



PORT OF KENNEWICK REGULAR COMMISSION MEETING

FEBRUARY 24, 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: Kenneth Hohenberg, President (excused absence)
Skip Novakovich, Vice President
Raul Contreras Gonzalez, Secretary

MOTION: *Commissioner Contreras Gonzalez moved to excuse Commissioner Hohenberg's absence from the February 24, 2026 Commission Meeting; Commissioner Novakovich seconded. With no further discussion, motion carried unanimously. All in favor 2:0.*

Staff Members: Tim Arntzen, Chief Executive Officer
Tana Bader Inglima, Deputy Chief Executive Officer
Nick Kooiker, CFO/Deputy Chief Executive Officer
Amber Hanchette, Director of Real Estate
Michael Boehnke, Director of Operations
Rochelle Olson, Director of Governmental Affairs
Bridgette Scott, Executive Assistant (via telephone)
Lisa Schumacher, Special Projects Coordinator
Carolyn Lake, Port Counsel (via telephone)
David Phongsa, Marketing/Capital Projects Coordinator
Tammy Fine Story, Advisor/CPA, CFE (via telephone)
Philline Go, Senior Accountant

PLEDGE OF ALLEGIANCE

Commissioner Contreras Gonzalez led the Pledge of Allegiance.

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- A. Approval of Direct Deposit and E-Payments Dated February 18, 2026**
Direct Deposit and E-Payments totaling \$101,615.55
- B. Approval of Warrant Register Dated February 24, 2026**
Expense Fund Voucher Number 107697 through 107736 for a grand total of \$226,966.40
- C. Approval of Regular Commission Meeting Minutes February 10, 2026**

PORT OF KENNEWICK REGULAR COMMISSION MEETING

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D. Approval of Fifth Amendment to the Purchase and Sale Agreement with Vista Field, LLC (Vatik Dulo and Ryan Foster) (Lot 25); Resolution 2026-04

E. Approval of Fourth Amendment to the Purchase and Sale Agreement with BlueChart, LLC; Resolution 2026-05

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.*

PRESENTATIONS

A. Employee Introductions – Finance Department

Mr. Arntzen stated today Mr. Kooiker will introduce the finance department and explain their role at the Port.

Mr. Kooiker briefed Commission on the duties of the finance department and introduced Tammy Fine Story, David Phongsa, and Philline Go.

Ms. Fine outlined her duties at the Port, which include working on the yearly financial statement, budgeting, and internal auditing.

Mr. Phongsa explained his position within the finance department and stated it includes social media marketing and event planning for Columbia Gardens and Vista Field, and tracking capital projects.

Ms. Go is a senior accountant is responsible for accounts payables and receivables, invoicing, payroll, auditing, and federal tax reporting.

B. Delegation of Authority Review

Mr. Arntzen gave a brief overview of the CEO's Delegation of Authority and highlighted how the document helps the staff and Commission (*Exhibit A*). Mr. Arntzen would like to bring it back at a later date for Commission review.

Mr. Kooiker stated this document allows the staff to be adaptable and efficient.

Ms. Lake stated the Delegation of Authority provides a roadmap for the Commission, CEO, and staff of processes to follow.

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. Vista Field

Ms. Bader Inglima reported that the Blueberry Bridal Ribbon Cutting is scheduled for March 10, 2026, at 11:00 a.m. (*Exhibit B*).

B. Kennewick Waterfront

Ms. Hanchette stated Brandi Dayton Art will be opening next week at Columbia Gardens. Ms. Dayton is very excited to start classes and will have a grand opening at a later date

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C. CEO Report

Mr. Arntzen reported on the following:

- Mr. Arntzen and Commissioner Novakovich will attend the Two Cultures One Community 2026 Confederated Tribes of the Umatilla Indian Reservation Powwow on Friday, February 27 through March 1, 2026;
- JD Tovey, CTUIR Executive Director was recently nominated and accepted into the College of American Institute of Certified Planners. Mr. Tovey received induction into the College of Fellows, which is the highest honor in the planning profession.

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

Commissioners reported on their respective committee meetings.

E. Non-Scheduled Items

Commissioner Novakovich reported at the recent Council of Governments Board Meeting, Jason McShane, City of Kennewick Mayor, discussed the less restrictive alternative housing for sexually violent predators documentary and is willing to come to the Port to do a presentation. Commissioner Novakovich inquired if there is any interest in having Mr. McShane present on that topic.

Commissioner Contreras Gonzalez stated he is open to Mr. McShane presenting.

Mr. Arntzen stated procedurally, he will speak with the City Manager and then reach out to Mr. McShane.

Commissioner Novakovich stated Kevin Veleke is currently working on purple heart designations for entities and cities. Commissioner Novakovich inquired if the Commission would be interested in a presentation on becoming a purple heart entity.

Commissioner Contreras Gonzalez believes a presentation would be beneficial because of the U.S. Coastguard serving on Clover Island.

