

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
*Held remotely with Public Access*  
*September 10, 2020 | 10:30 a.m.*

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**CALL TO ORDER**

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Commissioner Klindworth called the meeting to order at 10:30 a.m. The meeting was attended remotely by all participants via Zoom and with Public Access through call in to 1-301-715-8592, meeting ID 6676918983.

**Present:** Commissioner Jim Klindworth, Commissioner Vicki Gordon, Commissioner Jean Ryckman, Executive Director Randy Hayden, Port Counsel Dan Hultgrenn, Director of Airports Buck Taft, Director of Finance Donna Watts, , Director of Properties Mayra Reyna, Deputy Director of Airports Don Faley, Executive Assistant & Human Resources Lori French.

**Guests:** Paul Harmsen- MacKay Sposito

Tyler Welch- Apollo

Rusty Cutner

Bill Barlow - Ben Franklin Transit

Brett Heysel- Big D's Construction

**APPROVAL OF AGENDA**

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Commissioner Ryckman moved and Commissioner Gordon seconded to approve the agenda determining that all agenda items were "1) matters necessary and routine, 2) necessary to respond to the outbreak and current public health emergency" per Governor's Proclamation 20-28.2 Motion passed unanimously.

**CONSENT AGENDA**

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- a) Regular Meeting Minutes of August 27, 2020.
- b) Vouchers and Warrants #94655-94719 & Direct Deposit #20598-20639 in the amount of \$997,979.85.

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the consent agenda as presented. Motion passed unanimously.

**Public Citizen Comment**

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Mr. Welch from Apollo commented that the bid Apollo submitted for the EDA Stormwater Project contained minor irregularities and he hoped that the Commission would still accept Apollo as the low bidder.

**Public Hearings & Resolutions**

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**Resolution 1539- Medical Reimbursement Plan-** Ms. French presented to the Commission; the annual Resolution for the Port's Medical Reimbursement Plan for the period of January 1, 2021-December 31, 2021, administered by Verde Services for consideration. Staff recommended keeping the Medical

Reimbursement Plan deductible at \$200.00 per employee and keeping the maximum reimbursement at \$4,300.00 per employee and \$8,600.00 per family. The plan is adequately funded.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve Resolution 1539, reauthorizing the Port of Pasco Medical Reimbursement Plan for calendar year January 1, 2021 to December 31, 2021 and authorize Verde Services to administer this plan for the Port of Pasco. Motion passed unanimously.

#### **Items for Action/Consideration**

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**2020-2021 Medical & Dental Renewal Rates-** Ms. French and Ms. Watts presented to the Commission; the Port received the renewal rates for the 2020-2021 medical, dental, vision, short term disability, long term disability and life insurance. There were no premium increases for VSP Vision, Unum short- and long-term disability, or for Lifemap Life Insurance rates this renewal cycle. The Port's dental coverage is through Delta Dental and the premium rate for the 2020-2021 year has increased 2.30%, there was no increase last year. The medical premium rate for the Port's current medical insurance plan through Washington State Farm Bureau and Premiera increased 4.03% for the 2020-2021 plan year. Conover presented staff with other comparable Premiera plans for Port consideration. Conover explained that the Port can realize a reduction in premium of 2.64% by increasing the deductible rate to \$2,500 and \$5,000 for individuals and families respectively.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the 2020-2021 renewal of Dental Insurance through Delta Dental of Washington, at the premium rate increase of 2.30%, and to approve the renewal of medical insurance through Washington State Farm Bureau and Premiera's Heritage PLUS Plan with the increase in deductibles to \$2,500 for individuals/\$5,000 for families and monthly premium rate decrease of 2.64%. Motion passed unanimously.

**EDA Road and Stormwater Bid Award-** Mr. Heysel from Bid D's Construction commented on the specific requirements that the EDA Bid outlined, and that the addendums that Apollo acknowledged but did not return, contained a significant scope of coverage.

Mr. Hayden presented to the Commission; The Port received bids by 10:00 AM (local time) on September 3, 2020 for the Big Pasco Road and Stormwater project. The bids were opened in accordance with the Contract Documents. Seven bids were received. the apparent low bidder was Apollo Inc. of Kennewick, Washington with a bid of \$6,324,702.05 including sales tax for the base bid and all additives. The Engineer's Estimate was \$7,676,213.60. Apollo Inc. did not provide signed copies of Addendum 1 and Addendum 2 per the bid requirements, though they did provide receipt of the Addenda on their bid sheet. All other required bidding forms were fully completed and included with the Bid.

Additionally, the original bid from Apollo contained a miscalculation, that once corrected resulted in a lower bid amount than was submitted. The corrected amount totaled \$5,933,024.01.

Mr. Hayden presented the Commission could accept the Apollo bid with the irregularities, accept the second lowest bid, or reject all bids and rebid the project. Mr. Hultgrenn commented that it was a perfectly acceptable alternative to reject all bids and rebid the project.

## **EXECUTIVE SESSION**

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At 10:45 a.m., Commissioner Klindworth announced that Commission would go into executive session for 15 minutes to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is likely to become, a party.

