENNETH HOHENBERG, Vice President |
| By: | |
| | THOMAS MOAK, Secretary |

DODT OF LENNIEWICK

CERTIFICATION OF TAX LEVY

STATE OF WASHINGTON County of Benton

CERTIFIED BY:

In accordance with RCW 84.52.020, I, **Nick Kooiker**, CFO/Auditor for Port of Kennewick, do hereby certify to the Benton County legislative authority that the Commissioners of said district request that the following levy amounts be collected in 2026 as provided in the district's budget, which was adopted following a public hearing held on November 12, 2025. I hereby request the Board of County Commissioners of Benton County, Washington, to make said regular levy of the Kennewick Port District, as set forth below, and that said regular levy is for operation, maintenance, land acquisition, construction, and the levy is to be distributed as follows:

Expense (General) Fund \$6,181,114.46 Administration Refund Fund \$18,885.54

Total Regular Levy \$6,200,000

Population Certification: Above 10,000

If the above certification is more than the Assessor's levy calculations, the Assessor's Office is directed to reduce the Expense (General) Fund amount to the actual Assessor's levy calculation.

CERTIFIED this 12th day of November, 2025.

| CFO/AUDITOR | | |
|--------------|--|--|
| | | |
| | | |
| | | |
| Nick Kooiker | | |

PORT of KENNEWICK



Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

| In accordance with RCW 84.52.020, I | (Name), |
|--|--|
| (Title), | or (District name), |
| do hereby certify to the | (Name of county) County legislative authority |
| that the | Commissioners, Council, Board, etc.) of said district requests |
| that the following levy amounts be collected | (Year of collection) as provided in the district's |
| budget, which was adopted following a public | hearing held on (Date of public hearing). |

Regular levies

| Levy | General levy | Other levy* |
|--|--------------|-------------|
| Total certified levy request amount, which includes the amounts below. | | |
| Administrative refund amount | | |
| Non-voted bond debt amount | | |
| Other* | | |

Excess levies

| Levy | General (n/a for school districts) | Bond | Enrichment (school districts only) | Cap. project | Other levy* |
|--|--|------|--|--------------|-------------|
| Total certified levy request amount, which includes the amounts below. | | | | | |
| Administrative refund amount Other* | | | | | |

| *Examples of other levy types may include EMS, school district transportation, or construction levies. |
|--|
| Examples of other amounts may include levy error correction or adjudicated refund amount. Please include |
| a description when using the "other" options. |

| Signature: | | _ Date: | |
|------------|--|---------|--|
|------------|--|---------|--|

To request this document in an alternate format, please complete the form <u>dor.wa.gov/AccessibilityRequest</u> or call 360-705-6705. Teletype (TTY) users please dial 711.

REV 64 0100 (8/27/21) Page 1 of 1

PORT OF KENNEWICK

RESOLUTION NO. 2025-23

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK AUTHORIZING AN INCREASE IN TAX LEVY CAPACITY PURSUANT TO RCW 84.55.120 AND WAC 458-19-005

WHEREAS, a public hearing was held at a regular meeting on October 22, 2024 by the Board of Commissioners for the Port of Kennewick regarding the 2025 and 2026 budget; and

WHEREAS, pursuant to RCW 84.55.120 and WAC 458-19-005, the rate of inflation (IPD rate) for 2025 is 2.44% and the limit factor for property taxes for 2025 is 101%; and

WHEREAS, the Port of Kennewick's levy amount from the previous year was \$5,217,255; and

WHEREAS, the Port has set its increase in tax levy capacity for the 2025 and 2026 budget at one percent (1%) and finds there is <u>substantial need</u> to set the levy limit at one hundred and one percent (101%); and

WHEREAS, the Board of Commissioners of the Port of Kennewick Taxing District, after hearing and after duly considering all relevant evidence and testimony presented, finds there is a <u>substantial need</u> to set the levy limit at one hundred one percent (101%), to discharge the expected expenses and obligations of the district and in its best interest.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Port of Kennewick Taxing District that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in levy value of state assessed property, is hereby authorized for the 2026 levy in the amount of approximately \$80,000 which is a one (1%) percentage increase from the previous year.

ADOPTED by the Board of Commissioners of the Port of Kennewick at a Special Meeting held this 12th day of November 2025; and duly signed by its proper officers in the authentication of its passage on said date.

| | BOARD of COMMISSIONERS |
|-----|----------------------------------|
| By: | |
| | SKIP NOVAKOVICH, President |
| By: | |
| | KENNETH HOHENBERG, Vice Presiden |
| By: | |
| | THOMAS MOAK, Secretary |

PORT of KENNEWICK

PORT OF KENNEWICK PUBLIC HEARING NOTICE REGARDING 2026 REGULAR PROPERTY TAX LEVY

PUBLIC NOTICE IS HEREBY GIVEN that the Port of Kennewick Commissioners and staff will hold a public hearing to discuss the 2026 Regular Property Tax Levy at 2:00 p.m., or soon thereafter, Wednesday, November 12, 2025 in the Commission Chambers, located at 350 Clover Island Drive, Suite 200, Kennewick, Washington, and via GoToMeeting. The purpose of the hearing is to confirm the 2026 property tax levy. The public is welcome and encouraged to participate in person or via GoToMeeting by calling 1-866-899-4679, Access Code: 569-032-205, or at the following link: https://meet.goto.com/569032205. For more information, please call Port of Kennewick at (509) 586-1186.

Legal Ad Run Dates: Sunday, November 2, 2025, Wednesday, November 5, 2025, and Sunday, November 9, 2025.

Port of Kennewick
2025 Quarter 3
Budget-to-Actual
Review
2025-2026 Budget

Managing Resources & Accountability
by Nick Kooiker, Deputy CEO/CFO/Auditor







Revenue & Expenses



Revenues: \$1,030,987

- 38% Benchmark
- Operating revenues at 44%



Expenses: \$3,090,194

- 38% Benchmark
- Operating expenses at 30%





Non-Operating Division

Revenue & Expenses



Revenues: \$7,313,030



- Non-Operating Revenues at 41%
- RCCF funding for VF Pavilions
- Property taxes at \$5.2 million



Expenses: \$1,743,213

- 38% Benchmark
- Non-Operating expenses at 35%



Capital Projects 2025/2026 Budget Amendment

| | <u>Item</u> | Original Budget | Expended | Remaining | Proposed Amended Budget |
|----|---|--------------------|-----------|-------------|-------------------------|
| 1 | Vista Field Woonerf Parking Lots North & South (lots 15-21) | \$375,000 | \$107,383 | \$267,617 | \$1,300,000 |
| 2 | Vista Field Pavilions & Azure Drive Parking Lots | \$1,000,000 | \$110,832 | \$889,168 | \$2,100,000 |
| 3 | Vista Field Parking Lots 23 - 25 | \$400,000 | \$0 | \$400,000 | \$2,000,000 |
| 4 | Vista Field Infrastructure West Block 1 (Blue Chart) | \$2,300,000 | \$6,549 | \$2,293,451 | \$2,500,000 |
| 5 | Vista Field Blue Chart Parking (behind Brockman) | \$750,000 | \$0 | \$750,000 | \$0 |
| 6 | Vista Field Daybreak Commons | \$1,700,000 | \$59,294 | \$1,640,706 | \$200,000 |
| 7 | Vista Field Infrastructure East Block 2 (Blue Chart) | \$2,300,000 | \$4,125 | \$2,295,875 | \$0 |
| 8 | Vista Field Infrastructure East (Grandridge Blvd.) | \$1,600,000 | \$0 | \$1,600,000 | \$1,600,000 |
| 9 | Vista Field Town Architect (operations budget) | \$300,000 | \$27,136 | \$272,864 | \$300,000 |
| 10 | VFDF A & B Improvements | \$200,000 | \$148,535 | \$51,465 | \$200,000 |
| 11 | Art Project | \$100,000 | \$0 | \$100,000 | \$100,000 |
| 12 | Asset Replacement | \$400,000 | \$62,006 | \$337,994 | \$400,000 |
| 13 | Opportunity Fund | \$125,000 | \$0 | \$125,000 | \$125,000 |



Capital Projects 2025/2026 Budget Amendment

| | <u>Item</u> | Original Budget | Expended | Remaining | Proposed Amended Budget |
|----|---|--------------------|-----------|-------------|-------------------------------|
| 1 | Vista Field Woonerf Parking Lots North & South (lots 15-21) | \$375,000 | \$107,383 | \$267,617 | \$1,300,000 |
| 2 | Vista Field Pavilions & Azure Drive Parking Lots | \$1,000,000 | \$110,832 | \$889,168 | \$2,100,000 |
| 3 | Vista Field Parking Lots 23 - 25 | \$400,000 | \$0 | \$400,000 | \$2,000,000 |
| 4 | Vista Field Infrastructure West Block 1 (Blue Chart) | \$2,300,000 | \$6,549 | \$2,293,451 | \$2,500,000 |
| 5 | Vista Field Parking (behind Brockman) | \$750,000 | \$0 | \$750,000 | \$0 |
| 6 | Vista Field Daybreak Commons | \$1,700,000 | | \$1,640,706 | \$200,000 |
| 7 | Vista Field Infrastructure East Block 2 (Blue Chart) | \$2,300,000 | | \$2,295,875 | \$0 |
| 8 | Vista Field Infrastructure East (Grandridge Blvd.) | \$1,600,000 | \$0 | \$1,600,000 | \$1,600,000 |
| 9 | Vista Field Town Architect (operations budget) | \$300,000 | \$27,136 | \$272,864 | \$300,000 |
| 10 | VFDF A & B Improvements | \$200,000 | \$148,535 | \$51,465 | \$200,000 |
| 11 | Art Project | \$100,000 | \$0 | \$100,000 | \$100,000 |
| 12 | Asset Replacement | \$400,000 | \$62,006 | \$337,994 | \$400,000 |
| 13 | Opportunity Fund | \$125,000 | \$0 | \$125,000 | \$125,000 |



