

# PORT OF GRANDVIEW

Regular Meeting #1  
Tuesday, January 12<sup>th</sup>, 2021, 7:00 p.m.  
Continued on Tuesday, January 19<sup>th</sup>, 2021, 12 noon

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

## MINUTES

### 1. CALL TO ORDER

The meeting was called to order by President Sewell at 7:01 p.m. on Tuesday, January 12<sup>th</sup>, 2021 via Zoom teleconference. Present were Commissioners Jim Sewell, Richard Shenyer, and Frank Lyall, Property & Marketing Manager Randy Tucker and Office Manager Mary Barnett.

#### ITEMS NECESSARY TO RESPOND TO THE COVID-19 VIRUS OUTBREAK

- The Proclamation by Governor Inslee dated February 29, 2020, proclaiming a State of Emergency for all throughout the State of Washington due to the outbreak of the Coronavirus Disease 19 (COVID-19) in the United States imposed additional limitations on local government meetings prohibiting in-person meetings. Therefore, this meeting is being held by teleconference, and an appropriate notice has been sent to the media, which included a website link and call-in number for the public to listen to the meeting.

#### NECESSARY & ROUTINE ITEMS

### 2. PUBLIC PARTICIPATION – None

### 3. CONSENT AGENDA

#### a) Warrant Approval – 610-0210

- Warrant #5773 to 5794 in the amount of \$19,812.56
- Warrant #5795 in the amount of \$1,183.15
- Warrant #5796 in the amount of \$5,000.00

#### b) Minutes of the December 8<sup>th</sup>, 2020 Regular Meeting

Minutes of the December 15<sup>th</sup>, 2020 Special Meeting

Minutes of the December 21<sup>st</sup>, 2020 Special Meeting

Minutes of the December 22<sup>nd</sup>, 2020 Special Meeting

Minutes of the January 4<sup>th</sup>, 2021 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 Balances 12-31-2020**

610-0210 - \$	370,783.19
610-0220 - \$	-0-
610-0240 - \$	227.24
TIP	2,149,503.00

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

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to approve the Treasurer and Auditor Reports.

Motion carried.

5. **EXECUTIVE SESSION**

An Executive Session was called to order by President Sewell at 8:08 p.m. The Executive Session is expected to last 30 minutes. No action is expected. The Executive Session adjourned at 8:35 p.m. No action was taken.

6. **OLD BUSINESS**

- a) **Wallace Update** – The sale of Lot #13 is in escrow, should be ready to record by January 15<sup>th</sup>.
- b) **Puterbaugh Business Park Update** – Nothing to report.
- c) **Grandview Business Park Update** – Property Marketing Manager Randy Tucker reported a price quote of \$1,200 from Fast Signs to replace the real estate signs destroyed in the Labor Day wind storm. Randy presented an option for reinforcing the signs, and Commissioners agreed that this action should be left to Randy Tucker's judgment.

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve replacing the real estate signs destroyed in the Labor Day windstorm at a cost of \$1,200.

Motion carried.

d) **Property & Marketing Manager's Report**

- i. **JGRIP Sale** - Closed on 12-9-2020.
- ii. **Tolman Sale** - Closed on 12-14-2020.
- iii. **Internet Service** – Property Marketing Manager Randy Tucker reported on his e-mail from Sherry at Fat Beam regarding their bid submission to the Port for internet service in the Port business parks. Randy and Commissioners also discussed other companies that might be offering internet service in the Grandview area in the future.

- iv. **Port Website Design** - Randy Tucker talked about the Port's new website and asked Commissioners and staff for feedback.
- v. **Addie Sybouts (Peace Love & Coffee) Electric Bill** - Randy Tucker reported the Port's monthly reader board electricity usage, as determined by Jason Tolman at Tolman Electric. Commissioners and staff discussed options for reimbursing Addie Sybouts at Peace Love & Coffee for the Port reader board electricity usage, which is billed to Addie on her electric bill for the property she leases from the Port at 101 Stover Rd., Grandview.

