

Port of Kennewick provides telephonic, video access, and in-person participation options to the public.

The remote meeting access information will be provided on the Official Agenda.

DRAFT AGENDA

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

October 13, 2026
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 city of residence for the public record)*
- V. CONSENT AGENDA**
 - A. Approval of Direct Deposit and ePayments October 2, 2026
 - B. Approval of Warrant Register Dated September 24, 2026
 - C. Approval of Warrant Register Dated October 13, 2026
 - D. Approval of Regular Commission Meeting Minutes September 22, 2026
- VI. PRESENTATIONS**
 - A. WPPA Environmental Seminar (TIM/CAROLYN/SKIP)
 - B. Vista Field BlueChart Meeting (AMBER/TIM)
 - C. 2027-2028 Draft Budget Workshop (NICK)
- VII. REPORTS, COMMENTS AND DISCUSSION ITEMS**
 - A. Commissioner Appointment Update (SKIP/CAROLYN)
 - 1. Announcement of all Nominees/Applicants
 - 2. October 27, 2026 Selection of Applicants for Interviews
 - 3. November 4, 2026 Special Meeting at 5pm at Tri-Cities Business & Visitor Center
 - 4. November 10, 2026 Appointment of Commissioner
 - B. CEO Report (if needed) (TIM)
 - C. Commission Meetings (formal and informal meetings with groups or individuals)
 - D. Non-Scheduled Items
- VIII. PUBLIC COMMENT** *(Please state your name and city of residence for the public record)*
- IX. ADJOURNMENT**

PLEASE SILENCE ALL NOISE MAKING DEVICES



PORT OF KENNEWICK REGULAR COMMISSION MEETING

**PORT of
KENNEWICK**

DRAFT

SEPTEMBER 22, 2026 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 Vice 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: *District 1 Position Vacant, President*
Skip Novakovich, Vice President
Raul Contreras Gonzalez, Secretary

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

PLEDGE OF ALLEGIANCE

Michael Novakovich led the Pledge of Allegiance.

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- A. *Approval of Direct Deposit and E-Payments Dated September 16, 2026***
Direct Deposit and E-Payments totaling \$92,124.12
- B. *Approval of Warrant Register Dated September 22, 2026***
Expense Fund Voucher Number 108283 through 108308 for a grand total of \$93,995.41
- C. *Approval of Regular Commission Meeting Minutes September 8, 2026***

MOTION: *Commissioner Contreras Gonzalez moved to approve the Consent Agenda; Commissioner Novakovich seconded. With no further discussion, motion carried unanimously. All in favor 2:0.*

PORT OF KENNEWICK REGULAR COMMISSION MEETING

SEPTEMBER 22, 2026 MINUTES

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PRESENTATIONS

A. *Quilt of Valor, Kevin Veleke & Kennewick VFW Honor Guard Members*

Mr. Arntzen introduced Kevin Veleke, and Jim Wick, members of the Veterans of Foreign Wars (VFW) Honor Guard.

Joan Gribskov introduced herself and is a member of Sandy's Fabric Washington Chapter of the Quilt of Valor group.

Mr. Veleke stated it is the initiative of our Post to identify worthy Veteran's to nominate for Quilts of Valor. As Post Members, Mr. Wick and Mr. Veleke recognize the importance and honor that comes with it. It is a great pleasure to have Ms. Gribskov join us in awarding the Quilt of Valor to Commissioner Novakovich. Mr. Veleke reviewed Commissioner Novakovich's background and military career, and stated "It's an honor to be Skip's friend, yet more so being able to be part of this Quilt of Valor presentation to a most deserving veteran and volunteer."

Ms. Gribskov stated the Quilt of Valor has been active since 2003, and since then, the nationwide organization has provided Veteran's with 457,107 Quilts of Valor. Ms. Gribskov thanked Ms. Yonker for her work on the Quilt of Valor and presented Commissioner Novakovich with a certificate of thanks:

"Quilts of Valor Foundation wishes to recognize you for your service to our Nation. We consider it our privilege to do so. Though we may never know the extent of your sacrifice to protect and defend the United States of America, we award you this Quilt of Valor as an expression of gratitude from a grateful Nation."

Commissioner Novakovich stated this is a very humbling experience, and the Quilt of Valor brings recognition of what veterans are and what they do for this county. Commissioner Novakovich is very honored by this, and it is a gift he will remember all his life.

B. *Leadership Development Update*

Mr. Arntzen reported that the Port team recently attended a second John Maxwell team building and leadership seminar with local representatives, Josie Villa and Jan McDonald, to continue learning how to communicate better as a team.

Ms. Villa and Ms. McDonald outlined the John Maxwell training workshop and the second communication training Port staff received.

Mr. Arntzen offered his comments regarding the training.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

SEPTEMBER 22, 2026 MINUTES

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ACTION ITEM

A. Bid Award: Vista Field Woonerf North & South Parking Lot Project

Mr. Peterson stated the Vista Field Woonerf North and South Parking Lot and Utility project went out for bid on August 2, 2026. Mr. Peterson presented Resolution 2026-17, for Commission approval for construction of a 62-space parking lot directly behind Kuki Izakaya and Blueberry Bridal. The Port advertised the project for bid and received four bids before the deadline. The bid submitted by Big D's Construction of Tri Cities was deemed to be the lowest responsible bidder.

Commissioner Contreras Gonzalez thanked Mr. Peterson for all his work on this project.