Mr. Arntzen will follow up with Commissioner Novakovich for additional details on a path forward.

PUBLIC COMMENTS

Kristopher Dahir, Richland. Mr. Dahir, Executive Director of the Columbia Basin Veterans Center (CBVC) would like the opportunity to present to the Commission on what the CBVC does for the community. The CBVC connects Veteran's to services and helps to create healthy pathways for Veteran's. Mr. Dahir stated the CBVC 2026 Stand with Us Gala is on May 1st and there are several tables remaining and he inquired if the Port would like to purchase a table. Additionally, the CBVC is having a Veterans in business entrepreneurship class, Friday, February 27, 2026.

No further comments were made.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

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Commissioner Novakovich stated at this time, the Port Commission will recess to Executive Session as allowed by law, 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. No decision will be made in executive session, and no action will be taken at the public portion of the meeting afterwards as a result of the executive session. The executive session will last approximately 35 minutes. This will allow time to disconnect and reconnect to the virtual meetings. Commissioner Novakovich asked the public to notify Port staff if they will return after the executive session so staff can advise if the session concludes early.

Commissioner Novakovich recessed the Regular Commission Meeting at 2:59 p.m. until 3:34 p.m.

Commissioner Novakovich convened the meeting into Executive Session at 2:59 p.m. for approximately 35 minutes.

EXECUTIVE SESSION

RCW 42.30.110 (1)(i)(iii)

Commissioner Novakovich adjourned the Executive Session at 3:28 p.m.

Commissioner Novakovich reconvened Regular Commission Meeting at 3:29 p.m.

No decisions or actions were made as a result of the Executive Session.

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 3:29 p.m.

APPROVED:

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

Excused

Kenneth Hohenberg, President

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Skip Novakovich
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Skip Novakovich, Vice President

Signed by:
Raul Contreras Gonzalez
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Raul Contreras Gonzalez, Secretary

PORT OF KENNEWICK

RESOLUTION No. 2026-04

***A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK APPROVING THE FIFTH AMENDMENT
TO THE PURCHASE & SALE AGREEMENT WITH
VISTA FIELD, LLC***

WHEREAS, on or about April 14, 2025 the Parties entered into a First Amendment to Purchase and Sale Agreement to (i) change the number of parking spaces assigned to Purchaser, adjust the square footage of the Property that Purchaser is purchasing from thirteen thousand seventy-seven (13,077) square feet to fourteen thousand two hundred fifty-eight (14,258) square feet; (iii) increase the proposed dwelling units from thirty (30) units to forty-seven (47) units; (iv) create new easement rights related to accessing Seller's stormwater infrastructure; (v) increase the purchase price from four hundred eighteen thousand dollars (\$418,000.00) to six hundred forty-five thousand dollars (\$645,000.00) to reflect the increased square footage; and (vi) increase the earnest money deposit from twenty thousand nine hundred dollars (\$20,900.00) to thirty-two thousand two hundred fifty dollars (\$32,250); and

WHEREAS, on or about April 23, 2025 the Parties entered into a Second Amendment to Purchase and Sale Agreement to (i) extend closing by 120 days pursuant to Section 7.4 of the Purchase and Sale Agreement, and (ii) assign the Purchase and Sale Agreement from Vatik Dulo and Ryan Foster to Vista Field, LLC; and

WHEREAS, on or about September 5, 2025 the Parties entered into a Third Amendment to Purchase and Sale Agreement to extend closing by 120 days pending investigation of PFAS discovery on lot 31; and

WHEREAS, on or about December 9, 2025 the Parties entered into a Fourth Amendment to Purchase and Sale Agreement to extend closing by 60 days pending investigation of PFAS discovery on lot 31; and

WHEREAS, the Parties now wish to enter into this Fifth Amendment to Purchase and Sale Agreement to extend closing by an additional ninety (90) days pending a formal determination by Department of Ecology on isolated lot 31 PFAS discovery. New closing expiration is May 18, 2026.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby authorize the Port's Chief Executive Officer to execute an Amendment to extend the closing period Vista Field LLC by 90 days.

BE IT FURTHER RESOLVED that the Port of Kennewick Board of Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof; and authorize the Port Chief Executive Officer to take all action necessary in furtherance hereof.

RESOLUTION No. 2026-04
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ADOPTED by the Board of Commissioners of Port of Kennewick on the 24th day of February, 2026.

