

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
*Held remotely and in person with Public Access*  
*Port of Pasco 1110 Osprey Pointe Blvd., Ste. 201, Pasco, WA*  
*January 13, 2022 | 10:30 a.m.*

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**CALL TO ORDER**

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Commissioner Gordon called the meeting to order at 10:30 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 Vicki Gordon, Commissioner Jean Ryckman, Commissioner Jim Klindworth, Executive Director Randy Hayden, Port Attorney Dan Hultgrenn, Airport Director Buck Taft, Finance Director 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:** Franklin County Commissioner Clint Didier, Jack Kelly, Cory McCoy of the Tri-Cities Herald, Wendy Culverwell of Journal of Business, Ben Hoppe of JUB Engineering, and Cathleen Koch.

**Election of Officers** – Commissioner Klindworth moved and Commissioner Ryckman seconded to elect Commissioner Gordon as President, Commissioner Ryckman as Vice-President, and Commissioner Klindworth as Secretary. Motion passed unanimously.

**APPROVAL OF AGENDA**

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Commissioner Klindworth 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**

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- a) Regular Meeting Minutes of November 19, 2021-Corrected
- b) Regular Meeting Minutes of December 16, 2021
- c) Vouchers and Warrants #97110-97114 and Direct Deposits #21821-21858 for the total amount of \$217,435.34 and Vouchers and Warrants #97115-97187 and Direct Deposits # 21859-21899 for the total amount of \$1,600,158.76

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

**PUBLIC HEARINGS AND RESOLUTIONS**

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**Resolution 1571 - Appointing Directors of the Economic Development Corporation-** Commissioner Klindworth moved and Commissioner Ryckman seconded to approve Resolution 1571, appointing Vicki Gordon, Jean Ryckman, and Jim Klindworth as members of the Board of Directors for the Port of Pasco Economic Development Corporation. Motion passed unanimously.

**Resolution 1572- Sale of Property No Longer Needed-** Ms. Watts reviewed that RCW 53.08.090 requires that a resolution be passed in order to sell and convey Port District property of \$10,000 or less in value. The 2021 disposition list was provided for Commission review.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve Resolution 1572, sale of property no longer needed. Motion passed unanimously.

#### **ITEMS FOR ACTION/CONSIDERATION**

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**Economic Development Corporation Meeting-** At 10:34, Commissioner Gordon recessed the regular meeting and at 10:35 called the Economic Development Corporation (EDC) meeting to order.

At 10:42, the EDC meeting was adjourned, and the Regular Commission Meeting was resumed.

**2022 Committee Assignments-** The 2022 Committee Assignments were reviewed by the Port Commission. Commissioner Gordon noted that she would be the primary representative for the Downtown Pasco Development Association for 2022.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the 2022 Committee Assignment. Motion passed unanimously.

**Paid Family and Medical Leave-Personnel Policy 750-** Ms. French presented an overview of the Paid Family and Medical leave (PFML) Policy, the Commissioners and staff discussed the policy and the state plan.

Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Port Personnel Policy 750-Paid Family and Medical Leave. Motion passed unanimously.

**Aromatics Lease Renewal-** Ms. Reyna presented a lease renewal request from Aromatics for Warehouse 6, Bay 4. The tenant requested to incorporate some of the language changes in their previous lease and current lease in Warehouse 5, Bay 1. These changes have been approved in prior leases by the Port Commissioners and legal counsel.

Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to execute a lease with Aromatics, Inc. for Warehouse 6, Bay 4, as provided. The Executive Director shall be authorized to make minor changes to the lease, with approval by the Port attorney, as may be needed to finalize the agreement.

**Marketing Agreement Extension-** Mr. McFadden presented, Port and Airport staff are working to issue a new RFP for General Marketing and Website Services, with the intent to complete the RFP process, including selection and contracting by April 30, 2022. An extension to the existing Agreement for Personal Services with Amplifi through April 30, 2022, would allow continuity of marketing services until that process is completed. The existing elements of the contract would remain intact until that time.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the First Amendment to Agreement for Personal Services with Amplifi, extending the agreement through April 30, 2022. Motion passed unanimously.

## **ITEMS FOR DISCUSSION**

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**November Financials-** Ms. Watts presented the November Financials.