MOTION: *Commissioner Contreras Gonzalez moved to approve Resolution 2026-17 authorizing the Port's Chief Executive Officer to execute the contract with Big D's Construction of Tri Cities, Inc. for construction of the Vista Field Woonerf North and South Parking and Utility Improvement project for the sum of \$776,000*, plus applicable tax. Further, the Port Chief Executive Officer is authorized to amend the 2025-2026 capital budget to reflect the actual bid cost of the project; Commissioner Novakovich seconded.*

Commissioner Novakovich noted a correction that the amount of the contract is \$676,000.00.*

Discussion:

Commissioner Novakovich inquired why there is a difference of \$100,000.00 between Big D's and the next bid.

Mr. Peterson and the engineer reviewed the bid and stated the biggest difference is in the mobilization and curbing costs and confirmed with Big D's on the bid amount.

Commissioner Novakovich inquired what the engineers estimated budget amount was.

Mr. Peterson stated the advertised amount was \$750,000.00 before sales tax, so the bid was under budget.

PUBLIC COMMENT

No comments were made.

With no further discussion, motion carried unanimously. All in favor 2:0.

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. Commissioner Appointment Update

Commissioner Novakovich stated the first invitation for nominees closed at 4:30 p.m. on Friday, September 18, 2026. Additionally, starting September 23, 2026, the Port will also post the official notice of the District 1 vacancy for a minimum of 15 days as required by law

PORT OF KENNEWICK REGULAR COMMISSION MEETING

SEPTEMBER 22, 2026 MINUTES

DRAFT

for a second call for nominations. During that time, we will accept additional applications until the final deadline of October 8th, 2026 at 4:30 p.m.

1. The first round of Nominees are:
 - o Matt Boehnke, Barry Bush, Van Cummings, Nicholas Haberling, James Hempstead, Marie Mosley, Robert (Rob) Welch
2. September 23, 2026: Official Notice of Vacancy, Nominations, and Call for Additional Applicants to be issued and posted on the Port's website, Port office door and the Union Street Branch of the Mid-Columbia Library.
3. October 8, 2026: Final Deadline for Application process, closing at 4:30 p.m.
4. October 13, 2026: All applicants named at Commission Meeting
5. October 27, 2026: Commission action to select finalists during Port Commission Regular Meeting;
6. November 4, 2026: Interviews of finalists will be held at a SPECIAL public meeting;
7. November 10, 2026: Appointment of Commissioner, District 1

Commissioner Novakovich stated the Commission will be conducting all the discussions regarding the applicants during open session to remain transparent.

Mr. Arntzen thanked everyone for their assistance with this process and the continued transparency with the application procedure and process.

B. Kennewick Waterfront

1. Passenger Boat Update

Mr. Arntzen provided an update on the passenger boat that would be used for economic development tours. The ports of Benton and Pasco have signed a letter of support to submit to TRIDEC for possible funding. Additionally, Kennewick Fire Department (KFD) is interested in utilizing it as a rescue boat, as they do not have one. A few modifications could be made, where it would not impact the efficacy as a passenger boat. Mr. Arntzen will work on a draft letter of support for the City of Kennewick that includes items for the KFD.

Commissioner Contreras Gonzalez thanked Mr. Arntzen for his effort on this project and his continuation of building community partnerships.

Commissioner Novakovich stated the Port has discussed this for a long time, and it is nice to see the momentum and renewed partnership with the ports of Pasco and Benton. Mr. Arntzen and Adam Lincoln, executive director for the Port of Pasco, discussed reviving Tri-Ports and inviting the Port of Walla Walla. Mr. Arntzen stated a meeting has been scheduled, and the Port of Walla Walla will be joining us.

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2. *Columbia Gardens Artisan Village Update*

Mr. Boehnke reported on the Columbia Gardens Artisan Village green space, which is located next to Wheat Head on the Water and Brandi Dayton Art. Over the summer, the Port added a fence, picnic tables, and grass and recently planted several trees. (*Exhibit A*)

Commissioner Contreras Gonzalez stated Columbia Gardens and Clover Island always look so nice and clean. Commissioner Contreras Gonzalez attended Washington State Commission on Asian Pacific American Affairs (CAPAA) event on Friday, and they were all very complimentary about the island and Columbia Gardens.

C. *CEO Report*

Mr. Arntzen reported on the following:

- Commissioner Novakovich and Mr. Arntzen will be participating at the Washington Public Ports Association Environmental Conference this week, along with our PFAS team to discuss PFAS at Vista Field;
- Next week staff will meet with Blue Chart team for a one-day workshop to finalize plans for residential homes at Vista Field;
- Mr. Arntzen offered comments on how the Commission is handling the vacancy process and he appreciates their understanding of their roles, and the emphasis on open session discussions and transparency;
- The Port has received 7 amazing applications from community-driven people who would like to be a part of the Port of Kennewick, and he is impressed by their commitment to service.

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

Commissioners reported on their respective committee meetings.

E. *Non-Scheduled Items*

Ms. Olson reported that H.O.P.E.S Horses visited the island yesterday. H.O.P.E.S is a local organization that uses miniature horses to offer people emotional support. There is a private event on the island, and they brought the horses down to acclimate them to the area.

Mr. Phongsa reported that the SOCO Creative Arts Festival at Columbia Gardens will be held Saturday, September 26th from 10:00 a.m. to 4:00 p.m. Brandi Dayton Art is hosting the event and many of her students will be showing their artwork. Following the event is Sip and Sing, from 4:00 p.m. to 6:00 p.m., which will offer a night filled with music, joy and unforgettable moments with the Mid-Columbia Opera.