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to approve reimbursing Addie Sybouts in the amount of \$157.80 per year, as calculated by Bill Clemens at Pacific Power, to cover the cost of electricity for the Port's electronic reader board located at 101 Stover Rd, Grandview.

Motion carried.

- e) **Office Manager's Report** - Nothing to report.
- f) **Economic Development Program With Yakima Valley College** - President Sewell reported that he will be sending a letter to YVC for approval of the scholarship title and terms approved at the Port's 12/8/2020 Regular Meeting.

## 7. **NEW BUSINESS**

- a) **Farm Lease - Parcel A** - Commissioners and staff discussed going out to bid for the Parcel A farm lease, which expired 12/31/2020.

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to advertise for bids for the Parcel A farm lease for a five-year term.

Motion carried.

Bids will be reviewed by the Port Commission at the February 9<sup>th</sup>, 2021 Regular Meeting.

- b) **Funds Transfer - 0210 to TIP** - Commissioners discussed transferring funds from account 0210 to the TIP.

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve the transfer of up to \$400,000 from the 0210 account to the TIP, following receipt of proceeds from the property sale to Forks Properties LLC.

Motion carried.

- c) **Public Disclosure Forms** - President Sewell reminded Commissioners about the public disclosure forms which are due April 15<sup>th</sup>.
- d) **Port History** – The Grandview Museum has asked the Port for a written history to be displayed at the museum. President Sewell reported that Commissioner Emeritus Dr. Ron Grow completed a history that goes up to the year 2012. Commissioners and staff discussed options for completing the history.

Commissioner Sewell moved and Commissioner Lyall seconded a motion to authorize Property Marketing Manager Randy Tucker to hire Leah Shenyer, a volunteer at the Grandview Museum, to assemble information from the Port of Grandview’s history for use by the Port and the Grandview Museum. Commissioner Shenyer abstained from the vote.

Motion carried.

## 8. **UPCOMING EVENTS**

- a) **Feb. 2, 2021, 7:00 a.m. to 4:00 p.m. – Virtual Port Day**  
Commissioner Lyall has registered for this event.
- b) **March 16-17, 2021 – Virtual WineVit 2021**  
Property Marketing Manager Randy Tucker reported that he will not be participating in this event.
- c) **April 26-27, 2021 – Northwest Food & Beverage World, Spokane Convention Center** (booth reserved)
- d) **May 19-21, 2021 – Spring Meeting, Davenport Hotel, Spokane**
- e) **June 16-18, 2021 – Finance & Administration Seminar, Alderbrook Inn, Union**
- f) **July 7-9, 2021 – Directors’ Seminar, Alderbrook Inn, Union** (tentative dates & location)
- g) **July 19-21, 2021 – Commissioners’ Seminar, Marcus Whitman Hotel, Walla Walla**
- h) **Sept. 22-24, 2021 – Environmental Seminar, Alderbrook Resort, Union** (tentative location)
- i) **Oct. 20-22, 2021 – Small Ports Seminar, Enzian Inn, Leavenworth** (tentative dates)
- j) **Dec. 1-3, 2021 – Annual Meeting, Hyatt Regency, Bellevue**

At 8:36 p.m., President Sewell announced that the Regular Meeting would be continued at 12:00 noon on Tuesday, January 19<sup>th</sup>, 2021.

**9. CALL TO ORDER**

The January 12<sup>th</sup>, 2021 Regular Meeting of the Port of Grandview Board of Commissioners reconvened at 12:13 p.m. on Tuesday, January 19<sup>th</sup>, 2021 via Zoom teleconference. Present were Commissioners Jim Sewell, Richard Shenyer, and Frank Lyall, Property & Marketing Manager Randy Tucker, and Office Manager Mary Barnett.

**10. Resolution No. 21-01 – Delegation of Authority**

Commissioner Shenyer moved and Commissioner Shenyer seconded a motion to approve Resolution No. 21-01 Delegation of Authority for the Executive Director position.

