

**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order by President Lyall at 6:05 p.m. on Thursday, December 12<sup>th</sup>, 2024. Present were Commissioners Frank A. Lyall, Richard Shenyer, and Jim Sewell, Executive Director Randy Tucker, and Office Assistant Felicia Peña.

**2. PUBLIC PARTICIPATION – None.**

**3. CONSENT AGENDA**

- a) **Warrant Approval – 610-0210 – General Fund**
  - Warrant #6763 to #6777 in the amount of \$12,862.34
  - Warrant #6778 in the amount of \$934.64
- b) **Minutes** of the November 12<sup>th</sup>, 2024 Regular Meeting

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

**4. COMMUNICATIONS – Written & Oral**

- a) **Yakima Co. Treasurer Reports Fund Bal. 12/3/2024**

610-210	- \$	101,330.90
610-0220	- \$	815.93
610-0240	- \$	53,602.70
TIP	- \$	2,856,322.00
- b) **Port Auditor’s Monthly Budget Report**
- c) **Loan Debt Service**
- d) **Outstanding Debt Report**

*Commissioner Shenyer moved and Commissioner Sewell seconded a motion to accept the Communications Reports. Motion carried.*

**5. OLD BUSINESS**

- a) **Wallace Way West**
  - i. **Jason Tolman Project** – Executive Director Tucker reported on the construction progress of the Wallace Way West development. A parking lot is paved, and buildings are in progress.
  - ii. **Barajas Lot** – Executive Director Tucker will email the Barajas’ about a possible extension of their contract.

*At 6:20 p.m. Neira Gonzales, a Washington State Notary, arrived at the meeting to swear in the 2025 Port of Grandview officers after they have been elected.*

- b) **Grandview Business Park** – Executive Director Tucker reported on the activity in Grandview Business Park. Grandview Ladders is the first business to move in, and restaurant buildings are being constructed.

**6. NEW BUSINESS**

- a) **Audit Update** – Port of Grandview staff have sent in all documents requested by the state auditor’s office to date.
  
- b) **Scam emails** – Port of Grandview staff reported an increase in scam emails from fraudulent accounts.
  
- c) **Election of Officers**
  
- d) **Resolution No. 24-06** – A Resolution Establishing Regular Meeting Dates and Times for the Port of Grandview

Commissioner Sewell moved and Commissioner Shenyer seconded a motion to approve Resolution No. 24-06 A Resolution Establishing Regular Meeting Dates and Times for the Port of Grandview. Motion carried.

**RESOLUTION NO. 24-06  
A RESOLUTION ESTABLISHING  
REGULAR MEETING DATES AND TIMES FOR THE PORT OF GRANDVIEW**

*WHEREAS*, pursuant to RCW 42.30.075, the Port of Grandview Board of Commissioners must establish regular meeting dates and times;  
*NOW THEREFORE BE IT RESOLVED*, by the legislative body of the Port of Grandview within Yakima County, State of Washington as follows:

- 1. That all prior resolutions regarding meeting times and dates are hereby revoked.
- 2. That the regular meeting times of the Port of Grandview Board of Commissioners shall be the second Tuesday of each month at the hour of 6:00 p.m.
- 3. That the location of the regular meetings of the Port of Grandview Board of Commissioners shall be 1313 W. Wine Country Road, Suite 101, Grandview, Washington.

*PASSED AND ADOPTED* by the Commissioners of the Port of Grandview of the County of Yakima on this 12th day of December, 2024.

**PORT OF GRANDVIEW COMMISSION**

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Frank A. Lyall  
President

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C. James Sewell  
Secretary

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Richard Shenyer  
Investment Officer

- e) **Resolution No. 24-07** – A Resolution Authorizing Investment of the Port of Grandview Monies in a Local Government Investment Pool

Commissioner Shenyer moved and Commissioner Sewell seconded a motion to approve Resolution No. 24-07 A Resolution Authorizing Investment of the Port of Grandview Monies in a Local Government Investment Pool. Motion carried.

