

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 8, 2025 | 10:30 a.m.

CALL TO ORDER

Commissioner Ryckman 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 Jean Ryckman, 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 Properties Mayra Reyna, Director of Economic Development and Marketing Stephen McFadden, and Human Resources Director and Executive Assistant Lori French.

Guests: Ben Hoppe of JUB, Colin Hastings of the Pasco Chamber of Commerce, Ty Beaver of the Journal of Business, Cole Crapps of Field Group, Russ Christman of Mackay Sposito, Svea Truax, Michelle Holt and Zach Rataki of Benton- Franklin Council of Governments, Brandon Christensen and Marci Ballard of Christensen, Steve Arenson, Hans Engelke of District 3, and Jim Arenson of District 3.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of December 9, 2024
- b) Special Meeting Minutes of December 20, 2024
- c) Vouchers and Warrants #103398-103521 and Direct Deposits #24964-25000 in the amount of \$1,659,337.83 for the General Fund. Vouchers and Warrants #103522-103555 and Direct Deposits #25001-25042 in the amount of \$304,787.24 for the General Fund.

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

PUBLIC CITIZEN COMMENT

No members of the public provided comment.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1644- Sale of Property No Longer Needed- Ms. Watts presented, annually the Port is required to pass a resolution authorizing the managing official of the Port to sell and convey Port property of \$22,000 dollars or less in value. Ms. Watts presented the list of property no longer needed for 2024 and Resolution 1644 for the year 2025.

Commissioner Gordon moved and Commissioner Ryckman seconded to adopt Resolution 1644- Sale of Property No Longer Needed for the 2025 calendar year. Motion passed.

Resolution 1645- Changing the Day of the Second January 2025 Commission Meeting- Commissioner Gordon moved and Commissioner Ryckman seconded to adopt Resolution 1645- Changing the Day of the Second January 2025 Commission Meeting to January 29, 2025. Motion passed.

Resolution 1646- A Resolution Amending Personnel Policy 310- Ms. French presented, staff has reviewed and updated Personnel Policy 310 to clean up and clarify language on the PTO plan, the Retirement plan, and Retiree Insurance Program. This Policy is reviewed regularly for compliance with changes in employment laws and for clarity. Changes for this policy are historically adopted by resolution.

Commissioner Gordon moved and Commissioner Ryckman seconded to adopt Resolution 1646- A Resolution Amending Personnel Policy 310, and Port Employee Benefits Policy 310 as updated. Motion passed.

ITEMS FOR ACTION

Christensen Inc., Lease Amendment- Ms. Reyna introduced Ms. Ballard of Christensen Inc. Ms. Ballard provided information on the opportunity Christensen has to invest in the integration of renewable diesel for local distribution from their facility, which would result in a lease amendment. Staff are working with Christensen to finalize a lease amendment to bring to Commission for consideration. There is no action requested at this time, but staff will bring a draft lease amendment to the Commission at a later date.

JUB Agreement for Reimann North Design- Mr. McFadden presented, following review of the Port's consultant roster in December, the Port staff selected J-U-B Engineering, Inc. as its preferred candidate to conduct engineering and design services for the Reimann Industrial Center North Phase #3 Infrastructure Project. The agreement establishes that J-U-B will provide the full suite of engineering and design services for future construction of interior roads and municipal water lines to serve the Reimann's remaining 160 acres. The cost of construction of the future roads and water utility is expected to be at the expense of the companies purchasing land. For the Scope of Work, the agreement includes a not-to-exceed expense of \$585,000.00, including a management reserve of \$100,000. The Port's approved 2025 Capital Budget includes \$1,000,000 in funding for Reimann North Infrastructure Design.

Commissioner Gordon moved and Commissioner Ryckman seconded to authorize the Executive Director to execute the Professional Services Agreement for Reimann Industrial Center North Phase #3 Infrastructure Project with J-U-B Engineering, Inc., for the not-to-exceed amount of \$585,000.00. Motion passed.