**RESOLUTION NO. 21-01  
DELEGATION OF AUTHORITY**

*A Resolution of the Port of Grandview adopting a master policy directive on the administrative authority of the Executive Director and his designees.*

**WHEREAS**, *The Port Commission previously adopted Resolution No. 20-15 providing for the Delegation of Authority to the Executive Director and the Commission now wishes to revise the Resolution and Exhibit A to the Resolution.*

**WHEREAS**, *Section 53.12.270 of the Revised Code of Washington provides authority to the Port Commission for delegation of powers to the Executive Director: and*

**WHEREAS**, *the Port Commission will employ an Executive Director and wishes to establish policies for expeditious administration of the Port; and*

**WHEREAS**, *the Port Commission now wishes to provide a master policy directive on the administrative authority of the Executive Director and his designees, and to repeal any prior resolutions dealing with the same subject;*

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

**SECTION 1.** *Port of Grandview Resolution 20-15 and Exhibit A are hereby repealed and shall be replaced by this Resolution.*

**SECTION 2.** *The master policy directive of the Port Commission of the Port of Grandview as set forth as Exhibit "A" attached to this Resolution and incorporated herein by such reference, is for the purpose of establishing administrative authority for the Executive Director and his designees.*

**SECTION 3.** *The Revised Code of Washington 53.08.090 authorizes the Port Commission to delegate to the Executive Director by resolution, the authority to sell and convey port district property as outlined in Exhibit A, Section XX. Inasmuch as state law requires that this authority be renewed from year to year, the Port Commission is authorized to accomplish the same by motion; provided, however, that in the event this authority is amended or repealed, such amendment or repeal must be by resolution adopted by the Port Commission.*

*ADOPTED by the Port Commission of the Port of Grandview this day 19<sup>th</sup> day of January, 2021 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.*

PORT OF GRANDVIEW COMMISSION

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C. James Sewell, President

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Richard Shenyer, Secretary

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Frank A. Lyall, Investment Officer

**EXHIBIT "A" TO RESOLUTION NO. 20-15  
PORT OF GRANDVIEW  
COMMISSION POLICY DIRECTIVE  
AUTHORITY OF EXECUTIVE DIRECTOR  
AND DESIGNEES**

*The following policy is adopted by the Port Commission for the purpose of establishing the administrative authority of the Executive Director who is responsible for normal Port operations. The phrase "normal Port operations" as used herein, means regular day-to-day business transactions involving personnel, materials and money. The Commission may retain an Executive Director to implement the objectives of the Port, which shall be established by the Port Commission. The Executive Director derives authority from the Commission acting as the governing body. The Executive Director shall retain professional staff, which shall operate and manage according to directives from the Executive Director. The Executive Director shall regularly inform and consult with the Commission regarding significant information and business transactions, by a method mutually agreeable to the Commission and the Executive Director. The Executive Director shall serve as the primary spokesman for management.*

*The Commission is responsible for setting policy and direction for all Port business. It does so by annually adopting a budget and, from time to time, adopting other policy-setting documents. Within the general scope of and in conformance with the direction established by such documents and with the exception of the limitations identified in the specific policies which follow, the Executive Director shall be responsible for the operation, maintenance, administration and use of the Port's properties and facilities; the development of industrial districts; the implementation of construction work and alterations and improvements to the Port's real estate and physical facilities and necessary planning incidental thereto; the administration of the day-to-day operations which include personnel administration (salary and benefit matters, task and project assignments, hiring, firing, training, grievance procedures, employee enrichment and improvement, etc.); execution of contracts; the delivery of services essential to the Port's mission; financial and accounting related matters; legal matters and all other administrative matters. Further, Executive Director is hereby authorized to publish notice of any and all public hearings which are required by law or are necessary for Port Commission action. The Executive Director shall not have the authority to hire, fire or discipline permanent Port employees without Commission approval.*

*The Executive Director may delegate to appropriate Port staff such of his/her administrative authority or reporting requirements herein established as, in his/her*

*discretion, is necessary and advisable in the efficient exercise of such authority. To implement delegations of authority to Port staff, the Executive Director shall promulgate Port of Grandview Policy and Procedure Manuals, monetary delegations, authority to execute contracts, and other documents such as employee position descriptions, affirmative action plans, office manuals, etc., which shall include such delegations as appropriate.*

