

MINUTES

1. CALL TO ORDER

The meeting was called to order by President Jim Sewell at 7:00 p.m. on Tuesday, July 12th, 2022 at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington and via Zoom. 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 #6168 to #6188 and Warrant #6190 in the total amount of \$46,363.65
- Warrant #6189 in the amount of \$1,134.85
- Warrant #6191 in the amount of \$1,629.28

**b) Minutes of the June 14th, 2022 Regular Meeting
Minutes of the June 16th, 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. 6/30/2022

610-0210 - \$	221,562.24
610-0220 - \$	573,913.00
610-0240 - \$	513.80
TIP	- \$ 1,585,121.00

b) Port Auditor’s Monthly Budget Report

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

5. EXECUTIVE SESSION – none

6. OLD BUSINESS

- a) **Personnel Manual Update** – Revisions are in progress.
- b) **Motion for Executive Director to sign EV Media Advertising Sign Site Leases**

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to authorize the Executive Director to sign the two EV Media Advertising Sign Site Leases. Motion carried.

- c) **2022 American Rescue Plan Act Funds Update**
Executive Director Randy Tucker reported the ARPA application has been turned in, and that he's awaiting a response.
- d) **Grandview/Sunnyside Pathway Committee**
Executive Director Randy Tucker delivered a Port letter of support for the pathway paving project to Ed Werkhoven from the Lower Valley Trails & Recreation Pathway Association.
- e) **Executive Director's Report**
- i. **Broadband Update – CERB Planning Grant, Petrichor**
 - The Broadband Provider Meeting will be held on Thursday, July 14th at the Port office and via Zoom.
 - ii. **Wallace Way Business Park West Update**
 - **Construction Update** – Port Engineer Travis Marden advised Commissioners and staff that WWBPW Infrastructure Construction Project bids will be opened on Friday, July 15th at the J-U-B office in Kennewick. Executive Director Randy Tucker will attend.
 - **Handhold Purchase** - Randy Tucker reported that the Port of Clarkston has 7 handholds for broadband service available for purchase. Randy advised that ordering the handholds from a supplier will take up to 48 months.

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to schedule a Special Meeting on Tuesday, July 19th, 2022, to consider

construction bids for the Wallace Way Business Park West Infrastructure Project.

- Motion for Executive Director to sign the SVID District License for Crossings/Encroachments. Randy Tucker reported that SVID requires the Port to sign a license agreement to cross over their easements along the road at Port Point West.

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to authorize the Executive Director to sign a crossing/encroachments agreement with SVID for Wallace Way BP West. Motion carried.

- Second request from Leroy Ridenour to Extend Time for Removing Anchors from Balance of Property, Due to Heat.

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to advise Mr. Ridenour that due to the construction schedule, it is not possible to extend the entire contract; however, the remaining pole and anchor removal will be cancelled, and the remaining pole and wire portion extended to Dec. 31, 2022, and the pole and anchor portion be awarded to another contractor who can perform the work immediately. The Executive Director advised that he would hire Oscar's Tractor Custom Service to remove the remaining anchors for an estimated \$420 plus tax. Motion carried.

- WWBPW Property Mowing - Randy Tucker reported that the Port billed property owners Barajas and Heitzman for the mowing of Lots 1 and 2 at Wallace Way BP West.
- Boundaries of Properties for Marketing Purposes Commissioners and Executive Director discussed adjusting boundaries of Wallace Way Business Park.
- Real Estate Signs – The new real estate signs will be picked up tomorrow by Pleasant Ridge Construction and installed on Friday, July 15th.

f) **Office Manager's Report** – nothing to report

7. **NEW BUSINESS**

a) **Port Retreat – Update Comprehensive Plan**

President Sewell advised that the Port needs to look at its Comprehensive Plan every 1-2 years. Commissioners and staff discussed venues and timing of next Port Retreat for reviewing the Comprehensive Plan.

b) **Port Office Changes – New Building Tenant**

Commissioners and staff discussed office building changes due to new building tenant.

8. **UPCOMING EVENTS – GRAPE SOCIETY**

a) **July 13-15, 2022** – WPPA 2022 Directors’ Seminar, Hotel Bellwether, Bellingham

b) **July 25-27, 2022** – WPPA 2022 Commissioner Seminar, Marcus Whitman Hotel, Walla Walla – ***registration deadline is July 20th***

c) **Sept. 21-23, 2022** – WPPA 2022 Environmental Seminar, Enzian Inn, Leavenworth

d) **Oct. 20-21, 2022** – WPPA 2022 Small Ports Seminar, Enzian Inn, Leavenworth

e) **Dec. 7-9, 2022** – WPPA 2022 Annual Meeting, Hotel Murano, Tacoma

f) **April 4-6, 2023** – 2023 Food Northwest Process & Packaging Expo, Oregon Convention Center, Portland

g) **May 17-19, 2023** – WPPA 2023 Spring Meeting, Davenport Hotel, Spokane

h) **June 7-9, 2023** – WPPA Finance & Administration Seminar, Alderbrook Resort, Union

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve an advertising purchase of a \$625 Supporter/Exhibitor Package for the Washington State Grape Society Annual Meeting & Trade Show. Motion carried.

9. **POG DEBT/ANNUAL PAYMENTS**

<i>Due Date</i>	<i>Debt/Payee</i>	<i>Amount</i>
8-1-2022	K&J Self Storage Unit Annual Rental	\$660 (no increase from 2021)
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	2021 LTGO Bond	\$45,000 (P) \$8,183 (I)
12-1-2023	Escrow Pacific (Lois Higgins Family) – Parcel B	\$55,878.87

10. **ADJOURNMENT** - The meeting adjourned at 9:16 p.m. The next Regular Meeting will be held at 7:00 p.m. on Tuesday, August 9th, 2022, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington.

Respectfully submitted,

Richard Shenyer, Secretary