



**PORT of
KENNEWICK**

PORT OF KENNEWICK REGULAR COMMISSION MEETING

SEPTEMBER 8, 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*
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
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

Mr. Peterson led the Pledge of Allegiance.

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- A. *Approval of Direct Deposit and E-Payments Dated September 1, 2026***
Direct Deposit and E-Payments totaling \$ 117,713.48
- B. *Approval of Warrant Register Dated September 8, 2026***
Expense Fund Voucher Number 108250 through 108282 for a grand total of \$ 121,243.78
- C. *Approval of Regular Commission Meeting Minutes August 25, 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.*

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ACTION ITEMS

A. Port Commission Appointment Process

Ms. Lake stated Port Commissioner Ken Hohenberg, who represents District 1, submitted his letter of retirement effective 8:00 a.m. on September 1, 2026.

The remaining members of the Port Commission will appoint a successor to serve until a qualified person is elected at the next general municipal election in November 2027.

Per RCW 42.12.080, after a vacancy occurs, the remaining commissioners will nominate at least one candidate at a future Port Commission meeting. The Port Commission will then cause notice of the vacancy and the name of the nominated candidate or candidates to be posted in three public places within Benton County, including the Port's website, for a minimum of 15 days.

During the notice period, registered voters who reside in Benton County are invited to submit nominations to the remaining Commissioners via email to the Clerk to the Board at clerk@portofkennewick.org. Any nominee must be a resident of Port District 1.

In lieu of immediately nominating candidates, the Commission may choose a "call for applicants" prior to the public meeting when one or more nominees will be announced, and prior to the official notice of vacancy.

At the close of the call for applicants, the Commission may review and evaluate those applicants, followed by announcement of the Commission nominees at a public meeting. After this nomination process, the official notice of vacancy, notice of nominees and call for additional nominees will be posted as described above for a 15-day period.

Each nominee must complete the application packet, including a resume and consent to background review form, in order to be considered. The Port Commission may meet in executive session to evaluate the qualifications of all nominees to be considered for appointment to the Commissioner vacancy. Any interview by the Port Commission and any final action taken to appoint an individual to fill the vacancy will take place in a meeting open to the public per RCW 42.30.110(1)(h).

After the notice, evaluation and interview processes described above, the Commission shall appoint a qualified person to fill the vacant position from the candidates nominated by either the remaining Port Commissioners or the public at a Commission meeting open to the public.

If the two remaining Commissioners cannot agree or, for some other reason, and do not make an appointment within 90 days of the effective date of the vacancy (September 1, 2026), then the appointment would be made by the Board of County Commissioners. If the County Commissioners failed to make an appointment within 180 days, it could petition the Governor to make the appointment.

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Ms. Lake outlined the Port Commission Vacancy Appointment Process timeline:

- September 8, 2026: First Invitation for Application packet posted;
- September 18, 2026: Final day for the Call for (First Invitation) Nominee Applicants – All required application documents must be emailed to the Clerk to the Board at clerk@portofkennewick.org or delivered in person to the Port of Kennewick administration office on Clover Island by 4:30 p.m. Pacific to be considered for First Invitation for Commission nomination;
- September 22, 2026: Port Commission Regular Meeting – First Invitation Nominees/Applicants Announced;
- September 23, 2026: Official Notice of Vacancy, Nominations, and Call for Additional Applicants to be issued and posted on the Port's website, and two other public places for 15 days.
- October 8, 2026: Final Deadline for Application process, closing at 4:30 p.m.
- October 13, 2026: Port Commission Announce all qualified nominees who submitted complete applications by October 8 at 4:30 p.m. Pacific deadline;
- October 27, 2026: Commission action to select finalists during Port Commission Regular Meeting;
- November 4, 2026: Interviews of finalists will be held at a SPECIAL public meeting. (May also be preceded and followed by Executive Session to evaluate nominee qualifications);
- November 10, 2026: Appointment of Commissioner, District 1
- November 30, 2026: 90-day deadline for appointment by the remaining two members of the Port Commission to fill the vacancy created by Commissioner retirement;
- 2027 General Election: Port Commission District 1 position will appear on ballot.