No further comments.

PUBLIC COMMENT

No comments were made.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

SEPTEMBER 22, 2026 MINUTES

DRAFT

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 3:12p.m.

APPROVED:

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

District 1 Position, Vacant

President

Skip Novakovich, Vice President

Raul Contreras Gonzalez, Secretary

* *Clerk's note: the correct amount of the bid is \$676,444.00*

PORT OF KENNEWICK

RESOLUTION No. 2026-17

***A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT
OF KENNEWICK ACCEPTING AND AWARDING A PROJECT
CONSTRUCTION CONTRACT FOR THE VISTA FIELD - WOONERF
NORTH & SOUTH PARKING & UTILITY IMPROVEMENT PROJECT***

WHEREAS, a request for bids for the construction of utility, paving, electrical and landscape improvements at the Vista Field Redevelopment site was properly advertised with the approved plans and specifications being made available to prospective bidders; and

WHEREAS, construction plans and specifications were presented to the bidder in a base bid and alternate bid format; and

WHEREAS, construction bids have been received, and staff and the project engineers have certified that the bids received are in compliance with the plans and specifications; and

WHEREAS, the staff and the project engineer have certified that the bidder Big D's Construction of Tri Cities, Inc provided a bid in the amount of \$676,444.00, plus applicable tax, for the construction of utility, paving, electrical and landscape improvements and that such bid is in compliance with the plans and specifications; and

NOW THEREFORE, BE IT RESOLVED that the Port of Kennewick Commission does hereby accept the base bid of Big D's Construction of Tri Cities, Inc for the construction of utility, paving, electrical and landscape improvements at the Vista Field Redevelopment site in the amount of \$676,444.00, plus applicable tax and hereby awards the construction contract to said bidder.

BE IT HEREBY FURTHER RESOLVED that the Chief Executive Officer (CEO) is authorized to enter into a contract between the Port of Kennewick and Big D's Construction of Tri Cities, Inc for \$676,444.00 plus applicable tax for the construction of utility, paving, electrical and landscape improvements, and that the CEO is further authorized to proceed with all necessary procedures required to complete construction of the project.

BE IT HEREBY FURTHER RESOLVED that the Chief Executive Officer is authorized to amend the 2025-2026 capital budget to reflect the actual bid cost of the project.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 22nd day of September 2026.

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

By: *District 1 Position Vacant*
President

By: 
0E53A30E1C8E442...
SKIP NOVAKOVICH
Vice President

By: 
9AC05D4CD4C24DD...
RAUL CONTRERAS GONZALEZ
Secretary

















PORT *of* **KENNEWICK**

2027/28 Budget Managing Resources & Accountability

October 13, 2026

Nick Kooiker, CFO/Auditor



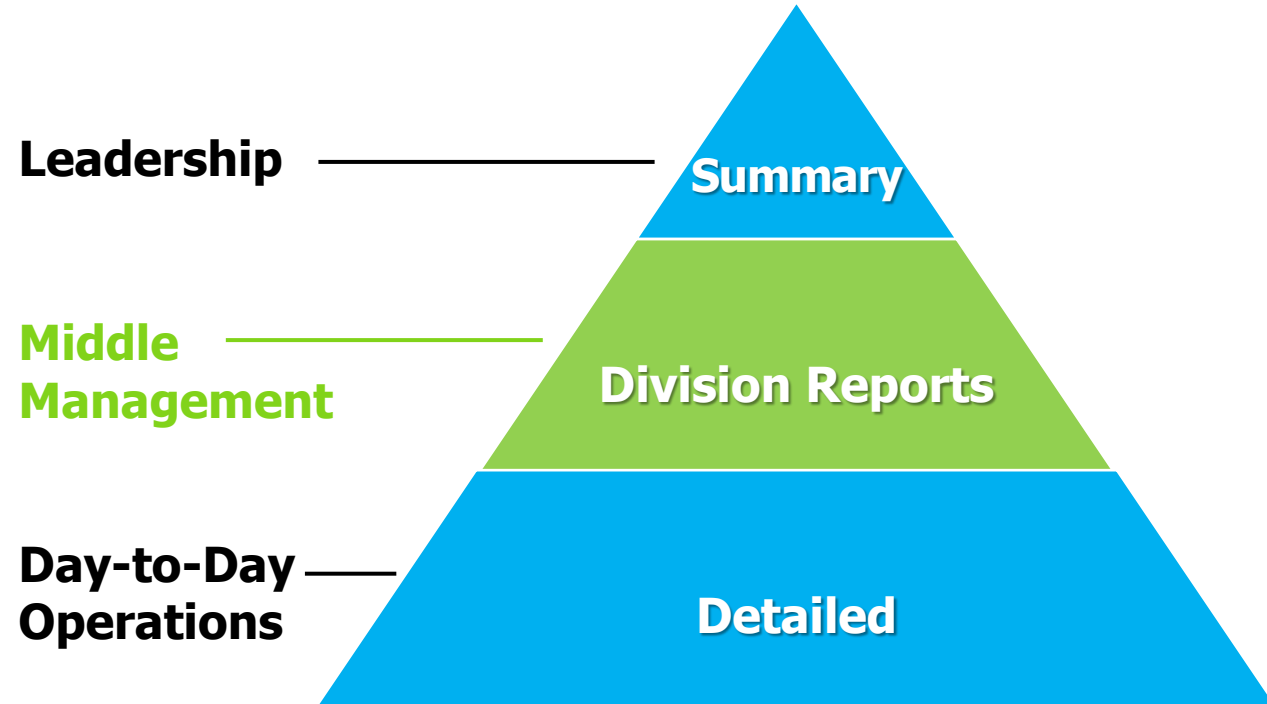


GFOA

(Government Finance Officers Association)

