

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 99301
April 28, 2022 | 10:30 a.m.

CALL TO ORDER

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 Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Finance Director Donna Watts, Director of Properties Mayra Reyna, Director of Economic Development and Marketing Stephen McFadden, and Executive Staff Assistant & Human Resources Lori French.

Guests: Ben Hoppe of JUB Engineering, Commissioner Clint Didier of Franklin County, Karl Dye of TRIDEC.

APPROVAL OF AGENDA

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the agenda, with the addition of Item 8.D. Letter of Intent for Consolidated Electrical Distributors, Inc., 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 April 14, 2022
- b) Vouchers and Warrants #97702-97811 and Direct Deposits #22183-22220 for the total amount of \$651,962.41

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

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1577- Redistricting of the Port of Pasco- Ms. French presented, Port of Pasco received no public feedback or comments during the April 14th, 2022, Public Hearing to consider the redistricting of the Port of Pasco, nor did it receive comment at any point in the publication process. Based on this, staff recommended completing the redistricting process.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve resolution 1577 adopting the new Commission District boundary lines as outlined in Option 1, having provided for public comment during the Public Hearing for Redistricting held on April 14th, 2022, and directing staff to provide the final districting plan to the County Auditor within 30 days of adoption. Motion passed unanimously.

The Commission thanked staff for their hard work on the redistricting plan.

ITEMS FOR ACTION/CONSIDERATION

Annual TRIDEC Renewal- Mr. Dye, President of TRIDEC, was in attendance to provide an overview of the work TRIDEC performs on behalf of its members, the Tri-Cities, and in partnership with the Port of Pasco. Mr. McFadden presented the request for the annual Economic Development Agreement to be renewed in the amount of \$35,000, which is a \$5,000 increase from previous years.

Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to execute the 2022/2023 Economic Development Agreement with TRIDEC for \$35,000. Motion passed unanimously.

BPIC Road 24 Paving Improvements Contract Award- Mr. McFadden presented, the Port received bids for the Big Pasco Industrial Center Road 24 Pavement Improvements project. Four bids were received, with the lowest, responsible, and responsive bidder as Ellison Earthworks LLC, of Richland, WA with a bid of \$257,545.04, including sales tax.

Commissioner Klindworth moved and Commissioner Ryckman seconded to award the Big Pasco Industrial Center Road 24 Pavement Improvements project to Ellison Earthworks, LLC as the lowest, responsible, responsive bidder, for the total contract price in the amount of \$257,545.04, including sales tax, for the base bid without alternates. Motion passed unanimously.

Temporary Construction Agreement for Northwest Pipeline LLC- Mr. Hayden presented, Northwest Pipeline, LLC will be replacing sections of the 20" natural gas Spokane Line with thicker pipe, to remain in compliance with the US Department of Transportation regulations. This pipeline runs through areas of Port owned land near the Reimann Industrial center and the airport. While there is already an easement in place for the pipeline itself, Northwest Pipeline has requested a temporary construction easement for use during the replacement project. The Port will be paid \$1,215.25 for the June 20, 2022-September 30, 2022, period.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the Temporary Access and Construction Workspace Agreement between Northwest Pipeline LLC and the Port, and authorize the Executive Director to execute the agreement. Motion passed unanimously.

Letter of Intent for Consolidated Electrical Distributor, Inc- Ms. Reyna presented, the Port has received a Letter of Intent from Consolidated Electrical Distributor, Inc., for Warehouse 2 Bay 2. The Letter of Intent was provided for Commission review and discussion and included the review of lease terms, tenant improvements, the security deposit and requested broker's fee. Staff requested to discuss minimum lease price in executive session.

Upon the return to open session from executive session the following action was taken:

Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to execute a lease with Consolidated Electrical Distributors, Inc., for Warehouse 2 Bay 2 with a tenant improvement allowance up to \$1 per square foot, one month of free rent, consenting to limited storage of Energy Storage Units, 2 month's security deposit if a personal guarantee is signed, and a

broker fee up to 2%. Executive Director shall also be authorized to make minor changes to the lease, with approval by the Port Attorney, as maybe needed to finalize the agreement. Motion passed unanimously.

ITEMS FOR DISCUSSION

Commission Per Diem- Mr. Hayden request a Commission discussion on the appropriate use of the Commissioner's per diem compensation. Commission and staff discussed the use of per diem and travel reimbursements, and staff will put together a memo to be distributed annually, providing the guidelines given by the Commissioners for use of der diem. The following clarification was provided by the Commissioners:

- Mileage may be claimed for reimbursement to and from Port business/meetings, in and out of town.
- Telephone calls, zooms, etc., may constitute a meeting if scheduled or when for an extended amount of time, however, most calls i.e., unscheduled and of a shorter nature are under normal non-per diem pay.
- Commissioners may claim per diem for any Port related meeting or event, where the Commissioner is there on behalf of the Port or representing the Port, however, if there is more than one event during a single day, per-diem can only be claimed once.
- Travel costs must be approved by the Commission for a Commissioner if the association or Commissioner are not on the Association Assignment List.
- Travel days before and after an event may be reimbursed if the timeframe is reasonable.

