



PORT OF KENNEWICK REGULAR COMMISSION MEETING

NOVEMBER 14, 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.

ANNOUNCEMENTS AND ROLL CALL

The following were present:

Board Members: Skip Novakovich, President
Kenneth Hohenberg, Vice President
Thomas Moak, Secretary

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

PLEDGE OF ALLEGIANCE

Commissioner Hohenberg led the Pledge of Allegiance.

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- A. Approval of Direct Deposit and E-Payments Dated October 31, 2023**
Direct Deposit and E-Payments totaling \$112,297.20
- B. Approval of Warrant Register Dated November 14, 2023**
Expense Fund Voucher Number 105350 through 105396 for a grand total of \$151,893.05
- C. Approval of Regular Commission Meeting Minutes October 24, 2023**

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.

Commissioner Novakovich recessed the Regular Meeting at 2:04 p.m. and declared an Open Public Hearing for discussion regarding the 2024 Levy Certification.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

NOVEMBER 14, 2023 MINUTES

PUBLIC HEARING

A. Levy Certification

B. Increase in Tax Capacity

Mr. Kooiker presented Resolution 2023-30 certifying the Port's Levy Certification, which allows the Port to collect taxes in 2024 and Resolution 2023-31 allowing the Port to take the 1% statutory increase.

PUBLIC COMMENTS

No comments were made.

Commissioner Novakovich closed the Public Hearing at 2:06 p.m. regarding the 2024 Levy Certification and reconvened the Regular Commission Meeting.

MOTION: *Commissioner Moak moved to approve 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; Commissioner Hohenberg seconded.*

Discussion:

Commissioner Moak stated one of the requirements of 2023-31 is to demonstrate that there is substantial need for this 1 % increase and when we look at the projects that we have and the needs that we have, there is certainly substantial need for this increase in the tax levy capacity. Commissioner Moak supports it.

Commissioner Hohenberg stated, along with Commissioner Moak's comments, he would like to say that when you look at inflation and the cost of goods, tying that back into the projects that we have on hand, personnel costs, and what we are limited to doing, this is a very reasonable approach for our taxpayers in the Port of Kennewick and he fully support this.

With no further discussion, motion carried unanimously. All in favor 3:0.

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. Kennewick Waterfront

1. Metz Family Plaza Update

Mr. Boehnke reported the overgrowth of wisteria at the Metz Family Plaza has caused considerable damage. The Port contracted with Poland and Sons to stabilize the support beams and Top Tree to remove as much of the wisteria as possible. The maintenance team continues to remove the wisteria daily because it is wrapped around the cable and structure. Mr. Boehnke is going to work with a structural engineer to see if the structure can be repaired or if it needs to be removed and replaced.

Commission and staff discussed the issue of the wisteria.

PORT OF KENNEWICK

REGULAR COMMISSION MEETING

NOVEMBER 14, 2023 MINUTES

2. *Yacht Club Boathouse Reconstruction*

Mr. Boehnke stated there was a fire on one of the Yacht Club boathouses in December 2022. Mr. Boehnke presented photos of the boathouse reconstruction project (*Exhibit A*).

3. *Float Pump Training*

Mr. Boehnke stated due to the December 2022 Yacht Club fire, the Kennewick Fire Department (KFD) suggested the Port purchase a float pump. Port maintenance staff and members of the KFD went through training on the float pump led by Captain Tony Jorgenson (*Exhibit B*).

4. *Governor's 2023 Smart Communities/Smart Partnership Award*

Ms. Bader Inglima reported the Port was awarded the Governor's 2023 Smart Communities/Smart Partnership Award for the investment made on Clover Island for nearly two decades. The Port partnered with the private sector, city, county, state, federal government, and Confederated Tribes of the Umatilla Indian Reservation to transform Clover Island into a regional destination (*Exhibit C*).

5. *WA State RCO Local Parks Maintenance (LPM) Grant Awarded for Clover Island*

Ms. Bader Inglima informed the Commission that the Port was awarded the Washington State RCO Local Parks Maintenance Grant for \$82,000 for maintenance projects on Clover Island. The maintenance projects include repainting the waves on the marina sidewalk, repair and re-staining of the boardwalk, replacing signage, and repairing and upgrading the restroom.

B. *Cable Bridge Lighting Project Update*

Ms. Bader Inglima stated Visit Tri-Cities is coordinating an Interlocal Agreement to allow jurisdictions to partner on the Cable Lighting project to define a scope of work and a detailed cost estimate; and the City of Pasco will be the administrator of the project. The public utility districts are unable to partner at this point, which means the cities and the ports cost increased from \$20,000 to \$25,000. Ms. Bader Inglima inquired if the Commission supports the increased amount of \$25,000 for the scope and cost estimate, and stated the Commission budgeted \$25,000 for the project.

It is the Consensus of the Commission to support the Cable Bridge Lighting project ILA and fund \$25,000 for the scope and cost estimate.

C. *Vista Field Parking Lot Update*

Mr. Peterson stated to complement the vibrancy at Vista Field, people will need a place to park. As the master developer, the Port will construct the joint parking areas (*Exhibit D*), which are currently under design. The parking will complement the gateway project and hangar pavilion project and utilize the existing taxi lane. The construction of the joint parking will be in conjunction with land sales and construction from the private sector.