Projects deferred to 2027/2028 to meet current obligations



Benton County Rural County Capital Funds

Accumulated Available as of 9/30/25 Appropriated Funds Balance

\$5,689,878

\$4,907,001

\$782,877

RCCF Balance

- \$3.4 million appropriated to Pavilions
- \$1 million for Azure/Pavilion Drive Parking Lot Infrastructure as we have not started construction for reimbursable expenditures





| 2025/2026 Budget: | \$125,000 | |
|-----------------------|-------------|------------|
| Project | Encumbrance | Approved |
| Cable Bridge Lighting | \$25,000 | 6/13/2023 |
| | TOTAL | \$ 25,000 |
| Remaining Budget | | \$ 100,000 |

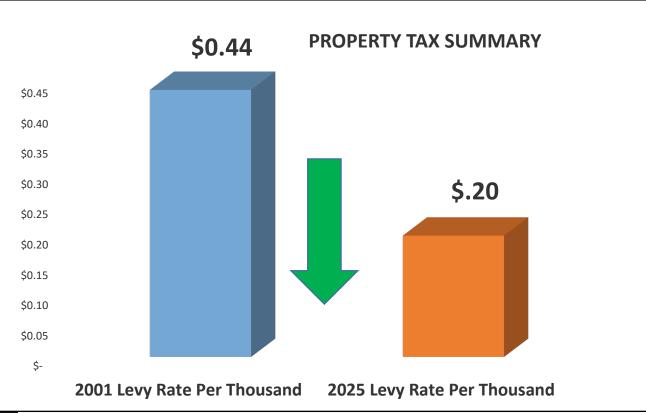
Opportunity Fund



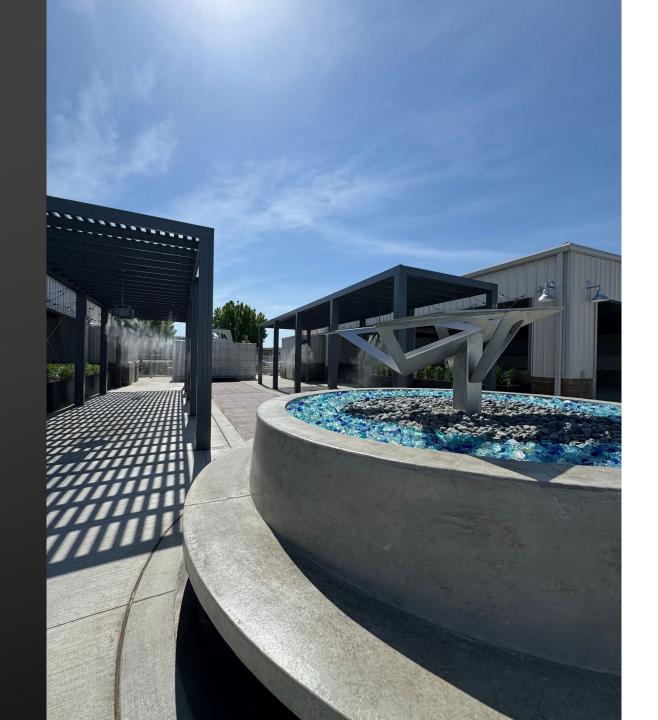


Property Tax Summary 2001 vs 2025

Property Tax *Levy Rate* per thousand has fallen to *only* \$0.20 in 2025!





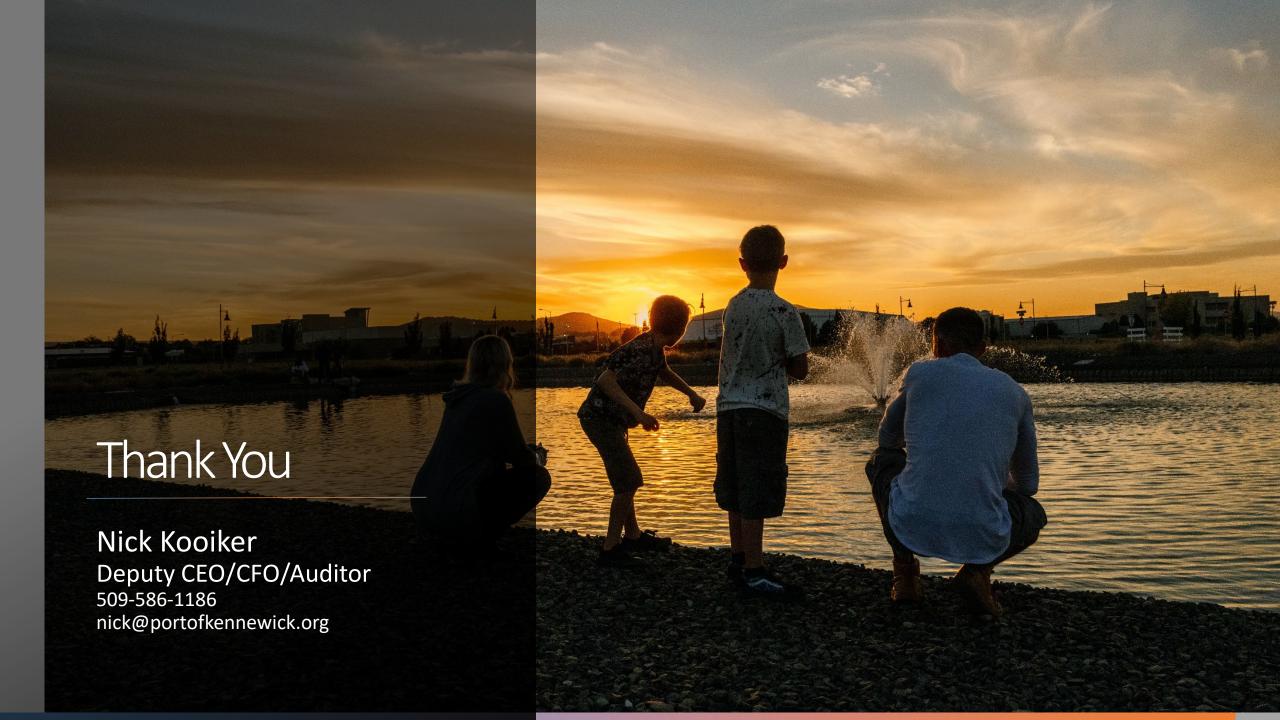


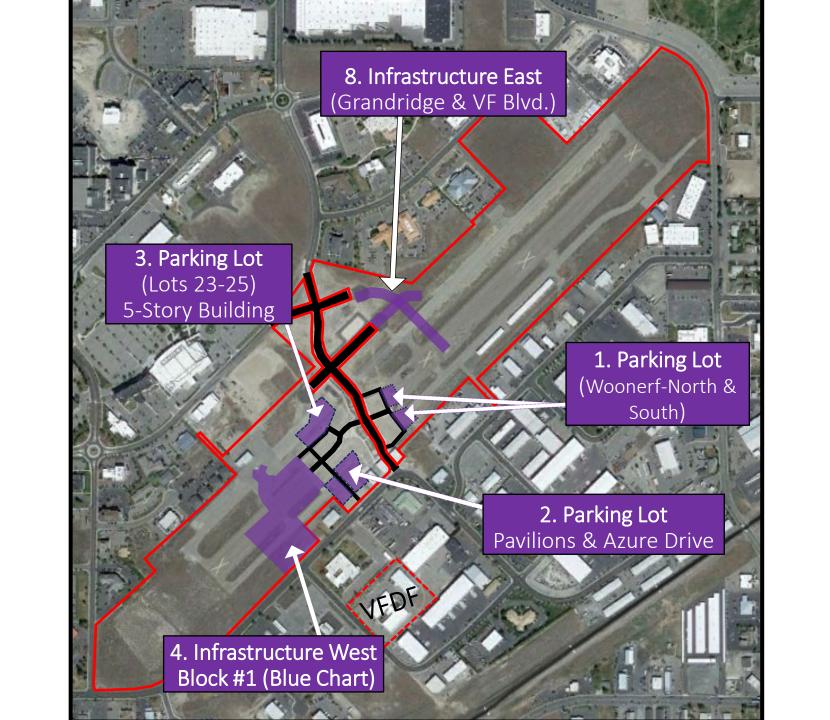
Commission Questions?

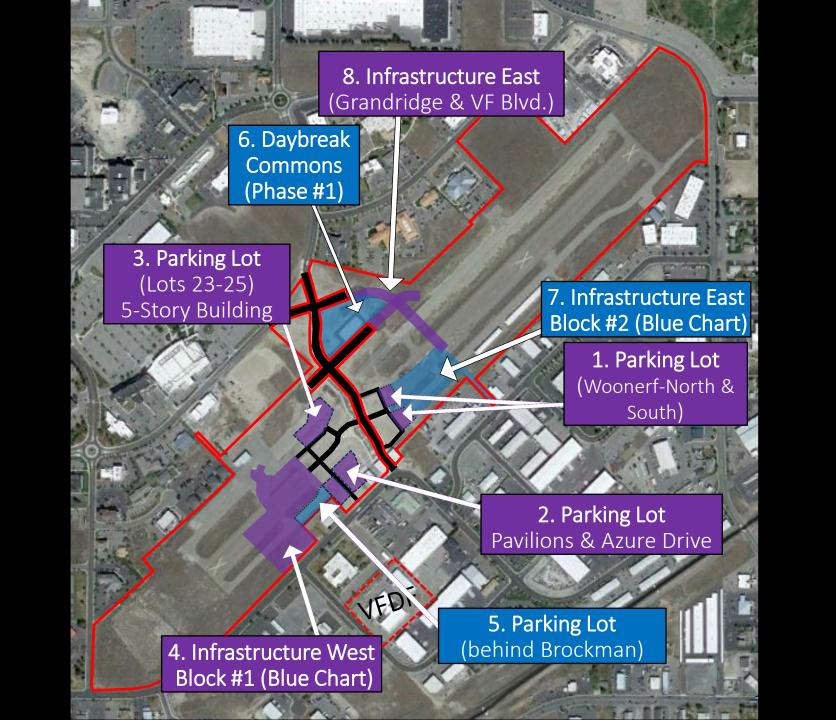
1) Consensus on revised capital budget

2) Reserve Fund (environmental claims)









AGENDA REPORT

TO: Port of Kennewick Commission

FROM: The CEO Evaluation Committee:

Port Commissioner Ken Hohenberg,

Port Deputy CEO & Chief Financial Officer Nick Kooiker and

Port General Legal Counsel Carolyn Lake

MEETING DATE: November 12, 2025

AGENDA ITEM: Resolution 2025-24; 2025 CEO Performance Evaluation

I. REFERENCE(S): Resolution 2022-19, adopted July 12, 2022.

Resolution 2024-32, adopted November 12, 2024

Resolution 2025-24 and its Exhibit A, consisting of the 2025 CEO

Evaluation Committee's Report and Recommendation

II. FISCAL IMPACT: Adjustment to CEO's compensation for 2025.

III. DISCUSSION:

The Port Commission oversees the annual evaluation of the Port's Chief Executive Officer's ("CEO") performance pursuant to the CEO's Employment Agreement, and pursuant to Resolution 2022-19, by which the Commission authorized a CEO Evaluation Committee. The CEO Evaluation Committee consists of Port Commissioner Ken Hohenberg, Port Deputy CEO & Chief Financial Officer Nick Kooiker and Port General Legal Counsel Carolyn Lake.