**RESOLUTION NO. 24-07  
A RESOLUTION AUTHORIZING INVESTMENT OF  
THE PORT OF GRANDVIEW MONIES IN A LOCAL GOVERNMENT INVESTMENT POOL**

*WHEREAS*, pursuant to RCW 36.29.022, a Local Government may authorize the County Treasurer to combine their monies for the purpose of investments: and

*WHEREAS*, the Port of Grandview does hereby find that the deposit and withdrawal of money in a local government investment pool in accordance with the provisions of the chapter for the purposes of investment as stated therein are in the best interests of the Port of Grandview; and

*WHEREAS*, we attest by our signature that we have been duly authorized and empowered to enter into this agreement;

*NOW THEREFORE, BE IT RESOLVED* that the Port of Grandview does hereby authorize the deposit and withdrawal of monies in a local government investment pool with the Yakima County Treasurer in accordance with this chapter for the purposes of investment as stated therein; and

*BE IT FURTHER RESOLVED* that pursuant to the attached form the investment officers shall be authorized to order the deposit or withdrawal of monies in a local government investment pool.

*PASSED AND ADOPTED* by the Commissioners of the Port of Grandview of the County of Yakima on this 12th day of December, 2024.

**PORT OF GRANDVIEW COMMISSION**

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Frank A. Lyall  
President

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C. James Sewell  
Secretary

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Richard Shenyer  
Investment Officer

- f) **Resolution No. 24-08** – A Resolution Authorizing Signatures for Financial Transactions on Behalf of the Port of Grandview

Commissioner Sewell moved and Commissioner Shenyer seconded a motion to approve Resolution No. 24-08 A Resolution Authorizing Signatures for Financial Transactions on Behalf of the Port of Grandview. Motion carried.

**RESOLUTION NO. 24-08  
A RESOLUTION AUTHORIZING SIGNATURES FOR FINANCIAL TRANSACTIONS  
ON BEHALF OF THE PORT OF GRANDVIEW**

**WHEREAS**, the Port of Grandview Board of Commissioners find it necessary to issue warrants on a regular basis for expenses incurred by the Port; and

**WHEREAS**, warrants are reviewed and signed by the Port Auditing Officer or Deputy Auditing Officer and any one of the Port Commissioners;

**NOW THEREFORE, BE IT RESOLVED** by the Commissioners of the Port of Grandview that effective the 1st day of January 2025 and extending through the calendar year 2025 these signatories as indicated above be authorized to sign the Warrant Registers and warrants for issue on behalf of the Port of Grandview.

**PASSED AND ADOPTED** by the Commissioners of the Port of Grandview of the County of Yakima on this 12th day of December, 2024.  
**PORT OF GRANDVIEW COMMISSION**

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Frank A. Lyall  
President

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C. James Sewell  
Secretary

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Richard Shenyer  
Investment Officer

- g) **Resolution No. 24-09** – A Resolution Authorizing the Appointment of Auditing Officers of the Port of Grandview

Commissioner Shenyer moved and Commissioner Sewell seconded a motion to approve Resolution No. 24-09 A Resolution Authorizing the Appointment of Auditing Officers of the Port of Grandview. Motion carried.

**RESOLUTION NO. 24-09  
A RESOLUTION AUTHORIZING THE APPOINTMENT OF  
AUDITING OFFICERS OF THE PORT OF GRANDVIEW**

**WHEREAS**, the Port of Grandview Board of Commissioners finds it necessary to appoint an Auditing Officer for the Port of Grandview for the calendar year 2025; and

**WHEREAS**, it is necessary to appoint an Auditing Officer as provided and required by RCW 53.36.010;

**NOW THEREFORE BE IT RESOLVED** by the Commissioners of the Port of Grandview, Yakima County, Washington that the Auditing Officer for the calendar year 2025 shall be Angela Pratt CPA. The Deputy Officer, Ryan Smith CPA, shall be authorized to exercise the duties of the Auditing Officer for the Port of Grandview when the Auditing Officer is unavailable;

**PASSED AND ADOPTED** by the Commissioners of the Port of Grandview of the County of Yakima on this 12th day of December, 2024.  
**PORT OF GRANDVIEW COMMISSION**

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Frank A. Lyall  
President

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C. James Sewell  
Secretary

\_\_\_\_\_  
Richard Shenyer  
Investment Officer

- h) **Resolution No. 24-10** – A Resolution Authorizing the Election of Officers of the Port of Grandview

Commissioner Sewell moved and Commissioner Shenyer seconded a motion to approve Resolution No. 24-10 A Resolution Authorizing the Election of Officers of the Port of Grandview. Motion carried.