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

By: Excused

KENNETH HOHENBERG, President

By: 
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SKIP NOVAKOVICH, Vice President

By: 
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RAUL CONTRERAS-GONZALEZ, Secretary

PORT OF KENNEWICK

RESOLUTION No. 2026-05

***A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK APPROVING THE FOURTH
AMENDMENT TO THE PURCHASE & SALE AGREEMENT WITH
BLUECHART, LLC***

WHEREAS, the Port Commission entered into a Reservation & Takedown Agreement and Phase One Purchase and Sale Agreement with BlueChart LLC dated April 1, 2025 to construct single family attached and detached homes over multiple phases throughout the Port's Vista Field redevelopment project; and

WHEREAS, on or about June 10, 2025, the Parties entered into the First Amendment of Purchase and Sale Agreement, which granted a sixty (60) day extension to the existing ninety (90) day Feasibility Study Period for a total of one hundred fifty (150) days to refine elements of the Phase One design and allow the Port of Kennewick team time to estimate costs for the proposed elements; and

WHEREAS, on or about August 12, 2025 the Parties entered into the Second Amendment of Purchase and Sale Agreement, which granted an additional one hundred twenty (120) days to the Feasibility Study Period for a total of two hundred seventy (270) days pending investigation of PFAS discovery on lot 31; and

WHEREAS, on or about December 9, 2025 the Parties entered into the Third Amendment of Purchase and Sale Agreement, which granted an additional sixty (60) days to the Feasibility Study Period for a total of two hundred seventy (330) days pending investigation of PFAS discovery on lot 31; and

WHEREAS, the Parties wish to again amend the Purchase and Sale Agreement as it relates to the extension of the Feasibility Study Period to add an one hundred eighty (180) days onto the existing two hundred seventy (330) day Feasibility Study Period for a total of five hundred ten (510) days pending a formal determination by Department of Ecology on isolated PFAS discovery on lot 31. New feasibility expiration is August 24, 2026.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby authorize the Port's Chief Executive Officer to execute an Amendment to extend the feasibility period for Phase One by and additional 180 days.

RESOLUTION No. 2026-05
Page 2

BE IT FURTHER RESOLVED that the Port of Kennewick Board of Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof; and authorize the Port Chief Executive Officer to take all action necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 24th day of February 24, 2026.

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

By: Excused

KENNETH HOHENBERG, President

By: 
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SKIP NOVAKOVICH, Vice President

By: 
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RAUL CONTRERAS GONZALEZ, Secretary

CONTRACTS FOR PERFORMANCE OF WORK

Part 3.0

1.0 CONTRACTS FOR PERFORMANCE OF WORK

The CEO may, without prior Commission approval, execute contracts for work where the total contract does not exceed \$200,000 a year.

CEO Delegation of Authority

February 24, 2026

Tim Arntzen

CONTRACTS FOR PERFORMANCE OF WORK

Part 3.0

1.0 CONTRACTS FOR PERFORMANCE OF WORK

And as so long as all laws, regulations, and Port approved budget are followed.

CEO Delegation of Authority

February 24, 2026

Tim Arntzen

CONTRACTS FOR PERFORMANCE OF WORK

Part 3.0

1.0 CONTRACTS FOR PERFORMANCE OF WORK

On contracts over the \$200,000 the CEO may complete and sign all necessary documents after Commission approval.

CONTRACTS FOR PERFORMANCE OF WORK

Part 3.0

8. EXEMPTIONS TO COMPETITIVE BIDDING

EMERGENCY. When an emergency that poses a threat to life or property, the CEO may execute any contracts necessary to respond to the emergency.

CONTRACTS FOR PERFORMANCE OF WORK

Part 3.0

8. EXEMPTIONS TO COMPETITIVE BIDDING

EMERGENCY. At the next Commission meeting following the CEO's finding of emergency, the CEO must request Commission ratification of any contracts awarded.

TREASURER AND PETTY CASH ACCOUNTS

Part 9.0

2.0 SIGNING AUTHORITY

The Commission authorizes the Port Auditor to certify and sign all financial institution transactions necessary to properly manage the Port's operations and finances.

TREASURER AND PETTY CASH ACCOUNTS

Part 9.0

2.0 SIGNING AUTHORITY

Provided that a warrant register is provided to the Commission to sign and ratify at the next regular meeting.

TREASURER AND PETTY CASH ACCOUNTS

Part 10.0

TRAVEL

The CEO is authorized to approve, without prior authorization of the Commission, travel by employees for the purpose of valid Port travel that is within the approved budget.

PORT HOLIDAYS, PAID TIME OFF, LEAVE AND BENEFITS

Part 11.0

PORT HOLIDAYS, PAID TIME OFF, LEAVE AND BENEFITS

The CEO is authorized to establish and manage employees' holidays, paid time off ("PTO"), leave, and benefits as deemed necessary.

FRAUD PREVENTION AND ETHICS

Part 19.0

FRAUD PREVENTION AND ETHICS

The Port CEO will develop a procedure and facilitate timely notification of and take immediate action on any known or reported suspected loss of Port funds or assets, fraud or any illegal activity.

CEO Delegation of Authority

February 24, 2026

Tim Arntzen



Blueberry Bridal Boutique
now open by appointment



You're Invited!

RIBBON CUTTING
VISTA FIELD'S FIRST BUSINESS

BLUEBERRY BRIDAL BOUTIQUE
625 Crosswind Blvd.
Kennewick, WA 99336

TUESDAY, MARCH 10, 2026
11AM - 11:30AM