As directed by the Port Commission through its adoption of Resolution 2022-19, the CEO Committee met on multiple occasions to undertake the CEO evaluation, using the evaluation procedure, as described in Resolution 2022-19, Exhibit A.

The CEO Evaluation Committee shared its written recommendation with the CEO as Resolution 2022-19 directs and has shared its written recommendation with the full Commission, copy attached to proposed Resolution 2025-24, as Exhibit A.

The CEO Evaluation Committee also is charged with offering a recommendation for salary adjustment in accordance with the CEO employment agreement.

IV. COMMITTEE RECOMMENDATION:

The CEO Evaluation Committee recommends to the Commission for approval in accordance with the CEO contract, a CEO performance rating of "Exceptional" for 2025.

The Committee recommends for the CEO a salary adjustment of +4%, which is consistent with the range contained in the CEO contract, and which also is dependent on Commission approval.

V. ACTION REQUESTED OF COMMISSION:

| First Motion, Performance Appraisal Rating: |
|--|
| ☐ I move approval of Resolution 2025-24 regarding the CEO's 2025 Annual Performance Review and <u>adopting</u> the CEO Evaluation Committee's Performance Appraisal Rating recommendation attached as Exhibit "A" and that the Commission hereby deems the CEO's performance for 2025 as: "exceptional". |
| -OR- |
| \square I move approval of Resolution 2025-24 regarding the CEO's 2025 Annual Performance Review and to <u>modify</u> the recommended CEO's performance evaluation, such that the Commission hereby deems the CEO's performance for 2025 as: \square "satisfactory", \square "above satisfactory". |
| Second Motion, CEO Salary Adjustment: |
| I move that the Commission, in its approval of Resolution 2025-24, in accordance with the CEO's contract, and with consideration the CEO Evaluation Committee's recommendation, adopt a CEO salary adjustment for 2025 of: |
| \square a one-time salary adjustment of +4%, which is consistent with the range contained in the CEO Employment Agreement. |
| -OR- |
| <i>□ Other</i> : |
| |

PORT OF KENNEWICK

RESOLUTION No. 2022-19

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK REVISING THE CHIEF EXECUTIVE OFFICER (CEO) EMPLOYMENT AGREEMENT AND PERFORMANCE EVALUATION PROCESS

WHEREAS, the Chief Executive Officer's (CEO) current Employment Agreement (CEO Agreement) is in need of amendment to clarify the effect of subsequent benefit amendments; to more clearly delineate terms of indemnification; and to update the current individualized method used to review CEO's performance; and

WHEREAS, revising and amending the CEO Agreement in these areas will provide for greater clarity; and

WHEREAS, re-instituting the former CEO committee performance evaluation process consisting of one Commissioner serving a two-year term, the Chief Financial Officer (CFO), and Port Attorney will promote a more efficient and less complicated review process, and

WHEREAS, returning to the Committee Evaluation Process for CEO performance evaluations is accomplished by revising the Commission Rules of Policy and Procedure, Section 15, which in turn also adopts Exhibit A - the Committee Evaluation Process and Exhibit B, the CEO Annual Evaluation Form; and

WHEREAS, the Port CFO has reviewed the proposed documents and finds them in order.

NOW, THEREFORE, BE IT RESOLVED that the Port of Kennewick Board of Commissioners take the following actions:

- 1. The Port of Kennewick Board of Commissioners hereby approve and adopt the Third Amendment to the CEO Employment Agreement to (a) add a new Section 4.9 to clarify the effect of future amendments, (b) modify Section 7 to address indemnification, and (c) to acknowledge the change in title from "Executive Director" to the current title of "Chief Executive Officer", all as set as set forth in **Attachment 1** Third Amendment to Employment Agreement.
- 2. The Port of Kennewick Board of Commissioners hereby revise Commission Rules of Policy and Procedure at Section 15 to reinstate the Committee CEO Evaluation Process, all as set as set forth in **Attachment 2** which incorporates **Exhibit A** CEO Evaluation Committee Process and **Exhibit B** CEO Annual Evaluation Form.
- 3. The Port of Kennewick Board of Commissioners hereby rescind Resolutions 2019-24, 2017-27 and 2017-16 upon adoption of this Resolution; and
- 4. The Port of Kennewick Board of Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof.

RESOLUTION No. 2022-19 Page 2

ADOPTED by the Board of Commissioners of Port of Kennewick on the 26th day of July 2022.

PORT of KENNEWICK BOARD of COMMISSIONERS

| | DocuSigned by: |
|-----|-----------------------------------|
| By: | Skip Novakovich |
| • | 0E53A30E1C8E442 |
| | SKIP NOVAKOVICH, President |
| | DocuSigned by: |
| By: | Kenneth Hohenberg |
| J | 89F77EAC8921416 |
| | KENNETH HOHENBERG, Vice President |
| | |
| By: | Disapprove |
| J | |
| | THOMAS MOAK, Secretary |

THIRD AMENDMENT TO EMPLOYMENT AGREEMENT

This Third Amendment dated July 26, 2022 amends that certain Employment Agreement entered into on November 15, 2013 by and between the PORT OF KENNEWICK, a Washington public port district, (the "Employer" or the "Port"), and TIM ARNTZEN (the "Employee" or "Chief Executive Officer"), as amended March 24, 2017 by the CEO's extension of the Longevity Agreement through December 31, 2020 (via memo); as amended by the First Amendment dated December 12, 2017 as referenced in Resolution 2017-27; as amended by Second Amendment dated November 26, 2019 (without Resolution); as amended by Resolution 2019-24 dated September 24, 2019; and as amended by Resolution 2020-30 dated December 8, 2020 which further extended the Longevity Agreement through December 31, 2025, ("CEO Agreement").

The Port and Chief Executive Officer wish to update and further amend the CEO Agreement as follows:

- 1. A new Section 4.9 is added to the CEO Agreement as follows:
 - 4.9 <u>It is understood that the Employee shall not receive a reduction to benefits</u> provided pursuant to his employment agreement due to the adoption of any subsequent amendment or modification of this agreement. It is recognized that there may be a reduction in benefits provided pursuant to this Agreement should such reduction be mandated by law.
- 2. Section 7 of the CEO Agreement is amended to add the additional language underlined below as follows:

Employer Responsibility:

To the maximum extent permitted by law, Employer shall defend, indemnify, and hold Employee harmless from and against any and all claims, demands, suits, action or proceedings of any kind of nature arising out of the performance-by Employee of the Employee's duties and responsibilities as Chief Executive Officer of the Employer.

In addition, whenever an action or proceeding for damages is brought against the Employee, the Employer shall defend, indemnify, and hold the Employee harmless to the maximum extent permitted by the law for any liability incurred by the Employee in his capacity as an officer or employee of the Port acting in good faith. If the Employee personally incurs direct or indirect costs in order to respond to any such action, suit, proceeding, or claim, the Employer shall promptly reimburse the Employee upon written demand setting out such costs, provided indemnification of attorney's fees shall not exceed the hourly rate of the Port's General Legal Counsel as reflected in that General Legal Counsel's contract with the Port. Further, any amounts paid by

EMPLOYER:

the Employee in settlement or as a result of a judgement shall be reimbursed by the Employer unless the Employer shall establish that the Employee did not act in good faith and in the best interests of the Port in carrying out his duties.

To the extent of any conflict between this agreement and any other policy or procedure of the Port, this Agreement shall prevail. The obligations of the Employer to indemnify and hold the Employee harmless shall survive the termination of this Agreement or expiration of the employment relationship. Therefore, the obligation to indemnify the Employee applies whether the individual is currently or was previously employed by the Port of Kennewick at the time facts giving rise to such a matter arose.

- 3. The CEO Agreement is revised throughout to replace all references to "Executive Director" with the updated title of "Chief Executive Officer".
- 4. The following previous amendments to the CEO Agreement are rescinded: (a) First Amendment dated December 12, 2017 as referenced in Resolution 2017-27; (b) Creation of Committee Evaluation Process approved by Resolution 2017-16, Second Amendment dated November 26, 2019, as referenced in Resolution 2019-24; and (c) Reversion of the Committee Evaluation Process approved by Resolution 2019-24.
- 5. All other provisions except those previous amendments expressly referenced herein and not rescinded and as amended herein remain in full force and effect.

EMPLOYEE:

| PORT OF KENNEWICK | |
|---|--------------------------------------|
| A Washington state public port district | |
| | |
| CocuSigned by: | DocμSigned by: |
| By: Ship Novakovich | By: Vim Arntzen |
| 0E53A30E1C8E442 | 897EAA4F32B4455 |
| Skip Novakovich, Commission President | Tim Arntzen, Chief Executive Officer |

Resolution 2022-19 Attachment 2

| | PORT OF KENNEWICK | | | | | |
|--|--|---|--|--|--|--|
| | Port Commission Rules of Policy and Procedure | | | | | |
| | CHIEF EXECUTIVE OFFICER (CEO) EVALUATION | Section 15.0 | | | | |
| | Adopted by the Commission on July 26, 2022 Resolution 2022-19 | Replaces Section 15, adopted February 22, 2011 and as amended by Resolution 2016-01, adopted January 12, 2016 and | | | | |
| | | Replaces Resolution 2017-16, adopted October 10, 2017 | | | | |
| | | Replaces Resolution 2017-27, adopted December 12, 2017 | | | | |

15. CEO EVALUATION

15.1 CEO Evaluation Committee

- 15.1.1 The Port Commission shall appoint a CEO Evaluation Committee made up of the Port's Chief Financial Officer, Port Attorney, and one Commissioner to serve a 2-year term. Each member shall be unbiased.
- 15.1.2 The CEO Evaluation Committee will develop the CEO's goals and objectives for Port Commission review and approval. The goals and objectives developed by the Committee shall be specific, measurable, attainable, realistic, timely and in alignment with the Port's mission, budget, work plan, and comprehensive scheme of development.
- 15.1.3 The Commission accepts the following procedure for the CEO Evaluation Committee to evaluate the CEO's performance, which is attached hereto as **Exhibit "A"**, and the CEO Evaluation Committee has created the Chief Executive Officer Performance Evaluation Form Revised 2022, which is attached hereto as **Exhibit "B"**.
- 15.1.4 On an annual basis, the CEO Evaluation Committee will conduct CEO's performance evaluation.