Commissioner Novakovich thanked Ms. Lake for outlining the process. As a Commission, in lieu of immediately nominating candidates, we are now announcing our first invitation for a “call for applicants.” Community members who reside in Port of Kennewick’s District 1 are encouraged to apply. The application packet, district map, important dates, and more information are available on Port of Kennewick’s website at PortofKennewick.org. Copies of the application materials are located on the table at the back of the room and printed copies will be available for pickup during business hours at the Port office here on Clover Island.

The Port will announce the names of qualified candidates who submit a complete application package by September 18, 2026, at 4:30 p.m. Pacific during the Commission’s regular meeting on September 22, 2026. Then, on September 23, 2026, we will issue the official notice of vacancy and have a second invitation for a “call for applicants.” That second and final round will remain open until October 8, 2026, at 4:30 p.m. Pacific. All candidates should only apply once. Those submitting by our initial invitation date do not need to apply again.

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To be considered, all applicants must meet the eligibility requirements that state law requires as Ms. Lake just outlined. And they must submit three documents:

1. A completed application
2. The consent for a background review form
3. And a resume

We strongly encourage all submissions to be emailed to the Clerk of the Board at clerk@portofkennewick.org . If email is not possible, completed application packages can be hand delivered to the Port of Kennewick's administration office on Clover Island during business hours before the final deadline of October 8, 2026, at 4:30 p.m. Pacific.

Commissioner Contreras Gonzalez thanked Ms. Lake for her assistance with this process and stated, at the Port of Kennewick, we are here for the betterment of the community. And to let people know, we have discussed this and are ready to be as transparent as we can, throughout this process. The Port of Kennewick is going to have a fair, by the book appointment process. Commissioner Contreras Gonzalez thanked everyone that will be applying and stated we are excited to receive and review the applications.

Commissioner Novakovich concurred and stated the Port of Kennewick will remain completely transparent and even though the Commission can discuss the applications in an Executive Session, we have determined that we will not be going into an Executive Session, but will discuss the applications in Open Session.

Mr. Arntzen thanked Ms. Lake, staff, and the Commission, for their input on this process and reiterated the Port of Kennewick will remain transparent through this appointment process.

B. Approval of 2027-2028 Work Plan

Mr. Peterson stated the Draft 2027-2028 Work Plan was presented at the August 25, 2026 Commission Meeting and there were minor revisions to the document. Mr. Peterson presented the 2027-2028 Work Plan for Commissioner consideration.

MOTION: Commissioner Contreras Gonzalez moved to approve Resolution 2026-16 adopting the Port of Kennewick's 2027-2028 Work Plan; 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 Novakovich seconded.

PUBLIC COMMENT

No comments were made.

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Discussion:

Commissioner Contreras Gonzalez stated at the previous meeting, which is located on the Port of Kennewick Website, we discussed the 2027-2028 Work Plan in more detail, and he believes there are some nice improvements to Phase 1 of Vista Field and the Marina.

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

C. Chief Executive Officer Performance Evaluation Committee

Mr. Kooiker stated per Resolution 2022-19, which outlines the policy for the CEO Performance Evaluation, the Committee consists of one Commissioner, the Port's legal counsel, and the Chief Financial Officer. With Commissioner Hohenberg's retirement, the Commission needs to appoint a new Commissioner to serve on the committee for the remainder of the term through December 2027. The first meeting needs to be held prior to September 15, 2026, according to the policy.

Commissioner Contreras Gonzalez nominated himself to serve on the CEO Performance Evaluation Committee.

MOTION: *Commissioner Contreras Gonzalez moved to approve Resolution 2026-18 appointing Commissioner Contreras Gonzalez to serve the remainder of the 2026-27 term on the CEO Evaluation Committee effective immediately; 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 Novakovich seconded.*

PUBLIC COMMENT

No comments were made.

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

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. Vista Field

Mr. Peterson stated the Port made a previous commitment to the City of Kennewick and the Kennewick Fire Department in the development agreement for minor changes to Crosswind Boulevard. The Port will be adding striping and signage to Crosswind Boulevard for a new parking lane this September through October.

