

MINUTES

1. CALL TO ORDER

The meeting was called to order by President Sewell at 6:10 p.m. on Tuesday, August 12th, 2025. Present were Commissioners Jim Sewell, Richard Shenyer, and Frank A. Lyall, Executive Director Randy Tucker, Office Assistant Felicia Peña, and Gabriel Barajas and Silvia Barajas.

2. PURCHASE OFFER

Gabriel & Silvia Barajas presented building plans and a timeline in support of their request to purchase property on Wallace Way/Port Point West with the intention of constructing a building for a gym. Commissioners decided to discuss further during the Executive Session, and the couple left the meeting.

3. PUBLIC PARTICIPATION – None.

4. CONSENT AGENDA

a) Warrant Approval – 610-0210 – General Fund

- Warrant #6921 to #6941 in the amount of \$21,923.41
- Warrant #6942 in the amount of \$896.62
- Payroll Tax EFT in the amount of \$2,656.96

b) Minutes of the July 8th, 2025 Regular Meeting

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

5. COMMUNICATIONS – Written & Oral

a) Yakima Co. Treasurer Reports Fund Bal. 8/3/2025

610-0210	- \$	50,345.80
610-0220	- \$	815.93
610-0240	- \$	1,875.05
TIP	- \$	2,796,322.00

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.

6. OLD BUSINESS

a) Port Point West – Executive Director Tucker gave updates on the businesses at the new commercial development. Most of them are opened or opening soon and there are two vacant lots left.

7. NEW BUSINESS

a) 2026 Budget Draft – Commissioner Sewell suggested the 2026 engineering budget be increased to accommodate for future land purchases. Commissioner Lyall requested a new tablet for official port business–the purchase will be considered during any adjustments to the office expense budget. Director Tucker pointed out that two loans will be paid off by the end of 2025.

- b) **Port Retreat** – The Port will have a special meeting with Commissioners and staff to discuss the future goals of the Port.

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to schedule the retreat on September 27th, 2025 from 9:00 a.m. to 1:00 p.m. Motion carried.

8. OTHER BUSINESS

- a) **Policies & Procedures Articles VI & VII** – Commissioners gave feedback on revisions made to Article VI Business Expense and Disbursement Policy, and Article VII Administrative Policies.
- b) **KeyBank Card Memorandum** – Annual renewal of signatures for the Yakima County Treasurer’s Office records.
- c) **Gym Memberships** – Commissioner Sewell requested that the Port cover a gym membership for commissioners and staff to support the incoming businesses. The expense would be defined in a contract through a resolution.

9. UPCOMING EVENTS

- a) **August 14th** – WPPA Port Academy Series, Chelan Douglas Regional Port Authority
- b) **Sep. 25th-26th** – WPPA Environmental Seminar, Union, Alderbrook Resort
- c) **Dec. 2nd-3rd** – WA State Dairy Conference Annual Meeting & Trade Show, Wenatchee

- 10. **EXECUTIVE SESSION** – An executive session was called to order at 7:51 p.m. to consider disposal and acquisition of property as permitted pursuant to RCW 42.30110(1), expected to last 60 minutes. President Sewell extended the executive session by 6 minutes at 8:51 p.m. The executive session adjourned at 8:57 p.m. with no action taken.

- 11. **ADIJOURNMENT** – The meeting adjourned at 8:57 p.m.
The next Regular Meeting will be held at 6:00 p.m. on Tuesday, September 9th, 2025, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington.

Respectfully,

Richard Shenyer, Secretary