- 15.1.5 On an annual basis, the CEO Evaluation Committee will present the results of its evaluation of the CEO's performance to the Port Commission for review and approval. Such results may include, among other things, recommendation for salary adjustment in accordance with CEO's employment agreement.
- 15.1.5 The CEO Evaluation Committee may use assistance from other staff members or consultants as necessary and appropriate.
- 15.1.6 The Port Commission shall address CEO performance issues as they arise by timely referring them to the CEO Evaluation Committee. The CEO Evaluation Committee will develop a procedure for handling performance issues that may arise between annual evaluations. As part of that procedure, any performance related item must be communicated to the CEO in writing within 14 business days following the date any such alleged action or inaction occurred. If the CEO Evaluation Committee fails to notify the CEO of a matter of which the Commission members are aware, the performance related item shall not be relied upon or addressed in a performance review. Prior to issuing such a written notice, the CEO Evaluation Committee shall undertake an appropriate inquiry, which generally will include discussion with the CEO, in accordance with applicable laws, policies and contracts. Once notified, the CEO shall be provided a reasonable period of time to cure the concern or deficiency.

RESOLUTION 2022-19 EXHIBIT "A" TO SECTION 15, COMMISSION RULES OF PROCEDURES

1. CEO EVALUATION PROCESS

1.1 CEO Evaluation Committee

- 1.1.1 *COMMITTEE AUTHORITY:* Resolution 2022-19 authorized the creation of the CEO Evaluation Committee (Committee). Furthermore, it established the members of the Committee are: Port's Chief Financial Officer; Port Attorney; and one Commissioner to be appointed by the Commission.
- 1.1.2 *COMMISSION DIRECTION:* The Commission direction for the Committee is as follows:
 - Develop a process for evaluating CEO's performance.
 - Perform the CEO evaluation using the Chief Executive Officer Performance Evaluation Form revised 2022.
 - Develop the CEO's goals and objectives for Commission review and approval.
 - Present the CEO evaluation to the Commission for review and approval annually. This will include a recommendation for salary adjustment in accordance with CEO's employment agreement.
 - Use assistance from other staff members or consultants as necessary and appropriate.
 - Develop a process for handling performance issues as they arise between annual evaluations if performance issues are brought forth by the Port Commission.
- 1.1.3 *COMMITTEE MEETINGS*: The Committee will meet at least annually, conducting its first meeting for CEO's performance review no later than September 15th. The Commission typically will need to approve the CEO's evaluation at their first meeting in November, so the ideal time to present to Commission is at the second meeting in October. The deadline for final Commission approval is November 15th.
- 1.1.4 CHANGES TO THIS PROCESS: Changes to this process must be approved by the majority of the Committee members, and with the consent of the CEO, which consent shall not be unreasonably withheld.

1.2 CEO Annual Evaluation Process

- 1.2.1 The Committee will evaluate the goals & objectives set by the Commission as part of the evaluation process.
- 1.2.2 The Committee will also consider additional work either directed or performed for the Port's benefit that was not included in the initial goals and objectives approved by Commission.
- 1.2.3 The Committee will also consider the overall operational success at the Port (including but not limited to: marina and building occupancy, land sales, property maintenance, contract management, financial oversight, strategic alliances/partnerships, communications, positive publicity, brand reputation, and strategic leadership including personnel management and development).
- 1.2.4 The Committee will include resolved or unresolved performance issues addressed by the Commission in the CEO's evaluation.
- 1.2.5 The Committee will present the CEO evaluation to the CEO and allow the CEO to draft a formal response before the evaluation is presented to the Commission.
- 1.2.6 The Committee will present the evaluation to the Commission as allowed by law.
- 1.2.7 The Committee will provide the Commission a CEO performance recommendation of "unsatisfactory," "satisfactory," "above satisfactory," or "exceptional" in accordance with the CEO Employment Agreement.

Performance Appraisal Ratings:

- Exceptional The individual is making a significant contribution to the organization. This person constantly accepts responsibilities beyond those of the job held and continuously exceeds expectations regarding completion of work assignments. There are few areas regarding performance of job responsibilities in which he/she could improve.
- Above Satisfactory The individual is a steady and consistent performer and carries out duties in a fully responsible and effective manner. Meets and occasionally exceeds expectations regarding job responsibilities and completion of work assignments. Even though present performance is acceptable, there may be areas regarding performance of job responsibilities in which the person should improve.

- Satisfactory The individual generally meets standards or expectations.
 It is expected that with the appropriate improvement plan, performance will reach a fully satisfactory level within a specified time period.
- Unsatisfactory The individual generally does not meet standards or expectations It is expected that with the appropriate improvement plan, performance will reach a satisfactory level within a reasonable specified time period in keeping with part 10 of the CEO's employment agreement and prior to the imposition of any disciplinary action.
- 1.2.8 The Committee shall maintain confidentiality around its deliberations and evaluation results.

1.3 CEO Goals and Objectives

- 1.3.1 In order to promote creativity & collaboration, the CEO can recommend goals and objectives for the Committee's consideration.
- 1.3.2 The Committee will review the CEO's recommended goals and objectives in order to determine if the goals are specific, measurable, attainable, realistic, timely and in alignment with the Port's mission, budget, work plan, and comprehensive scheme of development.
- 1.3.3 The Committee will involve the CEO during the goal setting process in order to allow feedback. In addition, this ensures the goals are specific, measurable, attainable, realistic, timely and in alignment with the Port's mission, budget, work plan, and comprehensive scheme of development.
- 1.3.4 The Committee will also consider one goal that is open to allow flexibility (example: Identify and present additional mutually beneficial or ROI partnering opportunities to Commissioners).
- 1.3.5 The CEO and committee will work to the best of their abilities to reach agreement on goals and objectives before presenting to the Commission for approval.
- 1.3.6 The Committee will present the final goals and objectives to the Commission for approval.
- 1.3.7 The Committee, with CEO feedback, may also present to the Commission recommendations on amending the goals and objectives (example: Commission directive change, or goal may be modified due to budget changes).

1.3.8 The Committee will perform review of the CEO goals and objectives and present this update to the Commission at least annually for the evaluation process.

1.4 Performance Issues Process

- 1.4.1 The Port Attorney will perform legal review of the performance related item and gather information or documents. Port Attorney may use assistance from other staff members or consultants as deemed appropriate and within the approved budget.
- 1.4.2 The Port Attorney will present to the Committee the performance related items and findings.
- 1.4.3 If the Committee determines the performance related item is a finding that needs Commission discussion, the Committee will add the performance item to the agenda for the Commission to discuss as allowed in executive session, upon consent from the CEO.
- 1.4.4 Performance evaluations shall be made a part of the CEO's personnel file. The CEO has the right to review this file and to make a written request that information and documentation be removed that the CEO believes is inaccurate, incredible, unsubstantiated, or unwarranted. Upon review, the Employer shall remove all information identified by the CEO which is found to be inaccurate, not credible, or unsubstantiated, or where any discipline was not warranted.

RESOLUTION 2022-19 EXHIBIT "B" TO SECTION 15, COMMISSION RULES OF PROCEDURES

ANNUAL PERFORMANCE EVALUATION

CEO Evaluation Committee Evaluations of the CEO's Performance

| IMPORTANT DUTIES & EXPECTATIONS | PERFORMANCE APPRAISAL | | COMMENTS/EXAMPLES: |
|--|--------------------------|---------|--------------------------------------|
| | Met | Not met | Attach pages/documentation as needed |
| I. Vision and Purpose: A. Assists the Commission in defining its shared vision. Communicates that direction to the organization. B. Collaborates with the Commission to advance the Port's vision and purpose. C. Advocates the vision by strategic resource allocation toward attainment. II. Strategic Agility: Is proactive; anticipates future trends, benefits, and consequences; has | | | Click or tap here to enter text. |
| benefits, and consequences; has broad knowledge and perspective; can objectively state possibilities and probabilities. | | | |
| Plans: A. Develops, maintains, and implements strategic plans and operational goals that effectively brings the Port's vision to fruition. B. Administers the Port's financial affairs consistent with state law and adopted policies, budget, and financial guidelines. | | | |

| IV. Integrity: | | |
|--------------------------------------|--|--|
| Sets the tone for the Port by | | |
| exemplifying consistent values and | | |
| high ethical awareness, honesty, and | | |
| fairness. | | |
| V. Political and Institutional | | |
| Sensitivity: | | |
| A. Maneuvers through complex | | |
| political and institutional | | |
| situations effectively; | | |
| anticipates potentially | | |
| negative reactions, | | |
| recommends, and plans a | | |
| course of action; views | | |
| politics as a necessary part of | | |
| organizational and public | | |
| sector life and works to be | | |
| effective within that reality. | | |
| Unless otherwise not | | |
| practical, obtains Commission | | |
| concurrence prior to publicly | | |
| stating position. | | |
| B. Develops solutions to | | |
| complex issues that challenge | | |
| the Port's ability to recognize | | |
| its vision and purpose. | | |
| Demonstrates sensitivity to | | |
| resource availability when | | |
| developing solutions. | | |
| C. Leads the Port in building | | |
| effective relationships with | | |
| tenants, customers, | | |
| jurisdictional partners, and | | |
| community. | | |
| VI. Knowledge/Decision Quality: | | |
| A. Knows how successful public | | |
| ports work; knowledgeable in | | |
| current and possible future | | |
| practices, trends, and | | |
| information affecting port | | |
| management, the port | | |
| industry, and our Port; knows | | |
| the competition; is aware of | | |
| how strategies and tactics | | |