Commission and staff discussed the details of the joint parking lot.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

NOVEMBER 14, 2023 MINUTES

D. Tamastslit Cultural Center's 25th Anniversary Update

Commissioner Novakovich recently attended the Tamastslit Cultural Center's 25 Anniversary in which the Port was an advertising partner. Commissioner Novakovich discussed the N8TIVE HOOP! presentation and provided photos of the event (*Exhibit E*).

E. 2024-2025 Commission Organization Representation

Ms. Scott provided an overview of the 2024-2025 Commission Organization Representation chart and stated the Commission will vote on the assignments in January 2024.

Commissioner Novakovich does not see a need to participate in the WPPA Marketing Committee. Commissioner Novakovich also reviewed the Historic Downtown Kennewick Partnership (HDKP) By-laws and stated that there are no provisions for the Port to be a member of the Board of Directors; however, he believes it is important to have a Commissioner Moak continue as a liaison.

Commissioner Hohenberg enjoyed the opportunity to interact with different boards and believes it is important to spread things out. Commissioner Hohenberg agrees with having a liaison member on the HDKP, as we are the heart of downtown and reiterated that we should spread things out.

Commissioner Novakovich agrees.

Ms. Scott stated the TRIDEC Executive Board rotates, and 2024 will be the Port of Benton's turn to represent Tri-Ports.

Mr. Arntzen stated since the Port is not a voting member on the Visit Tri-Cities Board, he asked Ms. Bader Inglima to attend those meetings.

F. 2024-2025 Election of Officers

Ms. Scott reported the Election of Officers for 2024-2025 will take place in January.

Commissioner Novakovich stated the Commission Rules of Policy and Procedure read:

6.1.1: Terms. The terms of office for each officer shall be two years or until his/her successor is elected. Commissioners may serve consecutive two-year terms.

6.1.2: Election. The officers shall be elected at the first regularly scheduled Port Commission meeting in January in even years. Newly elected officers shall take office effective the next regularly scheduled meeting following the election, unless otherwise agreed by the Commission.

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

Commissioners reported on their respective committee meetings.

H. Non-Scheduled Items

Mr. Kooiker reported that the Port will be audited by the State Auditor's Office in December. The remote audit will include the 2021-2022 accountability and financial statement audit.

PORT OF KENNEWICK

REGULAR COMMISSION MEETING

NOVEMBER 14, 2023 MINUTES

Commissioner Hohenberg thanked Ms. Scott for all her work to get the Commission Meeting Room ready for in-person meetings. He is very excited about being in person and that he can look at his fellow Commissioners.

Commissioner Novakovich echoed Commissioner Hohenberg's comments and stated it is the first-time meeting in person in over three years.

ACTION ITEM

A. *Chief Executive Officer Annual Performance Review*

Mr. Kooiker stated it has been extremely gratifying to be a part of the CEO evaluation committee and believes it has proven its value. The committee reviewed the policy and then prepared the document with accomplishments. The CEO performance review in the Agenda Packet outlines the dialogue, the committee's rating recommendation of exceptional and the proposed Resolution 2023-32 for Commission consideration.

Ms. Lake endorsed Mr. Kooiker's statements and stated it was productive and thoughtful process. Ms. Lake stated it fulfills the requirements within the CEO Employment Agreement for the annual evaluation and the Commission's policies pursuant to Resolution 2022-19.

Commissioner Hohenberg complimented Ms. Lake and stated she is a great attorney to work with and as specific questions came up, she was very quick to respond. Commissioner Hohenberg thanked Mr. Kooiker and Ms. Lake for their graciousness in accommodating his schedule.

MOTION: *Commissioner Hohenberg moved to approve 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"; Commissioner Novakovich seconded.*

Discussion:

Commissioner Hohenberg complimented Mr. Arntzen and stated he truly leads by example and talks about the team. Commissioner Hohenberg believes the Commission sets a culture, but the CEO has to make sure to execute the culture and motivate staff, and make sure at the end of the day, we are doing what we are supposed to be doing. One of the things that Commissioner Hohenberg thinks is important is that the CEO truly runs the day-to-day operations of the Port, which keeps the Port and Commission out of trouble. Commissioner Hohenberg seldom receives complaints, and as a matter of fact, he does not believe he has ever had a complaint. The complaints that he has had are outside the scope of the Port. He had one about homelessness in Downtown Kennewick and Commissioner Hohenberg thinks they did not realize he was no longer the Chief of Police. Commissioner Hohenberg's phone is not ringing off the hook and it takes a lot to run the day-to-day business, for which Mr. Arntzen has done an exceptional job. As you go through the list and reflect over the past two years, we have done a lot, and we have been focused, and we have been able to get back to what our core mission is. We have staff that are doing great things and we have received recognition several times from outside parties, and he is proud to be part of the Port of Kennewick and certainly proud to support this resolution.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

NOVEMBER 14, 2023 MINUTES

Commissioner Novakovich agrees with Commissioner Hohenberg's comments. Commissioner Novakovich has known Mr. Arntzen since 1996 and has seen the development that he has developed in himself, his leadership skills, and his ability to put together probably one of the finest port teams in Washington. Commissioner Novakovich commended Mr. Arntzen highly for the work he has done. We have had discussions on various issues that have come up and Mr. Arntzen has always managed to come up with solutions that were above himself, for the benefit of the Port. Commissioner Novakovich is fully supportive of this Resolution.

