

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
October 23, 2024 | 9:00 a.m.

CALL TO ORDER

Commissioner Ryckman called the meeting to order at 9:00 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 Jean Ryckman, Commissioner Jim Klindworth, Commissioner Vicki Gordon, Executive Director Randy Hayden, Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Finance Director Donna Watts, Director of Economic Development and Marketing Stephen McFadden, Director of Properties Mayra Reyna, Office Administrator Shannon Kruiswyk, and Human Resources Director and Executive Assistant Lori French.

Guests: Kevin Sliger from Ben Franklin Transit, Russ Christman of MacKay Sposito, Colin Hastings of The Pasco Chamber of Commerce, Wendy Culverwell of the Tri-City Herald, Carolyn Lake.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of October 9, 2024.
- b) Joint Meeting Minutes of October 9, 2024
- c) Vouchers and Warrants #103085-103165, and Direct Deposits #24794-24834 in the amount of \$859,887.38 for the General Fund.

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

PUBLIC CITIZEN COMMENT

No Public Citizens provided comment.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1637- 2025 Medical Reimbursement Plan – Ms. French presented, the Resolution 1637- 2025 Medical Reimbursement Plan, which reauthorizes the Port of Pasco Medical Reimbursement Plan for calendar year January 1, 2025, to December 31, 2025, with Verde Services as the plan administrator. Ms. Watts and staff discussed the Reimbursement Account balance and future considerations regarding balance limits with the Commissioners.

Commissioner Gordon moved and Commissioner Klindworth seconded to adopt Resolution 1637- 2025 Medical Reimbursement Plan. Motion passed unanimously.

ITEMS FOR ACTION

Employee Medical Benefits- Ms. French presented, the 2025 Employee Benefits and Medical Insurance renewal rates for medical, dental, vision, life, and long-term disability from Association of Washington Cities (AWC) Employee Benefits Trust and EAP insurance plans for the January 1, 2025-December 31, 2025, period. Staff met with Port employees to solicit general feedback on the plans and the impact on 2025 wages. Port employees were in support of renewing the previous year's plan offerings.

Commissioner Klindworth moved and Commissioner Gordon seconded to approve the January 1, 2025-December 31, 2025, renewal of AWC Employee Benefits Trust medical, dental, vision, life, and long-term disability, and EAP insurance plans as presented, for the upcoming coverage year. Motion passed unanimously.

2025 Budget- Ms. Watts presented, during the October 9th Commission Meeting the 2025 Preliminary Budget was provided on Page 2 of the 2025 Budget workbook and was discussed by the Commission and staff. Staff is now requesting formal approval of the Preliminary Budget so proper notice of the public hearing and adoption of the Final Budget at the first November Commission Meeting can be published.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve the 2025 Preliminary Budget as presented on Page 2 of the 2025 Budget workbook presented to Commission on October 9th. Motion passed unanimously.

Contribution to PNWA Environmental Legal Action- Mr. Hayden presented, Pacific Northwest Waterways Association (PNWA) is seeking help from members to address the legal challenges of the recent NOAA Fisheries rulemaking. The rulemaking modifies the environmental baseline such that an existing structure is no longer included as part of the baseline condition when seeking a consultation for a maintenance permit. Staff is requesting approval to contribute \$2,000 to PNWA to support a legal challenge of the NOAA Fisheries rulemaking.

Commissioner Klindworth moved and Commissioner Gordon seconded to approve a contribution of \$2,000 to PNWA to support legal challenges to NOAA Fisheries environmental baseline rulemaking. Motion passed unanimously.

ITEMS FOR DISCUSSION

September Financials- Ms. Watts Presented the September financials for discussion.

Tenant Delinquent List- Ms. Watts presented the tenant delinquent list for discussion.

After discussion, the commission directed staff to write off the outstanding balance of Express Jet expense since the account is uncollectible due to the company filing for bankruptcy. Commissioner Gordon Moved and Commissioner Klindworth seconded the motion to write off the uncollectible Express Jet balance of \$23,062.16 and to apply any deposit on hand to their account first.

Staff also informed Commission that the bankruptcy proceedings for Sullins AirJet are concluded so the Port will be using a portion of their deposit to pay off their past due charges and remitting the balance to WA State as an unclaimed deposit.

Executive Recruitment Firm- Per Commission direction, Mr. Hayden presented proposals from executive recruitment firms to assist in the hiring of a new Executive Director. Three of the firms that have worked with Ports and other government entities in Washington State provided proposals; Karras Consulting, Prothman, and Shey Harding. After discussion, the Commission directed Mr. Hayden to negotiate a contract with Prothman.