| | | Т | Г | T |
|--------|-----------------------------------|---|---|---|
| | work in the marketplace. | | | |
| В. | Makes good decisions based | | | |
| | on analysis, wisdom, | | | |
| | experience, and judgment; | | | |
| | most solutions and | | | |
| | suggestions turn out to be | | | |
| | | | | |
| | correct when judged over | | | |
| | time. | | | |
| **** * | 1 1: 0.6 | | | |
| | eadership/Management: | | | |
| Α. | Demonstrates an | | | |
| | entrepreneurial spirit by | | | |
| | identifying ways to generate | | | |
| | revenue, investment capital | | | |
| | and maximizes the financial | | | |
| | potential of existing port | | | |
| | assets. | | | |
| В | Rallies support behind the | | | |
| Σ. | vision and strategic plan; can | | | |
| | inspire and motivate staff and | | | |
| | | | | |
| | community. | | | |
| C. | Creates an environment where | | | |
| | employees at all levels | | | |
| | contribute their knowledge, | | | |
| | skills, abilities, and ideas in a | | | |
| | way that maximizes their | | | |
| | potential. Employee potential | | | |
| | is not limited by divisional | | | |
| | walls or job title. | | | |
| | Appropriately delegates to | | | |
| | others. Is a good judge of | | | |
| | talent; hires the best people | | | |
| | | | | |
| | available inside or outside the | | | |
| _ | organization. | | | |
| D. | Creates a climate in which | | | |
| | people want to do and can do | | | |
| | their best; can motivate team | | | |
| | or project members; | | | |
| | empowers others; invites | | | |
| | input and shares ownership | | | |
| | and visibility. Makes each | | | |
| | person feel his/her work is | | | |
| | important. | | | |
| | importuit. | | | |
| | | ĺ | | |

| VIII. Initiative/ Cou | rage/ | | | | |
|--------------------------------|------------------|--------------|--------------|--------------|-----------------|
| Adaptability: | | | | | |
| A. Self-starting al | | | | | |
| takes hold and | | | | | |
| through with minimum | | | | | |
| direction. | | | | | |
| B. Willingness to | state opinions | | | | |
| and reasons wa | ithout concern | | | | |
| about the popu | alarity of the | | | | |
| views. Forthri | • | | | | |
| dealing with C | _ | | | | |
| customers, sup | | | | | |
| others in the o | | | | | |
| C. Ability to adju | _ | | | | |
| conditions or u | 0 0 | | | | |
| assignments. | Flexibility in | | | | |
| undertaking a | • | | | | |
| assignments, a | | | | | |
| | ch go counter to | | | | |
| own opinion. | | | | | |
| IX. Loyalty: | | | | | |
| Understanding and ac | cepting of goals | | | | |
| and policies of the org | anization. | | | | |
| Willingness to suppor | t organization | | | | |
| and management. | | | | | |
| X. Communications | | | | | |
| Effectiveness of excha | | | | | |
| significant informatio | _ | | | | |
| levels of the organizat | | | | | |
| clients, vendors, and t | he public. | | | | |
| Tr. | EDEODMANCI | Z A DDD A IC | AT OVER | DATE DATING | |
| The CEO's | EKFUKMANCI | APPKAIS | AL UVEN | RALL RATING | |
| performance for the | Exceptional | Abovo | Satisfactory | Satisfactory | Unsatisfactory |
| year 2022 is found | Exceptional | Aboves | alistaciory | Saustaciory | Ulisatisfactory |
| to be: | | | | | |
| | | | | | |
| Additional Evaluator Comments: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| CEO Evaluation Committee Signatures: | | |
|--------------------------------------|------|--|
| | | |
| | | |
| Commissioner | Date | |
| | | |
| | | |
| Chief Financial Officer | Date | |
| | | |
| D. A. A. | D. | |
| Port Attorney | Date | |
| CPO C | | |
| CEO Comments: | | |
| | | |
| | | |

Date

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Tim Arntzen

PORT OF KENNEWICK

Resolution No. 2024-32

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK APPROVING THE PORT CHIEF EXECUTIVE OFFICER'S 2024 PERFORMANCE EVALUATION

WHEREAS, the Port Commission oversees the annual evaluation of the Port's Chief Executive Officer's ("CEO") performance pursuant to the CEO's Employment Agreement, and pursuant to Resolution 2022-19, by which the Commission authorized a CEO Evaluation Committee.

WHEREAS, the CEO Evaluation Committee consists of Port Commissioner Ken Hohenberg, Port Chief Financial Officer Nick Kooiker and Port General Legal Counsel Carolyn Lake.

WHEREAS, as directed by the Port Commission through its adoption of Resolution 2022-19, the CEO Committee met on multiple occasions to undertake the CEO evaluation, using the evaluation procedure, as described in Resolution 2022-19, Exhibit A.

WHEREAS, the CEO Evaluation Committee also is charged with offering a recommendation for salary adjustment in accordance with the CEO employment agreement.

WHEREAS, the CEO Evaluation Committee has shared its written recommendation with the CEO as Resolution 2022-19 directs and has shared its written recommendation with the full Commission, with a copy attached hereto as **Exhibit A.**

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

| 1. | Performance Evaluation. The Port of Kennewick Board of Commissioners has reviewed the CEO Evaluation Committee's recommendation attached as Exhibit "A" and hereby ☐ approves ☐ modifies the CEO's performance evaluation as recommended. |
|----|---|
| 2. | Performance Appraisal Rating. The Port of Kennewick Board of Commissioners, in accordance with the CEO's contract, and with consideration of the CEO Evaluation Committee's recommendation hereby deems the CEO's performance for 2024 as: ✓ "exceptional", □ "satisfactory", or □ "above satisfactory". |
| 3. | CEO Salary Adjustment. The Port of Kennewick Board of Commissioners, in accordance with the CEO's contract, and with consideration the CEO Evaluation Committee's recommendation, adopts a CEO salary adjustment for 2025 as follows: |
| | ☑ a one-time salary adjustment of +6%, based on the CEO's Employment Agreement. ☐ Other: |

ADOPTED by the Board of Commissioners of Port of Kennewick on the 12th day of November, 2024.

By:

Skip Novakovich

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SKIP NOVAKOVICH

President

DocuSigned by:

Kenneth Hohenberg

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KENNETH HOHENBERG

Vice President

By:

Abstain

THOMAS MOAK Secretary

ANNUAL PERFORMANCE REVIEW Individual Commissioner Evaluation of CEO's Performance

| IMPORTANT DUTIES/EXPECTATIONS | PERFOR APPR | RMANCE AISAL | COMMISSIONER COMMENTS |
|--|----------------|-----------------|--|
| Attach extra papers as necessary Factors should be reviewed in terms of quality, quantity and timeliness | Met | Not met | |
| I. Vision and Purpose A. Assists the Commission in defining its shared vision. Communicates that direction to the organization. B. Collaborates with the Commission to advance the Port's vision and purpose. C. Advocates the vision by strategic resource allocation toward attainment. | X X X | | The CEO has assisted Commission with its shared vision and communicates that direction in the following ways: • Prepared a "Look Ahead" Briefing Memo for commission discussion in January. • Issued Bid and awarded contract for VFDF A & B exterior renovations with completion in early 2025)—a CEO Goal. |
| | | | Completed the hiring and managing of a contractor to undertake A&E for Vista Field joint-use parking infrastructure, for the pavilion parking projecta CEO Goal. Coordinated the Benton County Rural County Capital Fund (RCCF) grant; completed design, then bid and secured contractor for the Southern Gateway Transformation project. |
| | | | Held a ground-breaking event with Port and Benton County Commissioners and GAME, Inc. and managed the contractor in demolition and renovation work to date. Project at 80% completion and |

| | | on-track to be completed in March 2025. |
|--|---|---|
| II. Strategic Agility Is proactive; anticipates future trends, benefits and consequences; has broad knowledge and perspective; can objectively state possibilities and probabilities. | X | The CEO created workflows in Laserfiche to automate notifications regarding lease, contract, insurance, and registration expirations with the ability to upload current documents to port. |
| | | The CEO coordinated a smooth, seamless transition of port technology and computer support services to new IT contractor, including redundant backups and ongoing staff tech-security training. |
| III. Operating Plans/Financial Plans A. Develops, maintains and implements strategic plans and operational goals that effectively brings the Port's vision to fruition. | X | The CEO revised the Vista Field Collaborative Design Process. Responded to inquiries and/or initiated contact with at least 17 parties interested in Vista Field in 2024. Delivered four 90-Day Right-to-Negotiate presentations: Lot 25 for a five-story mixed-use condo, apartment, commercial building; Lot 15 for a Japanese restaurant; BlueChart Homes (300+ single family homes); and Lot 31 for an optical care clinic/retail tenant space. Presented purchase and sale agreements for both Lot 15 and Lot 25. Closed on Lot 15. Designed/installed a vinyl "art wrap" on the Columbia Gardens container restroom. Managed marina at 100% capacity during peak season; coordinated 17 boat haul-outs (average of 4 per month May through August); and |

EXHIBIT Acompliance, reporting, insurance, and the three-week process of safely removing of a sunken vessel from C dock and eventually from Clover Island. As part of the Southern Gateway Transformation Project, researched Vista Field's naval aviation history and began preparing display panels to share information about the simulated decking material and the VSK call sign; began exploring a potential aviation-themed art wrap on the Deschutes' side of the port's maintenance storage hangar. X Under CEO management, the Port B. Administers the Port's financial affairs received another clean audit consistent with state law and adopted opinion (28th consecutive) from policies, budget and financial guidelines. the Washington State Auditor's Office for the port's 2021 and 2022 financial statements, and accountability/compliance audits. Having clean audits is perhaps one of the most important measures of solid management and fiscally-sound leadership. The CEO provided oversight and administration of biennial budget, invoices, 36 leases and 79 contracts (small works, major works, A&E, non-A&E, maintenance/operations, and technology); and provided financial presentations to commissioners including the port's 2024 Tax Levy capacity/certification; and spring budget presentation in May 2024. IV. Integrity The CEO supported the CTUIR in Sets the tone for the Port by exemplifying X several advertising promotions

including the NW Native

Economic Summit; 25th

consistent values and high ethical awareness,

honesty, and fairness.