With no further discussion, motion carried. All in favor 2 Ayes (Commissioners Hohenberg and Novakovich): 1 Abstain (Commissioner Moak).

MOTION: Commissioner Hohenberg moved 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 of adjustment for 2024 of a one-time salary adjustment of +4%, which is consistent with the range contained in the CEO Employment Agreement; Commissioner Novakovich seconded.

With no further discussion, motion carried. All in favor 2 Ayes (Commissioners Hohenberg and Novakovich): 1 Abstain (Commissioner Moak).

Commissioner Novakovich congratulated Commissioner Hohenberg, Ms. Lake and Mr. Kooiker for their work on the committee and stated they did a marvelous job. Commissioner Novakovich would like to see Commissioner Hohenberg stay on for another two-year cycle and inquired if there were any objections.

The Consensus of the Commission is for the CEO Evaluation Committee to remain the same for the next two-year evaluation cycle.

PUBLIC COMMENTS

No comments were made.

COMMISSION COMMENTS

No comments were made.

Ms. Scott stated it does not appear that there is any public attending the meeting, but perhaps we need to call for public comment on Resolution 2023-32 and the following motion.

Commissioner Novakovich called for Public Comment on Resolution 2023-32 and the following motion.

PUBLIC COMMENTS

No comments were made.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

NOVEMBER 14, 2023 MINUTES

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 3:27 p.m.

APPROVED:

PORT of KENNEWICK

BOARD of COMMISSIONERS

DocuSigned by:

Skip Novakovich

0E53A30E1C8E442...

Skip Novakovich, President

DocuSigned by:

Kenneth Hohenberg

89F77EAC8921416...

Kenneth Hohenberg, Vice President

DocuSigned by:

Thomas Moak

A35176A2D2CD413...

Thomas Moak, Secretary

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: 
DocuSigned by:
0E53A30E1C8E442...
SKIP NOVAKOVICH, President

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

By: 
DocuSigned by:
A35176A2D2CD413...
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
<i>Total Regular Levy</i>	<i>\$5,500,000</i>
<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 14th 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.

DocuSigned by:
Skip Novakovich
DocuSigned by:
0E53A30E1C8E442...
Kenneth Hohenberg
DocuSigned by:
89F77EAC8921416...
Thomas Moak
A35176A2D2CD413...

Skip Novakovich Commissioner District 3
Kenneth Hohenberg Commissioner District 1
Thomas Moak Commissioner District 2

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 30th. 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.

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

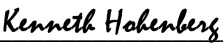
WHEREAS, the Board of Commissioners of the Port of Kennewick Taxing District, after hearing and after duly considering all relevant evidence and testimony presented, finds there is a substantial need to set the levy limit at one hundred one percent (101%), in order to discharge the expected expenses and obligations of the district and in its best interest.

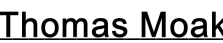
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Port of Kennewick Taxing District that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in levy value of state assessed 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 14th 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: 
DocuSigned by:
0E53A30E1C8E442...
SKIP NOVAKOVICH, President

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

By: 
DocuSigned by:
A35176A2D2CD413...
THOMAS MOAK, Secretary

PORT OF KENNEWICK

Resolution No. 2023-32

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK APPROVING THE PORT CHIEF EXECUTIVE
OFFICER'S 2022 PERFORMANCE EVALUATION**

WHEREAS, 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.

WHEREAS, the CEO Evaluation Committee consists of Port Commissioner Ken Hohenberg, Port Chief Financial Officer Nick Kooiker and Port General Legal Counsel Carolyn Lake.

WHEREAS, 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.

WHEREAS, the CEO Evaluation Committee also is charged with offering a recommendation for salary adjustment in accordance with the CEO employment agreement.

WHEREAS, the CEO Evaluation Committee has shared its written recommendation with the CEO as Resolution 2022-19 directs and has shared its written recommendation with the full Commission, with a copy attached hereto as **Exhibit A**.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. **Performance Evaluation.** The Port of Kennewick Board of Commissioners has reviewed the CEO Evaluation Committee's recommendation attached as Exhibit "A" and hereby ☒ approves ☐ modifies the CEO's performance evaluation as recommended.
2. **Performance Appraisal Rating.** The Port of Kennewick Board of Commissioners, in accordance with the CEO's contract, and with consideration of the CEO Evaluation Committee's recommendation hereby deems the CEO's performance for 2022 as: ☒ "exceptional", ☐ "satisfactory", or ☐ "above satisfactory".
3. **CEO Salary Adjustment.** The Port of Kennewick Board of Commissioners, in accordance with the CEO's contract, and with consideration the CEO Evaluation Committee's recommendation, adopts a CEO salary adjustment for 2023 as follows:

☒ a onetime salary adjustment of +4%, based on the CEO's Employment Agreement.
☐ Other: _____.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 14th day of November, 2023.

