

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, Washington, 99301
August 23, 2023 | 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.

Present: Commissioner Vicki Gordon, Commissioner Jean Ryckman, Commissioner Jim Klindworth, Port Executive Director Randy Hayden, Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Director of Properties Mayra Reyna, Senior Accountant Diana Newman, and Human Resources and Executive Staff Assistant Lori French.

Excused: Director of Economic Development and Marketing Stephen McFadden and Finance Director Donna Watts.

Guests: Wendy Culverwell of the Tri-Cities Herald, Bill Barlow of Ben-Franklin Transit, Cody Desautel and Billy Gunn of the Colville Confederated Tribes, Russ Chrisman of McKay Sposito, Veronica Sumaeel.

APPROVAL OF AGENDA

Commissioner Ryckman moved, and Commissioner Klindworth seconded to approve the agenda. Motion passed unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of August 9, 2023.
- b) Vouchers and Warrants #100620-100712, and Direct Deposits #23622-23663 in the amount of \$1,549,316.98 for the General Fund.

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

PUBLIC CITIZEN COMMENT

No public citizen comment was provided.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1612- A Resolution Between the Port of Pasco and the Washington State Community Economic Revitalization Board- Mr. Hayden presented, staff have prepared Resolution 1612 to ratify the updated funding amount that was executed between the Port and Community Economic Revitalization Board (CERB) in January of 2023. The initial amount of the grant/loan from CERB for the Tri-Cities Airport Business Center (TCABC) as accepted in February 2022 and authorized by Resolution 1573, was \$2.9 million, it was increased to \$5 million, due to the project's increased costs.

Commissioner Ryckman moved and Commissioner Klindworth seconded to approve Resolution 1612- A Resolution Between the Port of Pasco and the Washington State Community Economic Revitalization

Board, ratifying the increased CERB grant/loan for the TCABC Road and Taxiway Project. Motion passed unanimously.

ITEMS FOR ACTION

JUB Reimann Contract Amendment- Mr. Hayden presented, during the installation of the sanitary sewer line at the Reimann Industrial Center by Darigold, the work of the Port's contractor to prepare the road for repaving had to be disturbed. Darigold agreed to return the road surface and adjacent drainage ditch to the same condition the Port's contractor left it in.

Onsite construction observation by JUB's resident project representative was included in the scope of work between the Port and JUB, and per the agreement, JUB observed the Darigold work to ensure that the road surface was returned to the proper condition. Staff is requesting approval for an Authorization for Contract Amendment and the creation of Task 210 - Construction Administration – Darigold Sewer: Time and Materials for a fee not to exceed \$49,660, to cover the costs incurred by this oversight, and may seek potential reimbursement from Darigold.

Commissioner Klindworth moved and Commissioner Ryckman seconded to authorize the Executive Director to execute the Authorization for Contract Amendment and the creation of Task 210- construction Administration- Darigold Sewer: Time and Materials for a fee not to exceed \$49,660. Motion passed unanimously.

Airport Business Park Landside Improvement Project Change Order #1- Mr. Faley presented, the final grading of the Rickenbacker Road extension was completed, which left the grading of the Business Park Lots short on necessary fill. The berms on two sides of Lots 29 & 30 (The Landing) were not initially included in the project due to the belief this work would cause the project to go over budget. Staff requested a quote from the contractor to use the berms around lots 29 & 30 to continue with grading of the Business Park Lots. The contractor provided a quote for \$31,563.58, including Washington State Sales Tax.

Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to sign Change Order #1, in the amount of \$31, 563.58, including Washington State Sales Tax, for the Airport Business Park Landside and Airside Improvement Project. Motion passed unanimously.

ITEMS FOR DISCUSSION

Colville Tribes' Project Update- Mr. Desautel and Mr. Gunn were in attendance to provide an update on the Pasco development project. Mr. Desautel provided a presentation and discussed the steps that are in progress. Commission, staff, and public discussed the project with Mr. Desautel and Mr. Gunn.

Director Reports:

1. Executive Director
 - a. Mr. Hayden noted that he participated in a meeting and tour with TRIDEC which included LT. Colonel KingSlack of the Army Corps. The group was able to visit and discuss the Wharf, shoreline reconveyance, and Big Pasco developments.

- b. WPPA had their first meeting on legislative priorities for the upcoming session. Mr. Hayden noted there are several aviation related issues.
 - c. Mr. Hayden discussed the Zen-Noh Hay fire, the BIPC guard that was on duty was one of the first to notice and report the fire. Big Pasco maintenance workers responded quickly as did Pasco Firefighters.
 - d. Mr. Hayden will be attending the Center for Sustainable Infrastructure (CSI) trip to Denmark which takes place the second week of September. The tour will focus on industrial symbiosis in the agricultural sector. He will not be at the September 13th Commission Meeting due to the conflict.
- 2. Airport Director
 - a. Mr. Taft noted that peak travel season is coming to a close.
 - b. Phase 2 of the Airport Landscaping project is beginning next week.
- 3. Senior Accountant
 - a. Ms. Newman noted the audit has begun and the entrance conference will take place soon.
- 4. Properties Director
 - a. Ms. Reyna noted the Properties Activity Report has been provided for Commission review.
 - b. The Colima trip agenda is the finalization process.
 - c. Staff is working with IEDS on insurance requirements for their lease changes.
 - d. The Hispanic Chamber Gala will be on October 13th.

Commissioner Reports:

Commissioner Klindworth discussed the North Franklin Historical Museum projects in Connell.

Commissioner Gordon noted that she will still be on the Board for the Columbia Basin Development League. Commissioner Klindworth requested a presentation by the CBDL on their projects.

EXECUTED ITEMS/NO DISCUSSION

HHR Shuttle Service, LLC- HHR Shuttle Service, LLC entered into a license agreement to operate shuttle service between the airport and Yakima, WA. HHR will provide two daily trips between the Tri-Cities Airport and the Yakima mall. The license agreement is effective August 14, 2023, service is planned to begin in September. The value of the agreement is \$960.48 for one year, and the Executive Director executed the lease in accordance with the Commission's Delegation of Authority Policy.

Task Order for Airport Farm Development- The Executive Director executed Task Order #5 with JUB Engineers for an amount of \$13,000 under his delegation of authority. The work is to perform a simple feasibility analysis and cost estimate to convert two undeveloped parcels of ground at or near the Tri-Cities Airport into pivot-irrigated farm circles. Having the ground converted to farm circles may provide the Port additional options for acquiring or swapping other land for industrial development purposes.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

EXECUTIVE SESSION

At 11:30, Commissioner Gordon announced that the Commission would go into Executive Session until 11:40 to discuss minimum lease price and potential litigation that the agency is a party to. At 11:40, the regular meeting resumed.

ADJOURNMENT

The meeting was adjourned at 11:42 a.m.

Port of Pasco Commission:


Vicki Gordon, President


Jean Ryckman, Vice-President


Jim Klindworth, Secretary