

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

The telephonic and video 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***

November 14, 2023  
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 October 31, 2023
  - B. Approval of Warrant Register Dated November 14, 2023
  - C. Approval of Regular Commission Meeting Minutes October 24, 2023
- VI. PUBLIC HEARINGS**
  - A. Levy Certification; Resolution 2023-30 (NICK)
  - B. Increase in Tax Capacity; Resolution 2023-31 (NICK)
- VII. REPORTS, COMMENTS AND DISCUSSION ITEMS**
  - A. Kennewick Waterfront
    - 1. Metz Family Plaza Update (MICHAEL)
    - 2. Yacht Club Boathouse Reconstruction (MICHAEL)
    - 3. Float Pump Training (MICHAEL)
    - 4. Governor's 2023 Smart Communities/Smart Partnership Award (TANA)
    - 5. WA State RCO Local Parks Maintenance (LPM) Grant Awarded to Clover Island (TANA)
  - B. Cable Bridge Lighting Project Update (TANA)
  - C. Vista Field Parking Lot Update (LARRY)
  - D. Tamastlikt Cultural Center's 25th Anniversary Update (SKIP)
  - E. 2024-2025 Commission Organization Representation (Discussion Only) (BRIDGETTE)
  - F. 2024-2025 Election of Officers (Discussion Only) (BRIDGETTE)
  - G. Commission Meetings (formal and informal meetings with groups or individuals)
  - H. Non-Scheduled Items  
(LISA/BRIDGETTE/TANA/NICK/LARRY/AMBER/MICHAEL/CAROLYN/TIM/KEN/TOM/SKIP)

**VIII. ACTION ITEM**

A. Chief Executive Officer Annual Performance Review; Resolution 2023-32 (NICK)

**IX. PUBLIC COMMENT** *(Please state your name and address for the public record)*

**X. ADJOURNMENT**

***PLEASE SILENCE ALL NOISE MAKING DEVICES***





# PORT OF KENNEWICK REGULAR COMMISSION MEETING

**DRAFT**

**OCTOBER 24, 2023 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. via GoToMeeting Teleconference.

## **ANNOUNCEMENTS AND ROLL CALL**

**The following were present:**

**Board Members:** Skip Novakovich, President (via telephone)  
Kenneth Hohenberg, Vice President (via telephone)  
Thomas Moak, Secretary (via telephone)

**Staff Members:** Tim Arntzen, Chief Executive Officer  
Tana Bader Inglima, Deputy Chief Executive (via telephone)  
Nick Kooiker, Deputy Chief Executive Officer/CFO (via telephone)  
Larry Peterson, Director of Planning (via telephone)  
Amber Hanchette, Director of Real Estate (via telephone)  
Michael Boehnke, Director of Operations  
Bridgette Scott, Executive Assistant (via telephone)  
Lisa Schumacher, Special Projects Coordinator  
Carolyn Lake, Port Counsel (via telephone)

## **PLEDGE OF ALLEGIANCE**

Commissioner Novakovich led the Pledge of Allegiance.

## **PUBLIC COMMENT**

No comments were made.

## **CONSENT AGENDA**

- A. Approval of Direct Deposit and E-Payments Dated October 17, 2023**  
Direct Deposit and E-Payments totaling \$81,006.42
- B. Approval of Warrant Register Dated October 24, 2023**  
Expense Fund Voucher Number 105315 through 105349 for a grand total of \$106,662.01
- C. Approval of Regular Commission Meeting Minutes October 10, 2023**
- D. Approval of CEO's Goals & Objectives; Resolution 2023-29**

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

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

OCTOBER 24, 2023 MINUTES

DRAFT

---

## REPORTS, COMMENTS AND DISCUSSION ITEMS

### A. *Vista Field Hangar/Pavilion Project Update*

Mr. Peterson gave a brief update on the Vista Field Hangar/Pavilion project (*Exhibit A*). The Port team reviewed the plans from all perspectives, and we are currently at a 90% stage in the design plan. Mr. Peterson outlined details of the bid and the schedule for the permit and bid process.

Commission and staff discussed details of the Hangar/Pavilion project.

### B. *Port Maintenance Request for Proposals*

Mr. Boehnke stated since 2020, the Coyote Ridge work crew has been very inconsistent, and the Port has supplemented the loss with temporary labor for standard maintenance. The Port will advertise a request for proposals for a temporary labor contract for a two-year term.

Mr. Kooiker stated there has been a lot of discussion surrounding maintenance labor for the Port and believes contracting with a temporary agency is the best option and outlined the RFP schedule.

### C. *Cable Bridge Lighting Project Update*

Ms. Bader Inglema reported that the Tri-City Rivershore Enhancement Council, managed by Visit Tri-Cities has taken over the Bridge Lighting Project, which the Commission budgeted \$25,000 for in the 2023-2024 Work Plan. At the most recent meeting, the cities of Kennewick and Pasco, Franklin and Benton PUD and ports of Pasco and Kennewick, along with Visit Tri-Cities agreed to contract with a design company to determine the specifications, design, installation and a detailed cost estimate. The City of Pasco agreed to serve as the administration agency, and each entity agreed to enter into an Interlocal Agreement (ILA), whereby each entity agrees to contribute \$20,000 to hire a design company to come up with a scope of work and cost estimate. Ms. Lake has reviewed the draft ILA.

Ms. Hanchette observed that the jurisdictions in attendance were unified in their understanding that there needs to be an electrical and lighting assessment with an engineer's estimate to know what the true costs are to have a better idea of what the project will cost.

### D. *Hybrid Commission Meeting Update*

Ms. Scott reported that the Commission room cameras have been installed for the Hybrid Meetings and confirmed the Meeting schedule:

- First Meeting of the month: Commission, Mr. Arntzen and Ms. Schumacher are in-person, staff will remote in with cameras on; and the public may attend in person or remotely;
- Second Meeting of the month: all Commission and staff are remote, and the public may attend in person or remotely.

Commissioner Novakovich confirmed that the schedule is correct.