Reporting Pyramid

Reporting Pyramid





Economic Data



National

Level



State

Level



Local

Level

Unemployment: National ~ State ~ Local

4.1%

National
Unemployment Rate

4.3% in 2025

5.2%

State
Unemployment Rate

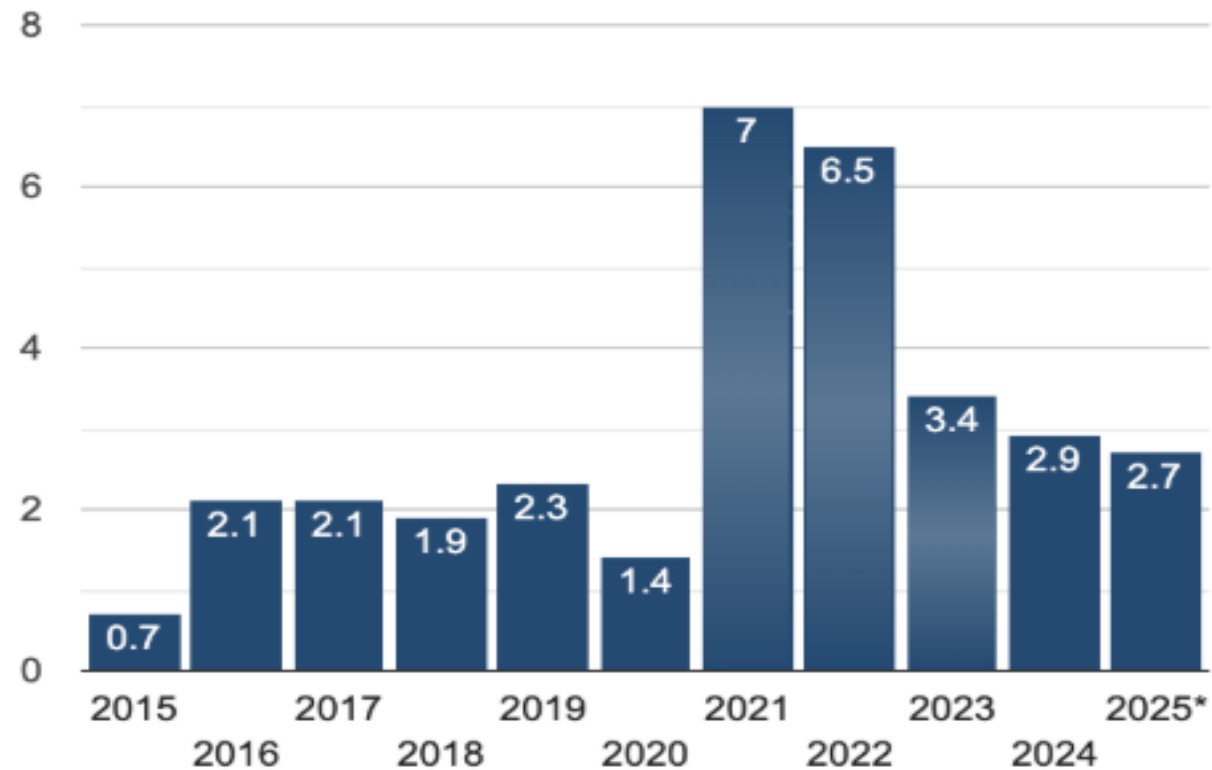
4.5% in 2025

4.2%

Benton County
Unemployment Rate

4.7% in 2025

Chart: United States Annual Inflation Rates (2015 to 2025)



Inflation Stabilizing

- **Approximately \$11M in cash**
- **Port owes just over \$2.8M on the Vista Field loan**
- **Operating revenues are approximately 3.5% higher than benchmark**
- **Operating expenses are approximately 18% under benchmark**
- **Port's net position is approximately \$67M**
- **The 2026 levy rate is ¢.20/thousand, compared to ¢.44 in 2001**