B. Kennewick Waterfront

Mr. Boehnke reported on the current projects for the Kennewick waterfront, including the cleaning of the lighthouse, removal of the swallow's nest, and the permanent security cameras at Columbia Gardens.

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C. CEO Report

Mr. Arntzen reported on the following:

- Kennewick Kiwanis presentation on September 1, 2026;
- Commission Novakovich, Mr. Arntzen and Ms. Olson met with CTUIR representatives to discuss the 2027 Tri-Cities Powwow on August 24, 2026;
- Commissioner Novakovich and Mr. Arntzen will be participating at the Washington Public Ports Association Environmental Conference, along with our PFAS team to discuss PFAS at Vista Field;
- Presented the new Purple Heart signage.

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

Commissioners reported on their respective committee meetings.

E. Non-Scheduled Items

Mr. Phongsa reported that the Washington State Commission on Asian Pacific American Affairs will have a board meeting on Saturday, September 19th, 2026, and will be utilizing the Port of Kennewick Board Room from 10:00 a.m. to 2:00 p.m. Additionally, there will be a Networking Social at Monarcha Winery on September 18th, 2026, from 5:00 p.m. to 8:00 p.m.

No further comments

PUBLIC COMMENT

No comments were made.

Commissioner Novakovich recessed the Regular Commission Meeting at 2:36 p.m.

Commissioner Novakovich stated at this time, the Port Commission will recess to Executive Session as allowed by law, regarding Potential Litigation, 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 30 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 convened the meeting into Executive Session at 2:36 p.m. for approximately 30 minutes.

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EXECUTIVE SESSION

RCW 42.30.110 (1)(i)(iii)

Commissioner Novakovich adjourned the Executive Session at 2:51 p.m.

Commissioner Novakovich reconvened Regular Commission Meeting at 2:54 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 2:54 p.m.

APPROVED:

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

District 1 Position Vacant

President

DocuSigned by:

Skip Novakovich

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Skip Novakovich, Vice President

Signed by:



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Raul Contreras Gonzalez, Secretary

PORT OF KENNEWICK

Resolution No. 2026-16

***A RESOLUTION OF THE PORT OF KENNEWICK
BOARD OF COMMISSIONERS ADOPTING THE 2027-2028 WORK PLAN***

WHEREAS, the Port of Kennewick Commission received a presentation at its Regular Meeting on Tuesday, August 25, 2026, to discuss proposed plans and development policies to be undertaken and implemented in calendar years 2027-2028; and

WHEREAS, following this presentation the Commission discussion resulted in minor modifications to the Work Plan presented by staff; and

WHEREAS, the requested modifications have been incorporated into the document titled "Port of Kennewick 2027-2028 Work Plan".

NOW, THEREFORE, BE IT HEREBY RESOLVED the Board of Commissioners of the Port of Kennewick hereby adopts the 2027-2028 Work Plan as attached hereto and identified as "Exhibit A"; and further authorize the Port's Chief Executive Officer to take all actions necessary to implement this Work Plan.

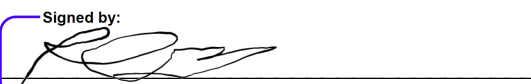
ADOPTED by the Board of Commissioners of the Port of Kennewick this 8th day of September, 2026.

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

By: Position currently vacant
President

By: 
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SKIP NOVAKOVICH
Vice President

By: 
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RAUL CONTRERAS GONZALEZ
Secretary

