

**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order by Secretary Richard Shenyer at 7:02 p.m. on Tuesday, September 13<sup>th</sup>, 2022 at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington. Present were Commissioners Richard Shenyer and Frank Lyall, Executive Director Randy Tucker, and Office Manager Mary Barnett. President Sewell was excused due to illness.

**2. PUBLIC PARTICIPATION: none**

**3. CONSENT AGENDA**

**a) Warrant Approval – 610-0210**

- Warrant #6214 to #6230 in the amount of \$11,205.41
- Warrant #6231 in the amount of \$1,302.11
- Warrant #6232 in the amount of \$1,793.66
- Warrant #1035 in the amount of \$2,824.84

**b) Minutes of the August 9th, 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. 8/31/2022**

610-0210 - \$	410,130.37
610-0220 - \$	474,958.82
610-0240 - \$	558.49
TIP - \$	1,585,121.00

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

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

5. **EXECUTIVE SESSION** – none

6. **OLD BUSINESS**

- a) **Personnel Manual Update – in progress**
- b) **2022 American Rescue Plan Act Funds Update** – The Port has not yet received a response to its grant application.
- c) **Yakima Valley College Economic Development Program**  
President Sewell contacted Stacey Kautz at the YVC Foundation to advise her that the Port requires the scholarship to be offered to a YVC student only and requested that YVC choose someone else for the scholarship for winter or spring quarter.
- d) **WA State Grape Society Annual Meeting & Trade Show banner**  
Commissioners and Executive Director discussed the City’s placement requirements and possible locations for a proposed welcome banner for the WA State Grape Society Annual Meeting & Trade Show and also reviewed a design for the banner.
- e) **Port Retreat – Update Comprehensive Plan** – Scheduling of the Port retreat was tabled until October.
- f) **YCDA Comprehensive Economic Development Strategy Grant**  
The Port has not yet received a response to its grant application.
- g) **Preliminary 2023 Budget**
  - i. **Preliminary budget review** – Commissioners and staff reviewed the Preliminary 2023 Budget.
  - ii. **Set hearing date**

*Commissioner Shenyer moved and Commissioner Lyall seconded a motion to set the 2023 Public Budget Hearing for Tuesday, October 4<sup>th</sup>, 2022 at 5:00 p.m. at the Port office. Motion carried.*

- iii. **Set advertising date** – The legal ad to advertise the 2023 Budget Public Hearing will be scheduled for publication on 9/21/2022 and 9/28/2022.

- h) **Retainage Bond Policy** – Commissioners and Executive Director discussed a possible Port Retainage Bond Policy. Further discussion will take place at a future board meeting.
- i) **Land Price Adjustment** – Discussion tabled until next month.
- j) **101 Stover Rd. Rent**

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to increase rent on property at 101 Stover Rd. by \$50 to \$400 on January 1, 2023. Motion carried.*

- k) **Executive Director’s Report**
  - i. **Broadband Update – CERB Planning Grant, Petrichor**
    - **CERB Contract** – President Sewell has signed the state contract.
    - **Motion to approve Broadband Mission & Vision Statements**

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve and adopt the following Broadband Mission & Vision Statements:*

*“The Port of Grandview Commissioners seek strategic partnerships and solutions to bring broadband infrastructure to the entirety of the Port of Grandview District.*

- *It is the vision of the Port Commission that every constituent who lives in the district have access to reliable internet service.*
- *It is the mission of the Port of Grandview to work in its economic development capacity to develop public and private sector partnerships to enhance the lives of our constituents and the economic vitality of our district with critically needed broadband infrastructure.*

*Adopted by the Port of Grandview Board of Commissioners on September 13<sup>th</sup>, 2022.”*

*Motion carried.*

ii. **Wallace Way Business Park West Update**

- **Construction Update** – Executive Director Randy Tucker reported that a pre-construction meeting with J-U-B Engineers Inc. and Culbert Construction will take place at 10:00 a.m. on Thursday, September 15 in the Port office. Commissioner Frank Lyall will represent President Sewell.
- **Street Name** – Randy Tucker advised Commissioners of the need to decide on a name for the new street on Wallace Way BP West. Port Commissioners agreed on “Port Point West.”
- **Boundaries for Marketing Purposes** – Randy Tucker presented a new concept plan for adjusting boundaries of Byam Business Park. Further discussion was tabled until the next board meeting.
- **Tolman Sale Closing** – Sale of Wallace Way BP West Lot #3 to Tolman Commercial Properties closed on 8/24/2022.
- **Vaults** - The seven handhold vaults purchased by the Port from the Port of Clarkston were picked up by Port Engineer Travis Marden and delivered to Culbert Construction in Pasco.
- **Mowing and Invoices** – Randy Tucker reported that Oscar’s Tractor Custom Service had mowed Wallace Way BP West one final time, and that each of the three property owners had agreed to pay for the mowing on his/her individual lot.
- **Disposition of Pump** - Randy Tucker reported on the existing pump and filter housing which OVS removed from the WWBPW property and stored for the Port. He discussed with Commissioners possible options for selling the pump and will consult the Port Attorney about this matter.

- iii. **SVID Master Crossing Agreement** – The SVID Master Crossing Agreement was signed by President Sewell and finalized with SVID signature on September 1, 2022.

1) **Office Manager’s Report**

- i. **Peace Love & Coffee Beautification Award** – Office Manager Mary Barnett reported on the beautification award presented to Addie Sybouts, owner of Peace Love & Coffee, by the City of Grandview.

7. **NEW BUSINESS**

a) **Motion to transfer funds from 0210 General Fund to TIP**

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to transfer \$225,000 from the 610-0210 General Fund to the Yakima County Treasurer Investment Pool (TIP). Motion carried.*

- b) **Port Newsletter** – Executive Director Randy Tucker shared with Commissioners and staff options for the design of a quarterly Port newsletter.

8. **UPCOMING EVENTS**

- a) **Sept. 22-23, 2022** – WPPA 2022 Environmental Seminar, Enzian Inn, Leavenworth – ***registration open***
- b) **Oct. 20-21, 2022** – WPPA 2022 Small Ports Seminar, Enzian Inn, Leavenworth – ***registration open***
- c) **Nov. 17-18, 2022** – Washington State Grape Society Annual Meeting & Trade Show, Grandview Nazarene Church
- d) **Dec. 5-7, 2022** – Washington Dairy Conference, Great Wolf Lodge, Chehalis
- 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 2023 Finance & Administration Seminar, Alderbrook Resort, Union

- i) July 24-26, 2023 – WPPA 2023 Commissioner Seminar, Alderbrook Resort, Union

9. POG DEBT/ANNUAL PAYMENTS

<i>Due Date</i>	<i>Debt/Payee</i>	<i>Amount</i>
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

10. ADJOURNMENT – The meeting adjourned at 8:58 p.m.

The next Regular Meeting will be held at 7:00 p.m. on Tuesday, October 11<sup>th</sup>, 2022, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington.

Respectfully submitted,

Richard Shenyer, Secretary