Commissioner Hohenberg believes this is a good process for the end of the year and stated if the Commission would like to meet more often in Chambers, we have that option. Commissioner

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

OCTOBER 24, 2023 MINUTES

**DRAFT**

---

Hohenberg thanked Ms. Scott and stated if staff or Commission are traveling, we can still participate as well.

Commissioner Moak hopes that at some point we will all be meeting in person and agrees with Commissioner Hohenberg's comments.

***E. November 28, 2023 and December 26, 2023 Commission Meetings***

Ms. Scott inquired if the Commission would like to cancel the last meeting in November and December due to the holidays.

*It is the Consensus of the Commission to cancel the following Commission Meetings: November 28, 2023, and December 26, 2023. A Special Meeting will be considered if there are pressing items that need to be addressed.*

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

Commissioners reported on their respective committee meetings.

***G. Non-Scheduled Items***

Mr. Arntzen thanked Mr. Kooiker for filling in at the Center Parkway Ribbon Cutting.

Mr. Arntzen visited Clover Island this past weekend and stated it was a very pleasant day on the island and there was a lot of positive activity for it being off-season. Mr. Arntzen complimented the Commission for having the vision to do something this spectacular for the community.

Commissioner Novakovich followed up on the recent passing of the Confederated Tribes of the Umatilla Indian Reservation elder. He wanted to collaborate with the Port on the value of partnerships and how different entities work together to accomplish good things. Commissioner Novakovich stated he would really like to do this and believes it would be very valuable to the Port and inquired if there was interest.

## **PUBLIC COMMENTS**

No comments were made.

## **COMMISSION COMMENTS**

No comments were made.

**PORT OF KENNEWICK  
REGULAR COMMISSION MEETING**

**OCTOBER 24, 2023 MINUTES**

**DRAFT**

---

**ADJOURNMENT**

With no further business to bring before the Board; the meeting was adjourned 2:55 p.m.

***APPROVED:***

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

---

*Skip Novakovich, President*

---

*Kenneth Hohenberg, Vice President*

---

*Thomas Moak, Secretary*

**PORT OF KENNEWICK**

**Resolution No. 2023-29**

**A RESOLUTION OF THE PORT OF KENNEWICK  
BOARD OF COMMISSIONERS FORMALIZING COMPLETION OF  
VARIOUS 2021/22 AND 2023/24 GOALS & OBJECTIVES**

**WHEREAS**, the Commission approved goals and objectives for the Port CEO, attached as Exhibit “A” on November 8, 2022; and

**WHEREAS**, the algae remediation at Duffy’s Pond has been completed, along with other tenant improvements at Columbia Drive; and

**WHEREAS**, a MOU was presented to the City of Kennewick in relation to the Vista Field Project; and

**WHEREAS**, the Port CEO has implemented hybrid meetings and work protocols, with the installation of cameras in the commission chambers; and

**WHEREAS**, an agreement was reached with TRIDEC on March 16, 2023 related to increased marketing efforts at Vista Field; and

**WHEREAS**, the Commission desires to formally accept as complete Goal #5 of the CEO’s 2021/22 Goals and Objectives; and

**WHEREAS**, the Commission desires to formally accept as complete Goals #6, #8, and #9 of the CEO’s 2023/24 Goals and Objectives.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** the Board of Commissioners of the Port of Kennewick hereby accepts as complete Goal #5 of the CEO’s 2021/22 Goals and Objectives, and Goals #6, #8, and #9 of the CEO’s 2023/24 Goals and Objectives.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick this 24th day of October 2023.

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

By: DocuSigned by:  
*Skip Novakovich*  
0E53A30E1C8E442...  
SKIP NOVAKOVICH, *President*

By: DocuSigned by:  
*Kenneth Hohenberg*  
89F77EAC8921416...  
KENNETH HOHENBERG, *Vice President*

By: DocuSigned by:  
**Thomas Moak**  
A35176A2D2CD413...  
THOMAS MOAK, *Secretary*



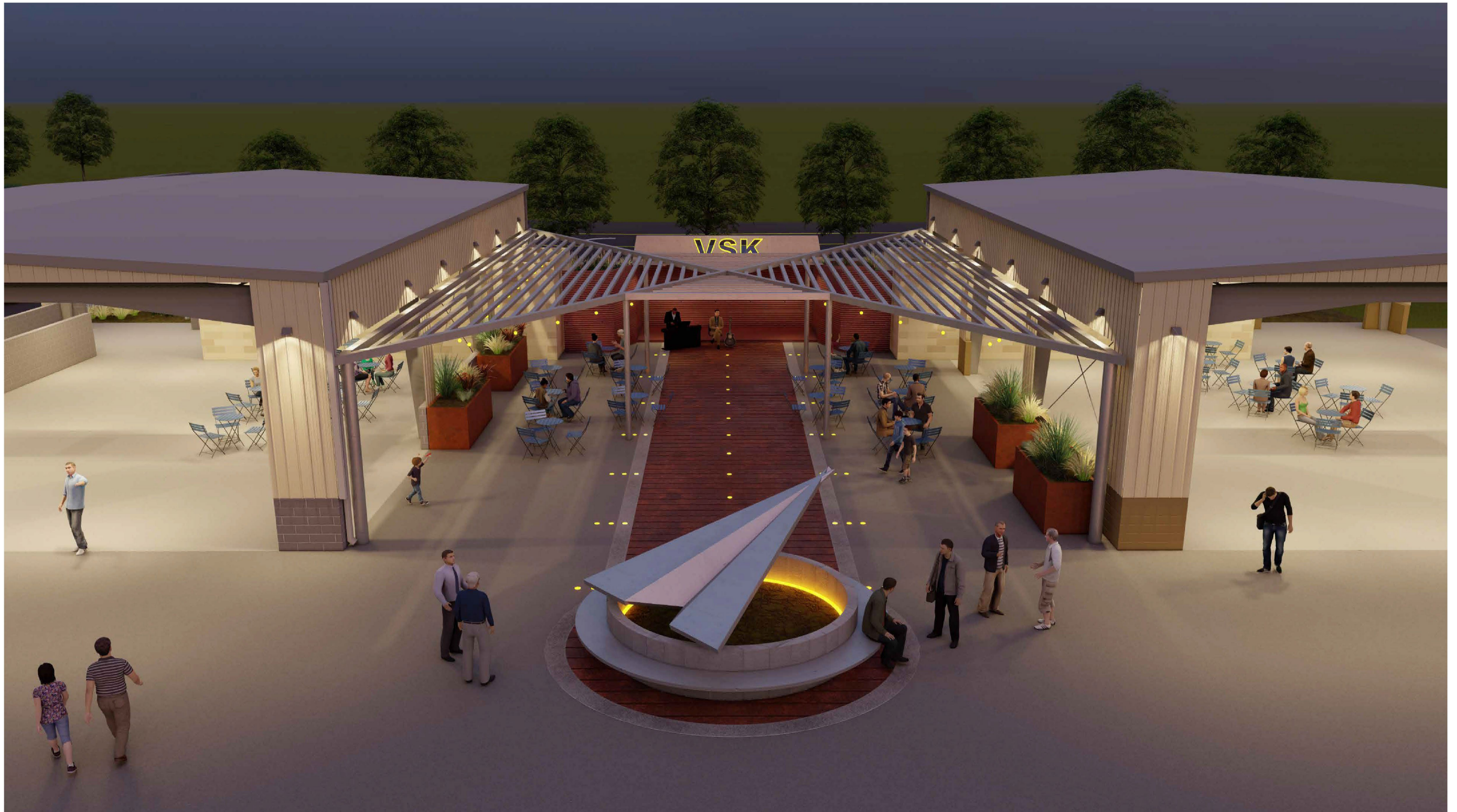
Exhibit "A"