2027-2028 Work Plan

Resolution 2026-16



2027-2028 WORK PLAN

Approved by Resolution 2026-16
September 8, 2026

350 Clover Island Drive, Suite 200
Kennewick, WA 99336

Tel: (509) 586-1186
Fax: (509) 582-7678

PortofKennewick.org

PROSPECTIVE VISION Page 2

CAPITAL EXPENDITURE SUMMARY Page 3

DISTRICT BOUNDARY MAP Page 4

PROPERTY PORTFOLIO

PRIORITY PROJECTS

 Vista Field Redevelopment Page 5

 Kennewick Historic Waterfront District (Clover Island & Columbia Drive) Page 7

OTHER PROJECTS/PROPERTIES

 Vista Field Industrial, Oak Street, Finley & Plymouth Island Page 9

ADDITIONAL WORK PLAN PROJECTS Page 10

PROSPECTIVE VISION

- **Port of Kennewick is an economic development entity focused on redevelopment.**
- **The redevelopment role avoids duplicating private sector efforts while invigorating areas of the district lagging in private sector investment and forging an economically sustainable development pattern.**
- **Acknowledge the enormity of the Vista Field redevelopment project and the significance of this effort to the entire Port District and broader Tri-City area.**
- **Follow direction established by 2016 Comprehensive Scheme of Development and Harbor Improvements as amended in 2017 and 2019.**
- **Continue with Kennewick Historic Waterfront District projects: Columbia Drive — Columbia Gardens Artisan Village and Clover Island improvements.**
- **Pursue projects with development partners demonstrating support (match funding, political support and enthusiasm).**
- Pursue fewer projects while selecting projects with the greatest benefit to the community.
- Continue to pursue grant and other funding opportunities.
- Remain focused on containing operational expenses.
- Remain solidly focused on the Port's core business and established priorities, including successfully running daily Port operations; not swayed by the oscillating influence of external entities.

