

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
February 26, 2025 | 9:30 a.m.

CALL TO ORDER

Commissioner Ryckman called the meeting to order at 9:30 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 Jean Ryckman, Commissioner Vicki Gordon, Commissioner Hans J. Engelke, Executive Director Randy Hayden, Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Director of Economic Development and Marketing Stephen McFadden, Finance Director Donna Watts, Director of Properties Mayra Reyna, Project Manager Jaime Vera, and Human Resources Director and Executive Assistant Lori French.

Guests: Adam Lincoln, Brian Boyovich, Wendy Culverwell of the Tri-Cities Herald, Ben Hoppe of JUB Engineering, Colin Hastings of the Pasco Chamber of Commerce, and Russ Chrisman of MacKay Sposito.

The Commissioners recognized the retirement of Facilities Engineer Tracy Friesz, and noted his many excellent years of service to the Port, including his reputation for managing products in an on-time and under budget manner.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of February 12, 2025
- b) Vouchers and Warrants #103724-103823 and Direct Deposits #25119-25156 in the amount of \$2,208,977.43 for the General Fund. Vouchers and Warrants #7505-7506 in the amount of \$1,451.76 for the Advance Travel Fund.

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

PUBLIC CITIZEN COMMENT

No Public Citizens provided comment.

ITEMS FOR ACTION

City of Pasco Water Rights Lease – Mr. Hayden presented, the City of Pasco has requested to lease the water rights that were purchased in 2019 by the Port and are banked with the Department of Ecology Trust Water Rights Program. These water rights would be used at the Pasco Water Reuse Facility, and the lease includes a 5-year term with another 5-year option (if approved by both parties), a lease value

of \$38,292/year, and the City would manage the water rights applications with the Department of Ecology. The Port does not anticipate needing this water within the next 5 years.

Commissioner Gordon moved and Commissioner Engelke moved to approve the Water Rights Lease Agreement with the City of Pasco. Motion passed unanimously.

Reimann North LOI First Amendment – Mr. McFadden presented, on November 13th, the Port Commissioners authorized a short-term LOI (Letter of Intent) with a client who is interested in developing a project at the Reimann Industrial Center. This agreement expired on February 18th, and Mr. Hayden executed an amendment to the Agreement, extending it to March 21st. Staff is seeking ratification of this extension, and expect to return to the March 21st Commission Meeting with a Purchase and Sale Agreement with Cold Summit Development for Lot #3.

Commissioner Engelke moved and Commissioner Gordon seconded to approve the First Amendment extension of the original Letter of Intent to March 21, 2025. Motion passed unanimously.

Policy 810- Drugs and Alcohol Policy Update – Ms. French presented, staff is proposing an update to Personnel Policy 810- Drugs and Alcohol Policy, which has been updated to reflect the changes in RCW 49.44.240 and clarifying language has been added and moved from the accompanying procedure into the policy where it is a better fit.

Commissioner Engelke moved and Commissioner Gordon seconded to approve the updated version of Personnel Policy 810- Drugs and Alcohol Policy, as presented. Motion passed unanimously.

ITEMS FOR DISCUSSION

January 2025 Financial Report- Ms. Watts presented the January 2025 Financial Report for discussion.

Tenant Delinquent List- Ms. Watts presented the Tenant Delinquent List. Staff and Commission discussed the list and reviewed Port practices regarding the list, and Ms. Watts noted that staff would like to discuss an item on the list in Executive Session under minimum lease price.

District Based Voting Presentation- Mr. Hayden and Ms. Ellerd presented information regarding the Port Commission potentially moving to District Based Voting in the General Election, according to the Washington Voting Rights Act. The Commission discussed the change and would like to consider it further in the future, but due to the many changes in the Port administration this year, do not feel that this is the best time currently for the Port. The Commissioners noted their dedication to representing all three of the districts' needs and best interest in their administration of Port business.

Sonilex Tour at Big Pasco – After the conclusion of the meeting, staff and Commission were invited to participate in a tour of Sonilex, members of the public were welcome to attend.

Director Reports:

1. Executive Director

- a. Mr. Hayden discussed the \$150K grant for the Ag Symbiosis study. The Port will be looking into hiring consultants to assess ag symbiosis potential in our area.
 - b. Mr. Hayden noted that planning for the M-84 Conference regarding Marine Highway 84 is underway. The conference will be held in Kalama, WA this year.
 - c. Mr. Hayden informed the Commission that Franklin County was considering transferring \$250K from the .09 Fund budget to support work at the HAPO Center. This was not brought before the .09 Committee for consideration, and Mr. Hayden sent the Franklin County Commissioner and County Administrator an email requesting the advisory committee's involvement in the process.
 - d. There will be an Ag Innovation Center tour in California on April 3-4, Mr. Lincoln will attend on behalf of the Port and a Port Commissioner is welcome to accompany the group if there is interest.
2. Airport Director
 - a. Mr. Taft provided an overview of the January Digital Marketing Report and a brief update on January Airline statistics.
 3. Deputy Airport Director
 - a. Mr. Faley noted that the RWY 12-30 shift work has begun, the runway is now closed, and construction will begin next week. Ticket counter bids and terminal expansion bids will move forward in March.
 4. Human Resources Director
 - a. Ms. French noted that staff has been informed by DRS that Port Commissioners are not eligible for DRS (Department of Retirement Systems) participation. This is a change from the information that DRS has previously provided.
 5. Finance Director
 - a. Ms. Watts discussed progress with the new fixed asset software, the chart of accounts, and the annual report.
 6. Director of Economic Development & Marketing
 - a. Mr. McFadden discussed the Economic Development Report.
 7. Director of Properties
 - a. Ms. Reyna discussed the Property Activities Report.

ITEMS FOR INFORMATION

Barnhart Crane & Rigging- Barnhardt Crane & Rigging is bringing in 4 large pieces of equipment and transferring it to a double trailer semi to be transported North to Spokane. The lease term is for 1 month and the lease value is \$341.91/mo. plus any tariff charges that will occur. The Executive Director has signed the lease, per the Commission's Delegation of Authority Policy.

Pure View Window Washing- Pure View is in need of a small space to store their equipment trailer and supplies. The lease term is month to month, and the lease value is \$8,400 per year. The Executive Director has signed the lease in accordance with the Commission's Delegation of Authority Policy.

Handcock Sandblast & Paint- Handcock Sandblast & Paint has signed a new lease for building T-131 and T-323. The term of this lease is for 3 years with an option to renew for 1 year, and the lease values is \$354,286.66 for the term of the lease. The Executive Director has signed the lease in accordance with the Commission's Delegation of Authority Policy.

EXECUTIVE SESSION

At 10:52, Commissioner Ryckman called for an Executive Session for 5 minutes, until 10:57, to consider the minimum price at which real estate will be offered lease and to discuss with legal counsel potential litigation to which the agency may become party. At 10:57, the regular meeting was resumed.

ADJOURNMENT

At 10:58 am, the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President


Hans J. Engelke, Vice-President


Vicki Gordon, Secretary