<i>EXHIBIT A</i>		CEO 2023/24 Goals & Objectives (including update on 2019/20/21/22 ongoing goals)			
<i>DATE:</i>		October 24, 2023			
<i>GOAL &amp; OBJECTIVE</i>		<i>TACTICAL STEPS</i>	<i>ACTION</i>	<i>STATUS</i> (checkmark = Completed)	<i>COMMENTS</i>
<b><i>2019/2020 Goals and Objectives Carryover</i></b>					
Vista Field	2019/20 GOAL 2	Sell one parcel or obtain one ground lease (does not include Arts Center Task Force).	Considered complete when presented to Commission.	50% Complete	The Port is advertising lots for sale. Various Letters of Intent's have been received; and one has been accepted by the Commission.
<b><i>2021/2022 Goals and Objectives Carryover</i></b>					
Kennewick Waterfront	2021/22 GOAL 5	Implement the identified Duffy's Pond tenant-improvements and algae mitigation plan.	Considered complete when presented to Commission.	100% Complete	Algae remediation for Duffy's Pond has been implemented, bathroom constructed and art wrap completed. Demonstration vineyard with Palencia completed. Standing bar installed on tasting room patios completed. Wayfinding signage completed.  Food truck plaza fencing was bid (pulled project due to escalating material costs).
<b><i>2023/2024 Goals and Objectives</i></b>					
Vista Field	2023/24 GOAL 1	Complete A&E for Vista Field Parking Lots	Considered complete when presented to Commission.	50% Complete	Praking lots have been identified and the layout was amended due to submitted LOI's. Parametrix is on contract for A&E. Anticipate cost estimates by late fall.
Vista Field	2023/24 GOAL 2	Complete Vista Field Development building exterior improvements	Considered complete when presented to Commission.	15% Complete	Meier Architecture is on contract and has completed the design concept drawings.
Kennewick Waterfront	2023/24 GOAL 3	Prepare and market one clover island lot for lease.	Considered complete when presented to Commission.	25% Complete	North Shoreline improvements have been completed to enable marketing efforts. East end of island will be completed by Corps of Engineers
Kennewick Waterfront	2023/24 GOAL 4	Complete A&E and cost estimate for clover island stage project and assess opportunities for public private partnership.	Considered complete when presented to Commission.	80% Complete	Stage has been purchased. Negotiating stage lease agreement. Estimated delivery date for stage is February 2024. Hired Hall Engineering for foundation engineering, and engineering to commence after final concert of the 2023 season (late September).
Kennewick Waterfront	2023/24 GOAL 5	Market for sale, and sell or lease one lot in the Kennewick waterfront area which includes willows, cable greens, and columbia drive	Considered complete when presented to Commission.	Work in Process	Work in Progress

Exhibit "A"

GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
Kennewick Waterfront/Vista Field	2023/24 GOAL 6	Pursue interlocal agreement (or MOU) with City of Kennewick related to city of Kennewick-allocated RCCF funds to be used to benefit projects located within the City in Vista Field or Columbia Drive	Considered complete when presented to Commission.	100% Complete	Worked with City Manager for eight months on MOU. Presented MOU and accepted by Port Commission. Voted on and rejected by City Council.
District wide	2023/24 GOAL 7	Carry out joint meeting with one jurisdictional partner (remote)	Considered complete when presented to Commission.	Work in Process	Work in Progress
District wide	2023/24 GOAL 8	Present options for hybrid meeting and work protocols that promotes continued staff and port productivity	Considered complete when presented to Commission.	100% Complete	Camera installation completed in October 2023.
District wide	2023/24 GOAL 9	Identify and present to commission joint Tridec project of benefit to the Port	Considered complete when presented to Commission.	100% Complete	Agreement with TRIDEC re: Vista Field opportunities
District wide	2023/24 GOAL 10	Flexible Goal: Identify and present one additionally beneficial project or ROI partnering opportunity to commissioners.	Considered complete when presented to Commission.	Work in Process	Ideas: Find solution for tenuous IT' situtation. Find solution for Temporary Workers Art Project Vista Field - Day Break Commons Sales office at Vista Field