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

**Colville Tribes Cooperation Agreement-** Mr. Hayden presented the Colville Tribes' Cooperation Agreement for Commission Discussion. Commissioners and staff discussed the Agreement's contents and how to move forward. Mr. Hayden will follow up with the Tribe for further clarification and with other local agencies to consider a joint agreement.

### **Director Reports:**

1. Executive Director
  - a. Northwest River Partners has launched a social media campaign on the value of the Columbia/Snake River dams and the Port is participating in the campaign.
  - b. Mr. Hayden noted that the study that Gov. Inslee and Sen. Murray called for regarding how to mitigate the impacts of removing the Lower Snake River Dams is underway.
  - c. Mr. Hayden noted that he and Mr. Taft met with an Energy Northwest representative to discuss a possible solar project at the end of runway 3-0. Commissioners expressed their support of looking into the project.
  - d. The Reimann Industrial Center land sale to Darigold is in the closing process and is likely to be concluded tomorrow, once the original documents have been received and they can be recorded with the County. The property was annexed into the City of Pasco earlier this month.
2. Airport Director
  - a. Mr. Taft provided a review of the Airport Activity Report.
  - b. Numerous flights have been cancelled due to weather, shortage of pilots, and COVID. While the numbers are increasing there has so far been no COVID impact on TCA operations.
3. Airport Deputy Director
  - a. Mr. Faley noted that the Commissioners will see an increase in money spent on de-icing chemicals at the Airport due to the storms.
  - b. Mr. Faley reviewed the potential 5G impact on airports during weather. The Tri-Cities Airport will likely be a diversion airport for several surrounding destinations.
4. Finance Department
  - a. Ms. Watts commented that the Accounting Department is working on the next payroll and getting ready for GASB 87.
5. Economic Development and Marketing Director
  - a. Mr. McFadden provided an overview of the Economic Development and Marketing Report.

- b. Mr. McFadden noted that the Port is participating in Northwest River Partner's social media campaign by sharing the posts and tagging Gov. Inslee and Sen. Murray.
  - c. On January 27<sup>th</sup>, the day of the Port's next Commission Meeting, Laura Ives, the Economic Development Representative from the Economic Development Administration (EDA) will be on site to visit the Port Commission and the soon to be completed EDA road project.
  - d. Project Kane is still considering PIC395 for their US site but are still unable to visit due to COVID concerns. Staff is working with them to provide information for their consideration.
  - e. The LOI with Old Dominion has been signed for a portion of PIC395, and there is interest in the remaining portion by a snack food maker.
  - f. The CERB committed private partner project is moving forward, and staff will present before CERB with the partner on January 20th.
  - g. Mr. McFadden provided recommendations on future land acquisitions in response to Commissioner Gordon's request.
6. Properties Director
- a. Ms. Reyna provided an overview of the Building Occupancy Summary, and the Port ended the year at 94% occupancy.

#### **Commissioner Reports:**

Commissioner Gordon noted that the Benton Franklin Counsel of Governments will be meeting over Zoom with members of Sen. Murray's team to receive questions on the Bi-Partisan Funding Act. Also noting that she attended the Elected Officials Reception and that it was well attended. Commissioner Gordon commented that the PNWA is in the process of hiring in light of the recent resignations of the Executive Director and other staff.

#### **CALENDAR OF EVENTS**

Commissioners and staff discussed the calendar of events.

#### **RECESS**

At 12:10 p.m., Commissioner Gordon recessed the meeting for lunch for 20 minutes. At 12:30 p.m., the meeting resumed.

#### **EXECUTIVE SESSION**

At 12:30 p.m., Commissioner Gordon announced that Commission would go into executive session for 10 minutes, until 12:40 p.m., to discuss potential litigation to which the agency is likely to become a party. At 12:40 p.m. the regular session was reconvened.

#### **ADJOURNMENT**

The meeting was adjourned at 12:42 p.m.

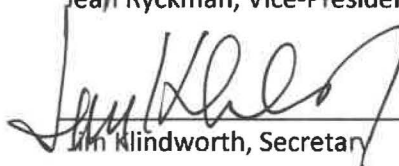
Port of Pasco Commission:



Vicki Gordon, President



Jean Ryckman, Vice-President



Jim Klindworth, Secretary