

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held remotely with Public Access
October 22, 2020 | 10:30 a.m.

CALL TO ORDER

Commissioner Klindworth called the meeting to order at 10:31 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 Jean Ryckman, Commissioner Vicki Gordon, 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 Staff Assistant & Human Resources Lori French.

Guests: Scott Musser, Wendy Culverwell, Stephen McFadden

APPROVAL OF AGENDA

Commissioner Gordon moved and Commissioner Ryckman 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

- a) Regular Meeting Minutes of October 8, 2020.
- b) Special Meeting Minutes of October 9, 2020.
- c) Vouchers and Warrants #94857-94935 & Direct Deposit #20719-20756 in the amount of \$729,323.62.

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

Public Hearings and Resolutions

Public Hearing: 2021 Budget Hearing- Commissioner Klindworth opened the Public Hearing for the 2021 Budget at 10:45. No members of the public offered comment, and Commissioner Klindworth closed the Public Hearing at 10:45.

Ms. Watts presented; Resolution 1543 finds substantial need to increase the 2021 tax levy to the maximum limit factor of 101%. The implicit price deflator for 2020 was .60152% which requires Commission to adopt a resolution of substantial need to increase the Port’s levy up to the 1% maximum as allowed by statute or to bank the capacity for future use.

Commissioner Gordon moved and Commissioner Ryckman seconded to adopt resolution 1543 a resolution of the Port Commission of the Port of Pasco finding substantial need for the use of a limit factor of 101%. Motion passed unanimously.

Ms. Watts presented; Resolution 1542 adopts the 2021 budget and approves the limit factor for the Port of Pasco's regular property tax levy for collection in 2021, and noted that no changes have been made since the 2021 Preliminary Budget was approved on October 8, 2020.

Commissioner Ryckman moved and Commissioner Gordon seconded to adopt resolution 1542 a resolution of the Commission of the Port of Pasco adopting the Port of Pasco's budget for calendar year 2021 and approving the limit factor for the Port of Pasco's regular property tax levy for collection in calendar year 2021. Motion passed unanimously.

Commissioner Klindworth expressed thanks to Ms. Watts, her staff, and everyone involved in getting the budget completed.

Items for Action/Consideration

EDA Road and Stormwater Project Bid Award- Mr. Hayden presented, the re-bid for the Big Pasco Industrial Center Road and Stormwater project took place on October 15, 2020. Based on the irregularities on the first bid, the Commission chose to reject all bids and re-bid the project. The Port received five new bids with Premier Contractor, Inc as the lowest bidder. There were no protests on the bids, and staff recommended to award the contract to Premier Excavation, Inc contingent upon EDA approval.

Commissioner Gordon moved and Commissioner Ryckman seconded to award the contract for the Big Pasco Industrial Road and Stormwater project to Premier Excavation, Inc for the amount of \$5,723,645.22 including all additive alternates with the stipulation that the EDA approves the Contract after their review.

Surplus of Airport Winter Equipment – Mr. Taft presented, the airport owns a 1982 Mack plow/dump truck. It is no longer used at the airport and staff would like to surplus the vehicle in order to make room for the new equipment that will be arriving in the next couple of months. Scott Musser estimated it is worth approximately \$25,000, and the Big Pasco Port Maintenance intends to purchase it once it is surplus.

Commissioner Ryckman moved and Commissioner Gordon seconded to surplus the 1982 Mack from the airport inventory. Motion passed unanimously.

Connell Oil Lease- Ms. Reyna presented, the Connell Oil Lease contains language that deviates slightly from the standard lease, and staff would like the approval of the Port Commission. The lease is for 1.4 acres, for a term of 5 years and has a lease value of \$61,993.00 for the entirety of the agreement.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the lease with Connell Oil as presented and to authorize the Executive Director to execute the lease.

Items for Discussion

Osprey Pointe- Mr. Hayden provided a review of the Osprey Pointe Design Charette and shared the subsequent presentation containing updates from the feedback given at the Charrette for consideration and discussion.

The Commissioners are in support of the Port doing what it can to help the project move forward.

Airport Rules and Regulations- Mr. Taft presented, staff has been working with attorney Dan Reimer to establish new airport rules and regulations and minimum standards. The current airport rules and regulations were created in 1980 and are outdated and in need of an upgrade. Rules and regulations are designed to promote the safe, secure, and orderly use of the airport. Minimum standards are implemented as a means to minimize the potential for violations of Federal obligations, which mostly pertain to how businesses can operate and are treated at the airport.