By:

DocuSigned by:

Skip Novakovich

0E53A30E1C8E442...

SKIP NOVAKOVICH

President

By:

DocuSigned by:

Kenneth Hohenberg

89F77EAC8921416...

KENNETH HOHENBERG

Vice President

By:

Abstain

THOMAS MOAK

Secretary

RESOLUTION 2023-32 EXHIBIT A -

			Ridge work crews while maintaining high port standards.
<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>	X		<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 -

III. Operating Plans/Financial Plans			
A. Develops, maintains and implements strategic plans and operational goals that effectively brings the Port’s vision to fruition.	X		<p>Brought first private-sector development proposal to port commission for consideration of land sale to Blueberry Bridal at Vista Field.</p> <p>Completed installation of a renovated “cargo container restroom” at Columbia Gardens and initiated design of an artistic wrap to be placed onto that building fall of 2023.</p> <p>Managed marina at 100% capacity during peak season; coordinated 12 boat haul-outs (average of 3 per month May through August) as well as two emergency boat haul-outs to prevent sinking vessels; managed process of removing and disposing of a derelict vessel; upgraded signage and secured new float vests for the port’s life-jacket loaner program.</p> <p>Implemented ASANA workforce database to help improve maintenance department workloads and scheduling.</p> <p>Sold land at Oak Street to Jr’s Ironworks allowing a blighted property to be repurposed and placed onto the tax rolls.</p> <p>Negotiated easement and waste disposal agreement with Pipeworks LLC</p>
B. Administers the Port’s financial affairs consistent with state law and adopted policies, budget and financial guidelines.	X		Under the CEO’s management the Port received another clean audit opinion (26th consecutive) from Clifton Larsen Allen and the

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>	X		<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>	X		<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>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>	X		<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--a CEO Goal.</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>	X		<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>The CEO hired and managed contractor for design of Vista Field joint use parking lots; project on schedule for permit submittal prior to October code changes.</p> <p>Worked with maintenance to resolve swallows nesting at Lighthouse Plaza and added 13 new trash cans to Clover Island and Columbia Gardens to ensure those areas remain attractive public assets.</p> <p>Secured MOU with TRIDEC to assist with Vista Field marketing and recruitment (including TRIDEC attending RECON in Las Vegas)--a CEO Goal.</p>
<p>VII. <u>Leadership/Management</u></p> <p>A. Demonstrates an entrepreneurial spirit by identifying ways to generate revenue, investment capital and maximizes the financial potential of existing port assets.</p> <p>B. Rallies support behind the vision and strategic plan; can inspire and motivate staff and community.</p>	<p>X</p> <p>X</p>		<p>Coordinated with Washington State Department of Transportation to allow Columbia Gardens tenants to add logos with @Columbia Gardens footers to the blue tourist panel signs along Highway 240 and SR 395.</p> <p>Purchased and are working to install new cameras to improve community engagement with in-person commission meetings.</p> <p>Coordinated three Summer Saturdays Night Markets, a car show, and several pop-up events to create vibrancy for Columbia Gardens.</p> <p>Commissioned a Vista Field Aviation History Report to help incorporate the story of the airfield's ties to World War II training and find a way to utilize</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>X</p> <p>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 & 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 -

his/her work is important.			Kooiker to Deputy CEO.
<p>VIII. <u>Initiative/Courage/Adaptability</u></p> <p>A. Self-starting ability. Promptly takes hold and follows through with minimum direction.</p> <p>B. Willingness to state opinions and reasons without concern about the popularity of the views. Forthrightness in dealing with Commission, customers, suppliers, and others in the organization.</p> <p>C. Ability to adjust to changing conditions or unusual assignments. Flexibility in undertaking a variety of assignments, acceptance of decisions which go counter to own opinion.</p>	<p>X</p> <p>X</p> <p>X</p>		<p>Addressed maintenance adjustments at Vista Field including a flooded electrical vault and a series of pump failures to ensure the stream and ponds were activated before spring and planned sales tours and events.</p> <p>Prepared MOU with City of Kennewick manager, Marie Mosley, that was adopted by port commission and presented that MOU twice to City Council--a CEO Goal.</p> <p>Coordinated, as required by law, an updated PEBB Employer Group Interlocal Agreement with Washington State Health Care Authority</p> <p>Updated the port's Interlocal Agreement with the BFCOG</p> <p>Although the City leases Duffy's Pond from USACE, Port of Kennewick contracted for algae treatment with an aquatic herbicide that was completed in July--a CEO Goal.</p> <p>Secured a surety bond and worked to help ensure lease-tenant, Greenbrier, could construct a tent structure that will help grow their workforce and repair more rail cars at the port's east Kennewick, dual-rail-served Twin Tracks industrial park.</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>	X		<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>	X		<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.



