

# PORT OF GRANDVIEW

Regular Meeting #5  
Tuesday, May 10<sup>th</sup>, 2022

1313 Wine Country Rd. #101  
Grandview, Washington 98930

## MINUTES

1. **CALL TO ORDER** – The meeting was called to order at 7:04 p.m. on Tuesday, May 10<sup>th</sup>, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington, and via Zoom teleconference. Present were Commissioners Jim Sewell, Richard Shenyer and Frank Lyall, Executive Director Randy Tucker, Office Manager Mary Barnett, Joe Poiré, Executive Director at Petrichor Broadband, and Kalvin Johanson, Broadband Director at Port of Whitman.
  
2. **PUBLIC PARTICIPATION** - none
  
3. **CONSENT AGENDA**
  - a) **Warrant Approval** – 610-0210
    - Warrant #6130 to #6148 in the amount of \$118,229.83
    - Warrant #6149 in the amount of \$771.53
  - b) **Minutes** of the April 12<sup>th</sup>, 2022 Regular 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. 4/30/2022**

610-0210 - \$	293,516.45
610-0220 - \$	619,275.00
610-0240 - \$	476.54
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) **Personnel Manual Update** – Office Manager Mary Barnett advised Commissioners and staff that she had added changes to the draft Personnel Manual which cover holiday, vacation and sick leave policies.
  
- b) **EV Media Advertising Sign Site Leases** – Executive Director Randy Tucker reviewed with Commissioners and staff the two advertising sign site leases which the Port took over from the Lois Higgins Trust when the Port purchased the Puterbaugh property in December 2016.

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to consult the Port Attorney for advice regarding renegotiating the Port’s advertising sign site lease with EV Media LLC. Motion carried.*

- c) **2022 American Rescue Plan Act (ARPA) Funds Update**  
Executive Director Randy Tucker shared his progress with the Port’s application for ARPA funds.

**d) Executive Director’s Report**

- i. **Broadband Update - CERB Planning Grant**  
Petrichor Executive Director Joe Poiré and Port of Whitman Broadband Director Calvin Johanson presented information to Commissioners and staff about the CERB planning grant for broadband the Port has received and what services Petrichor can provide to the Port in a Broadband Feasibility Study.

*Commissioner Shenyer moved and Commissioner Lyall seconded a motion to authorize Executive Director Randy Tucker to sign an Interlocal Agreement for Consulting Services with Petrichor Broadband with changes discussed with Commissioners. Motion carried.*

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion for the Port to pursue an interlocal agreement with the City of Grandview for the Port to share results of a Port consultant’s broadband feasibility study, for a fee to be negotiated, not less than \$10,000. Motion carried.*

- ii. Property Signs – Executive Director Randy Tucker discussed locations for three new real estate signs recently purchased by the Port.
- iii. Wallace Way Business Park West Update
  - Motion to approve Pacific Power Development Backbone Contract and authorize Port President to sign.

*Commissioner Shenyer moved and Commissioner Lyall seconded a motion to authorize the Port President to sign a backbone contract with Pacific Power for \$45,362 for electrical service to lots at Wallace Way Business Park West, and to authorize the funds transfer of \$45,362 from the 610-0220 Construction Fund to the 610-0210 General Fund.\* Motion carried.*

\*Warrant #6137 for \$45,362 to Pacific Power was erroneously processed to come from the 610-0210 General Fund instead of the 610-0220 Construction Fund.

- Bureau of Reclamation Agreement Update – Executive Director Randy Tucker reported that the Quit Claim Deed has been signed by the Port, and that the Deed and check for fees will be sent to the Bureau of Reclamation on Friday, May 13<sup>th</sup>. The BOR will sign the deed and record it in Yakima County.

- iv. WPPA Spring Meeting Report – Commissioner Frank Lyall and Executive Director Randy Tucker reported on their attendance at the WPPA Spring Meeting at the Skamania Lodge in Stevenson, Washington, May 4-6, 2022.

e) Office Manager's Report – nothing to report

## 7. NEW BUSINESS

a) YCDA Annual Meeting/Economic Development Talk

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve the purchase of one table at the YCDA Annual Meeting & Economic Development Talk to be held on May 12<sup>th</sup>, 2022 at SOZO Sports in Yakima. Motion carried.

**b) Food Northwest Process & Packaging Expo Annual Membership**

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to approve the Port's Food Northwest annual membership renewal in the amount of \$595. Motion carried.

**c) Motion to approve Funds Transfer of \$8,843 Interest Payment from 610-0210 General Fund to 610-0240 LTGO Bond Account**

Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve a funds transfer of \$8,843 interest payment from 610-0210 General Fund to 610-0240 LTGO Bond Account. Motion carried.

**8. UPCOMING EVENTS**

- a) **May 12, 2022** – YCDA Annual Meeting/Economic Development Talk, SOZO Sports of Central WA, 2200 S. 36<sup>th</sup>, Yakima, 3:30 p.m.
- b) **June 8-10, 2022** – WPPA 2022 Finance Seminar, Campbell's Resort, Chelan
- c) **July 14-15, 2022** – WPPA 2022 Directors' Seminar, Hotel Bellwether, Bellingham
- d) **July 25-27, 2022** – WPPA 2022 Commissioner Seminar, Marcus Whitman Hotel, Walla Walla
- e) **Sept. 21-23, 2022** – WPPA 2022 Environmental Seminar, Enzian Inn, Leavenworth
- f) **Oct. 20-21, 2022** – WPPA 2022 Small Ports Seminar, Enzian Inn, Leavenworth
- g) **Dec. 7-9, 2022** – WPPA 2022 Annual Meeting, Hotel Murano, Tacoma
- h) **April 4-6, 2023** – 2023 Food Northwest Process & Packaging Expo, Oregon Convention Center, Portland

**9. POG DEBT/ANNUAL PAYMENTS**

Port of Grandview Regular Meeting Minutes  
May 10th, 2022

Due Date	Payee/Debt	Amount
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
6-1-2023	SIED Loan – YC-WWII-22	\$54,058.30

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

The next Regular Meeting will be held at 7:00 p.m. on Tuesday, June 14th, 2022, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington, and via Zoom teleconference.

Respectfully submitted,

Richard Shenyer, Secretary