**PORT OF GRANDVIEW  
SPECIFIC POLICY DIRECTIVES OF  
ADMINISTRATIVE AUTHORITY OF EXECUTIVE DIRECTOR  
AND DESIGNEES**

**I. REAL PROPERTY RENTAL OR LEASE AGREEMENTS**

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A. *Types of Agreements*

*The following directives of this Article I apply to all agreements for use of Port real property, including but not limited to leases, license agreements, rental agreements, operating agreements and use agreements (all hereinafter referred to as "Real Property Agreements or "Agreements").*

B. *General Real Property Agreement Policy*

*Except as provided in Paragraph I(c), all real property of the Port shall be used pursuant to an appropriate written instrument approved by the Port Commission and accompanied by security in accordance with law.*

*Prior to the execution of such instrument, the Executive Director shall have secured authority to enter negotiations and shall have appraised the Port Commission of the progress of such negotiations; provided for proper security, submitted the Agreement to Port Counsel for review and to the Port Commission for approval; and followed all other applicable laws and Port Commission created Lease Policy.*

C. *The Executive Director is charged with the responsibility to ensure that all agreement terms are complied with and is authorized to take necessary measures to cause compliance or to protect the Port's legal position, including but not limited to the giving of all notices provided for in the Agreement.*

**II. REAL PROPERTY AGREEMENT SECURITY AND INSURANCE**

*The Executive Director is authorized to take all necessary actions on behalf of the Port Commission in connection with Agreement surety bonds, Agreement surety, rental insurance, or other security (hereinafter referred to as "Agreement Security") and insurance coverage required pursuant to any Agreements of the Port, including any of the following actions:*

A. *Where the Agreement is not in default, to release any Agreement Security where an adequate substitute security has been provided.*

B. *To approve any Agreement Security or insurance submitted in fulfillment of the requirements of any Agreement, including substitute or replacement coverage for any terminated bond or other Agreement Security.*

C. *To approve any substitute or modification of insurance, and to release any insurance company when substitute or replacement insurance coverage has been provided.*

**III. REAL PROPERTY TRANSACTIONS**

A. *When the Port Commission authorizes the acquisition of real property by negotiated purchase or condemnation, the Executive Director shall take all necessary steps, including appraisals, to secure title of such property for the Port. The acquisition price of individual properties (or ownerships) shall in no case exceed the Port's appraisal without further specific Commission approval. When several parcels are authorized for purchase by the Port Commission, the total price paid for all such properties shall not exceed the Port's appraisal without further specific Commission approval.*

B. *When the Port Commission authorizes the sale of Port real property, the Executive Director shall be empowered to take all necessary administrative steps including the acquisition of appraisals in order that execution of the conveyance instrument by the Commission may occur. After execution of the instrument by the Commission, the Executive Director is authorized to take any and all other necessary steps, including delivery, to finalize the sale.*

**IV. CONTRACTS FOR PERFORMANCE OF WORK**

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*A. Contract Awards for Construction and Maintenance*

- 1. The Executive Director may, without prior Commission approval, execute on its behalf small works roster contracts where the total estimated contract price does not exceed the Practical No Bid limit of Seven Thousand Five Hundred Dollars (\$7,500), the work is within Capital Budget authorized limits, and so long as all statutory procedures are followed.*
- 2. The Executive Director may, with Port Commission approval, prepare plans and specifications, issue notices calling for Limited Public Works bids for work where the total estimated contract price exceeds Seven Thousand Five Hundred Dollars (\$7,500), but does not exceed Thirty-five Thousand Dollars \$35,000 provided that all requirements of R.C.W. 53.08.120-135 are met, and the work is within authorized Capital Budget limits. Commission approval is required to accept and award contracts.*
- 3. On contracts for work exceeding Thirty-five Thousand Dollars (\$35,000), Commission approval shall be required prior to the preparation of plans and specifications for such work. Request for authorization to prepare plans and specifications shall include an estimate as to the total cost of the work. Upon completion of plans and specifications, the Executive Director is authorized to publish notice calling, for bids. Award of contract will be made with Commission approval unless there is time constraint. . In the event of a time constraint, Commission approval for award by the Executive Director will be requested in connection with the request for authorization to prepare plans and specifications. If an award is to be made to other than the lowest responsible bidder; if there is a material deviation from the Port's General Conditions; or if the bid is in dispute, Port Commission approval shall be sought prior to the award. Port Commission approval shall be required for the rejection of all bids.*
- 4. When any emergency shall require the immediate execution of a contract for or work, the Executive Director, pursuant to the procedures of R.C.W. 39.04.020 (as it may be amended or succeeded), is authorized to make a finding of the existence of such emergency and execute any contracts necessary to respond to the existing emergency, provided that the Executive Director shall, at the first Port Commission meeting following the Executive Director's finding of the existence of an emergency, request Port Commission ratification of the finding of emergency and any contracts awarded and/or executed pursuant to that finding.*