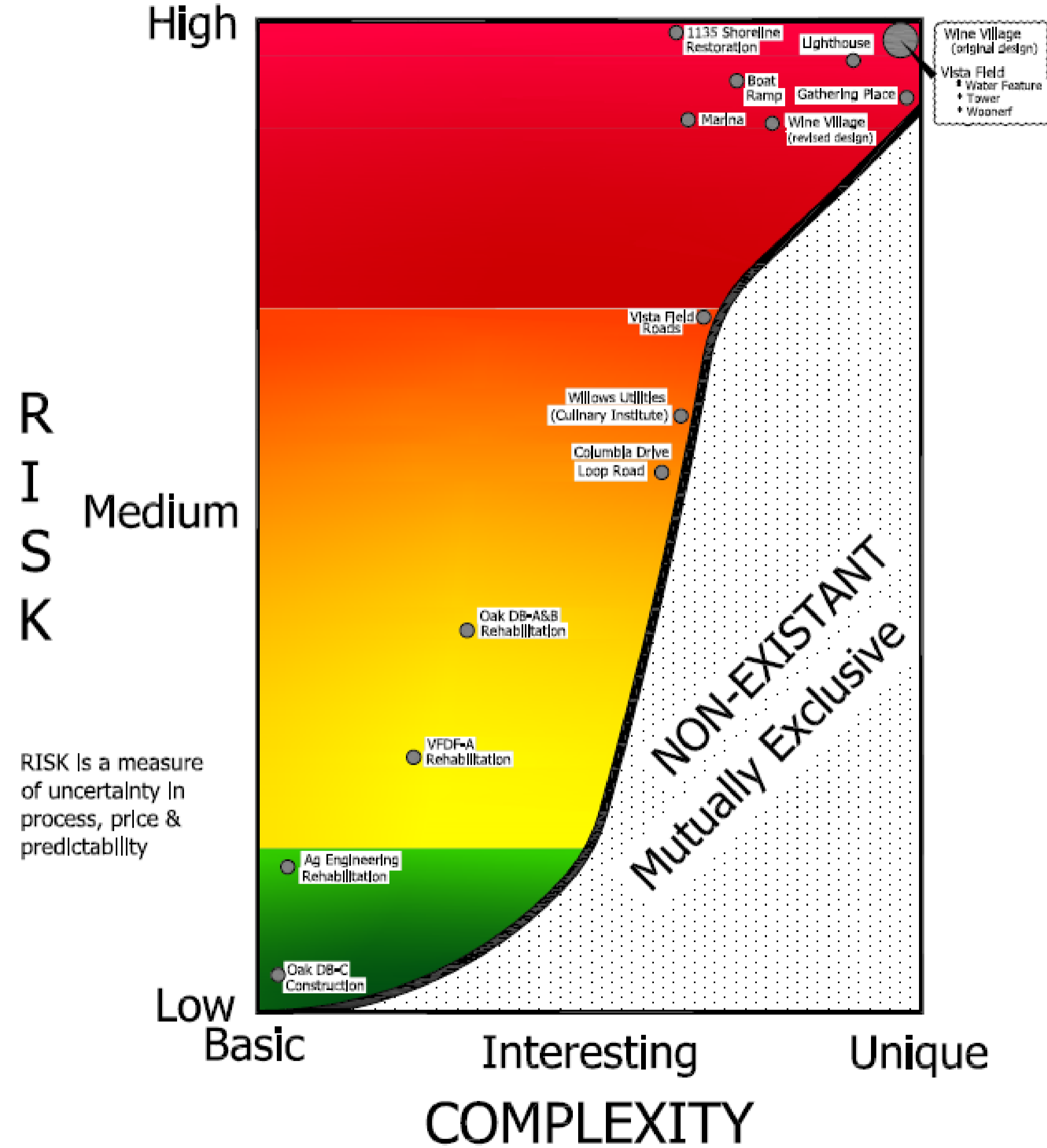
**ckjt** architects, pllc  
128 Vista Way Kennewick WA (509) 783-5444

**Parametrix**  
ENGINEERING. PLANNING. ENVIRONMENTAL SCIENCES





# PORT of KENNEWICK Risk Tolerance



R  
I  
S  
K

RISK is a measure of uncertainty in process, price & predictability

High

Medium

Low

Basic

Interesting

Unique

COMPLEXITY

BASIC = Standard Design & Material; Numerous similar/identical projects recently completed in the Tri-Cities

UNIQUE = 1 of 1 ; Design and/or Construction methods infrequently/never seen/used in the Tri-Cities.

