

# PORT OF GRANDVIEW

Regular Meeting #4  
Tuesday, April 11<sup>th</sup>, 2023 6:00 p.m.

1313 W. Wine Country Rd., Suite #101  
Grandview, Washington 98930

## MINUTES

### 1. CALL TO ORDER

The meeting was called to order by President Richard Shenyer at 6:04 p.m. on Tuesday, April 11<sup>th</sup>, 2023 at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington and via Zoom teleconference. Present were Commissioners Richard Shenyer, Frank Lyall, and Jim Sewell, Executive Director Randy Tucker, Office Manager Mary Barnett, and Port Engineer Travis Marden.

### 2. PUBLIC PARTICIPATION - none

### 3. CONSENT AGENDA

#### a) Warrant Approval – 610-0210 – General Fund

- Warrants #6368 to #6389 in the amount of \$19,761.45
- Warrant #6390 in the amount of \$1,459.23
- Warrants #6391 to #6392 in the amount of \$1,035.00

#### b) Warrant Approval – 610-0220 – Construction Fund

- Warrant #1049 in the amount of \$19,465.33
- Warrant #1050 in the amount of \$251,767.56

#### c) Minutes of the March 14<sup>th</sup>, 2023 Regular Meeting

#### d) Minutes of the March 28<sup>th</sup>, 2023 Special Meeting

*Commissioner Lyall moved and Commissioner Sewell seconded a motion to approve the Consent Agenda. Motion carried.*

### 4. COMMUNICATIONS – Written & Oral

#### a) Yakima Co. Treasurer Reports Fund Bal. 3/31/2023

610-0210 - \$	423,846.44
610-0220 - \$	90,454.93
610-0240 - \$	791.93
TIP - \$	1,198,322.00

#### b) Port Auditor's Monthly Budget Report

#### c) Outstanding Debt Reports

*Commissioner Sewell moved and Commissioner Lyall seconded a motion to approve the Communication Reports. Motion carried.*

- ### 5. EXECUTIVE SESSION – An Executive Session to discuss the disposal and/or acquisition of property was called to order by President Shenyer at 6:11 p.m. and expected to last 45 minutes. No action is expected. The Executive Session adjourned at 6:55 p.m. with no action taken.

6. **OLD BUSINESS**

a) **Wallace Way West Entrance Road**

- i. **Port Engineer Travis Marden** - Travis reviewed with Commissioners and Executive Director the details of WWBPWII Change Orders 1, 2, 3, 4, and 5.
- ii. **Motion to Approve Change Order #5 for Wallace Way West Infrastructure Improvements, West Entrance Road**

*Commissioner Lyall moved and Commissioner Sewell seconded a motion to approve the Change Order #5 for the Wallace Way West Business Park Infrastructure Improvements project. Motion carried.*

- iii. **Motion to Approve Progress Payment #5 in the amount of \$251,767.56 to Culbert Construction Inc. for Wallace Way West Infrastructure Improvements, West Entrance Road**

*Commissioner Sewell moved and Commissioner Lyall seconded a motion to approve Progress Payment #5 for the Wallace Way West Business Park Infrastructure Improvements project in the amount of \$251,767.56. Motion carried.*

- iv. **Motion to Transfer \$251,767.56 from 610-0210 General Fund to 610-0220 Construction Fund**

*Commissioner Lyall moved and Commissioner Sewell seconded a motion to approve the transfer of \$46,399.83 from 610-0210 General Fund to 610-0220 Construction Fund. Motion carried.*

- b) **YCDA Small Business Innovation Fund (SBIF)** – Nothing available at this time, still being reviewed.
- c) **Personnel Manual Update** – in progress
- d) **2022 American Rescue Plan Act Funds Update** – not available yet
- e) **YCDA Comprehensive Economic Development Strategy Grant** - Not available at this time.
- f) **Yakima Valley College Economic Development Program** – Info about applicants will be available at end of April.
- g) **Port Retreat – Update Comprehensive Plan** – Commissioners and staff discussed possible locations for Port Retreat.
- h) **Executive Director’s Report**
  - i. **Wallace Way West Business Park Update**
    - **Construction Update – Port Engineer Travis Marden**  
Walk-through will be Friday, April 14 at 10:00 a.m.

- **Disposition of Pump, Surplus Property Sale** – Ads will be placed beginning next week

ii. **Trade Show Review** – Executive Director Randy Tucker and Commissioner Frank Lyall reviewed their attendance at the Food Northwest Process & Packaging Expo trade show on April 4-5 in Portland.

i) **Office Manager's Report**

7. **NEW BUSINESS**

8. **UPCOMING EVENTS**

- a) **May 17-19, 2023** – WPPA 2023 Spring Meeting, Davenport Hotel, Spokane – *registration & hotel completed*
- b) **June 7-9, 2023** – WPPA 2023 Finance & Administration Seminar, Alderbrook Resort, Union
- c) **July 13-14, 2023** – WPPA 2023 Directors Conference, Hotel Indigo, Everett
- d) **July 24-26, 2023** – WPPA 2023 Commissioner Seminar, Alderbrook Resort, Union
- e) **Sept. 21-22, 2023** – WPPA 2023 Environmental Seminar, Silver Cloud Hotel, Point Ruston, Tacoma
- f) **Oct. 26-27, 2023** – WPPA 2023 Small Ports Seminar, Campbell's Resort, Chelan
- g) **Dec. 6-8, 2023** – WPPA 2023 Annual Meeting, Hilton Vancouver

9. **ADJOURNMENT** – The meeting adjourned at 7:46 p.m.

The next Regular Meeting will be held at 6:00 p.m. on Tuesday, May 9th, 2023, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington and via Zoom teleconference.

Respectfully submitted,

Frank Lyall, Secretary