

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
August 28, 2024 | 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 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: James Sexton of JMS Construction, Russ Chrisman of MacKay Sposito, Wendy Culverwell of the Tri-Cities Herald, Ben Hoppe of JUB, and Zahra Roach.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of August 14, 2024.
- b) Vouchers and Warrants #102705-102802, and Direct Deposits #24620-24664 in the amount of \$755,138.63 for the General Fund.

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

PUBLIC CITIZEN COMMENT

No public citizens provided comment.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1633- Changing the Location of the First September Commission Meeting- Annually, the Commission holds one regularly scheduled Commission Meeting in Connell.

Commissioner Klindworth moved and Commissioner Gordon seconded to adopt Resolution 1633- Changing the Location of the First September Commission Meeting, on September 11th, 2024 at 10:30 am at the North Franklin Visitor Center, located at 661 S. Columbia Ave., Connell, WA. Motion passed unanimously.

Resolution 1634- Changing the Location of the Second September Commission Meeting- The second regularly scheduled Commission Meeting for September will be held at the Tri-Cities Airport to coincide with the Airport's Tenant Appreciation BBQ.

Commissioner Gordon moved and Commissioner Klindworth seconded to adopt Resolution 1634- Changing the Location of the Second September Commission Meeting, to September 25th, 2024, at 10:30 am at the Tri-Cities Airport, located at 3601 N. 20th Ave., Pasco, WA. Motion passed unanimously.

ITEMS FOR ACTION

WSP (Golder) 2024 Wharf Cleanup Budget- Mr. Hayden presented, WSP USA Inc (formerly Golder Associates) has submitted a budget request of \$24,671, to provide project management and groundwater monitoring for the 2024 Marine Terminal cleanup project. The Port's costs, after factoring in the 37% partner share with Crowley Maritime, will be \$9,128. There are \$418,122 remaining in the Marine Terminal Reserve Account. The breakdown of funding for the 2024 budget is as follows:

Port of Pasco:	\$9,128
Ecology Grant:	\$0
<u>Crowley Maritime:</u>	<u>\$15,543</u>
Total 2024 Budget:	\$24,671

Commissioner Klindworth moved and Commissioner Gordon seconded to authorize the Executive Director to sign the attached agreement with WSP USA Inc. for \$24,671 for the Marine Terminal Cleanup budget. Motion passed unanimously.

BPIC WH2B1 and WH1B1 Canopies Project Award- Ms. Reyna presented, bids were received on August 15th for the BPIC Canopies Warehouse Project for Warehouse 2 Bay 1 and Warehouse 1 Bay 1. Four bids were received, and the low bidder was Vincent Brothers LLP, of Pasco, WA with a bid of \$256,214.48, including sales tax for Base bid WH2B1 and Alternate #1 WH1B. All required bidding forms for Vincent Brothers LLP were fully completed and included with the Bid, including the Bid Bond. The bidder's responsibility criteria has been verified and the company is not disqualified from bidding on public works contracts.

Commissioner Gordon moved and Commissioner Klindworth seconded to award the contract to Vincent Brothers LLP for the base bid and Alternate #1, as they appear to have submitted the lowest, responsible, responsive Bid in accordance with the Contract Documents. For the Total Contract Price, including sales tax, of \$256,214.48. Motion passed unanimously.

CBC Foundation Promotional Sponsorship- Mr. McFadden presented, the CBC foundation has invited the Port to be a promotional marketing sponsor of the Columbia Basin College Foundation Power of Connection banquet. The event promotes CBC's programs and raises funds for scholarships. CBC and the Port have been connecting more frequently regarding specialized workplace training that supports job development for the industries that the Port is helping to bring and grow in the area. The sponsorship cost is \$1,500.

Commissioner Klindworth moved and Commissioner Gordon seconded to approve the promotional marketing expense of \$1,500 for the Columbia Basin College Foundation's Power of Connection event. Motion passed unanimously.

710- FMLA Policy and 750- PFML Policy- Ms. French presented, staff has updated Port Personnel Policy 710- Family and Medical Leave Act (FMLA) to comply with the Federal- Family and Medical Leave Act. The language in the policy did not match the Federal Act, and staff feels as though the policy should not contain exceptions to the Act. Ms. French also presented changes to the Port Personnel Policy 750- Paid Family and Medical Leave which include the addition of insurance coverage for up to 12 weeks for employees who elect to use and qualify for the State's Paid Family and Medical Leave program. The Commissioners and Ms. French discussed the Acts, and the Port's history of providing robust benefits for Port employees.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve the updates to Personnel Policy 710- Family and Medical Leave Act (FMLA) and Personnel Policy 750- Paid Family and Medical Leave (PFML). Motion passed unanimously.