**SCHEDULE**

**&**

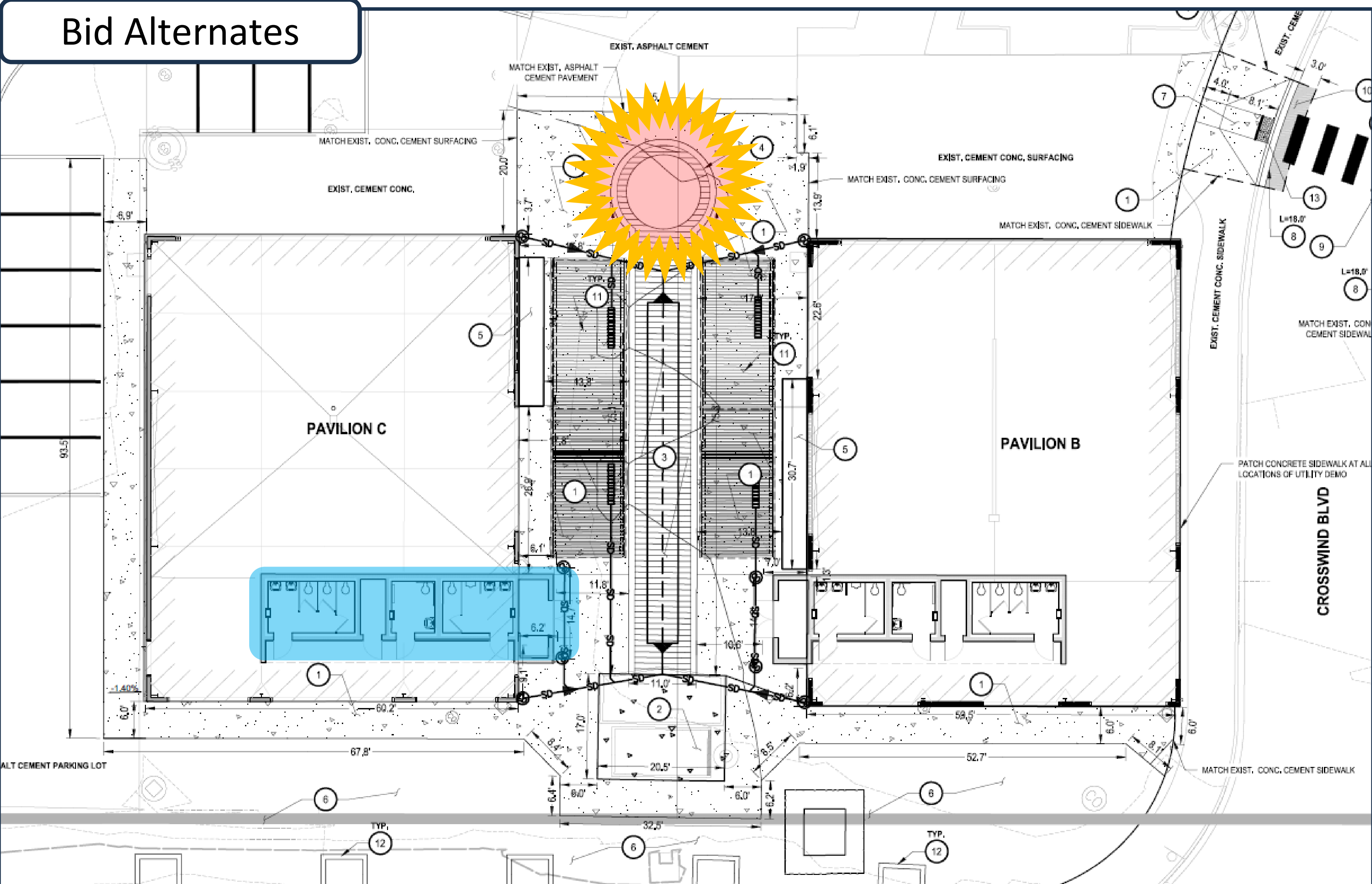
**BUDGET**

# Bid Alternates





# Bid Alternates









## AGENDA REPORT

**TO:** Port Commission

**FROM:** Nick Kooiker, CFO/Auditor

**MEETING DATE:** November 14, 2023

**AGENDA ITEM:** Resolution 2023-30; Levy Certification  
Resolution 2023-31; Increase in Tax Capacity

---

- I. **REFERENCE(S):** None.
- II. **FISCAL IMPACT:** Estimated \$5,500,000. Depends on final tax certification.
- III. **DISCUSSION:** Every year, the Port must take action in order to certify their tax levy for the next calendar year. The first resolution (Levy Certification) is the formal document certifying the amount of property taxes to be certified in 2024. The second resolution (Increase in Tax Capacity) allows the Port to take the statutory 1% levy increase.
- IV. **STAFF RECOMMENDATION:**  
Approve the resolutions.
- V. **ACTION REQUESTED OF COMMISSION:**

***Motion:** I move approval of Resolution 2023-30, certifying the Port of Kennewick's tax levy for 2024 collections, and Resolution 2023-31, increasing the Port of Kennewick's tax levy capacity in 2024.*

**PORT OF KENNEWICK**

**RESOLUTION NO. 2023-30**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
FOR THE PORT OF KENNEWICK CERTIFYING  
THE PORT'S 2024 LEVY**

**WHEREAS**, the Board of Commissioners of the Port of Kennewick met and considered its budget for the calendar year 2023 and 2024 at a regular meeting on October 25, 2022, 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 2023 and 2024 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 2023 year was \$4,890,181; 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 2024 tax year in the amount of \$5,500,000, 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 2024 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be approximately \$55,000, 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 Regular Meeting on November 14, 2023.

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

By: \_\_\_\_\_

SKIP NOVAKOVICH, President

By: \_\_\_\_\_

KENNETH HOHENBERG, Vice President

By: \_\_\_\_\_

THOMAS MOAK, Secretary

## CERTIFICATION OF TAX LEVY

**STATE OF WASHINGTON**  
**County of Benton**

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 2024 as provided in the district's budget, which was adopted following a public hearing held on November 14, 2023. 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	\$5,500,000
Administration Refund Fund	\$0
<b><i>Total Regular Levy</i></b>	<b><i>\$5,500,000</i></b>
<i>Population Certification:</i>	<i>Above 10,000</i>

*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 14<sup>th</sup> day of November, 2023.

***CERTIFIED BY:***

**PORT of KENNEWICK  
CFO/AUDITOR**



---

Nick Kooiker



Ordinance / Resolution No. 2023-30  
RCW 84.55.120

WHEREAS, the Commission of The Port of Kennewick has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ \$4,890,181.00; and,  
(Previous year's levy amount)

WHEREAS, the population of this district is  more than or  less than 10,000; and now, therefore,  
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 55,000.00  
which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 14th day of November, 2023.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call (360)705-675. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

## 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 Nick Kooiker (Name),  
CFO/Auditor (Title), for Port of Kennewick (District name),  
do hereby certify to the Benton (Name of county) County legislative authority  
that the Port of Kennewick Commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2024 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 11/14/2023 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
<b>Total certified levy request amount, which includes the amounts below.</b>	5,500,000.00	
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* <input type="text"/>
<b>Total certified levy request amount, which includes the amounts below.</b>					
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: 11/1/23

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



**PORT OF KENNEWICK**

**RESOLUTION NO. 2023-31**

**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 25, 2022 by the Board of Commissioners for the Port of Kennewick regarding the 2023 and 2024 budget; and

**WHEREAS**, pursuant to RCW 84.55.120 and WAC 458-19-005, the rate of inflation (IPD rate) for 2024 is 3.67% and the limit factor for property taxes for 2024 is 101%; and

**WHEREAS**, the Port of Kennewick’s levy amount from the previous year was \$4,890,181; and

**WHEREAS**, the Port has set its increase in tax levy capacity for the 2023 and 2024 budget at one percent (1%) and finds there is substantial need 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 substantial need to set the levy limit at one hundred one percent (101%), in order 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 2024 levy in the amount of approximately \$55,000 which is a one (1%) percentage increase from the previous year.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick at a Regular Meeting held this 14<sup>th</sup> day of November 2023; and duly signed by its proper officers in the authentication of its passage on said date.