2027-2028 Work Plan

Resolution 2026-16

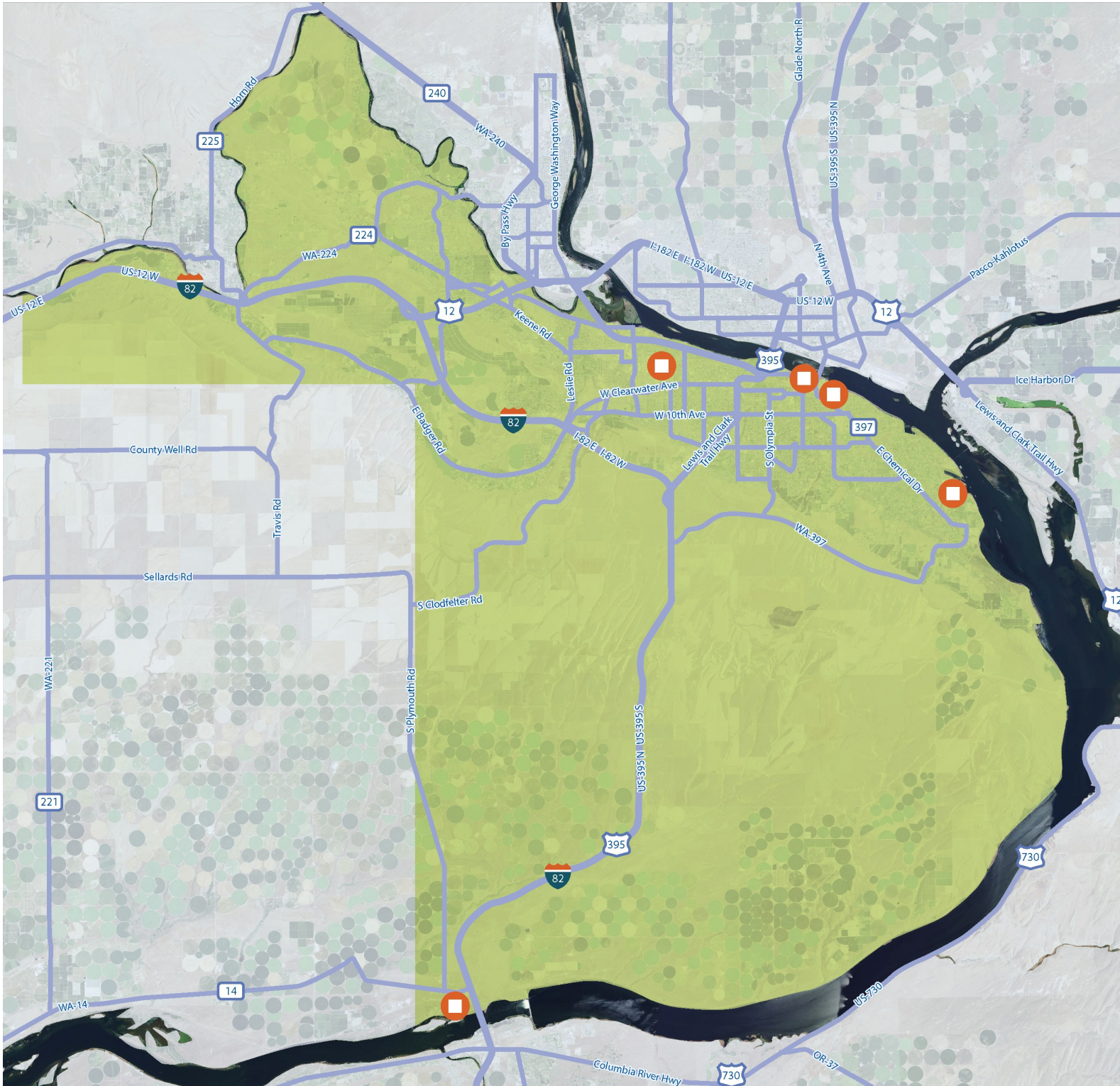
CAPITAL EXPENDITURE SUMMARY

Dated: August 11, 2026

2027/2028 DRAFT CAPITAL BUDGET			
Vista Field	Infrastructure West Construction & Amenities (BlueChart Block #1)	\$ 2,500,000	Existing Commitment; 2025/2026 Budget
Vista Field	Joint-Use Parking Lot Construction (Pavilions)	\$ 1,650,000	RCCF & HAEIF Grants; 2025/2026 Budget
Vista Field	Joint-Use Parking Lot Construction (Constellation Way)	\$ 2,000,000	Existing Commitment; 2025/2026 Budget
Vista Field	Joint-Use Parking Lot Construction (Entertainment District Lot E)	\$ 1,000,000	Existing Commitment
Vista Field	Infrastructure West Construction (Vista Field Blvd. & Roosevelt St.)	\$ 2,000,000	RCCF Candidate
Vista Field	Team (Town Architect, Project Design)	\$ 300,000	
Clover Island	Marina Restoration Repairs	\$ 350,000	
Benton County Partnership	Mutually Beneficial Project (TBD)	\$ 150,000	
Districtwide	Opportunity Fund	\$ 100,000	
Districtwide	Asset Replacement	\$ 400,000	
TOTAL		\$ 10,450,000	

2027-2028 Work Plan

Resolution 2026-16



 Current Port Properties

VISTA FIELD REDEVELOPMENT

- 103± Acres Combined
- Zoning/Utilities: UMU (Urban Mixed Use) with all Municipal Services

STRENGTHS

- Centrally located in the Tri-Cities, surrounded by vibrant commercial district (Columbia Center Mall) and adjacent to the Three Rivers Entertainment District (Toyota Center Coliseum, Three Rivers Convention Center and Visit Tri-Cities)
- Entitlement secured via 2026 City of Kennewick Development Agreement

CHALLENGES

- ✱ Undertaking massive redevelopment effort while balancing districtwide objectives
- Limited financial resources
- Establishing a new land use and development paradigm in the community

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- ☐ Infrastructure West Construction (BlueChart Block #1) **\$2,500,000[®]** (25/26 carryover)
- ☐ Joint-Use Parking Lot Construction (Pavilions) **\$1,650,000[®]** {RCCF} (25/26 carryover)
- ☐ Joint-Use Parking Lot Construction (Constellation Way) **\$2,000,000[®]** (25/26 carryover)
- ☐ Joint-Use Parking Lot Construction (City Lot E) **\$1,000,000[®]**
- ☐ Infrastructure West Construction (VF Blvd./Roosevelt St.) **\$2,000,000[®]** {RCCF eligible}
- ☐ Vista Field Team (supporting marketing efforts) - **\$300,000[®]**
- **Provide Support & Oversight to Previously Approved Land Sales**
- **Market properties through RFP process & review proposals through the Collaborative Design Process[®]**