330- Tuition Assistance Program Policy- Ms. French presented, staff has made changes to the Port's Personnel Policy 330- Tuition Reimbursement Program, for Commission consideration. The proposed changes would allow the Port to pre-pay for employee's school tuition, should they meet the requirements of the program and if the Port directs the employee to obtain a degree for their position. Employees who obtain pre-payment tuition assistance would be subject to the existing pass requirements and repayment terms.

Commissioner Klindworth moved and Commissioner Gordon seconded to approve the update to Personnel Policy 330- Tuition Reimbursement Program. Motion passed unanimously.

East GA Earthworks Change Order- Mr. Faley presented, during an internal review by Mead & Hunt for the design of the taxilanes for the north and south development areas, of the East GA Apron Project, they identified a slope issue with the taxilanes. Since these areas will be between hangars, they need to be flatter to prevent stormwater from running into the hangars and to provide a level pad for future hangar development. This would require additional excavation of material in both AIP and non-AIP eligible areas. The total for this change order is \$247,536.51, including Washington State Sales Tax. The original contract for this project was \$5,984,611.37. The revised contract total, with this change order, will be \$6,232,147.88. The Port share of the change order would be \$44,306.65 or 18%. The costs are AIP eligible.

Commissioner Gordon moved and Commissioner Klindworth seconded to authorize the Executive Director to sign Change Order #1 for the East GA Apron Project for \$247,536.51, including sales tax, revising the contract total to \$6,232,147.88. Motion passed unanimously.

ITEMS FOR DISCUSSION

Osprey Pointe Development Update- Mr. Sexton was in attendance to provide an update on the Osprey Pointe development. He discussed issues with the sewage line, the approval of the traffic plan, and the re-zoning plan. The Commissioners requested that a member of the City's staff attend a future meeting to discuss the concerns with the development. Mr. Hayden directed Mr. Sexton to follow the guidelines in the Master Development Agreement to request an extension of the building timelines.

July Financials- Ms. Watts presented the July Financial Report for discussion.

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

Executive Director Job Position- Mr. Hayden presented an updated draft -version of the Executive Director job position description, additionally, Mr. Hayden provided comparable job descriptions from other entities for Commission review. Mr. Hayden also discussed the Strategic Plan update that the Port will be undertaking in upcoming months. The Commission requested that the item be on the next meeting's agenda for further discussion.

Director Reports:

1. Executive Director
 - a. Mr. Hayden noted that he had an excellent time on his vacation that took place over the last Commission Meeting.
 - b. Mr. Hayden discussed the request for the joint Port of Pasco and Port of Kennewick Commission Meeting. Proposed topics include Tribal relations, joint boat usage for economic development, Cable Bridge area development, and HAEIF support.
2. Airport Director
 - a. Mr. Taft discussed the Airport Activities Report.
3. Airport Deputy Director
 - a. Mr. Faley discussed the waterline that was discovered on Airport property during the development of the Airport Credit Card Lot expansion.
 - b. Work on the East GA project will begin next week.
4. Human Resource Director
 - a. Ms. French noted that staff would like to discuss Collective Bargaining during Executive Session.
5. Finance Director
 - a. Ms. Watts noted that staff is working on developing the 2025 budget.
6. Director of Economic Development and Marketing
 - a. Mr. McFadden discussed the Reimann Rail developments.
7. Director of Properties
 - a. Ms. Reyna presented the Property Activities Report.
 - b. Ms. Reyna noted, staff would like to discuss minimum lease price in Executive Session.

Commissioner Reports:

Commissioner Gordon discussed the upcoming Columbia Basin Development League.

The Commissioners noted they would like to include conversations about redistricting at large in the strategic plan meetings.

ITEMS FOR INFORMATION

Percival T-hangar Lease- Wilhelm Percival entered into a month-to-month T-hangar lease agreement for Building 1-76 #14, effective September 1, 2024. The lease value is \$3,025.08 for one year. The Airport Director has executed the lease, per the Commission’s Delegation of Authority Policy.

CALENDAR OF EVENTS

Commission and Staff discussed the Calendar of Events.

RECESS

At 10:48, Commissioner Ryckman recessed the meeting until 10:55.

EXECUTIVE SESSION

At 11:24, Commissioner Ryckman announced that the meeting would go into Executive Session for 10 minutes, to discuss potential litigation to which the agency may be a party and to discuss minimum lease price.


At 11:34 the regular meeting was resumed.


ADJOURNMENT

At 11:35 am the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President


Jim Klindworth, Vice-President


Vicki Gordon, Secretary