**FIRE DEPARTMENT FLOAT PUMP
TRAINING AT CLOVER ISLAND MARINA**

















THANK YOU





October 25, 2023





November 3, 2023











November 10, 2023

Clover Island ...2023 Governor's Award Winner





2003 Port Purchased the Metz Marina

2006 Clover Island Drive Rebuild & Utilities Upgraded



2006 Port Office/Commercial Building



2007 Clover Island Marina



Former Clover Island Yacht Club Building



2009 Clover Island Yacht Club Building



2010 Gateway



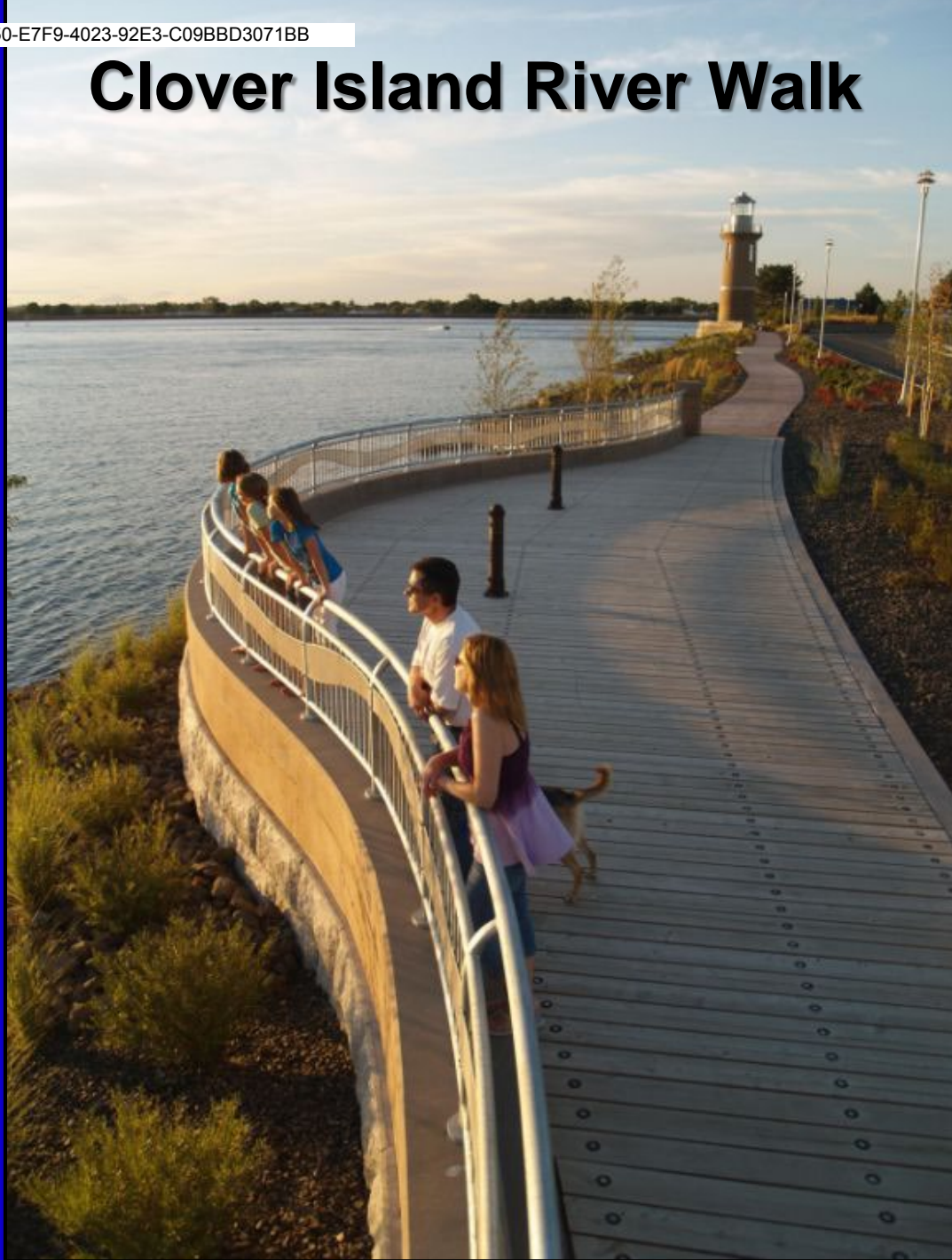




2011 Clover Island Riverwalk



Clover Island River Walk



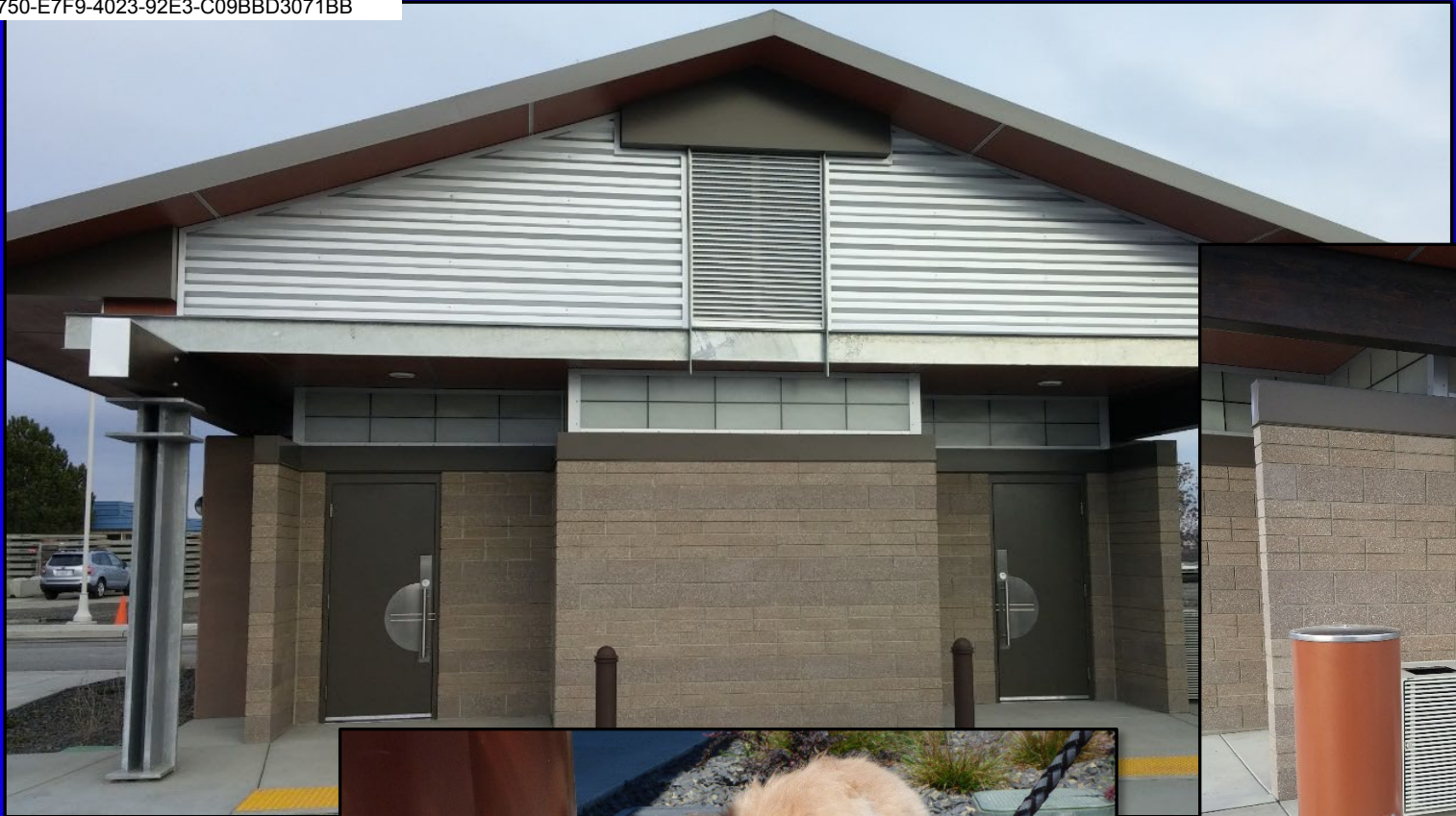
**Family Group
2011**

2015 Clover Island





2016 Clover Island Boat Launch









2017 The Gathering Place



‘willow fish traps’



1135 Shoreline Project – May 12, 2023

Kennewick

Smart Partnership Award

Port of Kennewick & Partners: Using two separate Master Plans in 2005 and 2021, the Clover Island Restoration & Revitalization plan restores a critical part of the community waterfront after years of industrial use. Federal, state and tribal partners all worked together to restore this important community asset with public art, recreational amenities and upland development.





Local Parks Maintenance Grant for Clover Island

156 grants submitted – **ONLY 39 funded!**
One of only two grants awarded to port districts