**RESOLUTION NO. 24-10**  
**A RESOLUTION AUTHORIZING THE ELECTION**  
**OF OFFICERS OF THE PORT OF GRANDVIEW**

*WHEREAS* the Port of Grandview Board of Commissioners finds it necessary to reorganize the Port of Grandview for the calendar year 2025;

**NOW THEREFORE BE IT RESOLVED THAT** the President for the calendar year 2025 for the Port of Grandview, Yakima County, Washington shall be Commissioner C. James Sewell. The Secretary shall be Commissioner Richard Shenyer.

**PASSED AND ADOPTED** by the Commissioners of the Port of Grandview of the County of Yakima on this 12th day of December, 2024.  
**PORT OF GRANDVIEW COMMISSION**

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Frank A. Lyall  
President

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C. James Sewell  
Secretary

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Richard Shenyer  
Investment Officer

**i) Resolution No. 24-11** – A Resolution Authorizing the Appointment of Investment Officers of the Port of Grandview

Commissioner Shenyer moved and Commissioner Sewell seconded a motion to approve Resolution No. 24-11 A Resolution Authorizing the Appointment of Investment Officers of the Port of Grandview. Motion carried.

**RESOLUTION NO. 24-11**  
**A RESOLUTION AUTHORIZING THE APPOINTMENT OF**  
**INVESTMENT OFFICERS OF THE PORT OF GRANDVIEW**

*WHEREAS*, the Port of Grandview Board of Commissioners finds it necessary to reorganize the Port of Grandview for the calendar year 2025; and

*WHEREAS*, it is to the advantage of the Port of Grandview for funds to be invested without delay; and

*WHEREAS*, the Yakima County Treasurer will accept an order for the investment of funds from those granted authorization by resolution approved by the Commissioners;

**NOW THEREFORE BE IT RESOLVED** by the Port Commissioners of the Port of Grandview, Yakima County, Washington that Commissioner Frank A. Lyall has the authority to invest and re-invest such funds as are available for a period of one year from January 1, 2025 to December 31, 2025. The Deputy Investment Officer shall be Commissioner Richard Shenyer who shall be authorized to exercise the duties of the Investment Officer for the Port of Grandview when the Investment Officer is unavailable.

**PASSED AND ADOPTED** by the Commissioners of the Port of Grandview of the County of Yakima on this 12th day of December, 2024.  
**PORT OF GRANDVIEW COMMISSION**

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Frank A. Lyall  
President

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C. James Sewell  
Secretary

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Richard Shenyer  
Investment Officer

**j) Resolution No. 24-12** – A Resolution Authorizing the Appointment of the Legislative Representative of the Port of Grandview

Commissioner Sewell moved and Commissioner Shenyer seconded a motion to approve Resolution No. 24-12 A Resolution Authorizing the Appointment of the Legislative Representative of the Port of Grandview. Motion carried.

**RESOLUTION NO. 24-12**  
**A RESOLUTION AUTHORIZING THE APPOINTMENT OF**  
**THE LEGISLATIVE REPRESENTATIVE OF THE PORT OF GRANDVIEW**

*WHEREAS*, the Port of Grandview Board of Commissioners finds it necessary to appoint a legislative representative (Trustee) to the Washington Public Ports Association (WPPA) for the calendar year 2025;

**NOW THEREFORE BE IT RESOLVED THAT** the legislative representative to WPPA for the calendar year 2025 for the Port of Grandview, Yakima County, Washington shall be Commissioner Frank A. Lyall. Alternate Trustee shall be Commissioner C. James Sewell, who shall be authorized to exercise the duties of legislative representative when the legislative representative is not available.

**PASSED AND ADOPTED** by the Commissioners of the Port of Grandview of the County of Yakima on this 12th day of December, 2024.  
**PORT OF GRANDVIEW COMMISSION**

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Frank A. Lyall  
President

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C. James Sewell  
Secretary

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Richard Shenyer  
Investment Officer

- k) **Resolution No. 24-13** – A Resolution of the Board of Commissioners of the Port of Grandview Delegating Administrative Powers and Duties of the Executive Director

Commissioner Shenyer moved and Commissioner Sewell seconded a motion to approve Resolution No. 24-13 A Resolution of the Board of Commissioners of the Port of Grandview Delegating Administrative Powers and Duties of the Executive Director. Motion carried.