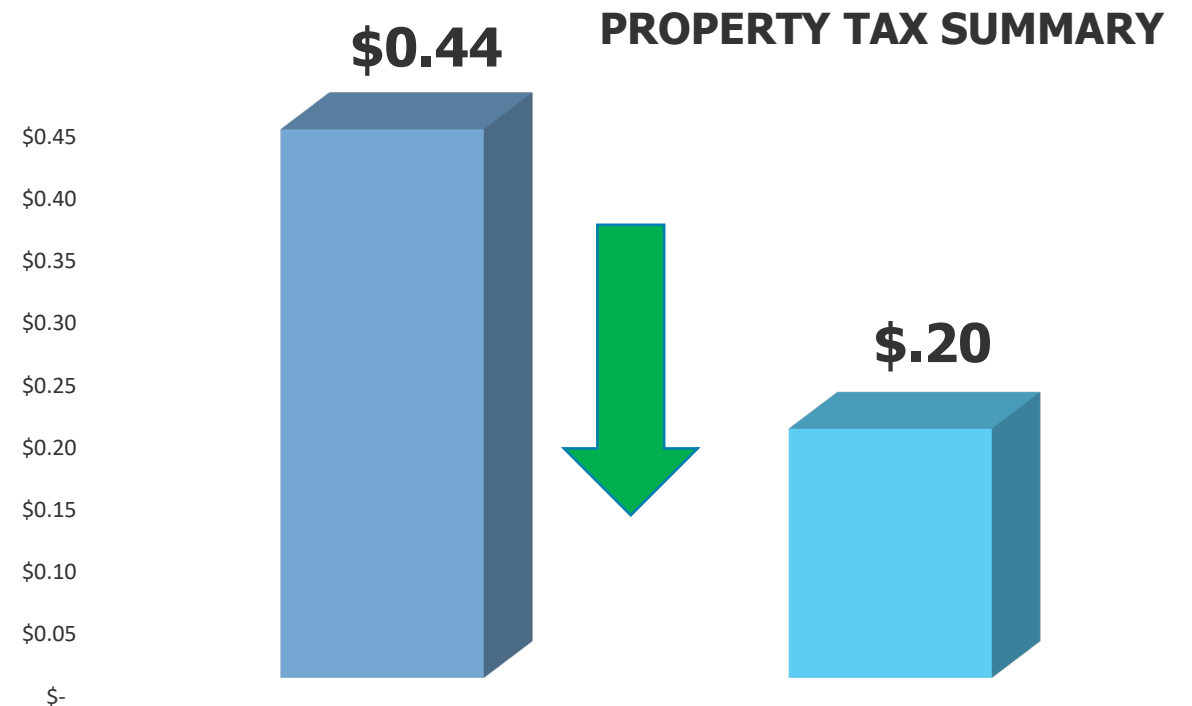


Port's Current Financial Position



Property Tax Summary 2001 vs 2026

**Property Tax *Levy Rate* per
thousand has fallen to *only* \$0.20
in 2026!**



- **Reducing costs and enhancing revenues when feasible while maintaining acceptable service levels**
- **Promoting fiscal responsibility among departments**
- **Acknowledging the Port's limited staff and financial resources**
- **Provide the public with high-quality projects and services within a healthy work environment by encouraging efficiency**
- **\$2.5M reserve fund**
 - **Environmental Pollution Claims against the Port**



Budget Philosophy

Resolution 2018-27

Budget Assumptions



Fund Balance

Forecasting fund balance on 12/31/26 to be approximately \$10M



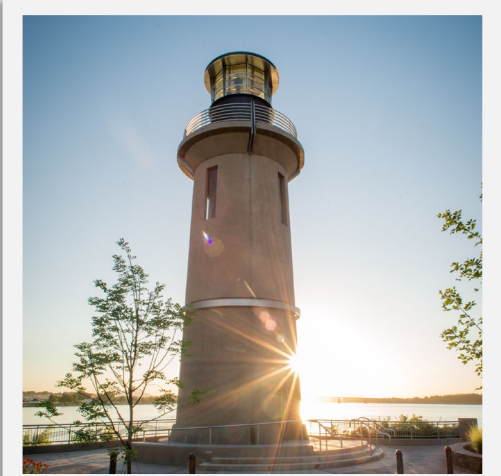
Inflation

This budget is conservative, allowing for increased expenses



RCCF

Capital Budget relies heavily on land sales and RCCF funding

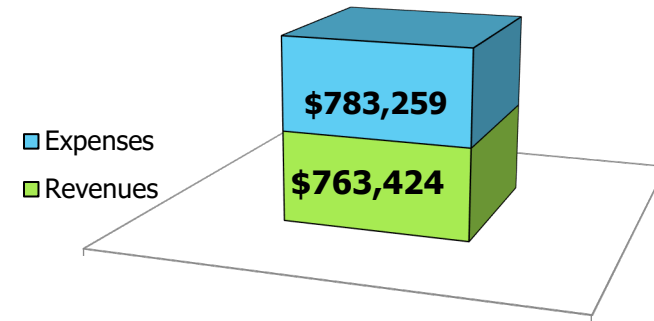


Maintaining Port Investments

Budget reflects funding to maintain current service levels while adding funds to handle new Vista Field capital projects



Responsible for operations and management of marina, haul outs and boat storage.



- The marina is nearly 100% occupied, so recommending a minimum 5% per year increase in rates to help offset capital Marina improvements.
- Expenses include increase in Marina liability insurance, security patrols and milfoil treatment costs.
- Most expenses are indexed to a 5% inflation factor, an actual contract amount or estimated by department manager.
- Expenses do not include direct staffing cost.

