

PORT OF GRANDVIEW

Regular Meeting #3
Tuesday, March 8th, 2022

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

MINUTES

1. **CALL TO ORDER** – The meeting was called to order at 7:01 p.m. on Tuesday, March 8th, 2022 via Zoom teleconference. Present were Commissioners Jim Sewell, Richard Shenyer and Frank Lyall, Executive Director Randy Tucker, and Office Manager Mary Barnett.
2. **PUBLIC PARTICIPATION** - none
3. **CONSENT AGENDA**
 - a) **Warrant Approval – 610-0210**
 - Warrant #6053 to #6069 and #6071 to #6072 in the amount of \$29,382.74
 - Warrant #6070 in the amount of \$887.07
 - b) **Minutes** of the February 8th, 2022 Regular Meeting
 - c) **Minutes** of the February 17th, 2022 Special Meeting
 - d) **Minutes** of the March 3rd, 2022 Special Meeting

Commissioner Lyall 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. 2/28/2022**

610-0210 - \$	353,026.20
610-0220 - \$	-0-
610-0240 - \$	442.04
TIP - \$	1,585,121.00
 - b) **Port Auditor’s Monthly Budget Report**

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to receive the Treasurer and Auditor Reports. Motion carried.

5. **EXECUTIVE SESSION** – none

6. **OLD BUSINESS**

a) **Motion to approve \$3,000 funding for the Port of Grandview 2022 Economic Development Program with Yakima Valley College**

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to fund the Port of Grandview 2022 Economic Development Program with Yakima Valley College in the amount of \$3,000. Motion carried.

b) **Personnel Manual Update** - Executive Director Randy Tucker distributed a draft of the Port of Grandview Personnel Manual. President Sewell requested that Commissioners submit their revisions of the manual for the April 12th board meeting.

c) **Port Credit Card Update** – Office Manager Mary Barnett advised Commissioners and staff that the application for a new Port credit card from U.S. Bank has been approved. U.S. Bank is completing the implementation process and will ship the credit cards to the Port office.

d) **Task Order #11 Funding Increase Request from J-U-B Engineers** – Executive Director Randy Tucker shared with Commissioners J-U-B Engineers’ funding increase request for Task Order #11. Randy advised that there are still projects to complete for Task Order #11, including a new Wallace Way BP West conceptual plan, surveying, Binding Site Plan revision, and work with SVID on the irrigation canal. President Sewell recommended increasing Task Order #11 limit by \$7,500, to a total limit of \$17,500.

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to increase the dollar amount of Task Order #11 by \$7,500 for a total of \$17,500. Motion carried.

e) **Motion to transfer \$147,275 from 0210 General Fund to 0220 Construction Fund for Port of Grandview Cash Match for SIED Loan/Grant YC-WWII-22.**

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to transfer \$147,275 from 0210 General Fund to 0220 Construction Fund for Port of Grandview Cash Match for SIED Loan/Grant YC-WWII-22. Motion carried.

- f) **Motion to approve Pole & Wire Purchase Agreement with Leroy Ridenour and to authorize Port Executive Director to sign the agreement.** Executive Director Randy Tucker advised Commissioners that the Pole & Wire Purchase Agreement with Leroy Ridenour was prepared by Port Attorney Tim Schermetzler for the purpose of Leroy Ridenour holding the Port harmless for any damage done.

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve the Pole & Wire Purchase Agreement with Leroy Ridenour and to authorize Port Executive Director to sign the Agreement. Motion carried.

Motion to approve license agreement between Port of Grandview, Leroy Ridenour and property owners Delmer & Terri Heitzman for temporary access to Lot 1 at Wallace Way BP West for the removal of wooden poles, anchors and wire, and to authorize Port Executive Director to sign license agreement. Executive Director Randy Tucker advised Commissioners that the license agreement with Delmer and Terri Heitzman was prepared by Port Attorney Tim Schermetzler.

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to approve the license agreement between Port of Grandview, Leroy Ridenour and property owners Delmer & Terri Heitzman for temporary access to Lot 1 at Wallace Way Business Park West for the removal of wooden poles, anchors and wire, and to authorize the Port Executive Director to sign the license agreement. Motion carried.