| J | EXHIBIT A - | |
|---|-------------|---|
| | | anniversary of the Tamastslkit Cultural Institute; and the Two Cultures, One Community Pow Wow. |
| | | Managed process of transferring surplus water rights from the port's Oak Street holdings to Benton County to sustain the county's fairground operations. |
| | | Managed process of relocating tenants and working with insurance carrier following fire at the Oak Street Industrial Park DB3. Negotiated insurance settlement, researched options, removed asbestos, and prepared bid documents to demolish surplus section and renovate the remainder. Contract was bid in August, awarded in October, and on track for completion in Spring of 2025. |
| V. Political and Institutional Sensitivity A. Maneuvers through complex political and institutional situations effectively; anticipates potentially negative reactions, recommends and plans a course of action; views politics as a necessary part of organizational and public sector life and works to be effective within that reality. Unless otherwise not practical, obtains Commission concurrence prior to publicly stating position. | X | The issue of the Clover Island hotel sale arose as an unidentified, yet desirable and time-sensitive opportunity one that also required thoughtful consideration, and strategic action. The CEO negotiated and finalized long-term ground lease with a new hotel ownership group—allowing the Clover Island Inn to be sold; thus enabling a series of private-sector property improvements designed to secure a <i>Spark by Hilton</i> franchise. |
| | | The CEO managed challenging property/ security/health/safety issues and police and agency incident reports regarding |

| challenge the Port's ability to recognize its vision and purpose. Demonstrates sensitivity to resource availability when developing solutions. X | | | squatters, car crashes into lighthouse wall/streetlights, vandalism, graffiti, broken locks, restrooms destruction, and other property damage. |
|--|--|---|---|
| C. Leads the Port in building effective relationships with tenants, customers and community. X Governor's Smart Communities Smart Partnership Award ceremony for Clover Island restoration & recreational improvements with participating from the CTUIR, USACE, Washington State RCO, Bento County, City and Port of Kennewick. Worked to strengthen MOU relationship with the Confeder Tribes of the Umatilla Indian Reservation. Traveled to Pendleton, OR to meet with JE Tovey, CTUIR Interim Execut Director, and continued conversations regarding cultured. | challenge the Port's ability to recognize its vision and purpose. Demonstrates sensitivity to resource availability when | X | TRIDEC to assist the Port in marketing Vista Field including |
| potential Plymouth Island land transfer, possible investment a Vista Field, and repatriation of cultural artifacts. Bid and constructed a foundati for the placement of a professionally built, mobile stathen purchased, received, licentinsured, and trained staff on state operations and maintenance. T | relationships with tenants, customers and | X | Governor's Smart Communities / Smart Partnership Award ceremony for Clover Island restoration & recreational improvements with participation from the CTUIR, USACE, Washington State RCO, Benton County, City and Port of Kennewick. Worked to strengthen MOU relationship with the Confederated Tribes of the Umatilla Indian Reservation. Traveled to Pendleton, OR to meet with JD Tovey, CTUIR Interim Executive Director, and continued conversations regarding cultural resource aspects of port projects, potential Plymouth Island land transfer, possible investment at Vista Field, and repatriation of cultural artifacts. Bid and constructed a foundation for the placement of a professionally built, mobile stage; then purchased, received, licensed, insured, and trained staff on stage operations and maintenance. The stage is intended to expand the |

| \mathbf{E} | KHIBIT A - |
|--|---|
| | designed to bring additional people, business, and visitor spending to Clover Island. Finalized stage lease with the Clover Island Inn's ownership group—a CEO Goal. |
| | Worked to create vibrancy at Columbia Gardens and Clover Island including the Monarcha Festival, two Summer Saturdays Night Markets, recurring First Friday's events, and pop-up activities at Columbia Gardens in partnership with the HDKP/SOCO Creative District; and organized a fun-run at Clover Island. |
| | Oversight and management of port marketing, advertising, and outreach efforts which included updating television ads, refreshing still and video imagery with models, writing and publishing newsletters, and preparing and placing print and broadcast ads, flyers, posters, social media, direct-mail and tradeshow promotions for Vista Field, Columbia Gardens, Clover Island, The Willows, Cable Greens, Roosevelt and Oak Street properties/facilities. |
| VI. Knowledge/ Decision Quality A. Knows how successful public ports work; knowledgeable in current and possible future practices, trends and information affecting port management, the port industry and our Port; knows the competition; is aware of how strategies and tactics work in the marketplace. | The CEO manages the port as a highly productive, successful, fiscally-sound organization— ensuring transparent public engagement via virtual meetings. He has worked to ensure Port compliance with evolving federal, state, and local resolutions and regulations related to state of emergency declarations. And conducted internal audits regarding lease revenue, utilities, payroll, maintenance equipment, |

and insurance.

Under CEO Leadership, the marina handbook was updated, marina signage upgraded, and the Port secured new float vests for the port's life-jacket loaner program.

He contracted for algae treatment with an aquatic herbicide at the boat launch and within the marina harbor.

Bid out the demolition and removal of the former Vista Field FBO building, including asbestos evaluation and hazardous materials mitigation—project to be completed in early 2025.

Worked on mapping Vista Field land, utilities, and roadways to make those available with link from Vista Field website to the ARC-GIS database (project at 33% completion).

Renewed leases with Rollin Ice Cream, Swampy's BBQ, Culture Shock Bistro, Botanas Culichi, Bobablastic, and Frida's Mexican Grill; and welcomed Nana's Kitchen to the Columbia Gardens Wine & Artisan Village.

Removed invasive trees and coordinated a land exchange at The Willows between Port of Kennewick and KIE to ensure future waterfront access/connectivity.

Removed, refurbished, and reinstalled the port's "Fair Game" (fighting eagles) art installation.

Added four speed humps to Clover

| | | Island to enhance pedestrian and vehicle safety. |
|--|---|---|
| B. Makes good decisions based on analysis, wisdom, experience and judgment; most solutions and suggestions turn out to be correct when judged over time. | X | Addressed ongoing maintenance at Vista Field including weeds; tree health; chlorine purchase, storage, and applications; relocated the Vista Field water feature electrical vault; and contracted for repair of the perimeter fence. Added dog waste bag stations to Clover Island, Columbia Gardens, and Vista Field. Replaced HVAC serving Ice Harbor Brewing at the Marina. Renovated landscape, irrigation, catch basin, drainage, and sidewalk for Cedar's restaurant. |
| VII. Leadership/Management A. Demonstrates an entrepreneurial spirit by identifying ways to generate revenue, investment capital and maximizes the financial potential of existing port assets. | X | Secured \$80k grant for deferred maintenance activities on Clover Island including repainting the marina boardwalk, refreshing The Gathering Place, and restoring public amenities. Wrote and submitted a \$325,000 grant application to the Hanford Area Economic Investment Fund Advisory Committee to support parking improvements at Vista Field. Coordinated with Washington State Department of Transportation to add Muret-Gaston's logos with the @Columbia Gardens footer to the blue tourist panel sign on Highway 395. |

| B. Rallies support behind the vision and strategic plan; can inspire and motivate staff and community. | X | Coordinated a tour for the Washington State RCO Board of Directors to showcase the state's investments in Clover Island improvements, and for the Washington Public Ports Association executive team to view Kennewick's Historic Waterfront District and Vista Field. |
|--|---|---|
| | | Helped coordinate a ribbon cutting/media event for Swampy's BBQ at Columbia Gardens. |
| | | Updated the photo wall within the port's office lobby. |
| | | Presented Port projects to regional chamber members at the State of the Ports luncheon, and managed media involvement for 104 positive print and broadcast stories regarding port activities. |
| | | Ensured Veterans Christmas Tree at The Willows was lit for holiday season, expanded the number of light strings for trees and shrubs on Clover Island—and distributed a holiday media announcement to help draw visitors/spending to east Kennewick during the winter season. |
| | | Supported City of Kennewick with funding for traffic mitigation and intersection improvements at Deschutes Avenue and Columbia Center Boulevard. |
| | | Participated and spoke as partner with City of Richland at their Center Parkway North roadway |

| | | extension ribbon cutting event; and received Benton City's I-182 South Sub-Area Plan—Port of Kennewick financially supported both projects. |
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| C. Creates an environment where employees at all levels contribute their knowledge, skills, abilities and ideas in a way that maximizes their potential. Employee potential is not limited by divisional walls or job title. Appropriately delegates to others. Is a good judge of talent; hires the best people available inside or outside the organization. | X | Works with staff and legal counsel to complete a succession planning report. Commission received 50% review in August; and on October 8, 2024, Commission approved the Report - a CEO Goal. |
| D. Creates a climate in which people want to do and can do their best; can motivate team or project members; empowers others; invites input and shares ownership and visibility. Makes each person feel his/her work is important. | X | Secured biennial contract for temporary maintenance labor as way of mitigating for continued limitation of Coyote Ridge work crews while maintaining high port standards. |
| VIII. Initiative/Courage/Adaptability A. Self-starting ability. Promptly takes hold and follows through with minimum direction. | X | Initiated emergency actions to remove the Metz Plaza shade structure, as well as a damaged section of the island's north dock (Cedars) and evaluated options for renovating those assets. Worked with USACE to stabilize a section of the east end of Clover Island that eroded after initial 1135 restoration project. Coordinated a spring 2024 shoreline plant viability inspection with USACE and worked to close-out that project. |
| B. Willingness to state opinions and reasons without concern about the popularity of the views. Forthrightness in dealing with Commission, customers, suppliers, and others in the organization. | X | When safety concerns were raised over the Port's open water boat dock, the CEO initiated discussions and in collaboration with the restaurant owners, |

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| C. Ability to adjust to changing conditions or unusual assignments. Flexibility in undertaking a variety of assignments, acceptance of decisions which go counter to own opinion. | X | fashioned a mutually agreeable and fair solution (lease modification) which put the issue to rest with limited financial and staff resource investment, and the overwhelming support of the restaurant, media, boaters, and general public. Once it was determined the former FBO building was an attractive nuisance with insurance concerns related to life/health/safety, the CEO worked with staff to begin the process of removing that tired structure, including asbestos evaluation and hazardous materials mitigation. A small works demolition contract has been secured and all permits with City of Kennewick & Benton Clean Air Agency have been completed. |
| IX. Loyalty Understanding and accepting of goals and policies of the organization. Willingness to support organization and management. | X | At 22 years, the port's CEO is the longest serving CEO in the history of Port of Kennewick and according to WPPA is also the longest-serving Washington port executive in their current position—a significant accomplishment. |
| X. <u>Communications</u> A. Effectiveness of exchanging significant information throughout all levels of the organization; with clients, vendors, and the public. | X | Identified concerns regarding life/health/safety related to failed/deteriorating pilings at the port's open-water dock on Clover Island; researched options; negotiated satisfactory solution; and executed lease amendment with Cedars for loss of that recreational asset. |

Additional Commissioner Comments:

Much of the work at the Port is bounded by the Work Plan and built into the Budget. But nonetheless, invariably, new ideas and priorities emerge throughout the year and 2024 was no different. Under the CEO's leadership, the Port CEO and Staff adapted to each new matter with grace and energy. Just a few 2024 examples are the Cedar's Dock and FBO Building concerns, each of which presented complexities on many levels and required leadership and coordinated management on many fronts. The Port CEO, and under his leadership, Port Staff, responded deftly, professionally and took the actions needed to resolve the matters successfully.