*PORT of KENNEWICK  
BOARD of COMMISSIONERS*

By: \_\_\_\_\_  
SKIP NOVAKOVICH, President

By: \_\_\_\_\_  
KENNETH HOHENBERG, Vice President

By: \_\_\_\_\_  
THOMAS MOAK, Secretary





## PORT of KENNEWICK DRAFT 2024-2025 COMMISSION ORGANIZATION REPRESENTATION

NAME	MEETING SCHEDULE	MEETING TIME	MEETING PLACE	2022-2023 COMMISSIONER REPRESENTING POK	2022-2023 COMMENTS
Benton-Franklin Council of Governments <b>Board of Directors (BOD)</b>	3rd Friday	10:00 AM	BFCOG Conference Room 587 Stevens Drive, Richland	Commissioner <b>Skip Novakovich</b>	Alternate: Commissioner Ken Hohenberg
Confederated Tribes of the Umatilla Indian Reservation (CTUIR)	As Called			Commissioner <b>Skip Novakovich</b>	Alternate: Tim Arntzen
Historic Downtown Kennewick Partnership <b>Board Meeting</b>	4th Monday	5:30 PM	HDKP Conference Room 30 N. Benton St	Commissioner <b>Ken Hohenberg</b>	Alternate: Commissioner Skip Novakovich
Tri-Cities Hispanic Chamber of Commerce (Luncheon)	3rd Tuesday	11:30 AM	Pasco Red Lion	Commissioner <b>Skip Novakovich</b>	Alternate: Commissioner Ken Hohenberg
Tri-City Regional Chamber <b>Board of Directors Meeting</b>	3rd Wednesday every other month	7:30 AM	Tri-Cities Business & Visitor Center Bechtel Board Room	Commissioner <b>Ken Hohenberg</b>	Alternate: Commissioner Skip Novakovich Meets Feb, April, June, August, October, December
Visit Tri-Cities (formerly Tri-Cities Visitor & Convention Bureau) <b>(Full Board Meeting)</b>	4th Wednesday	7:30 AM	Tri-Cities Business & Visitor Center Bechtel Board Room	Commissioner <b>Ken Hohenberg</b>	Alternate: Commissioner Skip Novakovich
TRIDEC <b>Board of Directors Meeting</b> (Full Board)	4th Thursday every other month beginning January	4:00 PM	Tri-Cities Business & Visitor Center Bechtel Board Room & Virtually	Commissioner <b>Ken Hohenberg</b>	Alternate: Commissioner Skip Novakovich
TRIDEC <b>Executive Board Meeting</b>	4th Thursday every other month beginning February	4:00 PM	Tri-Cities Business & Visitor Center Bechtel Board Room	Port of Pasco	Tri-Ports Executive Board Rep (Rotates Annually) 2022 - Port of Pasco 2023 - Port of Kennewick 2024 - Port of Benton Meets Feb, April, June, August, October, December
West Richland Area Chamber of Commerce (Luncheon)	1st Wednesday	Noon	The Mayfield Gathering Place	Commissioner <b>Skip Novakovich</b>	



## PORT of KENNEWICK DRAFT 2024-2025 COMMISSION ORGANIZATION REPRESENTATION

NAME	MEETING SCHEDULE	MEETING TIME	MEETING PLACE	2022-2023 COMMISSIONER REPRESENTING POK	2022-2023 COMMENTS
WPPA Board of Trustees	As Called			Commissioner <b>Skip Novakovich</b>	Alternate: Tim Arntzen
WPPA Legislative Committee	As Called			Commissioner <b>Skip Novakovich</b>	Alternate: Tim Arntzen
WPPA Marina Committee	As Called			Commissioner <b>Ken Hohenberg</b>	Alternate: Tim Arntzen
WPPA Marketing Committee	As Called			Commissioner <b>Skip Novakovich</b>	Alternate: Tim Arntzen

### Non-Port Appointed Committees and/or Boards Commissioners Represent:

**Commissioner Skip Novakovich**

- HAEIFAC Board
- HAEIFAC Private Loan Committee
- Wallowa Band Nez Perce Trail Homelands Board and Executive Board
- Tamastlikt Trust Board for the CTUIR
- Pacific Printing Industries Board
- Printing Industries of America Board
- Washington State Army Advisory Council

**Commissioner Ken Hohenberg**

- Washington State Criminal Justice Training Center
- Washington Auto Theft Preventative Board
- Northwest High Intensity Drug Trafficking Area (HIDA)
- HAPO Credit Union Board
- Boys & Girls Club of Benton and Franklin Counties Advisory Committee

**Commissioner Tom Moak**

- Kennewick Housing Authority
- Kennewick Kiwanis Club



# 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 14, 2023

**AGENDA ITEM:** Resolution 2023-32; 2023 CEO Performance Evaluation

---

- I. REFERENCE(S):** Resolution 2022-19, adopted July 12, 2022.  
Proposed Resolution 2023-32 and its Exhibit A, consisting of the 2023 CEO Evaluation Committee's Report and Recommendation
- II. FISCAL IMPACT:** Contractual adjustment to CEO's compensation package per CEO's Employment Agreement.

### **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 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 2023-32, 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 2022.