*B. Change Orders*

*Where contracts for the performance of work exceeding \$35,000 have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work,*

*the Executive Director is authorized to execute individual change orders to the contract provided the following conditions are met:*

- 1. The estimated cost of the individual changes in plans and/or specifications will not exceed Five Thousand Dollars (\$5,000), and such change order shall not be issued without prior Commission approval and no future change orders to said contract may be issued without Commission approval.*
- 2. The contract provides for issuance of change orders.*



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3. *The individual change order has been approved and certified by the Port's Architect or Engineer supervising the contract as being necessary to the proper accomplishment of the work called for in the basic contract.*
4. *Any time extension for completion of said contract which accompanies said change order does not exceed forty-five (45) days, except a change order extending the contract determined time beyond forty-five (45) days where it is to be a result of fire and other casualties not the fault of the contractor; strikes, riots and other civil disorders; unsuitable weather, or other act of God which results in suspension of work by order of the Port's architect or Engineer supervising the contract.*

**C. Reports**

*Notwithstanding the authorities granted in the preceding sections A and B, the Executive Director shall keep the Commission advised of all contracts on a monthly basis.*

**VI. CONTRACTS FOR ACQUISITION OF UTILITIES, MATERIALS, EQUIPMENT, SUPPLIES, AND SERVICES**

*The Executive Director shall have the responsibility for following all statutory requirements and procedures in connection with all contracts for the acquisition of utilities, materials, equipment, supplies and services. Utilities, materials, equipment, supplies and services (including services provided by public agencies) may be acquired on the open market, pursuant to published tariffs, or by competitive bidding when necessary for the normal maintenance and operations of the Port, and no prior Port Commission approval shall be required but shall, where appropriate, be approved as part of normal monthly expenses and shall be within authorized budgets. Where a requirement exists for formal competitive bidding, the Executive Director shall submit contracts to the Commission for approval.*

**VIII. ARCHITECTURAL, ENGINEERING, AND TECHNICAL SERVICES**

*The Executive Director is authorized to contract with qualified architectural, engineering, and technical testing and inspection firms licensed in the State of Washington to provide such services as required for maintenance, engineering work or small projects of the Port. Selection and reimbursement for such services shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. If the fee on any single project or closely related work is estimated to exceed Seven Thousand Five Hundred Dollars (\$7,500), Port Commission approval shall be required. Where architectural and engineering services are ancillary to capital projects,*

**X. LEGAL SERVICES AND OTHER REPRESENTATION**

*The Port Commission shall be responsible for management and supervision of all legal services required by the Port and for litigation in which the Port has an interest, direct or indirect. For purposes of this section, "litigation" shall mean the assertion of any position, right or responsibility by or against the Port (or in which the Port may have an interest) which has been filed in any court of general jurisdiction, be it state or federal, or any quasi judicial or administrative forum. However the Executive Director shall be authorized to consult with the Port Attorney as required.*