**RESOLUTION NO. 24-13**  
**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF GRANDVIEW**  
**DELEGATING ADMINISTRATIVE POWERS AND DUTIES OF THE EXECUTIVE DIRECTOR**

*WHEREAS*, RCW 53.12.270 authorizes the Commission to delegate administrative powers and duties to the Executive Director;

*WHEREAS*, the Commission now wishes to provide a policy directive on the delegated administrative powers and duties of the Executive Director to execute nondisclosure agreements for the purposes of the Port engaging in due diligence review with potential buyers or lessees of Port property in accordance with this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Grandview as follows:

- Section 1.** The Commission of the Port of Grandview has adopted the below policy directive for the purpose of establishing the delegated administrative powers and duties of the Executive Director. This policy directive will be in effect as of December 13, 2022, and remains in effect until repealed, replaced, or superseded by subsequent resolution of the Commission.
- Section 2.** All portions of resolutions heretofore approved by the Commission conflicting with the subject matters contained in this resolution are hereby repealed.
- Section 3.** The following policy directive on the delegated administrative powers and duties of the Executive Director is hereby adopted.

**POLICY GOVERNING AUTHORITY TO ENTER INTO NON- DISCLOSURE AGREEMENTS**

**Authority of the Executive Director.** The Executive Director is authorized to enter into non-disclosure agreements on behalf of the Port, provided that the non-disclosure agreement is first reviewed by the Port's Legal Counsel to ensure compliance with applicable law, including laws relating to public records and open public meetings.

**ADOPTED** by the Board of Commissioners of the Port of Grandview this 12th day of December 2024, and duly authenticated in open session by signatures of the Commissioners voting in favor thereof and the seal of the Commission duly affixed.

**PORT OF GRANDVIEW COMMISSION**

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Frank A. Lyall  
President

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C. James Sewell  
Secretary

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Richard Shenyer  
Investment Officer

- l) **Oath of Office** – Washington State Notary Neira Gonzales carried out Oaths of Office for each Commissioner to swear them into their respective offices for 2025.
- m) **Yakima County Treasurer Annual Remittance Forms** – Commissioners reviewed forms to be signed and sent to the Yakima County Treasurer's Office.
7. **OTHER BUSINESS**
- a) **Valley Spray/Addie's Lot** – Commissioners agreed to continue hiring Valley Spray to maintain weeds in the lot being leased by Addie Sybouts at 101 Stover Rd.
- b) **Washington State Dairy Federation Trade Show** – Director Tucker summarized the trade show, saying it was overall a good experience.
8. **UPCOMING EVENTS**
- a) **December 11<sup>th</sup> – 13<sup>th</sup>** – WPPA Annual Meeting, Bellevue
- b) **February 10<sup>th</sup>–12<sup>th</sup>, 2025** – WA Winegrowers Trade Show
9. **EXECUTIVE SESSION** – An executive session was called to order at 7:27 p.m. to consider disposal and acquisition of property and discuss personnel matters as permitted pursuant to RCW 42.30110(1), expected to last 30 minutes.

*Port of Grandview Regular Meeting Minutes  
December 12<sup>th</sup>, 2024*

The executive session was extended by 15 minutes at 7:57 p.m. by President Lyall.

The executive session was extended by 15 minutes at 8:12 p.m. by President Lyall.

The executive session was extended by 15 minutes at 8:27 p.m. by President Lyall.

The executive session was extended by 10 minutes at 8:42 p.m. by President Lyall.

The executive session was extended by 10 minutes at 8:52 p.m. by President Lyall.

The executive session adjourned at 9:02 p.m. with no action taken.

**10. ADJOURNMENT** – The meeting adjourned at 9:02 p.m.

The next Regular Meeting will be held at 6:00 p.m. on Tuesday, January 14<sup>th</sup>, 2025, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington.

Respectfully,

C. James Sewell, Secretary