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 2023-32 regarding the CEO's 2023 Annual Performance Review and adopting the CEO Evaluation Committee's Performance Appraisal Rating recommendation attached as Exhibit "A" and that the Commission hereby deems the CEO's performance for 2023 as: "exceptional".*

*-OR-*

*I move approval of Resolution 2023-32 regarding the CEO's 2022 Annual Performance Review and to modify the recommended CEO's performance evaluation, such that the Commission hereby deems the CEO's performance for 2023 as:  "satisfactory",  "above satisfactory".*

***Second Motion, CEO Salary Adjustment:***

*I move that that the Commission, in its approval of Resolution 2023-32, in accordance with the CEO's contract, and with consideration the CEO Evaluation Committee's recommendation, adopt a CEO salary adjustment for 2024 of:*

*a onetime salary adjustment of +4%, which is consistent with the range contained in the CEO Employment Agreement.*

*-OR-*

*Other: \_\_\_\_\_.*





**RESOLUTION 2023-32 EXHIBIT A -**

		<p>Ridge work crews while maintaining high port standards.</p>
<p>II. <u>Strategic Agility</u></p> <p>Is proactive; anticipates future trends, benefits and consequences; has broad knowledge and perspective; can objectively state possibilities and probabilities.</p>	<p align="center">X</p>	<p>Managed process of relocating tenant and working with insurance carrier following fire at the Oak Street Industrial Park DB3.</p> <p>Coordinated port investment with City of Kennewick regarding intersection improvements at Deschutes Avenue and Columbia Center Boulevard.</p> <p>Coordinated contract amendment with Energy Northwest for information technology and computer support services.</p> <p>Coordinated a spring meeting and invited Marie Mosley to join the CEO in traveling to Walla Walla to meet with District Commander LTC King Slack about Duffy’s Pond improvements, including potential for in water improvements. Port also provided USACE with feedback to their McNary Pool pump station replacement project, including suggestions for fencing and aesthetics, and noxious tree removal. In mid-August, Tree of Heaven was removed from Duffy’s Pond by USACE.</p> <p>Worked with port legal counsel to implement a cost-of-living salary adjustment for Port Commissioners to help address rising inflation.</p>



**RESOLUTION 2023-32 EXHIBIT A -**

			<p>Washington State Auditor’s Office for the port’s financial statement. <i>Having clean audits is perhaps one of the most important measures of solid management and fiscally-sound leadership.</i></p> <p>The CEO also provided oversight for budget, invoices, and contracts; and financial presentations to commissioners including the 2023-2024 work plan and budget workshops, 2023 Tax Levy certification; spring update/budget amendment, and summer finance update in late August.</p>
<p>IV. <u>Integrity</u></p> <p>Sets the tone for the Port by exemplifying consistent values and high ethical awareness, honesty, and fairness.</p>	<p align="center">X</p>		<p>The CEO ensured Veterans Christmas Tree at The Willows was lit for holiday season and expanded the number of light strings for trees and shrubs on Clover Island--a holiday enhancement that draws visitors and spending to east Kennewick during the winter season.</p> <p>With CEO approval, the Port recognized Mr. Jim Cox as Friend of the Port for his selfless devotion to Columbia Gardens and the Historic Kennewick Waterfront District.</p>
<p>V. <u>Political and Institutional Sensitivity</u></p> <p>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</p>	<p align="center">X</p>		<p>The CEO managed the myriad details of port involvement in mitigating and recovering from the Clover Island Yacht Club boathouse fire including interactions with the yacht club, Kennewick Fire Department, Kennewick Police Department, Department of Ecology to secure, boom, and remove fuel and debris</p>



**RESOLUTION 2023-32 EXHIBIT A -**

<p>C. Leads the Port in building effective relationships with tenants, customers and community.</p>	<p align="center">X</p>	<p>squatters, car crashes into lighthouse wall/streetlights, vandalism, graffiti, broken locks, restrooms destruction, and other property damage.</p> <p>Under CEO leadership, the Port held a very successful Clover Island North Shoreline blessing ceremony/celebration event with participation from the CTUIR, Yakama Nation, Deputy Assistant Secretary of the Army for Civil Works (also Nez Perce Tribal member), USACE Walla Walla District, Washington State RCO, Benton County, and City of Kennewick, with rave reviews from media, public, and investment partners. This event was attended by more than 150 community supporters, and received coverage in the CUJ, the CTUIR Newspaper which “deemed the project to be gratifying because it will lead to healthier habitat for salmon and other first foods.”</p> <p>The Port was honored with the 2023 WPPA Creative Partnership Award for the Clover Island Shoreline/1135 Restoration Project.</p> <p>The CEO worked with Staff to coordinate a groundbreaking event for Swampy’s BBQ expansion at Columbia Gardens.</p> <p>Arranged three vibrancy events including a Yoga and Wellness Expo, ArtWalk, and E-Bike Expo to introduce people to Vista Field, encourage activity for the neighborhood, and set the tone for future pavilion events.</p>
---	-------------------------	--

**RESOLUTION 2023-32 EXHIBIT A -**

			CEO Tim coordinated MOU investment with City of Richland for their Center Parkway North roadway extension project.
<p>VI. <u>Knowledge/ Decision Quality</u></p> <p>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.</p>	<p><b>X</b></p>		<p>The CEO managed the port as a highly productive, successful, fiscally-sound organization—ensuring transparent public engagement via virtual meetings.</p> <p>The CEO worked to ensure Port compliance with evolving federal, state, and local resolutions and regulations related to state of emergency declarations. And worked with staff and legal counsel to evaluate options, and with commission to adopt and implement a new hybrid-work policy--<b>a CEO Goal</b>.</p> <p>The CEO managed the removal of a section of the Cedars Dock where a piling has failed; began environmental consultation and permitting process for required in-water restoration work.</p> <p>At CEO direction, staff wWorked on mapping Vista Field land, utilities, and roadways to make those available with link from Vista Field website to the ARC-GIS database.</p>
<p>B. Makes good decisions based on analysis, wisdom, experience and judgment; most solutions and suggestions turn out to be correct when judged over time.</p>	<p><b>X</b></p>		<p>The CEO led the staff to improve the lighting for the Clover Island Inn parking lot at the east end of Clover Island to help discourage unwanted activity on that part of the island.</p>



