

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
January 27, 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, 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.

Excused: Deputy Airport Director Don Faley.

Guests: Jack Kelly, Cory McCoy of the Tri-Cities Herald, Ben Hoppe of JUB Engineering, and Wendy Sturtevant of Century 21.

APPROVAL OF AGENDA

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the agenda 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 January 13, 2022
- b) Vouchers and Warrants #97188-97298 and Direct Deposits #21900-21941 for the total amount of \$1,310,148.82

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

ITEMS FOR ACTION/CONSIDERATION

Economic Development Opportunity Fund Transfer- Ms. Watts provided a review of the Port's practice to put the net proceeds of land sales into the Economic Development Opportunity Fund (EDOF) account. The Port Commission approved the sale of 150 acres of the Reimann Industrial Center to Darigold on July 1, 2021. The Sale was completed on January 12th and recorded on January 14th, 2022. The net proceeds of the sale were \$3,276,685.46.

Commissioner Klindworth moved and Commissioner Ryckman seconded to approve the transfer of \$3,276,685.46 from the general fund to the Economic Development Opportunity Fund. Motion passed unanimously.

PIC 395 Purchase and Sale Agreement- Mr. McFadden presented the purchase and sale agreement between the Port of Pasco and Old Dominion Freight Line, Inc. for 17.69 acres at PIC 395. The price per acre is \$150,000, with a total purchase price of \$2,653,500 for the 17.69 acres. The PSA establishes a 120-day due diligence.

Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to execute a purchase and sale agreement with Old Dominion Freight Line, Inc. The Executive Director shall also be authorized to make minor changes in the agreement, with approval by the Port attorney, as may be needed to finalize the agreement. Motion passed unanimously.

The Commissioners and staff discussed future interest in land purchases with the sale and development of the RIC and PIC 395.

Personnel Policy Updates for Policy 310 and 420- Ms. French presented, Port staff is continuing to review and update Port Personnel Policies. Policy 310 and 420 both have minor changes in their language to clarify/update the policies, as provided for Commission consideration.

Commissioner Klindworth moved and Commissioner Ryckman seconded to accept the proposed changes to Port Personnel Policy 310- Employee Benefits Policy and Policy 420- Compensation Non-Union, Non-Exempt. Motion passed unanimously.

Lease Renewal for Chemical Waste Management- Ms. Reyna presented a lease renewal request from Chemical Waste Management of the Northwest, Inc. The lease renewal is for property that the company has been leasing for the past 6 years, and includes the previously approved standard lease deviations, as well as a CPI increase on the land. The lease term is for one year, with a one-year option to renew, and the value is \$49,050.60 for the term of the lease.

Commissioner Ryckman moved and Commissioner Klindworth seconded to authorize the Executive Director to execute a 1-year term lease with Chemical Waste Management of the Northwest, Inc. for 1.25 acres of land and the non-exclusive use of 890 feet of rail, incorporating changes as presented. Motion passed unanimously.

ITEMS FOR DISCUSSION

Darigold Update- Mr. McFadden provided an update on the sale of 150 acres of the Reimann Industrial Center to Darigold and the Port's upcoming tasks.

CERB and Committed Private Partner Update- Mr. McFadden provide an update of the Community Economic Revitalization Board (CERB) funding through a loan and grant for the total amount of \$2,974,995 through the Committed Private Partner Program. The Port's partnership for the funding and Tri-Cities Airport Business Park project is Solgen Power.

Director Reports:

1. Executive Director

- a. Mr. Hayden discussed a bill proposed by Senator Klicker regarding renewable energy projects. The Port signed into support the bill and offered written comments based on the Port Resolution passed by Commission last year.
 - b. Mr. Hayden commended Ms. Watts for writing an article on the Tri-Cities Airport that was published in the Airport Magazine.
2. Airport Director
- a. Mr. Taft has signed the annual agreement with USDA for the Wildlife Service Agreement for \$15,398. The agreement included annual training and wildlife control.
 - b. At the February 10th Commission meeting there will be a \$62,598.90 Reimbursable Agreement with the FAA to relocate power cables for some equipment related to the TWY G project.
 - c. Staff is working on a change order for the design contract for TWY G. The plan is to relocate the PAC (Primary Airport Control) now instead of during the construction process. Moving the PAC sooner will make it much easier than waiting until construction is taking place.
 - d. Staff is still waiting to receive guidance on Infrastructure Bill Funding.
 - e. The FAA is in a month-to-month continuing resolution. In order for the Airport's project to be funded, a three-month resolution is needed. Congress is working on this issue now, and the projections are for the FAA to be funded in the next couple of months.
 - f. Mr. Taft noted, the Airport currently has an airfield blower that is inadequate for the amount of snowfall that this area has been receiving. Pullman will be auctioning off an old snow blower that is no longer big enough for them, and staff would like to try and purchase this piece of equipment if it can be attained at a reasonable price. Staff anticipates the cost of the blower to be within the authority of the Airport Director or the Executive Director.
3. Human Resources
- a. Ms. French noted that staff is in the beginning stages of the redistricting process.
4. Finance Department
- a. Ms. Watts noted that she has passed the AAAE certified member exam and will begin the AAE certification process.
 - b. Accounting staff is working on the December financials and will bring the statements to Commission later this year, once the process is complete.

The Commissioners offered Ms. Watts congratulations on being published in Airport Magazine.

5. Properties Director
- a. Ms. Reyna provided the Properties Activity Report for the Commission.

Commissioner Reports:

Commissioner Ryckman noted that she attended the WPPA Executive Meeting and Port Day (virtually) in Olympia, as well as participated in the PUD Rate Setting Committee. The PUD does not plan a rate increase at this time and are having discussions on power capacities and planning.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

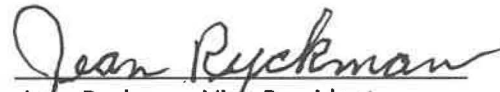
ADJOURNMENT

The meeting was adjourned at 11:26 a.m.

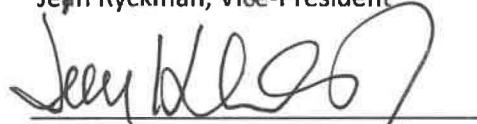
Port of Pasco Commission:



Vicki Gordon, President



Jean Ryckman, Vice-President



Jim Klindworth, Secretary