Marine Division

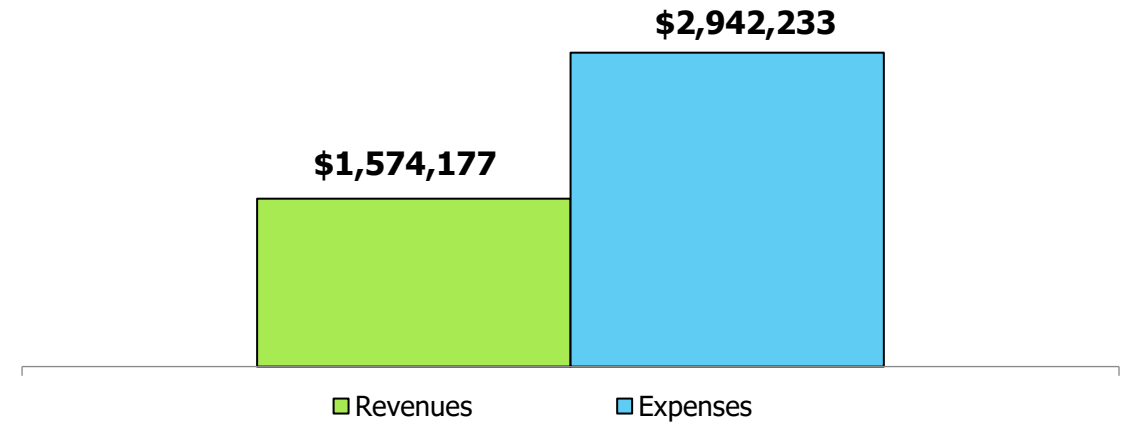
Revenue & Expenses



Property Management Division

Revenue & Expenses

Responsible for management, operations and maintenance of various Port assets (mainly Port buildings).



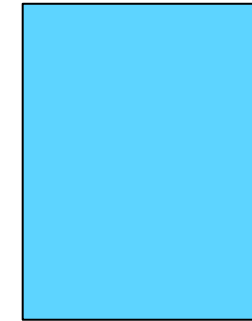
- Revenues are based upon leases in place through 2028, and leases that are “highly likely” to renew.
- Expenses include increase in utility expenses, extra Vista Field grounds maintenance, necessary repairs to Port properties, additional pavilions maintenance, and extra security patrols.
- Most expenses are indexed to a 5% inflation factor, an actual contract amount or estimated by department manager.
- Expenses do not include direct staffing cost.



Other divisions are supported by the corporate division, some examples include: Board of Commissioners, Legal, Accounting & Finance, IT and Contract Administration.

Corporate Cost

\$478,396



- Expenses include increase in liability insurance, Port business advertising, phones, printers, office supplies, janitorial, and automobile expenses.
- Most expenses are indexed to a 5% inflation factor, an actual contract amount or estimated by department manager.
- Expenses do not include direct staffing cost.

Corporate Division

Revenue & Expenses

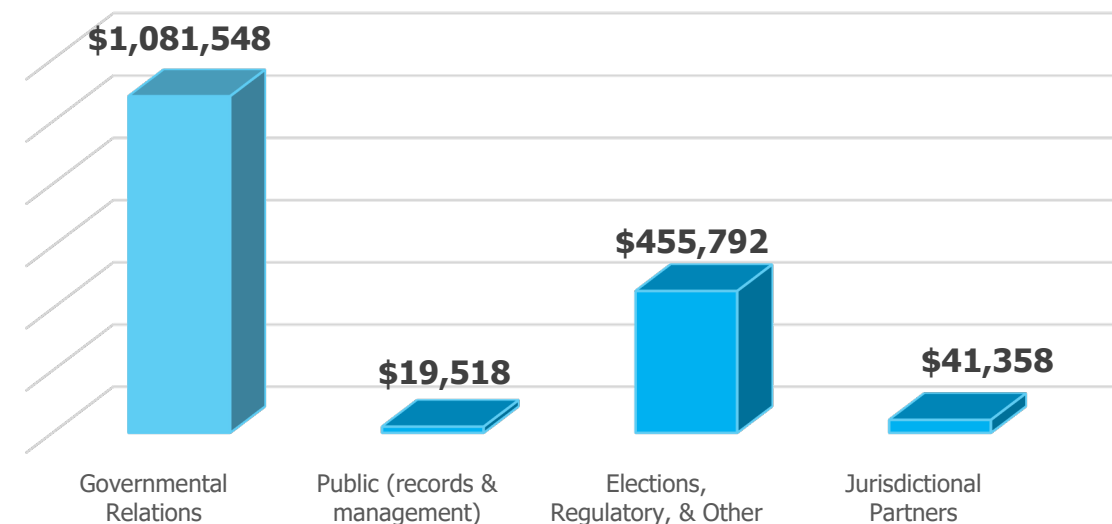


Non-Operating Division

Expenses

This division includes various items that don't affect Port operations. This can include items such as: Election costs, third party audit expenses, marketing expenses, public records management and membership dues.

Non-Operating Expenses



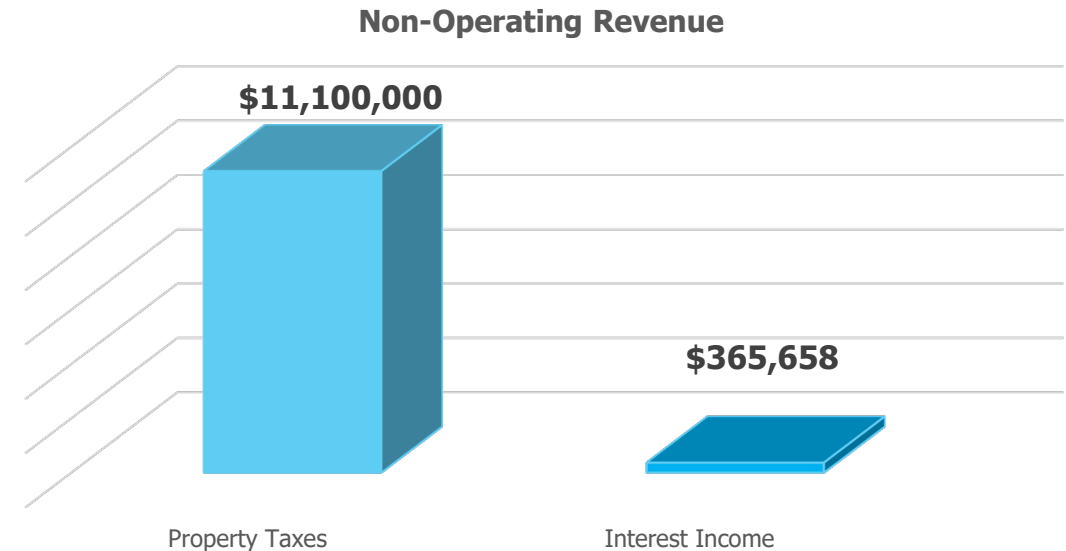
- **Many expenses are tied to a contract or membership dues such as TRIDEC, WPPA, Visit Tri-Cities, etc.**
- **Expenses include increased budget for 2027 election and SAO annual audits.**
- **Governmental relations cost include ADA compliance, promoting the Port and Port properties, graphics and creative designs, marketing and newsletter materials, vibrancy events including partnership with the City of Kennewick.**
- **Expenses do not include direct staffing cost.**