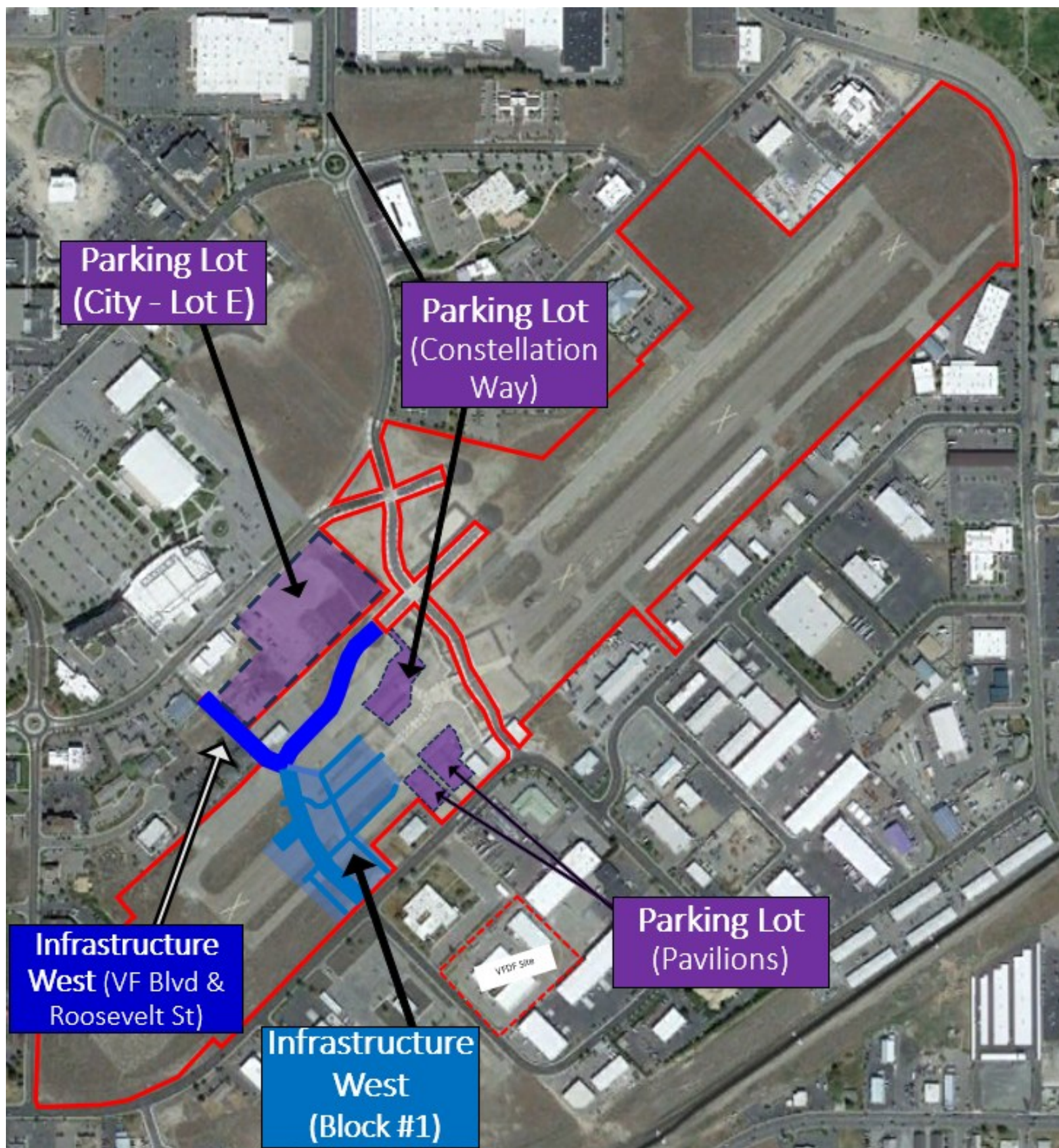
Remain true to the community's vision remembering the initial steps, whether positive or negative, set the tone for the entire project.

Patience during the next two years coupled with strategic decision making will yield positive results for decades.