**RESOLUTION 2023-32 EXHIBIT A -**

<p>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.</p> <p>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</p>	<p align="center">X</p> <p align="center">X</p>	<p>the unique, former decking material into the plaza area between the hangars. Also, researched aviation displays and located two rare Avengers that could be used to create a static display for Vista Field.</p> <p>Continued working on the Vista Field Southern Gateway Transformation project to transform hangars into pavilion event space; design now at 75% completion with plans to bid this winter for construction spring 2024.</p> <p>Completed design and installation of Monument and Wayfinding signage at Columbia Drive, Columbia Gardens and The Willows, a project that was complicated by contracting issues. The CEO empowered Planning &amp; Real Estate Staff to take leads on successfully resolving same.</p> <p>Hired Ryan Bailey as maintenance technician, and David Phongsa as marketing and capital project coordinator.</p> <p>As leader, the CEO works to create an environment which fosters staff longevity; the CEO now leads a team of 14 people, nine of whom have been with the Port more than 10 years; with four employees having been with the Port over 15 years.</p> <p>Looking to the future the CEO prepared and presented a <i>Succession Planning</i> memo to commission and promoted Nick</p>
--	---	---





**RESOLUTION 2023-32 EXHIBIT A -**

<p>IX. <u>Loyalty</u></p> <p>Understanding and accepting of goals and policies of the organization. Willingness to support organization and management.</p>	<p align="center"><b>X</b></p>	<p>Managed lease amendments with Caribtex</p> <p>Worked with the Clover Island Inn ownership group on a lease extension.</p> <p>Secured new leases with Bartholomew and Monarch Wineries, Rollin Ice Cream, Swampy’s BBQ, Culture Shock Bistro, Botanas Culichi, Bobablastic, Taste of Wok, and Frida’s Mexican Grill.</p>
<p>X. <u>Communications</u></p> <p>Effectiveness of exchanging significant information throughout all levels of the organization; with clients, vendors, and the public.</p>	<p align="center"><b>X</b></p>	<p>Prepared the Vista Field marketing report, presented conceptual designs for Daybreak Commons, and now working to bring final designs to commission this fall.</p> <p>Oversight and management of port marketing, advertising, and outreach efforts which included 2023- 2024 Work Plan summary; site tours, print and broadcast ads, flyers, posters, and social media promotions for Vista Field, Columbia Gardens, The Willows, Cable Greens, and Roosevelt Street and Oak Street properties and facilities.</p> <p>Coordinated a tour of Seabrook, Washington for Commissioner Hohenberg to better visualize New Urbanism development.</p> <p>Received copy of the Benton City Master plan which the port helped fund; worked with city manager Lehman and port commission to</p>

**RESOLUTION 2023-32 EXHIBIT A -**

			support updating the city’s parks and recreation plan, and zoning map; staff training to implement new design standards; and development of recruiting materials.
--	--	--	---

**Additional Commissioner Comments:**

In this year's annual evaluation, it is evident that CEO Tim Arntzen has continued to steer the Port in a direction that is resolutely mission-focused, prioritizing the best return for taxpayer dollars. Under his leadership, the Port has maintained a remarkable alignment with the policies and budget that have been adopted, which is no small feat given the complexity of the task. CEO Arntzen's 360-degree strategic vision has allowed the Port to proactively anticipate and address issues, consistently charting a positive path forward. His ability to manage contentious matters through visionary thought processes and creative solutions is a testament to his effective leadership. Furthermore, transparency remains a cornerstone of CEO Arntzen's approach, as he maintains open lines of communication both within the organization, with Staff and Commission, and externally with the public. These consistent and positive outcomes underscore CEO Tim Arntzen's exceptional leadership and commitment to the Port's success. We look forward to the continued growth and prosperity that his leadership promises to bring.

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 2024 of +4%, consistent with the terms of the CEO’s Employment Agreement.

## ***CEO COMMENTS RELATED TO PERFORMANCE REVIEW***

***11/06/23***

I appreciate the time invested by the performance review committee in preparing this year's review of my work at the port. While none of the members offered comments to me during the process (which was the appropriate course of action) I could tell that each member took his or her task seriously, and that each invested time and effort into the process.

I appreciate that.

I am humbled by the comments in the review and appreciate the faith in me that the reviewers seem to have. However, as I have stated in previous reviews, no manager accomplishes anything of value by himself or herself. So, in a sense this review is not a review of my actions, but a review of the success of the port as an entity. I can claim no accomplishment that has not first been identified as a priority through the vision of the commission; and then worked on by my skilled and loyal employees (and selected contractors). So, in a sense, my job is to coordinate the vision of the commission with the valiant efforts of my staff and contractors.

This may sound like "fluff". I know. But as I gain more experience in this leadership role, it does become more and more apparent that this really is the case.

Having said all this, I do appreciate that this commission recognizes the effort needed to keep the port running. This, in and of itself, is an important task that sometimes is overlooked. One looks at the outside success of the port, without looking into the myriad of things needed to keep the machine working. Thank you to the review team and the commission for acknowledging this factor.

We have accomplished much this year. I feel that as an institution, we are gaining our strength back, and this has contributed to our success. I feel that there have been substantial "inner workings" at Vista Field, with limited "public" attention, but that these "inner workings" will mature in 2024 with the possible, if not likely result of a substantial land sale and resultant development at Vista Field. This has long been an objective of mine and I will keep it at the forefront.

In summary, I appreciate the opportunity to work for the commission and greatly appreciate its vision. I appreciate the freedom the commission permits me to lead our team, working for the common goal of accomplishing things that the public has entrusted to the commission. I am eager to continue this work, and look for any opportunities to learn new things, to listen to better ideas, and above all else, to listen to the vision articulated by the commission, and to faithfully execute that vision.

Thank you to the review team for its work. Thank you to my employees for their skill and efforts and thank you to the commission for its leadership.