The CEO has led the Port to act with transparency, which maintains the community's trust. The CEO has overseen a tradition of outstanding financial audit outcomes, which reinforces the community's confidence. Throughout it all and perhaps most significantly, the CEO has built a strong culture at the Port of positivity, respect and achievement, which strengthens the community's pride.

Therefore, based on all the above reasons, the CEO Evaluation Committee recommends to the Commission for approval a performance rating of "Exceptional" in accordance with the CEO contract. The purpose of the annual review, with the potential of a salary adjustment, is multifaceted. Here the recommended salary adjustment is warranted by the terms of the CEO's Employment Agreement, by the desire for his compensation to adjust with inflation and remain competitive in the market, and most significantly, by the CEO's exceptional and meritorious performance, all as described above. Accordingly, the Committee recommends a salary adjustment for 2025 of +6%.

 From:
 Tim Arntzen

 To:
 Nick Kooiker

 Cc:
 Bridgette Scott

Subject: Performance Review Reply

Date: Sunday, November 3, 2024 6:48:27 AM

Dear Commissioners:

My comments are things you have heard in the past. After 22+ years at the helm, there are only so many new things I can say. However, even though what I now say has been heard before, it still rings true.

My accomplishments that I am being evaluated on are not mine. They are the product of solid teamwork, nothing more and nothing less. Teamwork that begins at the top... with the commission and passing thru the executive and on to the staff and contracted consultants. These are not my accomplishments. However, I will take some credit for assembling a highly skilled, motivated team of employees. Our accomplishments also result from good guidance and goal setting by the commission.

One of the most important factors leading to our continued success is the culture we have established at the port. I appreciate the port's culture, which the majority of the commission has fostered, supported, and allowed to organically grow and morph over time. It is this that most defines who we are and what we can accomplish.

My job has also morphed over the years. I have learned much, mostly by trial and error, but nonetheless, lessons learned. My job now is to interface with my trusted commissioners, being liaison between staff and policy makers. My job is also to be available to my staff for consultation, if necessary, but most of all to give them the time and freedom to get their jobs done, free from micromanaging.

I appreciate the time and effort invested by the evaluation committee; and that of the full commission in preparing my evaluation. While my words here are brief, I understand the time invested by the committee and commission in this process, and fully appreciate that investment. In short, I am honored to work for the commission. The commission fully supports the mission and is accountable to the public. I like that and work hard to assist the commission in any way that I can.

Again, thank you for your trust in me and taking the time to prepare this evaluation.

PORT OF KENNEWICK

Resolution No. 2025-24

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK APPROVING THE PORT CHIEF EXECUTIVE OFFICER'S 2025 PERFORMANCE EVALUATION

WHEREAS, the Port Commission oversees the annual evaluation of the Port's Chief Executive Officer's ("CEO") performance pursuant to the CEO's Employment Agreement, and pursuant to Resolution 2022-19, by which the Commission authorized a CEO Evaluation Committee.

WHEREAS, the CEO Evaluation Committee consists of Port Commissioner Ken Hohenberg, Port Chief Financial Officer Nick Kooiker and Port General Legal Counsel Carolyn Lake.

WHEREAS, as directed by the Port Commission through its adoption of Resolution 2022-19, the CEO Committee met on multiple occasions to undertake the CEO evaluation, using the evaluation procedure, as described in Resolution 2022-19, Exhibit A.

WHEREAS, the CEO Evaluation Committee also is charged with offering a recommendation for salary adjustment in accordance with the CEO employment agreement.

WHEREAS, the CEO Evaluation Committee has shared its written recommendation with the CEO as Resolution 2022-19 directs and has shared its written recommendation with the full Commission, with a copy attached hereto as **Exhibit A**.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

| 1. | Performance Evaluation. The Port of Kennewick Board of Commissioners has reviewed the |
|----|--|
| | CEO Evaluation Committee's recommendation attached as Exhibit "A" and hereby approves modifies the CEO's performance evaluation as recommended. |
| 2. | Performance Appraisal Rating. The Port of Kennewick Board of Commissioners, in accordance with the CEO's contract, and with consideration of the CEO Evaluation Committee's recommendation hereby deems the CEO's performance for 2025 as: □"exceptional", □"satisfactory", or □"above satisfactory". |
| 3. | CEO Salary Adjustment. The Port of Kennewick Board of Commissioners, in accordance with the CEO's contract, and with consideration the CEO Evaluation Committee's recommendation, adopts a CEO salary adjustment for 2025 as follows: |
| | □ a one-time salary adjustment of +4%, based on the CEO's Employment Agreement. □ Other: |

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ANNUAL PERFORMANCE REVIEW Individual Commissioner Evaluation of CEO's Performance

| IMPORTANT DUTIES/EXPECTATIONS | PERFORMANCE APPRAISAL | | COMMISSIONER COMMENTS |
|---|--------------------------|---------|---|
| Attach extra papers as necessary Factors should be reviewed in terms of quality, quantity and timeliness | Met | Not met | |
| I. <u>Vision and Purpose</u> A. Assists the Commission in defining its shared vision. Communicates that direction to the organization. | X | | Oversight and management of port marketing, advertising, and outreach efforts, which included updating television ads, refreshing still and video imagery, writing and publishing newsletters, the "pretty" market facing workplan, and preparing and placing print and broadcast ads, flyers, posters, social media, direct-mail and tradeshow promotions for Vista Field, Columbia Gardens, Clover Island, The Willows, Cable Greens, Roosevelt and Oak Street properties/facilities. Prepared a "Look Ahead" Briefing Memo for commission discussion in February. |
| B. Collaborates with the Commission to advance the Port's vision and purpose. | X | | Keeps communication lines open, timely and available, with the result that Commissioners are well informed and there are "no surprises". Worked to update the Port's Comprehensive Scheme of Harbor Improvements; approved by Commission on March 11, 2025. Managed media involvement for 111 positive print and broadcast stories, including Port's 110th anniversary & Lighthouse's 15th anniversary. Developed a plan for identification and recruitment of an institutional user at Vista Field; presented to Commission February 25, 2025. |
| C. Advocates the vision by strategic resource allocation toward attainment. | X | | Provided oversight and administration of biennial budget, invoices, 32 leases and 68 contracts (small works, major works, A&E, non-A&E, maintenance/operations, and technology); and provided financial presentations to commissioners including the 2025-2026 work plan and budget workshops, 2025 Tax Levy capacity/certification. |

| L. | XHIBIT A - | • |
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| | | Completed Vista Field Development Facility A & B exterior renovations; presented to Commission March 25, 2025. |
| II. Strategic Agility Is proactive; anticipates future trends, benefits and consequences; has broad knowledge and perspective; can objectively state possibilities and probabilities. | X | Refreshed information and photography on PortofKennewick.org website and expanded VistaField.com website to include new pages focused on residential, and PFAS. Conducted Assessment to ensure websites were ADA compliant. Managed property security/health/safety issues and police and agency incident reports regarding squatters, car crashes into lighthouse wall/streetlights, vandalism, |
| | | graffiti, broken locks, restrooms destruction, and other property damage. |
| III. Operating Plans/Financial Plans A. Develops, maintains and implements strategic plans and operational goals that effectively brings the Port's vision to fruition. | X | Completed Vista Field Parking Lots A&E presented to Commission October 8, 2024. Completed two land sales at Vista Field and coordinated three groundbreaking events: Kuki Izakaya, Blueberry Bridal, and Columbia Point Eyecare. Negotiated builder reservation, take down agreement, right of first refusal, and purchase and sale agreement with BlueChart LLC for 300 single-family residential homes to be built across Vista Field's 103-acre site. Contracted with and monitored Wildlands, Inc. in maintaining the Clover Island shoreline improvements to meet port obligations under USACE cost-share partnership agreement. Successfully passed first USACE inspection for plant viability on restored shoreline—an obligation of our cost-share agreement under the 1135 funding. Welcomed La Bahia to Columbia Gardens Food Truck Plaza, and renewed leases with Rollin Ice Cream, Botanas Culichi, Bobablastic, and Frida's Mexican Grill. |
| B. Administers the Port's financial affairs consistent with state law and adopted policies, budget and financial guidelines. | X | Received 29th clean audit opinion from the Washington State Auditor's Office for the port's 2023 financial statements, and accountability/compliance audits. Managed the port as a highly productive, successful, fiscally-sound organization— |

