

PORT OF GRANDVIEW

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

REGULAR MEETING

Tuesday, February 11th, 2025
6:00 p.m.

MINUTES

1. CALL TO ORDER

The meeting was called to order by President Sewell at 6:06 p.m. on Tuesday, February 11th, 2025. Present were Commissioners Jim Sewell, Richard Shenyer, and Frank A. Lyall, Executive Director Randy Tucker, and Office Assistant Felicia Peña.

2. PUBLIC PARTICIPATION – None.

3. CONSENT AGENDA

a) Warrant Approval – 610-0210 – General Fund

- Warrant #6801 to #6817 in the amount of \$21,304.90
- Warrant #6818 in the amount of \$811.47

b) Minutes of the January 14th, 2025 Regular Meeting

c) Minutes of the January 29th, 2025 Special Meeting

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

4. COMMUNICATIONS – Written & Oral

a) Yakima Co. Treasurer Reports Fund Bal. 2/3/2025

610-210	- \$	93,795.89
610-0220	- \$	815.93
610-0240	- \$	1,273.22
TIP	- \$	2,856,322.00

b) Port Auditor's Monthly Budget Report

c) Loan Debt Service

d) Outstanding Debt Report

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

5. OLD BUSINESS

a) Wallace Way West

- Jason Tolman Project – Executive Director Tucker reported the interior of Building C is being worked on, and Tolman hired a real estate agent to bring businesses into the remaining lots.

b) Audit Update – The 2021-2023 Accountability Audit concluded with the exit conference on January 29th, 2025.

c) Port of Grandview Scholarship – Executive Director Tucker contacted Stacey Kautz who has been distributing the scholarship money. He will inquire about the recipients and curriculum.

d) New Office Computer – The Port's desktop computer will be picked up by Computer Connections for data transfer and setup. The new computer will be dropped off on the 18th.

e) 101 Stover Lease Amendment

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to accept an amendment to the Ground Lease for Peace, Love, and Coffee to increase the monthly rent to \$440.00 and to allow quarterly payments. Motion carried.

AMENDMENT TO GROUND LEASE
Port of Grandview- Addison Kay Sybouts

THIS IS AN AMENDMENT to the Ground Lease entered into between the PORT OF GRANDVIEW, a municipal corporation of the State of Washington, referred to as "Port" and ADDISON KAY SYBOUTS doing business as "Peace Love and Coffee", referred to as "Tenant", dated October 1, 2015. The Ground Lease and the Amendment to Ground Lease shall hereafter be referred to jointly as "Lease".

THE PARTIES HEREBY AGREE the Ground Lease shall be amended as follows:

A. Section 3 of the Ground Lease shall be amended to read as follows:

3. RENT. The Lessee shall pay rent for the demised premises in the amount of \$440.00 each month, plus the applicable leasehold tax of \$56.50, for a total monthly payment of \$496.50, effective January 1st, 2025. Payments will be allowed quarterly.

B. Section 8 of the Ground Lease shall be amended to read as follows:

8. MAINTENANCE OF PROPERTY. Throughout the term of this Lease, Tenant, at its sole cost and expense, shall maintain the Property and all improvements then existing thereon in good condition and repair, subject to reasonable wear and tear, and in accordance with all applicable covenants, laws, rules, ordinances, and regulations of governmental agencies. All litter, trash, garbage or debris shall be collected and disposed of in approved containers.

C. Except as specifically amended by this Amendment to Ground Lease, all of the terms and conditions of the Ground Lease shall remain in full force and effect.

THE PARTIES have entered into this Amendment to Ground Lease on the 1st day of January, 2025.

PORT OF GRANDVIEW

TENANT

BY: _____
C. JAMES SEWELL
Commission President

BY: _____
ADDISON KAY SYBOUTS

6. NEW BUSINESS

a) Policies and Procedures Updates – Port of Grandview staff provided a redlined draft of the Financial Policies and Procedures with suggested revisions for Commissioners' review.

b) Engineering RFQ

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to submit a Request for Statement of Qualification for Engineering Services for 2025-2030 to be published on Wednesday, February 12th, and February 19th in the Grandview Herald, Sunnyside Sun, and Prosser Record Bulletin newspapers. Motion carried.

c) JUB Contract

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to approve an amendment to the Engineering Services contract with J-U-B Engineers to extend services until March 31st, 2025. Motion carried.

7. OTHER BUSINESS

a) Yakima Valley Business Times Ad – Port of Grandview staff were contacted by David Gonzales to advertise in the February and March issues of the Yakima Valley Business Times. The issues will feature an Agriculture Industry Focus Section. Commissioners approved the draft of the advertisement created by the YVBT team.

- b) **Newsletter** – Commissioners considered regularly publishing a newsletter with updates of Port activities, such as the Tolman and Malhi developments.
- c) **Bond Issue** – Jim Nelson from D.A. Davidson requested a meeting with the Port Commission to discuss bond issuing.

8. UPCOMING EVENTS

- a) **February 10th-12th** – WA Winegrowers Trade Show
- b) **March 19th-20th** – Food NW Process & Packing Expo, Portland, Oregon
- c) **May 14th-16th** – WPPA Spring Meeting, Spokane

9. **EXECUTIVE SESSION** – An executive session was called to order at 6:40 p.m. to consider acquisition of property as permitted pursuant to RCW 42.30110(1), expected to last 30 minutes.

The executive session was extended by 10 minutes at 7:10 p.m. by President Sewell.

The executive session was extended by 10 minutes at 7:20 p.m. by President Sewell.

The executive session adjourned at 7:31 p.m. with no action taken.

10. OTHER BUSINESS CONT'D

- a) **News Story** – Ed Rieckelman, a writer for Yakima Valley Business Times interviewed Director Tucker and Jason Tolman about the mall development on Wallace Way. The story will be published in the February issue of Yakima Valley Business Times.
- b) **Facebook post** – Executive Director Tucker shared a positive Facebook post made by Kathleen Rogers commending the Port of Grandview for its help with the Tolman construction development in the Wallace Way West Business Park.
- c) **S&P Global Credit Rating** – S&P Global Rating Services contacted Port staff requesting results from a financial audit of the Port of Grandview for the Port to keep its current credit rating. The Port has never had a financial audit; Director Tucker will have a discussion with Jim Nelson about the issue.

11. **ADJOURNMENT** – The meeting adjourned at 8:30 p.m.

The next Regular Meeting will be held at 6:00 p.m. on Tuesday, March 11th, 2025, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington.

Respectfully,

Richard Shenyer, Secretary