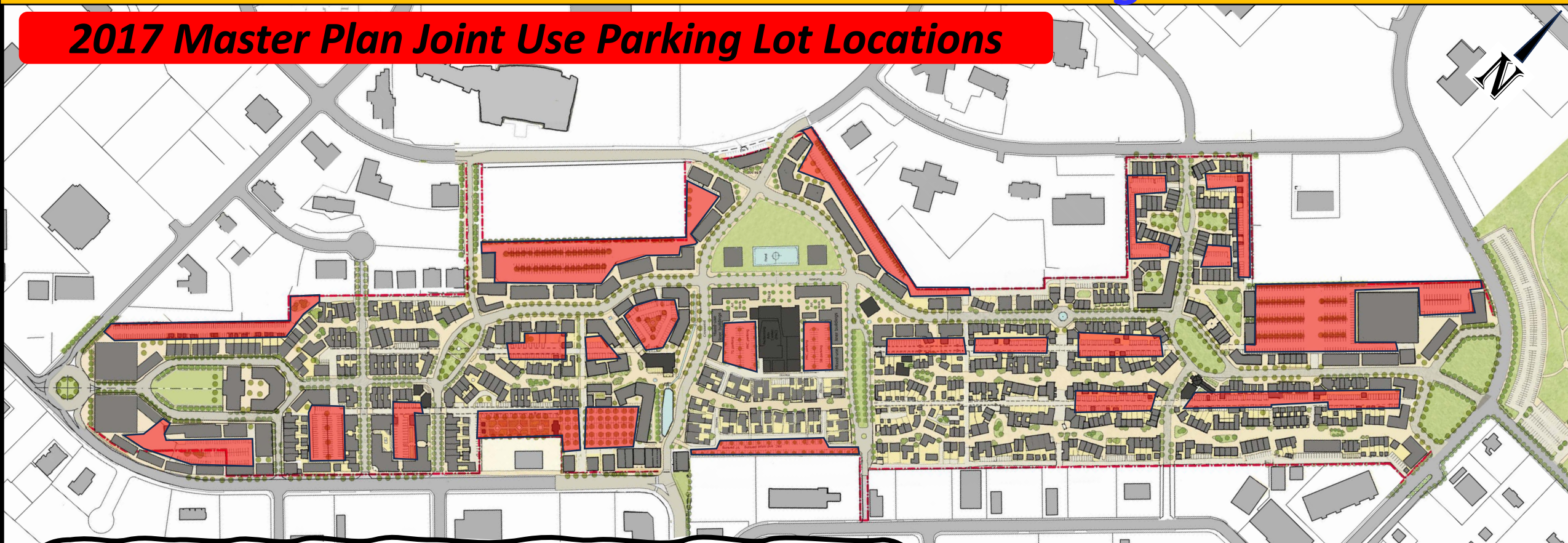
\$82,375



VISTA FIELD Joint Use Parking Lots

EXHIBIT D

2017 Master Plan Joint Use Parking Lot Locations



Concept of **Shielding Parking Lots from Streets with Linear Buildings** is far more important than strict adherence to 2017 conceptual location

*Phase #1
Status
Update*

November 14, 2023

VISTA FIELD Joint Use Parking Lots

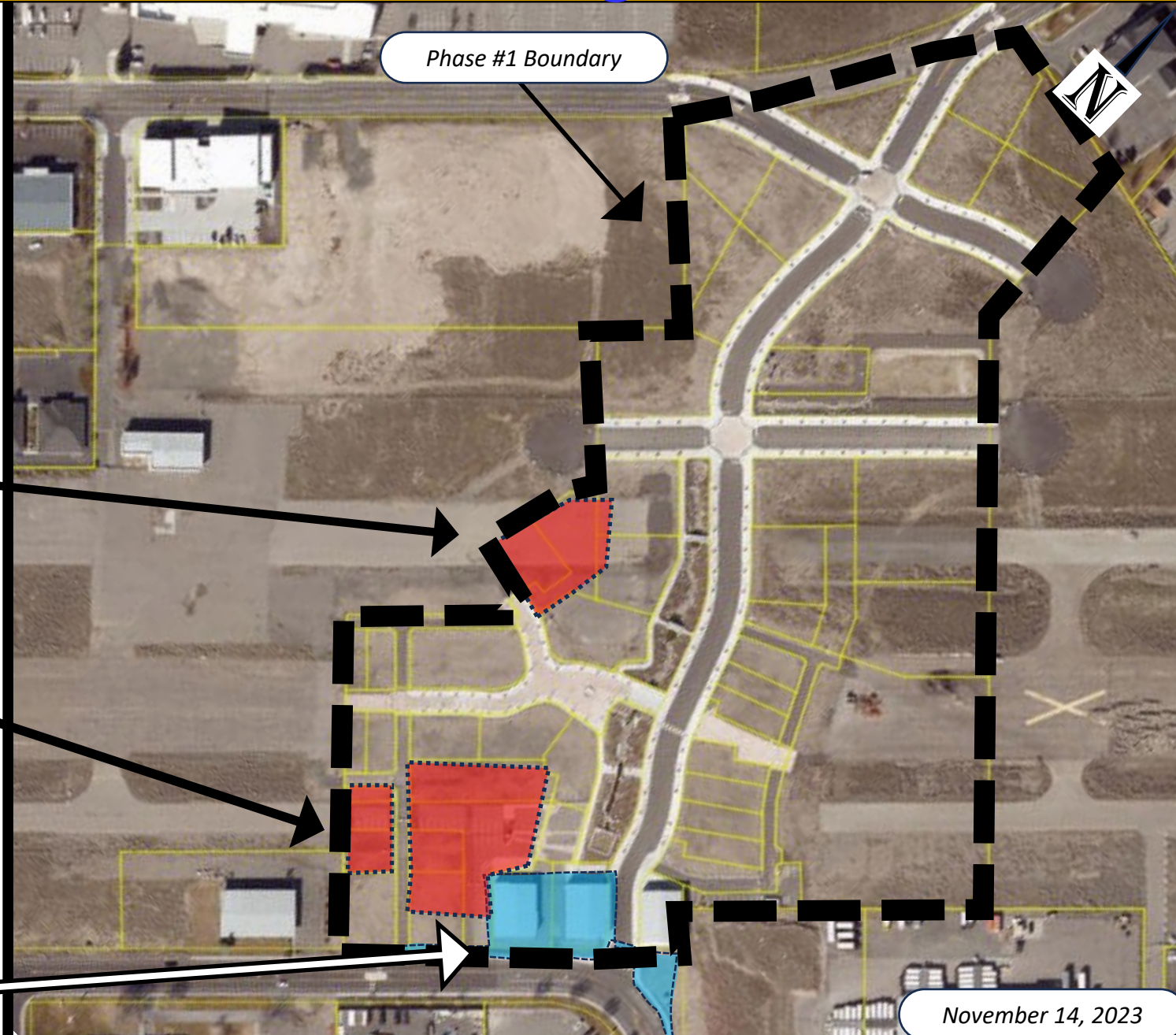
EXHIBIT D

**Joint-Use Parking Lots
currently under Design**

“Qamar Court”

