

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Monday, October 09, 2023**

The meeting of the Port of Walla Walla Commission was called to order at 1:00 p.m. by Commission President Mike Fredrickson at the Port of Walla Walla office, 310 A Street, Walla Walla, Washington.

In attendance via conference call or in person:

Mike Fredrickson, Commissioner
Kip Kelly, Commissioner
Ron Dunning, Commissioner
Patrick Reay, Executive Director
Paul Gerola, Economic Development Director
Meagan Blair, Governmental Affairs/Community Outreach Specialist
Joe Keown, Auditor/Treasurer Miller, Administrative Assistant
Jared Hawkins, Hawkins Law, PLLC
Amy Schwab

PLEDGE OF ALLEGIANCE

Commissioner Dunning led all in attendance in reciting the Pledge of Allegiance.

DECLARATIONS REGARDING CONFLICTS OF INTEREST

No conflicts of interest were declared.

ADOPTION OF AGENDA

Commissioner Kelly moved, and Commissioner Dunning seconded, to adopt the agenda as presented. Motion unanimously carried.

PUBLIC COMMENTS

There were no public comments made.

APPROVAL OF MINUTES

Commissioner Dunning moved, and Commissioner Kelly seconded, to approve the minutes of the Port Commission meeting held on Thursday, September 28, 2023, as presented. Motion passed unanimously.

FINANCIAL REPORTING

Port Auditor/Treasurer Keown provided Commissioners the Cash Balance Report and Aged Reports for both the Port and the Airport.

PAYMENT OF BILLS

The Port Commission reviewed Port and Airport Check History Report lists as provided by Port Auditor/Treasurer Keown. Said lists were audited, authenticated, and certified as required per RCW 42.24.080 and reimbursement claims were certified as required by RCW 42.24.090. Commissioner Kelly

moved, and Commissioner Dunning seconded, to approve for payment those Check History Report lists summarized in the October 09, 2023 Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. 2024 Health Insurance Renewal

Executive Director Reay reviewed with Commissioners the Washington Counties Insurance Fund (WCIF) health insurance package for 2024. The Port has met the requirements and will receive a 4% discount rate for meeting the Wellness Program requirements for 2023. Commissioners asked several questions. Staff Recommended Action:

1. Approve the WCIF Premera – Heritage Plus Network 5000 Plan for 2024.
2. Approve VSP Standard Plan for vision.
3. Approve Delta Dental Plan D-3 and optional Willamette Dental plan.
4. Approve HRA VEBA contribution of \$888 (50% of medical premium only) per month if Port employee or elected official already has separate insurance.
5. Approve the Health Reimbursement Arrangement Pool to reimburse the out-of-pocket expenses greater than \$1,150 and less than \$5,000 for individuals, and expenses greater than \$2,305 and less than \$10,000 for families.
6. Approve Rehn & Associates as the HRA manager for the health insurance pool.
7. Approve a Flex Spending Plan for WCIF members administered by Rehn & Associates.

Commissioner Kelly moved, and Commissioner Dunning seconded, to approve WCIF Premera – Heritage Plus Network 5000 plan for 2024 and staff recommendations 1 through 7 for additional health and welfare programs. Motion carried by a vote of 2 to 1 (with Commissioner Dunning voting, “no”).

2. Tourism Grant Applications – Round 5

Executive Director Reay reviewed with Commissioners the Port's 2023 Tourism request application and reminded the Commission that the applicants can only use the funds for purposes tied to economic development or to promote tourism consistent with the Port's statutory purposes. Commissioner Dunning moved, and Commissioner Kelly seconded, to approve the current tourism application from the Walla Walla Chamber Music Festival 2024 Winter and Summer Seasons Promotional

Material & Target Marketing Campaign and allocate the requested funds (\$2000) from the Port's 2023 Tourism Grant Fund. Motion passed unanimously.

3. Purchase and Sale Agreement – PSA-Favero Property Lot No. 1 – Raillex Road

Executive Director Reay briefed Commissioners on the building of a potential 30,000 sq.ft. building that would include freezer storage, production areas, office and shipping/receiving facilities. Commissioner Dunning moved, and Commissioner Kelly seconded, to authorize the Executive Director to negotiate and execute the purchase and sale agreement, with the terms and conditions outlined in this staff report, between the Port of Walla Walla and Horizon Land, LLC, for certain real property known as Lot 1 – Favero Property located on Raillex Road, Wallula, WA, and authorize the Executive Director to execute the necessary documents to complete the real estate transaction, upon legal counsel review and approval.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

B. Airport Information Item AI-1 to AI-2

1. ATCT Monthly Report – September 2023
2. Leases Entered Into

D. Executive Director's Report

Executive Director Reay and staff briefed Commissioners on several Port and Airport related projects.

COMMISSIONER REPORTS

Commissioners reported on meetings they recently attended and other Port related matters.

NEXT MEETING & LOCATION

Thursday, October 26, 2023, at 1:00 p.m.
In person and/or (Remote) Video or Conference Call
310 A Street, Walla Walla, WA 99362

ADJOURNMENT

Commissioner Kelly moved, and Commissioner Dunning seconded, to adjourn the Port Commission meeting at 1:59 p.m. Motion carried unanimously.

APPROVED:

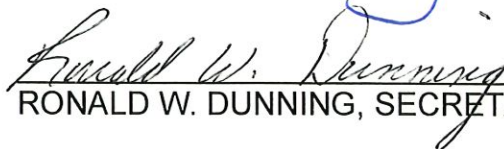
PORT OF WALLA WALLA COMMISSIONERS



MICHAEL FREDRICKSON, PRESIDENT



KIP KELLY, VICE PRESIDENT



RONALD W. DUNNING, SECRETARY

Warrant Approval Document

October 09, 2023

We the undersigned Commissioners of the Port of Walla Walla, of Walla Walla County Washington, do hereby certify that the merchandise or services hereinafter specified have been received.

Port of Walla Walla - General Fund

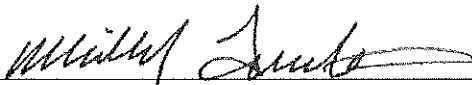
Approved for payment are check numbers 19777 through 19807, and direct deposit numbers D0000948 through D00953 and ACH/EFT numbers 371 through 374 in the amount of \$91,644.47 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

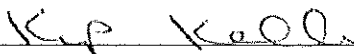
Approved for payment are check numbers 23767 through 23799, direct deposit numbers D0001704 through D0001717 ACH/EFT numbers 214 through 216 and in the amount of \$330,495.80 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

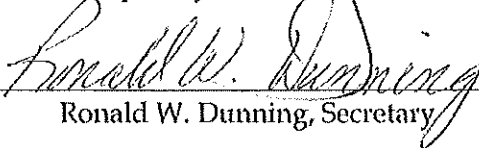
Port of Walla Walla Commissioners



Michael Fredrickson, President



Kip Kelly, Vice President



Ronald W. Dunning, Secretary