Non-Operating Division

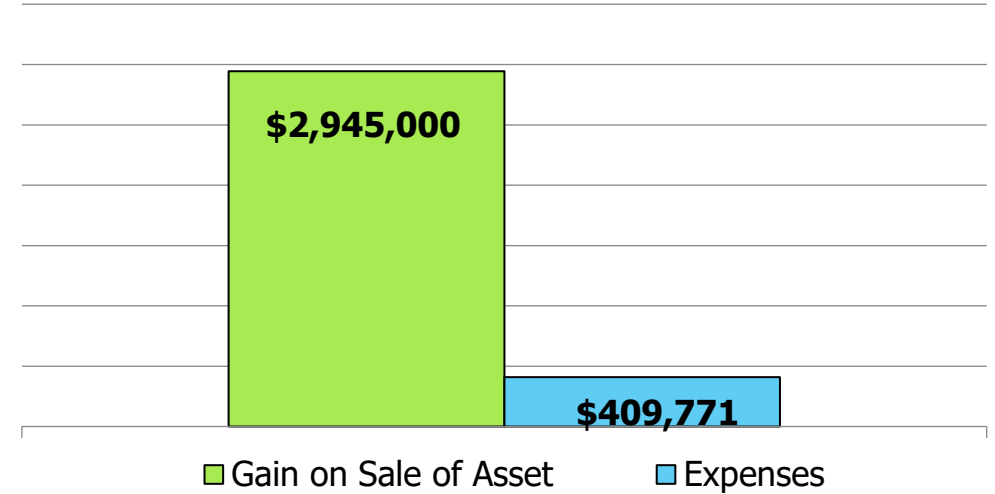
Revenues

This division includes revenues classified as non-operating revenue by Governmental Accounting Standards Board (GASB). This includes items such as: Property Taxes and Interest Income.



- Property tax revenues are budgeted at \$11.1 million, which is an estimated \$60,000 in new tax revenue per year.
- Interest income is estimated just under \$366 thousand.
- Non-operation revenues also includes land sales covered in Real Estate Division and grant funding covered in Economic Development Division since it is tied to capital projects.

This division manages the process of buying or selling property in support of the Port's overall business plans.



- **Vista Field redevelopment has unlocked massive land sale opportunities with several land sales pending and underway. The gain on the Vista Field land sales is estimated just under \$3 million.**
- **Expenses are primarily cost for marketing and selling Vista Field properties.**
- **Expenses do not include direct staffing cost.**

Real Estate Division

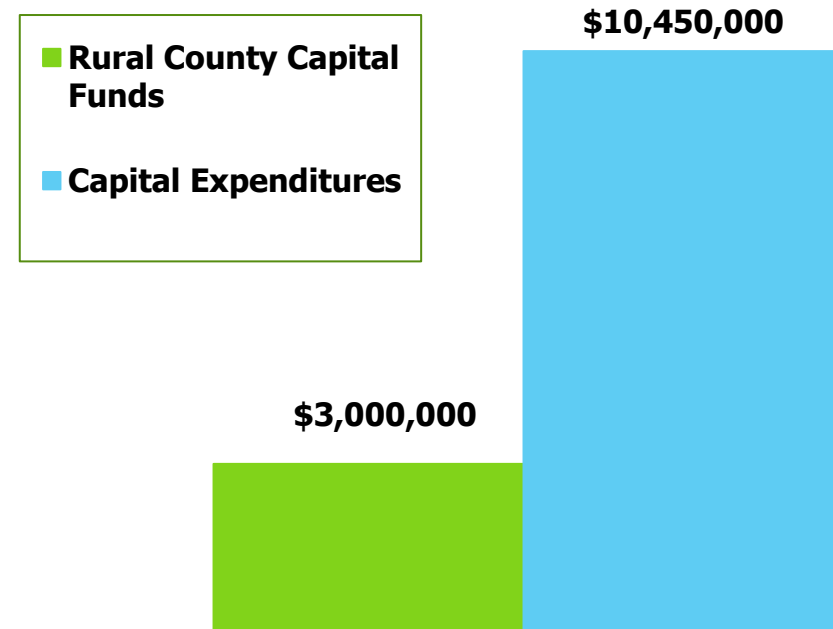
Revenue & Expenses



Economic Development Division

Revenue & Expenses

This division supports all the Port's capital assets to be planned or constructed.