Hangar/Pavilion

Southern Gateway Project



November 14, 2023

VISTA FIELD Joint Use Parking Lots

EXHIBIT D

Hangar/Pavilion

LEGEND



EV
PARKING STALL (13)



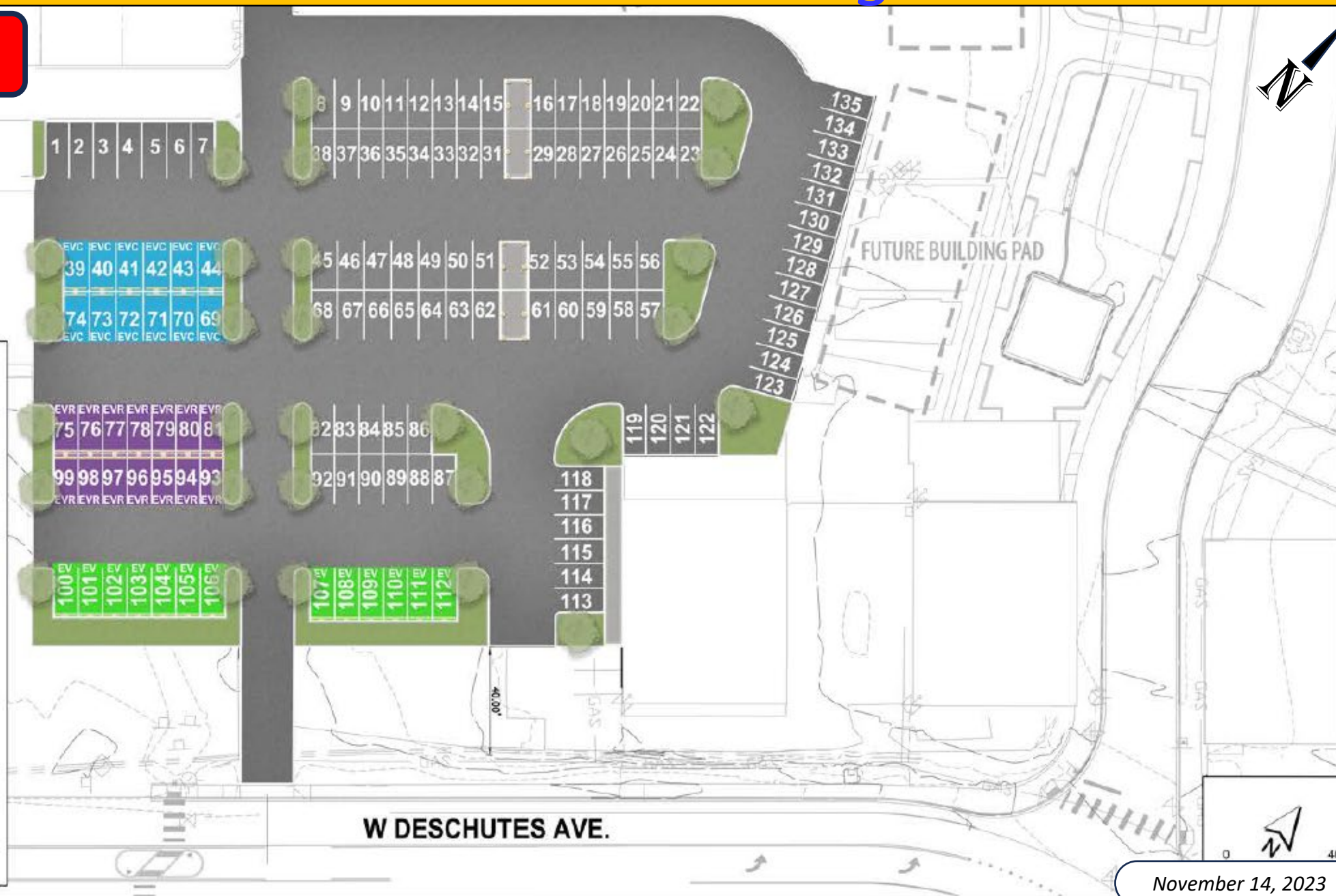
EV COMPATIBLE
PARKING STALL (12)



EV READY
PARKING STALL (14)



BASIC
PARKING STALL (96)



November 14, 2023

VISTA FIELD Joint Use Parking Lots

EXHIBIT D

“Qamar Court”

LEGEND

EV XX XX	EV PARKING STALL (7)
EVC XX XX	EV COMPATIBLE PARKING STALL (6)
EVR XX XX	EV READY PARKING STALL (6)
XX XX	BASIC PARKING STALL (38)



November 14, 2023

Tamástslikt Cultural Institute



N8TIVE HOOP!



TAMÁSTSLIKT CULTURAL INSTITUTE











Tamástslikt Cultural Institute



N8TIVE HOOP!



TAMÁSTSLIKT CULTURAL INSTITUTE