Dan Reimer is also working with staff to establish a leasing policy/procedure for the handling of long-term leases at the Tri-Cities Airport.

The plan is to complete the rules and regulations along with the leasing policy prior to moving into the minimum standards. Staff is reviewing the rules and regulations along with Dan Hultgrenn and would like to receive feedback from Commission prior to meeting with the general aviation community. Once we meet with the general aviation community, we will address any changes we feel are justified and come back to Commission for acceptance and approval.

Director Reports:

1. Executive Director
 - a. Mr. Hayden received a call from Mr. Steve West regarding a number of potential business opportunities with the Port/Airport. He may attend a Commission Meeting at a later date in order to speak with the Commissioners
 - b. Mr. Hayden provided three WPPA position drafts to the Commissioners on potential state carbon legislative actions for review. Feedback the WPPA Carbon Policy workgroup has received includes the suggestion that any revenues raised from carbon fees be dedicated to state transportation needs, to add an exemption or carve out for carbon intensive industries such as Agriculture and Forestry, and to pursue a single carbon policy as opposed to the implementation of more than one. There will be at least one more meeting for this group before it is distributed to the membership.
2. Airport Director
 - a. TSA checkpoint numbers have seen a slight uptick since the last Commission Meeting.
3. Finance Director
 - a. Ms. Watts thanked the Commissioners for their time and effort in reviewing the budget.

- b. Port staff is continuing to work on the Capital Budget.
 - c. Ms. Watts will be working on Insurance Applications and an Insurance Broker Request for Qualifications later this year.
 - d. Based on the EDA project bids, staff will work on a budget revision for the Road and Stormwater Project.
- 4. Properties Director
 - a. Ms. Reyna presented the Properties Activity Report.
 - b. IEDS is interested in leasing additional bays.
 - c. Tri-Cities Delivery lease is pending.
 - d. There is a lot of shifting and growing of the Port and Airport tenants.
- 5. Human Resources
 - a. Ms. French provided an update on the Port's response to COVID-19.

Commissioners Reports:

Commissioner Ryckman noted that her presidency of the WPPA ends at the end of the year. She requested permission to spend Port funds on departing gifts for WPPA staff and executive members as is the tradition for the outgoing president.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve up to \$50 per person on promotional hosting for departing gifts for the WPPA staff and executive committee members as the WPPA is an entity that contributes to the direct growth of the Port of Pasco's trade and industrial development, and such promotional hosting gifts are allowed under the BARS manual Section 3.10.7 and are in compliance with RCW 53.36.140 and Port policy 1362 on promotional hosting. Motion passed unanimously.

Commissioner Gordon noted that the Benton Franklin Council of Governments and Columbia Basin Development League have been meeting and commented that the Columbia Basin Development League Annual Meeting takes place on November 5th.

Commissioner Gordon noted that Stephen McFadden is stepping down from the Columbia Basin Development League to focus on his new position with the Port.

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

1. WPPA 2021 Dues- The WPPA budget will be considered for approval by their Board of Trustees during their December 4, 2020 Meeting
2. Christensen Inc. Lease-Staff has executed a long-term lease with Christensen Inc. for approximately 4.88 acres of land at the Container Terminal and a month to month rail license agreement for 1,588 linear feet of rail. The terms of this lease have previously been approved by the Port Commissioners and the rail license agreement is standard. At this time, we are providing an update that the lease and rail agreement have been finalized. The combined lease and rail license value for the 20 years is approximately \$1.6 million.

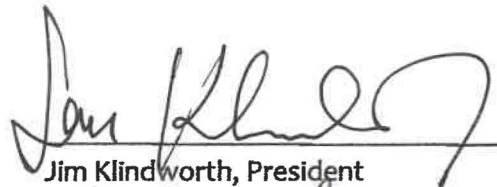
CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

ADJOURNMENT

The meeting adjourned at 12:07 p.m.

Port of Pasco Commission:

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Jim Klindworth, President

A handwritten signature in blue ink, appearing to read "Vicki Gordon", written over a horizontal line.

Vicki Gordon, Vice-President

A handwritten signature in blue ink, appearing to read "Jean Ryckman", written over a horizontal line.

Jean Ryckman, Secretary