

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, or any other legally protected status.

All applicants must completely fill out and submit the application, a resume and consent to a background review to be considered for this appointment. Additionally, according to state law, candidates must: 1) Reside within Port of Kennewick's District 1 and provide verification of voter registration and residency within District 1 (confirm with Benton County Auditor's office).

There are two opportunities to apply as a candidate (only submit one application):

1. First Invitation: Submit completed application, resume and consent to a background review form no later than Sept. 18, 2026, at 4:30 p.m. Pacific.
2. Second Invitation: Submit completed application, resume and consent to a background review form no later than Oct. 8, 2026, at 4:30 p.m. Pacific.

The final deadline for all applications is Oct. 8, 2026, at 4:30 p.m. Pacific.

Email completed application packages to the Clerk of the Board at clerk@portofkennewick.org

If email is not possible, candidates may drop off completed application packages on weekdays between the hours of 8:30 a.m. to noon and 1 to 4:30 p.m. at the Port of Kennewick administration office on Clover Island located at 350 Clover Island Drive, Suite 200, in Kennewick.

Candidates should only submit one application package.

(PLEASE PRINT)

Last Name: _____ First Name: _____ Middle Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Home Phone Number: _____
Cell Phone Number: _____
Email Address: _____

- Are you a registered voter in Benton County and do you live within the boundaries of Port of Kennewick District 1?
☐ Yes ☐ No
- Have you been convicted of a crime by a court of law of a crime involving behavior that would adversely affect job performance, within the last ten years?
☐ Yes ☐ No

SPECIAL PUBLIC DISCLOSURE NOTICE TO CANDIDATE(S): Information contained in any communication to the Port of Kennewick may be subject to the disclosure requirements of Washington's Public Records Act, Ch. 42.56 RCW.

WORK HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Title of Position:
Dates of Employment (Month/Year) From: _____ To: _____	
Brief Description of Work Performed: _____ _____ _____ _____	

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CHARITIES, SOCIAL AND CIVIC ACTIVITIES AND MEMBERSHIPS

Please list major activities you have participated in during the last five years.

Organization/Location:	Group's Purpose/Objective:	Number of members:
Brief description of your participation: 		

Organization/Location:	Group's Purpose/Objective:	Number of members:
Brief description of your participation: 		

Organization/Location:	Group's Purpose/Objective:	Number of members:
Brief description of your participation: 		

EDUCATION

Check highest grade completed: 8 __ 9 __ 10 __ 11 __ 12 __ Some College __ AA/AS __ Bachelor __ Masters __ PhD__

Name of high school, college or vocational school & location	Academic Major, Skills or Trade	Number of Years Attended	Degree Earned

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SPECIAL ATTRIBUTES AND GENERAL QUESTIONS

What strengths, skills or experience do you have, including public leadership, that would help the Commission?

What has been your past involvement with Port of Kennewick?

What do you think is the role of a Port Commissioner?

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What are the three highest priorities and/or issues you believe Port of Kennewick needs to address and how would you propose addressing them?

Would you have any conflicts of interest or perceived conflicts of interest if you were appointed?

– Continues on Next Page –

DISTRICT 1 COMMISSIONER NOMINEE QUALIFICATIONS AND TERM ACKNOWLEDGMENT

Minimum Qualifications of Appointee

The Nominee must be "qualified" to fill the vacant position per RCW 42.12.070(1).

To be qualified to serve as a Port Commissioner, a person must, at a minimum, be a registered voter who resides within the boundaries of District 1 of the Port district to be served per RCW 53.12.010(1).

Applicants/Nominees will be required to demonstrate their voter registration by name, address, and precinct number, and that information will be verified by the Benton County Auditor.

Term of Appointee

A vacated office shall appear on the ballot of the next election at which a member of the governing body normally would be elected, and the appointee shall serve until a qualified person is elected to the position per RCW 42.12.070(6). The successful District 1 Nominee will serve until the 2027 general election returns are certified. The winner of that election will take office immediately and will serve the remaining "unexpired" term through December 31, 2027.

Acknowledgement

- My signature below indicates that I meet the minimum qualifications of a District 1 Nominee as defined above.
- My signature below indicates that I fully understand the term of the District 1 Nominee as defined above.

Signature _____

Printed Name _____

Date: _____

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Port of Kennewick Commissioners are prohibited by Washington's Code of Ethics for Municipal Officers, Ch. 42.23 RCW, from using their positions to secure special privileges or special exemptions for themselves or others, and from entering into certain contracts or having other personal financial interests with the Port. Port of Kennewick Commissioners may not:

- RCW 42.23.030 prohibits a Port Commissioner from directly or indirectly receiving a financial benefit from a contract if the contract is made by, through or under the supervision of the Commissioner, in whole or in part, with limited exceptions. "Contract" includes any contract (including a contract of employment – written or unwritten), sale, lease, or purchase. Any contract entered into by the Port in violation of this prohibition is void.

Disclosure

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

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APPLICANT SIGNATURE

I hereby certify that all statements made in this application are true, complete, and correct to the best of my knowledge, and that any misrepresentation or omission shall be considered sufficient cause for employment disqualification or discharge.

I authorize my current or former employer(s) to provide to Port of Kennewick representatives any information regarding my current or former employment. I understand that such information may or may not help my application for appointment to the Port Commission. My authorizations to current or former employers to release information are knowing, intelligent, and voluntary acts.

I understand that as a condition of appointment, I must pass a background check. See my signed Consent Form.

Signature of Applicant: _____ Date: _____

Submit your completed application, resume and consent to a background review to be considered for this appointment. no later than October 8, 2026, at 4:30 p.m. Pacific to:

Clerk of the Board via email at:
clerk@portofkennewick.org

Candidates may also drop off the required documents on weekdays from 8:30 a.m. to noon and 1:00 to 4:30 p.m. at the Port of Kennewick administration office on Clover Island located at 350 Clover Island Drive, Suite 200, in Kennewick.

– End –

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