**XI. ADJUSTMENT AND SETTLEMENT OF CLAIMS  
(except those as referenced above)**

*The Executive Director shall be responsible for complying with necessary procedures for adjustment and settlement of all claims, either against or on behalf of the Port. All claims shall be submitted to the Port Attorney and/or the Port's Insurance Carrier as may be appropriate, and to the Port Commission for action.*

**XIV. INSURANCE PROGRAMS**

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*The Executive Director shall be authorized to negotiate and obtain appropriate policies of insurance to cover Port property, liability, employee coverages, and other areas appropriately included within a comprehensive insurance program. The Executive Director is authorized to approve changes or modifications within the policies of insurance, including programs to provide deductible provisions, so long as such programs are promptly and regularly reported to the Port Commission so it is kept informed of basic changes made in the overall insurance program of the Port.*

**XV. TRADE DEVELOPMENT PROGRAMS**

*The Executive Director is authorized, consistent with statutory limitations, to develop and carry out programs of trade development (which may include tourism and tourism promotion), advertising (including the use of advertising firms within budgetary authority) and promotion of the Port, including its properties, facilities and services. Such programs of trade development and promotion shall be reviewed by the Port Commission from time to time so it may be informed as to changes which occur.*

**XVII. RULES AND REGULATIONS**

*The Executive Director is authorized to adopt any administrative rules and regulations necessary for the efficient operation of the Port so long as such rules and regulations are reported to the Port Commission monthly.*

**XVIII. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT**

*It is the basic policy of the Port of Grandview to provide equal opportunity to the users of all Port services and facilities, all contracting entities, Port employees and applicants for employment, and to assure that there be absolutely no discrimination against any persons on grounds of race, creed, color, national origin, sex, sexual preference, marital status, age, or the presence of any sensory, mental, or physical handicap. This policy is to be implemented by the Executive Director as more specifically set forth in Port policies.*

**XIX. TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE PORT**

*The Executive Director is authorized to approve travel by employees and/or other authorized representatives of the Port in accordance with the established travel policy in order to effectuate necessary normal Port operations within the limits of the funds budgeted by the Port Commission for such purposes.*

*International trade missions will receive Port Commission review and approval.*

**XX. SALE OF PERSONAL PROPERTY**

*The Executive Director is authorized pursuant to R.C.W. 53.08.090 to sell and convey surplus personal property of the Port pursuant to the requirements of R.C.W. 53.08.090-.092 (as amended or succeeded). In no case shall surplus personal property of the Port be sold to any Port Commissioner or Port employee or to members of their immediate families without the specific approval of the Port Commission. This provision does not prohibit commissioners, employees, and members of their immediate families from bidding on excess Port property sold at public auction.*

**XXII. AUTHORIZATION OF EXPENDITURES**

*The Executive Director is authorized to establish an adequate system to control purchases of materials, supplies and services. Such system should take into consideration the nature of the purchases and the dollar amounts involved. No funds shall be expended unless the purchase invoices have been properly approved in accordance with the provisions of the system established.*

**XXIII. IMPRESS WORKING FUNDS (PETTY CASH/CHANGE FUNDS)**

*The Executive Director is authorized to establish various working funds, provided that the total amount of any such fund shall not exceed Two Hundred Dollars (\$200). The working funds provide for petty cash purchases/change funds,*

*and the dollar amount thereof shall be recorded on the Port's balance sheet. The Executive Director is also authorized to establish and maintain procedures for the creation and control of such funds.*

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to repeal the motion made and approved at the December 8<sup>th</sup>, 2020 Regular Meeting which approved the consulting contract with Randy Tucker.

Motion carried.

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to appoint Randy D. Tucker as Executive Director effective January 20<sup>th</sup>, 2021 at a rate of \$41.20 per hour, with state holiday and vacation benefits on the same basis as are now provided to the Office Manager.

Motion carried.

**11. CONSENT AGENDA**

- **Warrant #5797 in the amount of \$1,225**

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

Motion carried.

**12. ADJOURNMENT** – The meeting adjourned at 12:19 p.m.

The next meeting will be held at 7:00 p.m. on Tuesday, February 9<sup>th</sup>, 2021, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington 98930.

Sincerely,

Richard Shenyer, Secretary