Existing/Pending Contractual Obligation

Support Previously Expressed

[®] Revenue Generation Potential



KENNEWICK HISTORIC WATERFRONT DISTRICT (Clover Island & Columbia Drive)

- Clover Island 16 Acres; Columbia Drive 15.26 acres
- Zoning/Utilities: Clover Island CM (Commercial Marina); Columbia Drive UMU (Urban Mixed Use)

STRENGTHS

- Unique waterfront properties with tourism opportunities - lighthouse, marina, public plazas, shoreline trails, public art amenities, tasting rooms, food truck cluster and other businesses with commercial and recreational opportunities

CHALLENGES

- ✱ Balancing focus on both Kennewick Historic Waterfront and Vista Field redevelopment priority projects
- Surrounded by blighted neighborhoods consisting of residential, low-income, commercial-general and light industrial business-use properties
- Inconsistent design development standards within the surrounding area

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

CLOVER ISLAND

- ☐ Marina maintenance & repairs [\\$350,000](#)®
- Respond to private sector development inquiries on Clover Island's N.W. corner and Cedars West parcels (land lease) ®
- Hold parcel adjacent to The Gathering Place to accommodate/support development of north shoreline parcels.

COLUMBIA DRIVE

- Respond to private sector development inquiries on Columbia Gardens, The Willows and Cable Greens parcels (sale or lease) ®

Existing /Pending Contractual Obligation
Support Previously Expressed
® **Revenue Generation Potential**



VISTA FIELD—VFDF



OAK STREET



FINLEY

(Twin Tracks & Hedges Lagoon)



PLYMOUTH ISLAND



SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- **Market available VFDF and Oak Street building space and respond to private sector development inquiries on Oak Street parcels not identified for retention in Comprehensive Scheme ®**
- **Hold Hedges Lagoon as stewards in recognition of the Port's MOU w/CTUIR and Pursue CTUIR inquiry regarding transfer of Plymouth Island to CTUIR**

Existing/Pending Contractual Obligation

Support Previously Expressed

® **Revenue Generation Potential**

DISTRICTWIDE WORK PLAN PROJECTS

SUGGESTED WORK PLAN

- ☐ Remain focused on the day-to-day efforts to operate a successful Port District
- ☐ Complete projects authorized in 2025-2026 Budget
- ☐ **Pursue grant funding as appropriate** ®
- ☐ **Port asset replacement program (building upkeep & annual maintenance) - \$400,000** ®
- ☐ **Pursue mutually beneficial project in partnership with Benton County -\$150,000**
- ☐ **Opportunity Fund for yet to be identified small projects (either Port or outside agency) - \$100,000** [CTUIR Powwow aligns with this fund?](#) [potential ® dependent upon project(s) selected]
- ☐ Pursue water rights transfer from Oak Street holdings to Benton County (Fairgrounds) and Port properties (Vista Field)
- ☐ Continue strengthening governmental relationships with CTUIR
- ☐ Continue strengthening governmental relationships with jurisdictional partners: City of Kennewick, City of Richland, City of West Richland, City of Benton City and Benton County

Existing/Pending Contractual Obligation

Support Previously Expressed

® **Revenue Generation Potential**

PORT OF KENNEWICK

Resolution No. 2026-18

***A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK
APPOINTING PORT COMMISSIONER TO CEO EVALUATION COMMITTEE***

WHEREAS, the Port Commission conducts an annual evaluation of the Port Chief Executive Officer's (CEO) performance pursuant to the CEO's employment agreement; and

WHEREAS, the Port Commission adopted Resolution 2022-19, establishing a CEO Evaluation Committee process in an effort to create efficiencies; and

WHEREAS, the updated evaluation policy and procedure provides for a CEO Evaluation Committee comprised of the Port's Chief Financial Officer, Port Attorney, and one Commissioner appointed by the Board of Commissioners; and

WHEREAS, the Port Commission appointed Commissioner Hohenberg to the Committee on January 27, 2026 to serve a two-year term; and

WHEREAS, the retirement of Commissioner Hohenberg has left a vacancy on the CEO Evaluation Committee, therefore the Board of Commissioners need to appoint another member of the Board to the CEO Evaluation Committee.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick appoints Commissioner Contreras to serve on the CEO Evaluation Committee for the remainder of the term through December 2027, effective immediately.

BE IT FURTHER RESOLVED 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.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 8th day of September, 2026.

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

By: Position currently vacant
President

By: DocuSigned by:
Skip Novakovich
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SKIP NOVAKOVICH
Vice President

By: Signed by:

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RAUL CONTRERAS GONZALEZ
Secretary