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| | | Worked to ensure evolving federal, and regulations. audits regarding payroll, mainten insurance. The Port receive audit report from Auditor's Office the 2024 Financi Having clean audits resulting | - | | | |
| IV. Integrity Sets the tone for the Port by exemplifying consistent values and high ethical awareness, honesty, and fairness. | X | with renovation Flag Plaza at bas helped coordinat event. Assisted City of k with Flag Day ev including media/ Honored with th Business' People impact on the re | Kennewick and local veterans to the Vietnam Veterans e of Cable Bridge; and te media/ribbon cutting Kennewick and local veterans ent in Columbia Park, (flag disposal ceremony. e Tri-Cities Journal of of Influence award for gional community— | | | |
| | | | e Port Commissioners' vy in retaining an qualified CEO. | | | |
| V. Political and Institutional Sensitivity A. Maneuvers through complex political and institutional situations effectively; anticipates potentially negative reactions, recommends and plans a course of action; views politics as a necessary part of organizational and public sector life and works to be effective within that reality. Unless otherwise not practical, obtains Commission concurrence prior to publicly stating a position. | X | responded to po private develope legal and enviror and guide the re strategic samplir inform future ac | significance of and promptly tential PFAS discovery by er at Vista Field. Secured imental expertise to protect sponse process. Directed ing and investigation to tion, and managed munications with digeneral public. | | | |
| B. Develops solutions to complex issues that challenge the Port's ability to recognize its vision and purpose. Demonstrates sensitivity to resource availability when developing solutions. | X | coordinated stag vendor, port, and | the professional stage; ge training refresher for d hotel staff; twenty-four (May through August)— ies | | | |

| C. Leads the Port in building effective relationships with tenants, customers and community. | X | Port honored with the Washington Economic Development Association (WEDA) Economic Response and Recovery Award for port efforts to revitalize Kennewick's historic waterfront. Honored with the Tri-Cities Journal of Business' People of Influence award for impact on the regional community— underscoring the Port Commissioners' acumen and savvy in retaining an experienced and qualified CEO. Recognized Ron Swanby and Victor Palencia as the 2024 Friends of the Port. Supported CTUIR advertising for their "Two Cultures, One Community Pow Wow" event. Worked to create vibrancy at Columbia Gardens including Sip & Saturdays events and pop-up activities in partnership with the HDKP/SOCO Creative District. |
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| VI. Knowledge/ Decision Quality A. Knows how successful public ports work; knowledgeable in current and possible future practices, trends and information affecting port management, the port industry and our Port; knows the competition; is aware of how strategies and tactics work in the marketplace. | X | Finalized agreement and recorded new property boundary for The Willows land exchange and easement with KIE (Kittson), also removed trees, and worked to move lot line fence. Completed design for Azure Drive Parking and Utility Improvements project. Added additional speed hump to Clover Island to enhance pedestrian and vehicle safety. Renovated Clover Island marina restrooms with new fixtures, paint, signage, and secure keycard access for marina-tenants; and added new informational kiosk on public dock. Ensured Veterans Christmas Tree at The Willows was lit for holiday season, expanded the number of light strings for trees and shrubs on Clover Island—and distributed a holiday media announcement to help draw visitors/spending to east Kennewick during the winter season. |
| B. Makes good decisions based on analysis, wisdom, experience and judgment; most solutions and suggestions turn out to be | X | Removed the final damaged sections of the island's north dock and installed signage to ensure public notice regarding boat parking within the protected marina harbor; |

| EXHIBIT A - | | | | | | |
|--|---|---|--|--|--|--|
| correct when judged over time | | provided the surplused gangway to Benton County for reuse. Purchased and installed additional security cameras at Clover Island and Oak Street | | | | |
| VII. Leadership/Management A. Demonstrates an entrepreneurial spirit by identifying ways to generate revenue, investment capital and maximizes the financial potential of existing port assets. | X | Coordinated \$3.4m Benton County Rural County Capital Fund (RCCF) grant for the Southern Gateway Transformation project. Project substantially complete. Applied for and secured a \$1m Benton County Rural County Capital Fund (RCCF) grant and another \$325k Hanford Area Economic Investment Fund (HAEIF) grant for Azure Drive Parking & Utility Improvements. Refurbished Columbia Gardens "container art wrap" installation under original warranty. | | | | |
| B. Rallies support behind the vision and strategic plan; can inspire and motivate staff and community. | X | Began discussions with City staff on extending the Vista Field development agreement. Created utility-box art wrap and added additional wayfinding signage at intersection of Columbia Drive and Clover Island Drive and on the levee near Clover Island gateway. Created a Columbia Gardens Wine & Artisan Village walking map Developed a vetted list of potential alternative artwork projects; presented to Commission February 11, 2025. | | | | |
| C. Creates an environment where employees at all levels contribute their knowledge, skills, abilities and ideas in a way that maximizes their potential. Employee potential is not limited by divisional walls or job title. Appropriately delegates to others. Is a good judge of talent; hires the best people available inside or outside the organization. | X | Completed the port's succession planning document; presented to Commissioners October 8, 2024. Bid farewell to long-time employee Jennifer Roach and brought Philline Go onto port team as senior accountant. Created a Laserfiche workflow for Paid Time Off (PTO) requests, and an automated registration and insurance process for the Marina. | | | | |

| D. Creates a climate in which people want to do and can do their best; can motivate team or project members; empowers others; invites input and shares ownership and visibility. Makes each person feel his/her work is important. | X | Prepared and presented report analyzing the Port's staffing accommodation and office space needs; presented to Commission March 25, 2025. Removed a damaged portion of Oak Street building/renovated remainder. Consolidated maintenance buildings into one Maintenance Facility at Oak Street—creating efficiencies and a cost-savings to the port, as well as validating the importance of maintenance staff and encouraging and empowering their design contributions. Encouraged and provide oversight to Marina staff to work to right-size vessels within port's marina to better accommodate additional demand from boaters displaced when up-river marina was removed. Managed Clover Island Marina at 97% capacity and coordinated 14 boat haul-outs (March through August). |
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| VIII. Initiative/Courage/Adaptability A. Self-starting ability. Promptly takes hold and follows through with minimum direction. | X | Executed contract on March 25, 2025 for landscape architecture work to design Daybreak Commons public open space; final design in progress, slated for completion fall 2025. Began researching potential "water taxi" tour vessel. Addressed ongoing maintenance at Vista Field including weeds; tree health; chlorine purchase, storage, and application in stream, pond & fountains. Added trees to Metz Plaza and repurposed tree grates; removed tree roots, fixed patio pavers, and installed new tree well planters near the West Marina Professional Building (Yacht Club). Completed lease renewal and amendment for improvements with Greenbrier Rail Services. |

| B. Willingness to state opinions and reasons without concern about the popularity of the views. Forthrightness in dealing with Commission, customers, suppliers, and others in the organization. | X | Worked with City of Kennewick to ensure dirt pile (encroaching on the port's Vista Field parcels) is eventually removed and port properties are protected under an agreement with City. |
|--|---|--|
| C. Ability to adjust to changing conditions or unusual assignments. Flexibility in undertaking a variety of assignments, acceptance of decisions which go counter to own opinion. | X | Removed the former Vista Field FBO building, including asbestos evaluation and hazardous materials mitigation, to make that site available for future private development. Managed emergency work to repair Clover Island causeway. |
| IX. Loyalty Understanding and accepting of goals and policies of the organization. Willingness to support organization and management. | X | Assisted WPPA with strategic communications planning. |
| X. Communications A. Effectiveness of exchanging significant information throughout all levels of the organization; with clients, vendors, and the public. | X | Coordinate several significant meetings with the CTUIR board of Trustees, tribal elders, economic development, and Tamastslikt Cultural Institute staff related to port activities and opportunities of mutual benefit. Coordinated with Washington State Department of Transportation to add Monarcha logo with the @Columbia Gardens footer to the blue tourist panel sign on Highway 240. Presented at the Regional Chamber's State of the Ports luncheon, TRIDEC, Kiwanis, Leadership Tri-Cities, BFCOG and other organizations. Began research and writing of port history/background update including history with Tribes; Meetings with CTUIR board members, elders and staff in July and August, written history report and timeline currently in progress, slated for completion by end of 2025. |

Commissioner Comments:

In this year's annual evaluation, CEO Tim Arntzen once again demonstrated exceptional leadership in guiding the Port toward achieving its mission and delivering strong returns for taxpayers. Under his steady direction, the Port has continued to operate with discipline, transparency, and a focus on long-term community benefit. Of particular note, the Port celebrated its 30th consecutive clean audit report—an extraordinary accomplishment that reflects the CEO's commitment to accountability, sound fiscal management, and adherence to public stewardship principles.

This year also presented a unique and unprecedented challenge: the potential discovery of a hazardous substance that posed serious risks to the economic viability of a key Port asset. CEO Arntzen led the Port team and community through this complex and sensitive issue with transparency, thoughtfulness, and collaboration. Through his leadership, the Port navigated the investigation with integrity and care, engaging stakeholders openly and ultimately reaching a successful resolution that protected both the asset and the Port's reputation.

CEO Arntzen's continued ability to lead with foresight, strategic balance, and a deep sense of responsibility to the public interest has positioned the Port for ongoing success. His actions throughout the year reaffirm his commitment to ensuring that the Port remains mission-driven, fiscally strong, and trusted by the community it serves.

Therefore, based on all the above reasons, the CEO Evaluation Committee recommends to the Commission for approval a performance rating of "Exceptional" in accordance with the CEO contract. In addition, the Committee recommends a salary adjustment for 2026 of +4%, consistent with the terms of the CEO's Employment Agreement.

10/28/25

Tim Arntzen's Comments Related to 2025 Performance Evaluation

Commission and Performance Review Team:

It is with great honor and humility that I accept the performance evaluation for calendar year 2025. I am humbled by the kind words of the review team and commission. As I review the year's accomplishments enumerated by the review team and commission, I fully recognize that these are not my accomplishments, but those of the team we have assembled at the port. Included in the team are the commissioners, whose vision and dedication to governmental transparency provide my continued inspiration. There is not a single achievement listed that I can claim as my own. I am blessed to work with talented and inspired employees who do the work. I simply provide a little guidance along the way (though little is actually necessary).

These accomplishments are done for the betterment of the community at large, under the leadership of the elected commission. Together we can accomplish much; and we do.

The level of communication from staff to me; and from me to the commission is invaluable and I deeply appreciate the willingness of each commissioner to openly share their time and insights with me. This communication and openness are instrumental in our port's success.

Thank you for the honor of serving as your CEO. I look forward to continued success in the future.

Columbia Center Rotary International Business Exchange Country of Georgia

November 3, 2025





