

MINUTES of the regular meeting of the Port of Moses Lake Commission conducted on Monday, December 17, 2018 at the Terminal Building, Grant County International Airport.

PRESENT WERE: Commissioners David K. Jones, Stroud Kunkle and Darrin Jackson; Port staff: Jeffrey Bishop, Kim Detrollo, Milton Miller, Carol Crapson, Richard Hanover, Rich Mueller, Greg Becken, and Bonnie Petersen.

ALSO, PRESENT: Dan Couture, IFP, Juliann Dodds, Banner Bank, Charles Featherstone, Columbia Basin Herald, Michael Stein, Columbia Pacific Aviation, Jeff Akridge, Columbia Pacific Aviation, Danielle Escamilla, Western Pacific Aviation, Harold Moberg, Port Council, and Chief John Hoyt, Port Fire.

Commissioner Jones called the meeting to order at 10:02 a.m.

The minutes of the previous regular meetings held on December 10, 2018 were approved as read.

The Commission, by a unanimous vote, approved for payment those vouchers described as follows: Warrant No. 6102051578 through 6102051580 including direct deposits in the total amount of \$ \$125,310.50, 6102051582 through 6102051585 including direct deposits in the total amount of \$104,992.10, Warrant No. 6102051586 through 6102051636 including direct deposits in the amount of \$315,338.83, Wire Transfers, including direct deposits in the total amount of \$7,282.80 and a Grain Car Warrant No. 290 and 291 including direct deposits in the total amount of \$4,984.71. Motion carried.

Commissioner Jackson moved to accept **RESOLUTION 1394**: A RESOLUTION OF THE PORT OF MOSES LAKE (GRANT COUNTY PORT DISTRICT NO. 10) AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE COMMUNITY ECONOMIC REVITALIZATION BOARD (CERB) FOR A LOAN THAT WILL ENABLE THE PORT OF MOSES LAKE TO PERFORM CONSTRUCTION OF A ROAD AT OUR INDUSTRIAL PARK – WESTSIDE EMPLOYMENT CENTER (WEC). Motion carried.

Commissioner Jones moved to elect Officers for 2019. Commissioner Kunkle moved to elect Darrin Jackson for President and Commissioner Jackson moved to elect Stroud Kunkle for Vice President and David K. Jones for Secretary. Motion Carried.

Director Kim Detrollo introduced Washington State mandated discussion regarding Conflict of Interest and the Commission. Commissioner Jackson, Commissioner Jones, and Commissioner Kunkle were asked to publicly disclose any conflicts of interest they may have with regards to their private employment and their duties as Port Commissioners, all commissioners reported that there were no conflicts of interest to disclose.

Commissioner Kunkle moved to approve the 2019 Port of Moses Lake Regular Meeting Schedule. Motion carried.

Commissioner Jackson moved to approve the 2019 Port of Moses Lake Employee Holiday Schedule. Motion carried.

Commissioner Kunkle moved to approve and authorize the Executive Director to sign a personal services agreement with BST Associates for analysis and review of the Port's Comprehensive Scheme of Harbor Improvement in an amount not to exceed \$50,000. Motion carried.

Commissioner Jackson moved to authorize Executive Director to sign a 10-year lease agreement with Freeman Holdings of Washington, LLC for Building 1202, Suites 132, 134 and the East Conference Room, pending negotiation and addition of re-location term. Motion carried.

Commissioner Kunkle moved to approve new contract amount not to exceed \$3,043,277.00 which creates an increase to approved amount of \$548,560.46 changing the final engineering total to \$4,829,310.83 and authorize the Executive Director upon legal review to sign a Prime Contract Agreement to provide engineering service for the Northern Columbia Basin Railroad project with Jacobs Engineering. Motion carried.

Commissioner Jackson moved to approve contract amount not to exceed \$768,454.55 with Century West Engineering for Runway 14L LOS Final Design Services. Motion carried.

The Board was informed that, under the delegation of authority resolution, the Executive Director and/or Acting Executive Director

- Signed contract with Precision Approach Engineering to do an independent fee estimate on Runway 14L-32R Line-of-Sight Engineering Rehabilitation Final Design Services for \$5,500 fixed fee.
- Signed Task Order #18013 – Rate/Rise Project – Building 5820 Valve Replacement Project with Western Pacific Engineering to prepare bid packet for Bay 3, cost not to exceed \$2,000.
- Signed work order for Port of Moses Lake Phase I Environmental Site Assessment for Area 1 (Parcel No. 17-1020-000) in the amount of \$6,000.00.
- Signed work order for Port of Moses Lake Phase I Environmental Site Assessment for Area 2 (Parcel No. 17-1023-000) in the amount of \$6,000.00.

The Port Commission recessed to Executive Session at 10:37 a.m. for 54 minutes to discuss PERSONNEL RCW 42.30.110g items. No action taken.

There being no further business, the Port Commission adjourned the meeting at 11:31 a.m.

PORT OF MOSES LAKE

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Stroud Kunkle, Secretary

ATTEST: \_\_\_\_\_

David K Jones, President