Interlocal Agreement with the City of Pasco for Airport Police Services- Mr. Taft presented, the City of Pasco and the Port have been working towards a final agreement for Law Enforcement Services at the Tri-Cities Airport, and the City of Pasco has approved the ILA to provide law enforcement services beginning January 19, 2025. Mr. Taft discussed the cost and the services, as well as the transition plan. Port staff and the Port attorney are finalizing the review of the ILA language.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the Interlocal Agreement with the City of Pasco to provide Police services at the Tri-Cities Airport with changes as approved by the Port attorney, to include striking the 3rd paragraph of section 5. Motion passed.

Sewer LID Pre-Payment- Mr. Hayden presented, staff is requesting Commission approval of the letter of agreement to pre-pay \$1M of the Port's commitment to the Reimann Sanitary Sewer LID. The total cost of the Port's portion of the LID is currently estimated at \$4.8M, but the final amount won't be determined until the final LID assessment is made. Prepayment is being requested now so that the Port can request reimbursement from the Franklin County .09 Fund for a grant application approved by the County in May 2023. The Port and City are also working on an Interlocal Agreement that will cover the remainder of the LID costs as well as reimbursement to the Port for a portion of the watermain installation costs.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the letter of agreement with the City of Pasco for prepayment of \$1 million for the East Pasco Sanitary Serwer LID project. Motion passed.

Commission District 3 Appointment Update- Mr. Hayden presented, the Commission received seven applications for the District 3 Commission vacancy and conducted interviews with all seven applicants. Mr. Hayden discussed the nomination process and the required 15-day notice to the public, during which time registered voters of District 3 may submit nominations to the Board for consideration. The Commission may discuss the candidates and nominate one (or more) names to fill the District 3 Commissioner vacancy at today's meeting. If a nomination is made during this meeting, the Commissioners can appoint either their nominee or a nominee from the public at the January 29th meeting.

Commissioner Gordon nominated and Commissioner Ryckman seconded the nomination for Hans Engelke for the Commission District 3 appointment. Commissioners noted that the nomination of Mr. Engelke is due to his strong background in Agriculture, legislative experience, and his strong historical involvement in District 3 and North Franklin County. Motion passed.

ITEMS FOR DISCUSSION

November Financial Statement- Ms. Watts presented the November Financial Statement for discussion.

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

Economic Development Corporation Meeting- Mr. Hayden provided a historic overview of the Economic Development Corporation, how it was established, and that the meeting is usually held during the first Commission Meeting of the year, however, this is not a requirement. Commissioner Ryckman noted that the Economic Development Corporation Meeting would be held after the appointment of the new Commissioner.

Executive Director Search Update- Mr. Hayden discussed the upcoming Executive Director interviews. Interviews will be held on January 14th in a Special Meeting. Staff requested an Executive Session to evaluate the qualifications of an applicant for public employment.

Director Reports:

1. Executive Director
 - a. Mr. Hayden discussed the upcoming final report for the Ag Innovation Center.
 - b. Mr. Hayden noted that members of Greenlab in Denmark will be back in Washington at the end of January, on the 27th and 28th.
2. Airport Director
 - a. Mr. Taft discussed the November Airport Activities Report.
3. Finance Director
 - a. Ms. Watts noted that the Port's credit card number was stolen, and that staff is working with the credit card company to have all the fraudulent charges reversed so that no Port funds will be lost. Staff is also looking at options to safeguard against similar fraud activity in the future.
4. Director of Economic Development and Marketing
 - a. Mr. McFadden provided the EDM Report. Noting his completion of NAIOP certification.

Commission Reports:

Commissioner Gordon noted that the Commissioners have been busy with Port business.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

RECESS

At 11:53 am, Commissioner Ryckman recessed the meeting until 12:19 pm for lunch.

EXECUTIVE SESSION


At 12:20, Commissioner Ryckman called an executive session for 15 minutes, until 12:35, to discuss with legal counsel potential litigation to which the agency may be a party to, and to evaluate the qualifications of an applicant for public employment. At 12:35, the executive session was extended for 5 minutes, until 12:40. At 12:40, the regular meeting was resumed.

ADJOURNMENT

At 12:40, the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President


Vicki Gordon, Secretary