Connell/Lamb Weston Closure- Mr. Hayden provided an overview of the Lamb Weston plant closure in Connell. Mr. Hayden, Mr. McFadden, and Commissioner Klindworth met with a number of Connell and Franklin County agency leaders and stakeholders to discuss the impacts of the closure on plant employees and the City of Connell. The group discussed how to provide and access assistance for the community, including potentially accessing CERB grant funds for an impact study, transportation opportunities with BFT in order to access other jobs, and possibilities for the Lamb Weston building and property. The Commission and staff discussed the Port's involvement going forward.

85th Anniversary Tenant Appreciation Reception Update- Ms. French provided an update to the Commission on the plans for the 85th Anniversary Tenant Reception. The Port will host a dinner to recognize long term tenants for their business partnerships with the Port of Pasco. The dinner will be held on November 12th.

Ben Franklin Presentation - Mr. Sliger, Ben Franklin Transit Chief Planning and Development Officer, was in attendance to provide a presentation on the State of the Transit. Mr. Sliger, staff and the Commission discussed Ben Franklin Transit services in the greater Tri-Cities and Franklin County areas.

Director Reports:

1. Executive Director
 - a. Mr. Hayden discussed the Amazon and Energy Northwest partnership for SMR (Small Modular Reactor) development.
 - b. Mr. Hayden provided an update on how the Benton, Franklin, and Walla Walla Counties Good Roads and Transportation Association are lobbying for regional transportation projects. They have added the City of Pasco Road 76 overpass to the project priorities list.
 - c. Mr. Hayden informed the Commission that Senator Cantwell will be visiting and touring the Tri-Cities Airport on Friday October 25, 2025, Commissioner Ryckman agreed to represent the Port [Note: Comm. Ryckman was unable to attend so Comm. Gordon participated in the tour].

Commissioner Reports:

Commissioner Klindworth provided a letter of resignation to Commissioner Ryckman and Commissioner Gordon. Commissioner Ryckman read the letter to meeting attendees, which provided a retirement date of December 31, 2024.

Ms. Ellerd provided an overview of the appointment process for replacing Commissioner Klindworth when he retires from his Commission seat. Commissioners may solicit and interview candidates prior to the seat becoming vacant on Jan. 1, 2025, but cannot nominate one or more candidates or post notice of vacancy and the name of the candidate(s) until after the seat is vacant.

ITEMS FOR INFORMATION

3rd Quarter Credit Card Report- The 3rd Quarter Credit Card Report was provided for Commission review.

Credit Card Lot Expansion Project Change Order #4- Through Delegation of Authority, the Executive Director signed Change Order #4 for the Credit Card Expansion Project. This change order was in the amount of \$1,782.83 including Washington State Sales Tax. This change order is related to changing out the storm drain manhole covers, in the area that was once the overflow section of the credit card lot, from solid manhole covers to a drain manhole cover and to cover the concrete quantity on the new exit lane island that was missed in the bid schedule. The previous contract amount for this project was \$1,487,594.34. The revised contract total, with this change order, is \$1,489,377.17, including Washington State Sales Tax.

Two Rivers Terminal, LLC- This is a new lease for Two Rivers Terminal Warehouse 2 Bay 3 that will be used as storage for Two Rivers, as well as storage of 1- ton bags of sand for Bechtel. The initial lease term is for 3 years and a lease value of \$406,296.00 for the initial lease term. The Executive Director has signed the lease in accordance with the Delegation of Authority.

Inter Avionics Inc- This is a new lease with Inter Avionics which began operating out of a space located in the Bergstrom hangar in 2002. The previous lease expired and has been held over into month-to-month status. As a result, Inter Avionics signed a new term lease, effective November 1, 2024. The initial lease term is 3-year with a lease value of \$41,932.80 for the term of the lease. The Executive Director has signed the lease in accordance with the Delegation of Authority.

CALENDAR OF EVENTS

Commission and staff discussed the calendar of events.

RECESS

At 10:17 Commissioner Ryckman announced that the meeting would take a 5-minute recess, until 10:22. At 10:22, the meeting was resumed.

EXECUTIVE SESSION

At 11:21 Commissioner Ryckman announced that the meeting would go into Executive Session for 10 minutes to consider minimum sale price and minimum lease price on real estate, and to discuss strategy for collective bargaining. At 11:31, the Regular Meeting resumed.

ADJOURNMENT

At 11:31 the meeting was adjourned.

Port of Pasco Commission:



Jean Ryckman, President



Jim Klindworth, Vice-President



Vicki Gordon, Secretary