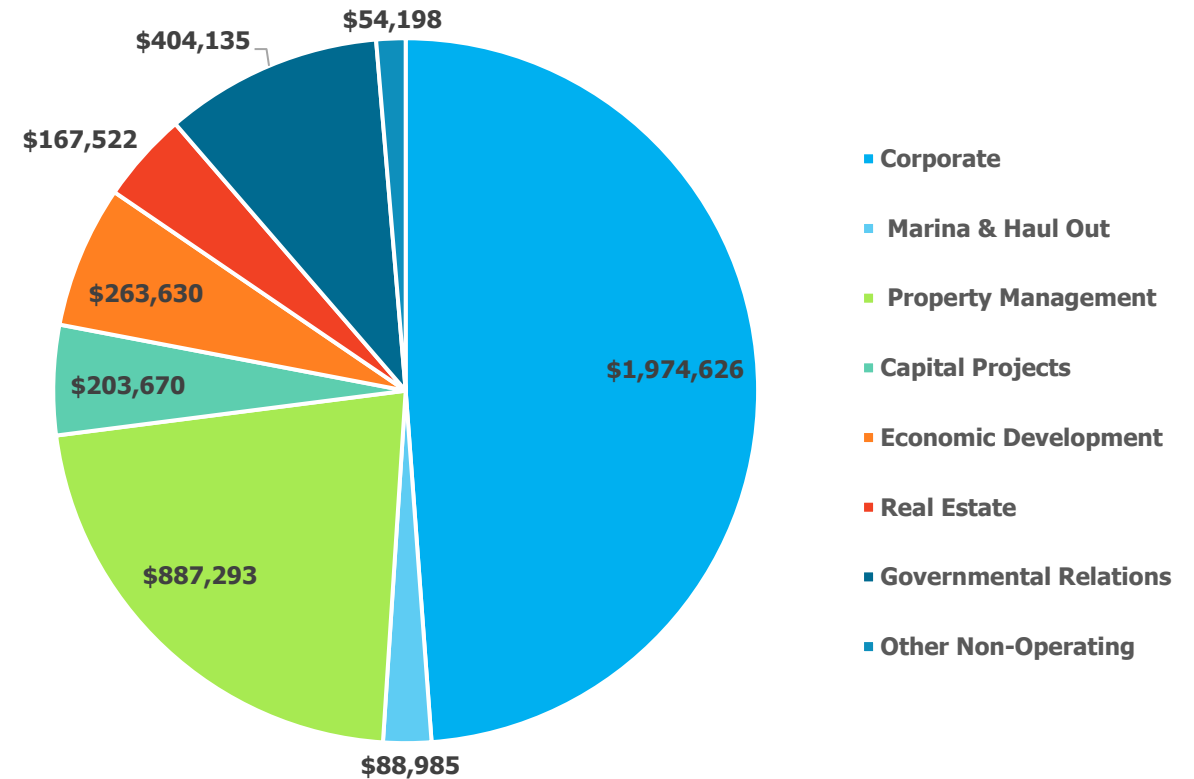


- Revenues include \$3 million RCCF for Vista Field Infrastructure.
- Expenses do not include direct staffing cost.



Staffing Cost Allocation

Estimated annual staffing cost is based on direct time spent in each division or capital project.



Staffing cost above is based on estimated annual cost and subject to change based on actual time spent in each division or capital project. Cost includes salaries, mandatory PERS contributions, mandatory taxes (state and federal), medical benefits, and VEBA contributions.

Capital Projects

2027-2028 Capital Projects				
PROJECT COST	Location	Funding Source	Existing Commitment	TOTAL 27/28
Infrastructure West Construction & Amenities (BlueChart Block #1)	Vista Field	Land Sale	Committed 2025/2026	\$ 2,500,000
Joint-Use Parking Lots- VF Pavilions Azure Drive & Utilities (\$2.1 m budget w/ \$1.9m left - estimated \$250k spent in 2026)	Vista Field	RCCF	RCCF/HAEIF Committed 2025/2026	\$ 1,650,000
Joint-Use Parking Lot - Constellation Way (Lot 23-25)	Vista Field	Land Sale	Committed 2025/2026	\$ 2,000,000
Joint-Use Parking - City of Kennewick Entertainment District Lot E	Vista Field	Land Sale	Committed in 2026	\$ 1,000,000
Infrastructure West Construction -Vista Field Blvd & Roosevelt St.	Vista Field	RCCF	RCCF Candidate	\$ 2,000,000
VF Town Architect	Vista Field	Port Operations		\$ 300,000
Marina Repairs	Marina	Port Operations		\$ 350,000
Benton County Partner Project	Misc.	Port Operations		\$ 150,000
Opportunity Fund	Misc.	Port Operations		\$ 100,000
Asset Replacement	Misc.	Port Operations		\$ 400,000
TOTAL				\$ 10,450,000

2027/28 Preliminary Budget

	2027 & 2028 BUDGET
Total Revenues	\$ 19,748,259
Total Expenses (less capital and promotional hosting)	\$ 13,914,869
<i>Profit (Loss)</i>	<i>\$ 5,833,390</i>
Capital Expenses	\$ 10,854,966
Promotional Hosting Expenses	\$ 24,190
Beginning Cash on Hand	\$ 10,247,156
Bond Principal Payments	\$ 900,000
Reserve Fund	\$ 2,500,000
Unrestricted Fund Balance	\$ 1,801,390
<i>Ending Cash on Hand</i>	<i>\$ 4,301,390</i>



Thank You

Nick Kooiker, CFO/Auditor
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nick@portofkennewick.org