- g) **Motion to approve license agreement between Port of Grandview, Leroy Ridenour and property owners Gabriel Barajas and Silvia Gonzalez for temporary access to Lot 2 at Wallace Way BP West for the removal of wooden poles, anchors and wire, and to authorize Port Executive Director to sign license agreement.** Executive Director Randy Tucker advised Commissioners that the Barajas/Gonzalez license agreement was prepared by Port Attorney Tim Schermetzler.

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve license agreement between Port of Grandview, Leroy Ridenour and property owners Gabriel Barajas and Silvia Gonzalez for temporary access to Lot 2 at Wallace Way BP West for the removal of wooden poles, anchors and wire, and to authorize Port Executive Director to sign license agreement. Motion carried.

h) Executive Director's Report

i. Wallace Way Business Park West Update

- SEPA Update – Executive Director Randy Tucker advised that at this time the Port hasn't received anything yet from Gregg Dohrn, but that he believes the SEPA should be done in the next week. Upon receipt he will file it with the City. Final approval from the City is expected to be approximately 30 days later.
- Property Marketing – Randy Tucker shared a Fast Signs (Kennewick) cost estimate and computer drawing of two marketing signs for Wallace Way BP West and also discussed sign placement. President Sewell suggested getting a second bid from Lionel Hernandez at Seven Signs in Grandview. Randy Tucker advised that he will get a second bid from Lionel Hernandez. President Sewell suggested that Randy should proceed to order the signs from the contractor with the lowest bid, which was agreed to by all Commissioners. Randy advised Commissioners that the Port will need to hire someone to install the new signs.
- Randy Tucker advised Commissioners that Davis Pump in Yakima pulled the irrigation pump from the Wallace Way BP West property and that Pacific Power had disconnected power to the pump. Commissioner Lyall advised that the water level in the irrigation ditch has gone down. President Sewell suggested asking SVID if water should be pumped out before the ditch is filled in.

ii. Broadband

- CERB Application Status – Executive Director Randy Tucker advised that CERB staff have cleared the Port to

apply for a \$50,000 CERB planning grant for a broadband feasibility study, with a Port match of \$12,500, and that he has an appointment on 3/17/2022 in Olympia to present the application for the CERB grant. Randy advised that he's been working with Kara Riebold, from Petrichor Broadband and the Port of Whitman, to assemble a Power Point presentation to support the Port's grant request.

i) Office Manager's Report

Office Manager Mary Barnett advised that she made hotel reservations for Commissioner Lyall and Executive Director Randy Tucker to attend the WPPA Spring Meeting in Stevenson.

j) 2021 General Election – Office Manager and Notary Public Mary Barnett advised that she had administered the Oath of Office to Commissioner Jim Sewell on 1/5/2022. Jim was re-elected as Commissioner for District 2 on 11/9/2021,

7. NEW BUSINESS – nothing to report

8. UPCOMING EVENTS

- a) May 4-6, 2022 – WPPA 2022 Spring Meeting, Skamania Lodge, Stevenson
- b) June 8-10, 2022 – WPPA 2022 Finance Seminar, Campbell's Resort, Chelan
- c) July 25-27, 2022 – WPPA Commissioner Seminar, Marcus Whitman Hotel, Walla Walla

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to approve expenses for Commissioners and staff to attend all WPPA events in 2022. Motion carried.

9. POG DEBT/ANNUAL PAYMENTS

Due Date	Payee/Debt	Amount
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*Port of Grandview Regular Meeting Minutes
March 8th, 2022*

6-1-2022	SIED Loan – YC-FBI-14	\$16,257 (P) \$2,082 (I)
6-1-2022	SIED Loan – YC-WBP-14	\$27,728 (P) \$3,552 (I)
6-1-2022	2012 LTGO Bond	\$8,843 (I)
8-1-2022	K&J Self Storage Unit Annual Rental	\$660
12-1-2022	2012 LTGO Bond	\$40,000 (P) \$8,843 (I)
12-15-2022	Escrow Pacific (Lois Higgins Family) – Parcel B	\$55,878.87
2-15-2023	Addie Sybouts Electrical Service Reimbursement	\$157.80

10. ADJOURNMENT – The meeting adjourned at 8:02 p.m.

The next Regular Meeting will be held at 7:00 p.m. on Tuesday, April 12th, 2022, via Zoom teleconference.

Respectfully submitted,

Richard Shenyer, Secretary