

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held remotely and partially in person with Public Access
1110 Osprey Pointe Blvd.
Pasco, WA
September 9, 2021 | 10:30 a.m.

CALL TO ORDER

Commissioner Klindworth called the meeting to order at 10:31 a.m., the meeting was attended in person and remotely via Zoom with Public Access through call in to 1-301-715-8592, meeting ID 6676918983, and in person, with standards and guidelines set forth by the Governor’s Office.

Present: Commissioner Jim Klindworth, Commissioner Jean Ryckman, Commissioner Vicki Gordon, Executive Director Randy Hayden, Port Attorney Dan Hultgrenn, Airport Director Buck Taft, Director of Finance Donna Watts, Director of Properties Mayra Reyna, Director of Economic Development and Marketing Stephen McFadden, Deputy Airport Director Don Faley, and Executive Staff Assistant & Human Resources Lori French.

Guests: Jamie Carlock of Conover/HUB Insurance, Bill Barlow of the Ben Franklin Transit, and Franklin County Commissioner Clint Didier.

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. Motion passed unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of August 23, 2021.
- b) Vouchers and Warrants #96385-96441 and Direct Deposits #21504-21542 for the corrected total amount of \$421,330.37. Vouchers and Warrants #96442-96582 in the amount of \$1,449,690.98

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the consent agenda as presented with a correction to the August 23 Meeting Minutes as to the date of a meeting referenced in Commissioner Gordon’s report. Motion passed unanimously.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1558-Comprehensive Scheme of Harbor Improvements and Public Hearing- Mr. Hayden provided a review of the proposed changes of the CHSI (Comprehensive Scheme of Harbor Improvements). At 10:35, Commissioner Klindworth opened the Public Hearing for public comment. At 10:38, Commissioner closed the Public Hearing after no public comment was made.

The Commissioners noted that they appreciate the quality of the CHSI Presentation.

Commissioner Ryckman moved and Commissioner Gordon seconded to adopt Resolution 1558 amending the Port Comprehensive Scheme of Harbor Improvements. Motion passed unanimously.

Resolution 1559- Medical Reimbursement- Ms. French reviewed the changes to the annual Medical Reimbursement Resolution. Staff added two points of clarification to the Resolution from previous years; the exclusion of office visit costs from the reimbursable amount, and the employee's minimum out of pocket expenses for prescription drugs.

Commissioner Ryckman moved and Commissioner Gordon seconded to adopt Resolution 1559, reauthorizing the Port of Pasco Medical Reimbursement Plan for calendar year January 1, 2022, to December 31, 2022, and authorize Verde Services to administer this plan for the Port of Pasco. Motion passed unanimously.

ITEMS FOR ACTION

Medical Insurance Renewal- Ms. Carlock from Conover/HUB Insurance provided a presentation on the medical Insurance renewal, Ms. Watts discussed the renewal's impact on the CPI and potential salary increases. Mr. Hayden provided a further review of the salary impact for the Commissioners.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the 2021-2022 renewal of VSP Vision Insurance at the premium rate increase of 4.02%, UNUM Long-Term Disability Insurance at the premium rate increase of 4%, and to approve the renewal of medical insurance through Washington State Farm Bureau and Premera's Heritage PLUS Plan with the monthly premium rate increase of 8.23%. Motion passed unanimously.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the renewal of Delta Dental of Washington Dental Insurance, Lifemap Life Insurance, and UNUM Short-Term Disability Insurance with no rate increase for the 2021-2022 year. Motion passed unanimously.

PIC395 Purchase Offer- Mr. Hayden presented, there has been an offer for the purchase of the newly acquired PIC395 property. The company that has offered to purchase it has no plans for the land at this time. Commissioner Ryckman noted that she is not sure that this type of offer meets with the Port's Comprehensive Plan. Commission and Staff discussed the potential restrictions on the sale, and that purchase/sale price would be discussed in Executive Session.

Additional Services Authorization for JUB Reimann Industrial Center Master Plan- Mr. McFadden presented a request for approval of a second Authorization for Additional Services for \$17,000 to cover the cost to redesign the Reimann Industrial Center's lot concept for the remaining 150 acres of the industrial park. The cost includes identifying a new lot layout, locations of future roads, rail, water, and wastewater utilities. These services will support the arrival of Darigold and will increase the total cost of the Master Plan to \$233,500.

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the Additional Services Agreement with JUB Engineers for \$17,000 and to authorize the Executive Director to execute the agreement. Motion passed unanimously.

ITEMS FOR DISCUSSION

July Financials- Ms. Watts discussed the July Financials.

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

Director Reports:

1. Port Attorney
 - a. Mr. Hultgrenn provided an update on Easterday and noted that the company that purchased the bulk of their property may take on the lease with the Port. Legal counsel will continue to monitor for developments.
2. Airport Director
 - a. Mr. Taft will be attending the Allegiant Conference in Las Vegas September 29-30.
 - b. August passenger numbers have begun to dip, which is a trend nationwide.
 - c. A new Facilities Manager has been selected. Staff is working on finalizing the selection.
 - d. The Tenant Appreciation BBQ at the Airport has been cancelled as there is no suitable location, where COVID precautions can be reasonably met. Tenants have been notified.
3. Airport Deputy Director
 - a. Mr. Faley is participating in Argent Road Project meetings; Phase 1 will begin in October.
 - b. Chep Gauntt has begun construction on his second building.
4. Finance Department
 - a. Ms. Watts noted that the Audit is close to completion.
5. Economic Development and Marketing Director
 - a. Mr. McFadden reviewed the EDM report.
6. Properties Director
 - a. Ms. Reyna provided an update on Road & Stormwater Project and the effects on the tenants.
 - b. Properties staff is continuing negotiations with two potential clients for warehouse space.

Commissioner Reports:

Commissioner Klindworth discussed the Port of Kennewick per diem pay structure.

Commissioner Gordon commented that the Benton-Franklin Council of Governments is continuing to work on updating their fee structure.

RECESS

At 11:45 a.m. the meeting was recessed for lunch until 1 p.m., during which the Port's Tenant BBQ took place.

The meeting resumed at 1:15 p.m.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

EXECUTIVE SESSION

At 1:22 p.m., Commissioner Klindworth announced that Commission would go into executive session for 15 minutes, until 1:37 p.m., to consider the minimum price at which real estate will be offered for lease, and to discuss with legal counsel potential litigation to which the agency is likely to become a party. At 1:37 p.m., executive session was extended for 10 minutes, until 1:47 p.m. At 1:47 p.m., executive session was extended for 2 minutes, until 1:49 p.m. At 1:49 p.m., the regular session was reconvened.

PIC395 Purchase Offer- Commissioners discussed the offer for PIC395 property and indicated there was no interest in pursuing the offer at this time.

ADJOURNMENT

The meeting was adjourned at 1:49 p.m.

Port of Pasco Commission:



Jim Klindworth, President

Vicki Gordon, Vice-President



Jean Ryckman, Secretary