**PORT OF GRANDVIEW** 1313 W. Wine Country Rd., Suite #101

Tuesday, August 9th, 2022             Grandview, Washington 98930
7:00 p.m.

**MINUTES**

1. **CALL TO ORDER**

The Special Meeting was called to order by President Jim Sewell at 7:02 p.m. on Tuesday, August 9th, 2022 at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington. Present were Commissioners Jim Sewell, Richard Shenyer, and Frank Lyall, and Office Manager Mary Barnett.

1. **PUBLIC PARTICIPATION** - none
2. **CONSENT AGENDA**
3. **Warrant Approval – 610-0210**
* Warrant #6192 to #6210 and #6212 in the amount of $39,423.92
* Warrant #6211 in the amount of $1,069.43
* Warrant #6213 in the amount of $5,775.00
* Warrant #1034 in the amount of $14,452.18
1. **Minutes** of the July 12th, 2022 Regular Meeting

**Minutes** of the July 19th, 2022 Special Meeting

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

1. **COMMUNICATIONS – Written & Oral**
2. **Yakima Co. Treasurer Reports Fund Bal. 7/31/2022**

 **610-0210 - $ 176,179.88**

 **610-0220 - $ 573,913.00**

 **610-0240 - $ 534.52**

 **TIP - $ 1,585,121.00**

1. **Port Auditor’s Monthly Budget Report**

*Commissioner Shenyer moved and Commissioner Lyall seconded a motion to accept the Treasurer and Auditor reports.*

1. **OLD BUSINESS**
2. **Personnel Manual Update** – in progress
3. **2022 American Rescue Plan Act Funds Update** – President Sewell advised that there is nothing to report since application submission.
4. **Yakima Valley College Economic Development Program**

President Sewell advised the board that YVC contacted him to report that the YVC/Port of Grandview Economic Development Program scholarship winner had elected to attend a different college. Commissioners agreed that YVC should proceed with awarding the scholarship to a YVC student only, as specified in Resolution No. 21-02, Economic Development Program with Yakima Valley College. President Sewell will notify YVC of this decision.

1. **WA State Grape Society Annual Meeting & Trade Show Banner**

Commissioners and staff discussed the proposed purchase of an advertising banner for the Washington State Grape Society Annual Meeting & Trade Show.

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to purchase and display a Washington State Grape Society Annual Meeting & Trade Show banner. Motion carried.*

1. **Port Retreat to Update Comprehensive Plan** – President Sewell reported that the WPPA recommends the Port reviews its Comprehensive Plan every two years. Executive Director and Office Manager are looking into possible dates and locations for the Port’s upcoming retreat for the purpose of updating the Comprehensive Plan.
2. **Executive Director’s Report**
3. Broadband Update – CERB Planning Grant, Petrichor
4. Wallace Way Business Park West Update
* Construction Update – President Sewell reported that the deadline for construction of the Wallace Way BP West Infrastructure Improvements has been extended to April 2023 due to a lack of availability of materials.
* Boundaries for Marketing – Commissioners discussed the possibility of adding additional existing properties areas to Wallace Way Business Park boundaries. Commissioner Shenyer asked if the City might have an issue with this.

*Commissioner Shenyer moved and Commissioner Lyall seconded a motion to adjust the boundaries of Byam Business Park to include property currently leased to Addie Sybouts and the Chevron gas station, and that Wallace Way Business Park boundaries should include properties from Forsell Rd. on the South, to Forrest Rd. on the West, to Byam Business Park on the North, to Wine Country Rd. on the East. Motion carried.*

* Commissioners discussed the need for the Port to pick up the 7 handholes purchased from the Port of Clarkston by the end of August.
* Commissioners and staff discussed recent warrants for Wallace Way BP West Infrastructure Improvement expenses which were erroneously charged to the General Fund 0210.

