

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
May 12, 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, Bill Barlow of the Ben Franklin Transit.

APPROVAL OF AGENDA

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve the agenda, with the addition of Item 8.B. Landlord Agreement for Washington Grit and 8.C. KIS Lease Amendment Request, 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 18, 2022.
- b) Vouchers and Warrants #97812- #97883 and Direct Deposits #22221-22262 for the total amount of \$677,800.69.

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

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1578- Electronic Signature Resolution and Accompanying Electronic Signature Policy- Ms. French presented, Port staff has proposed the adoption of Resolution 1578- Electronic Signature Resolution and the implementation of the accompanying Electronic Signature policy, in order to allow the use of electronic signatures to conduct Port business. The Resolution and Policy comply with the Uniform Electronic Transactions Act, or UETA, as provided in RCW 1.80.

Commissioner Klindworth moved and Commissioner Ryckman seconded to adopt Resolution 1578- A Resolution Authorizing the Use and Acceptance of Electronic Signatures and to approve the accompanying Electronic Signature Policy, which outlines the proper use of electronic signatures according to Resolution 1578. Motion passed unanimously.

ITEMS FOR ACTION/CONSIDERATION

Colville Tribes Cooperation Agreement- Mr. Hayden presented, he and Ms. Ellerd met with representatives of the Colville Tribes to discuss the Cooperation Agreement. Two sections were added to provide additional clarification in the Agreement as to the desire of the Port and the Tribes for the Tribes to fairly compensate the local community for the taxes they will not pay should the land be converted from fee to trust. The Attorneys, staff and Tribe representative agreed to add section 5.0- Impact Mitigation and section 6.0 Follow-up Agreement, and staff believes the overall document is a good working agreement.

Staff and Commissioners discussed the agreement.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the attached cooperation agreement between the Port of Pasco and the Confederated Tribes of the Colville Reservation. Commissioner Klindworth abstained from the vote, and the motion passed.

Landlord Agreement for Washington Grit- Ms. Reyna presented, staff received a request from Washington Grit, to sign a Landlord Consent, in order for the tenant (Washington Grit) to receive financing from Columbia State Bank. Port staff and the Port attorney have reviewed the consent and provided feedback and changes.

Staff and Commission discussed the Landlord Consent.

Commissioner Klindworth moved and Commissioner Ryckman to authorize the Executive Director to sign the Landlord Consent for Washington Grit, LLC and to make minor changes with approval by the Port attorney, as may be needed to finalize the agreement. Motion passed unanimously.

KIS International Lease Amendment Request- Ms. Reyna presented, staff received a request for a lease amendment from KIS International. KIS is looking to downsize their lease of W1B3 and W1B4, due to a downturn in business. They have been a long-term tenant and requested an immediate change in their lease. They issued payment for the past due April balance, and staff recommended reducing their lease space as of the 16th of May, dependent on the receipt of the past due balance.

Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to sign a lease amendment reducing the leased space for KIS International in Warehouse 1 Bay 3, pending the receipt of April rent.

ITEMS FOR DISCUSSION

December 2021 Financial Report- Ms. Watts presented the December 2021 Financial Report for discussion.

2021 Annual Report- Ms. Watts presented the 2021 Annual Report for discussion. Overall the Port and Airport had a strong year.

2022 Cash Available Reconciliation- Ms. Watts presented the 2022 Cash Available Reconciliation for discussion. Although there is additional cash available for capital projects than was projected during the

capital budget discussion in November, Ms. Watts does not recommend adding any additional capital projects.

March 2022 Financial Report- Ms. Watts presented the March 2022 Financial Report for discussion.

The Commissioners thanked Ms. Watts and staff for all of their hard work.

Tenant Delinquent List- Ms. Watts presented the Tenant Delinquent List for discussion.

Director Reports:

1. Executive Director
 - a. Mr. Hayden noted, Michael Novakovich, Visit Tri-Cities President and CEO, is resigning his position at the end of June.
 - b. Mr. Hayden will be participating in a shoreline reconveyance working group meeting in Pendleton with TRIDEC on the 24th of June. At 1pm there will be a tour of the Tamastslikt Cultural Institute and a Treaty Rights discussion. Elected officials and staff from all of the jurisdictions are invited to participate in the tour and treaty rights discussion starting at 1pm.
2. Airport Director
 - a. Mr. Taft noted, he and Jack Penning met with Alaska Airlines representatives to discuss future flight possibilities.
 - b. Mr. Taft and Mr. Penning will be guests on Coffee with Karl on May 20th.
3. Airport Deputy Director
 - a. Mr. Faley attended the WAMA conference in Winthrop earlier this week. He noted that it was a good conference with good information.
 - b. The Airport has received a letter back from the FAA accepting the Mead & Hunt fees for work performed for Taxiway G pavement improvement.
4. Human Resources
 - a. Ms. French noted that the A/V upgrade for the board room is currently scheduled for mid-July.
 - b. Ms. French provided a recap of the OPMA (Open Public Meetings Act) updates for March and June.
 - c. Ms. French requested Commission feedback on updating Commission devices.
5. Director of Economic Development and Marketing
 - a. Mr. McFadden provided a review of the EDM report for the Commission.
 - b. Mr. McFadden noted he has reached out to CBC regarding workforce training for Darigold and is now working with local economic developers in an effort to develop a closer relationship between economic development in the Tri-Cities and local education/training resources.

Commissioner Reports:

Commissioner Ryckman noted that the WPPA Spring Conference last week was a success and ended well with the trustees meeting.

Commissioner Gordon noted that Mr. Hayden gave an excellent presentation on the state of the Port of Pasco for the Pasco Chamber meeting, commenting that “he made us proud”.

RECESS

At 12:01 p.m. Commissioner Gordon recessed the meeting for lunch for 19 minutes, until 12:20. The meeting was resumed at 12:20 p.m.

ITEMS FOR INFORMATION/NO DISCUSSION

Propak Logistics, Inc W5B3 Lease Renewal- Propak Logistics wanted to secure their lease renewal for Warehouse 5 Bay 3 to align with their other leases that will end on December 31, 2023. The lease value is \$173,404.80 per 18-months. The Executive Director has signed the lease in accord with Commission policy delegating authority as there were no lease deviations.

Miramac Metals 1699 E. Ainsworth Lease Renewal- February 1, 2015, is when Miramac started leasing building T-208A from the Port of Pasco, and in 2017 they added .2295 acres of land to their lease. They had an option to extend their lease for 1 more year, however, they reached out to the Port to receive permission to add their siding to the buildings and wanted to secure another 3-year lease with an option to lease for an additional year. The lease value is \$55,782.00 for 3-years. The Executive Director has signed the lease in accord with Commission policy delegating authority as there were no lease deviations.

Miramac Metals 1799 E. Ainsworth Lease Renewal- Miramac Metals grew into Building T-208 in August 2017. In January 2022 they reached out to the Port to receive permission to re-side the buildings and wanted to secure a 3-year lease with an option to lease for an additional year. The lease value is \$65,917.80 for 3-years. The Executive Director has signed the lease in accord with Commission policy delegating authority as there were no lease deviations.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

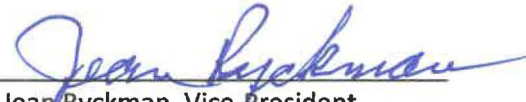
ADJOURNMENT

The meeting was adjourned at 12:55 p.m.

Port of Pasco Commission:



Vicki Gordon, President



Jean Ryckman, Vice President



Jim Klindworth, Secretary