Director Reports:

1. Executive Director

- a. Mr. Hayden noted, following the Commission Meeting, he will be meeting with Port attorney and Colville Tribes representatives regarding the cooperation agreement that has been in discussion, to figure out "next steps".
- b. The City of Pasco will likely be creating a TIF area for the Broadmoor development infrastructure.
- c. Mr. Hayden attended the Tri-Cities Regional Chamber's Four Corners Legislative Luncheon. He noted that very good questions and responses were provided and that the meeting was well attended and informative.

2. Airport Director

- a. Mr. Taft noted, Jack Penning completes an analysis of the Airport's air service every quarter, this quarter's Tri-Cities Airport comments are as follows:
 - Highest fourth quarter load factor in the PNW at 88%
 - Passengers were down 16% from 2019
 - Seattle and DFW were the biggest growth markets
 - TCA was at or near the top in all financial metrics for airlines.
- b. Mr. Taft noted the following changes in flight schedules; Allegiant to SAN returns on May 27th, AHA to Reno returns to a Monday, Wednesday and Friday schedule.
- c. Mr. Taft provided the Airline Activities Report for March 2022.

3. Airport Deputy Director
 - a. Mr. Faley noted that the Business Park Improvements Project has reached 30%, and staff has sent comments back on the design.
 - b. Mr. Faley noted that he is performing cost comparisons for the Taxiway G and Road Improvements Projects.
4. Human Resources
 - a. Ms. French provided an overview on DRS changes for Elected Officials retirement enrollment.
5. Finance Director
 - a. Ms. Watts noted, the annual report is near completion.
6. Director of Economic Development and Marketing
 - a. Mr. McFadden noted, Darigold is considering two cold storage companies for adding a cold storage facility to the Darigold property at the Reimann Industrial Center.
 - b. Staff and the new creative partner, Field Group, completed the transition meeting with Amplifi. The Field Group has already issued Task Orders to begin work for the Port and Airport, and the meeting seemed to go well.
 - c. Mr. McFadden provided an overview of workforce concerns and their impacts on economic development.
 - d. Mr. McFadden and Mr. Taft are exploring aerospace opportunities for the Tri-Cities Airport.
7. Director of Properties
 - a. Ms. Reyna noted that a potential tenant requested to have a lease executed before providing security deposit and first month's rent. Commissioners stated they would like to continue with the current procedure of having all documentation complete before executing leases as indicated in the Delegation of Authority Resolution.

Commissioner Reports:

Commissioner Ryckman commented on the WPPA Executive Committee's recent meetings to improve member engagement and satisfaction and Mr. Hayden participated in a meeting of Executive Directors, to provide feedback. James Thompson has just resigned from his position as WPPA Executive Director. The organization will begin the process of recruiting for a replacement.

Commissioner Klindworth noted that he enjoyed the Tri-Cities Regional Chamber Four Corners luncheon, and that he had a nice opportunity to visit with Karl Dye.

Commissioner Gordon noted that Michelle Holt with the Benton Franklin Council of Governments coordinated a meeting to facilitate the Cable Bridge lighting efforts. The effort has now been turned over to Visit Tri Cities' River Shore Enhancement Council (TREC).

RECESS

At 11:38 a.m. Commissioner Gordon recessed the for 7 minutes. The meeting was resumed at 11:45 a.m.

ITEMS FOR INFORMATION/NO DISCUSSION

1st Quarter Credit Card Report- The first quarter credit card report was provided for Commission Review.

Pacific Northwest Aviation Museum Lease of Building 142- The Pacific Northwest Aviation Museum and Historical Association has leased a storage room in the northeastern corner of Hangar Building 142, located at 3906 Stearman Avenue, as of April 1, 2022. This lease is valued at \$1,814.40 for one year. The Executive Director has signed the lease amendment in accordance with the Commission's Delegation of Authority policy.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

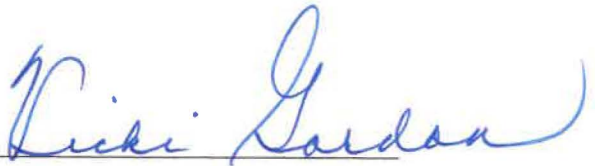
EXECUTIVE SESSION

At 12:48 p.m., Commissioner Gordon announced that Commission would go into executive session for 12 minutes, until 1:00 p.m., to consider the minimum price for lease, and to discuss potential litigation for the Port and Airport. At 1:00 p.m., the Executive Session was extended for 5 minutes, until 1:05. At 1:05 p.m. the regular meeting was resumed.

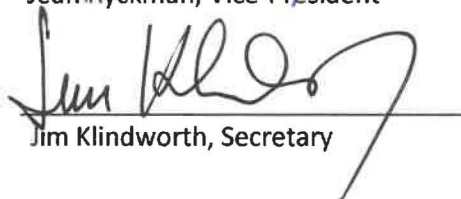
ADJOURNMENT

The meeting was adjourned at 1:07 p.m.

Port of Pasco Commission:


Vicki Gordon, President


Jean Ryckman, Vice-President


Jim Klindworth, Secretary