*Commissioner Shenyer moved and Commissioner Lyall seconded a motion to transfer $84,502.00 from Construction Account 610-0220 to General Fund 610-0210 to cover Warrant Nos. 6058, 6063, 6113, 6134, 6154, 6177, 6200, and 6202 which were approved warrants for Wallace Way BP West Infrastructure Improvement expenses that were erroneously charged to the General Fund. Motion carried.*

1. **Office Manager’s Report** – Office Manager reported that hotel reservations have been made for Commissioners and staff to attend the WPPA Small Ports Seminar in October.
2. **NEW BUSINESS**
3. **Pacific Power Street Lighting Agreement, Port Point West**

President Sewell reviewed the Street Lighting Agreement with Pacific Power for Port Point West and confirmed that the agreement states that the Port will pay for street light installation only.

1. **YCDA Comprehensive Economic Development Strategy**

President Sewell reported that YCDA asked the Port to submit projects a week ago. Executive Director Randy Tucker put together the application which would include funding for Grandview Business Park and Puterbaugh Business Park, as submitted as part of our economic development plan for the federal programs.

1. **Preliminary 2023 Budget** – Commissioner Lyall reviewed some line items in the 2023 Preliminary Budget.
2. **Retainage Bond Policy**

President Sewell advised that according to State law, the Port is required to have either retainage or a retainage bond on construction projects. The Port’s contractor for the Wallace Way BP West Infrastructure Improvements project requested that the Port have a retainage bond. The Port has denied this request. President Sewell recommends delaying discussion about creating a policy regarding retainage bonds until Port Engineer Travis Marden can be present.

1. **Land Price Adjustment**

President Sewell advised Commissioners of Executive Director’s recommendation for increasing the Port’s land price per acre and recommended that this item be discussed at the next board meeting.

1. **101 Stover Rd. Rent** – This item will be held over until the September board meeting.
2. **UPCOMING EVENTS**
3. **Sept. 22-23, 2022** – WPPA 2022 Environmental Seminar, Enzian Inn, Leavenworth – ***registration open***
4. **Oct. 20-21, 2022** – WPPA 2022 Small Ports Seminar, Enzian Inn, Leavenworth
5. **Nov. 17-18, 2022** – Washington State Grape Society Annual Meeting & Trade Show, Grandview Nazarene Church
6. **Dec. 5-7, 2022** – Washington Dairy Conference, Great Wolf Lodge, Chehalis
7. **Dec. 7-9, 2022** – WPPA 2022 Annual Meeting, Hotel Murano, Tacoma
8. **April 4-6, 2023** – 2023 Food Northwest Process & Packaging Expo, Oregon Convention Center, Portland
9. **May 17-19, 2023** – WPPA 2023 Spring Meeting, Davenport Hotel, Spokane
10. **June 7-9, 2023** – WPPA 2023 Finance & Administration Seminar, Alderbrook Resort, Union
11. **July 24-26, 2023** – WPPA 2023 Commissioner Seminar, Alderbrook Resort, Union
12. **POG DEBT/ANNUAL PAYMENTS**

|  |  |  |
| --- | --- | --- |
| *Due Date* | *Debt/Payee* | *Amount* |
| **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 Svc. Reimbursement** | **$157.80** |
| **6-1-2023** | **2012 LTGO Bond** | **$8,183 (I)** |
| **6-1-2023** | **SIED Loan – YC-FBI-14** | **$16,653 (P) $1,686 (I)** |
| **6-1-2023** | **SIED Loan – YC-WBP-14** | **$28,405 (P) $2,875 (I)** |
| **6-1-2023** | **SIED Loan – YC-WWII-22** | **$39,886.24 (P) $14,172.06 (I)** |
| **8-1-2023** | **K&J Self Storage Unit Annual Rental** | **$660** |
| **12-1-2023** | **2012 LTGO Bond** | **$45,000 (P) $8,183 (I)** |
| **12-1-2023** | **Escrow Pacific (Lois Higgins Family) – Parcel B** | **$55,878.87** |

1. **EXECUTIVE SESSION** – At 8:24 p.m. the Regular Meeting adjourned to an Executive Session to discuss personnel matters pursuant to RCW 42.30.110(1). The Executive Session was expected to last approximately 30 minutes. At 9:00 p.m. the Executive Session adjourned with no action taken.
2. **ADJOURNMENT** – The meeting adjourned at 9:02 p.m. The next Regular Meeting will be held at 7:00 p.m. on Tuesday, Sept. 13th, 2022, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington.

Sincerely,

Richard Shenyer, Secretary