At 11:00 a.m., the regular meeting was reconvened. Commissioner Gordon moved and Commissioner Ryckman seconded that it is in the best interest of the Port to reject all bids due to bid irregularities and to put the project out for bid again as quickly as possible. with Motion passed unanimously. Commissioner Gordon extended the Port's thanks to all the professionals for their bids.

## **Items for Discussion**

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**July Financial Report**- Ms. Watts discussed the July Financial Report.

**Tenant Delinquent List**- Ms. Watts discussed the Tenant Delinquent List.

**Osprey Pointe Design Charette Update** - Mr. Hayden presented that per the direction of the Commissioners during the August 27<sup>th</sup> Commission meeting, the design charrette with Parametrix, Leland and YBA is proposed to take place on October 9<sup>th</sup> from 12-5 p.m. with individual Pre-Charrette planning calls proposed to take place on September 17<sup>th</sup>. Once the charrette has taken place, if both the Port and JMS are comfortable with the results, the Commission can approve the site plan.

Staff will complete scheduling.

**Wharf Dock Update**- Mr. Hayden presented, on the Wharf Dock, permitting to perform the borings took longer than expected, even more so during COVID. Borings were completed in late July and an analysis performed. The investigation showed that soil liquefaction was not going to be an issue. This good news will significantly simplify the design. If the soils were subject to liquefaction, the potential costs would have dramatically increased.

Given the findings, KPFF is providing a revised estimate to complete the second step of Phase 2 design, which will consist of preparing a geotechnical report, site survey, basis of design, hazardous materials survey, preliminary cost estimate, and preliminary design. They expect this work to be completed by the end of the year.

## **Director Reports:**

1. Executive Director
  - a. The Port has received applications from several good candidates for the Director of Economic Development and Marketing position. Staff is reviewing and making selections to interview.
  - b. The RIC dedication has been postponed and will be rescheduled once the sign for the dedication has a completion date.
  - c. Mr. Hayden had a good conversation with Representative Boehnke regarding the carbon legislation and state broadband development.

- d. The WPPA had another carbon legislation meeting, and heard from representatives of the CA Petroleum Association, the Clean Fuels Standards Coalition, and the State Department of Ecology
  - e. The State Auditor's Office has questioned the counties about the .09 Fund Program funds going to ports. The WPPA and the counties have written a formal letter to the SAO in response.
  - f. The Port has completed the necessary steps to bring the Comprehensive Plan update to Commission for consideration at the next meeting.
  - g. Commissioner Klindworth and Mr. Hayden met in Connell to discuss future opportunities for the Port.
2. Airport Director
- a. August Airline Statistics
    - 1. Alaska is down 67%
    - 2. Allegiant is down 17%
    - 3. Delta is down 68%
    - 4. United is down 62%
    - 5. For the month of August, down 62%, for the year, down 57%
  - b. The last two weeks TSA has seen passenger screening increase from 457 to 529, which is a 14% increase. This number is 45% of the traffic from this week last year.
  - c. The Airport restaurant reopened last week, meeting Health Department and Phase requirements.
3. Deputy Airport Director Report
- a. The Tri-Cities Airport supported the Airshow by providing parking for the participating planes.
4. Finance Director
- a. The final CERB report for the Battelle Hangar is complete and the paperwork has been submitted.
  - b. Ms. Watts is calculating the Deferral totals and cash flow analysis.
  - c. The audit is in progress and should be completed soon.
5. Properties Director
- a. The Properties Department is keeping busy with tenants and is working with maintenance on several projects.
  - b. The Easterday agreement and the Port are waiting on numbers from BNSF to calculate maintenance fees needed to complete the agreement.

#### **Commissioners Reports:**

Commissioner Gordon noted the Ben Franklin Council of Governments has hired an external firm to recruit for the open positions.

#### **Items for Information**

**Executed Items:** The Executive Director has signed the following agreements in accordance with the Port's Delegation of Authority Policy.

- 1. Deferment Approvals- For April, May and June, the Executive Director has executed agreements to defer with the following tenants: Tailwind, EAN Enterprise, EAN National

Alamo, Republic Parking, Delta Airlines, A-1 Hospitality and Pacific Northwest Aviation Museum and Historical Association.

2. Expanded Deferment Approvals- As of July 23, 2020 the Executive Director has executed agreements to defer with the following tenants: Pacific Northwest Aviation Museum and Historical Association, Tailwind (MAG waived), and Hertz (MAG waived), Republic Parking (MAG waived), United Airlines, Delta Airlines, EAN Enterprise (MAG waived), EAN National Alamo (MAG waived), Pasco Chamber of Commerce. A-1 Hospitality MAG waiver agreement is in process, and Avis-Budget MAG waiver and rent deferral agreement is in process.

#### **CALENDAR OF EVENTS**

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Commissioners and staff discussed the calendar of events.

#### **ADJOURNMENT**

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The meeting adjourned at 12:08 p.m.

Port of Pasco Commission:

  
Jim Klindworth, President

Vicki Gordon, Vice-President

  
Jean Ryckman, Secretary