

PORT OF GRANDVIEW

Regular Meeting #11
Tuesday, November 8th, 2022
6:00 p.m.

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

MINUTES

1. CALL TO ORDER

The meeting was called to order by Secretary Richard Shenyer at 6:00 p.m. on Tuesday, November 8th, 2022 at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington and via Zoom. Present were Commissioners Jim Sewell (via telephone), Richard Shenyer and Frank Lyall, Executive Director Randy Tucker, Office Manager Mary Barnett, and Joe Poire, Manager at Petrichor Broadband LLC.

2. PUBLIC PARTICIPATION - none

3. CONSENT AGENDA

a) Warrant Approval – 610-0210

- Warrant #6273 to #6290 in the amount of \$82,070.37
- Warrant #6291 in the amount of \$803.22

b) Warrant Approval – 610-0220

- Warrant #1038 in the amount of \$55,893.87

- c) Minutes of the October 11th, 2022 Regular Meeting
Minutes of the October 20-21, 2022 Special Meeting
Minutes of the November 1st, 2022 Special Meeting

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

4. COMMUNICATIONS – Written & Oral

a) Yakima Co. Treasurer Reports Fund Bal. 10/31/2022

610-0210 - \$	275,991.40
610-0220 - \$	466,312.12
610-0240 - \$	614.07
TIP - \$	1,810,121.00

b) Port Auditor's Monthly Budget Report

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

5. OLD BUSINESS

a) Amendment to Addie Sybouts Ground Lease

Commissioner Lyall moved and President Sewell seconded a motion to approve the Amendment to Ground Lease with Addie Sybouts, increasing rent from \$400 a month to \$450 a month, plus 12.84% leasehold tax, for a total of \$451.36 per month. Motion carried.

AMENDMENT TO GROUND LEASE
Port of Grandview- Addison Kay Sybouts

THIS IS AN AMENDMENT to the Ground Lease entered into between the PORT OF GRANDVIEW, a municipal corporation of the State of Washington, referred to as "Port" and ADDISON KAY SYBOUITS doing business as "Peace Love and Coffee", referred to as "Tenant", dated October 1, 2015. The Ground Lease and the Amendment to Ground Lease shall hereafter be referred to jointly as "Lease".

THE PARTIES HEREBY AGREE the Ground Lease shall be amended as follows:

A. Section 3 of the Ground Lease shall be amended to read as follows:

3. RENT. The Lessee shall pay rent for the demised premises in the amount of \$400.00 each month in advance, plus the applicable leasehold tax of \$51.36, for a total monthly payment of \$451.36, effective January 1st, 2023.

B. Except as specifically amended by this Amendment to Ground Lease, all of the terms and conditions of the Ground Lease shall remain in full force and effect.

THE PARTIES have entered into this Amendment to Ground Lease on the ____ day of _____, 2022.

PORT OF GRANDVIEW:

TENANT:

By: _____

Richard Shenyer
Port Commission Secretary

Addison Kay Sybouts

b) Personnel Manual Update – in progress

c) 2022 American Rescue Plan Act Fund Update – Executive Director Randy Tucker reported that there has been no response to the Port's application for funding.

d) Yakima Valley College Economic Development Program – Office Manager Mary Barnett reported that she has emailed Stacey Kautz at the YVC Foundation regarding the 2022 program scholarship status and is awaiting a reply.

- e) **WA State Grape Society Annual Meeting & Trade Show Banner**
Executive Director Randy Tucker reported that he picked up the trade show banner ordered from Minute Man Press. Randy has talked to the City about where to display the banner, and the City says they will install it.
- f) **Port Retreat – Update Comprehensive Plan** – Commissioners and staff discussed timing of the next Port Retreat.
- g) **YCDA Comprehensive Economic Development Strategy Grant**
Executive Director Randy Tucker reported that the Port has not received a response to their application for the grant.
- h) **Land Price Adjustment** – Commissioners and Executive Director discussed future timing of a Port land price adjustment.
- i) **Executive Director’s Report**
 - i. **Broadband Update – CERB Planning Grant, Petrichor**
 - Joe Poire, Manager at Petrichor Broadband LLC, presented a draft of Petrichor’s Broadband Feasibility Study for Grandview. President Sewell commended Joe and Executive Director Randy Tucker for their work on the report.
 - ii. **Wallace Way Business Park West Update**
 - **Construction Update** – Executive Director Randy Tucker reported that Culbert is one week behind on construction. City will be meeting with J-U-B and Culbert regarding engineering. Culbert should be back on track by Monday.
 - **Boundaries for Marketing Purposes** - Randy Tucker discussed with Commissioners the Wallace Way BP West boundary changes for marketing purposes.
 - **Disposition of Pump** – Randy Tucker and Commissioners discussed surplus of the pump removed from Wallace Way BP West.

iii. New Debt Schedule Format

- Randy Tucker presented to Commissioners and staff a modified Port debt schedule and debt service summary.

j) Office Manager's Report

- i.** Office Manager Mary Barnett reported that the Port's Tax Certification and Levy Letters were sent to the Yakima Co. Assessor and Yakima Co. Commissioners on Oct. 25th, with proof of receipt received from both offices.
- ii.** Mary Barnett reported that warrants #6254 to #6272 dated 11/11/2022 and warrant #1037 dated 11/25/202 were voided due to each date falling on a Yakima County holiday. New warrants will be dated 11/14/2022 and 11/28/2022.

6. NEW BUSINESS

a) Resolution No. 22-07 - A Resolution of the Port of Grandview Affirming Existing Boundaries for the Commissioner Districts

Commissioner Lyall moved and Commissioner Sewell seconded a motion to approve Resolution No. 22-07, a resolution pursuant to RCW 29A.76 and RCW 53.16 affirming the existing boundaries for commissioner districts. Motion carried.

**RESOLUTION NO. 22-07
A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF GRANDVIEW,
WASHINGTON PURSUANT TO RCW 29A.76
AND RCW 53.16, AFFIRMING THE EXISTING BOUNDARIES
FOR THE COMMISSIONER DISTRICTS**

WHEREAS, in accordance with RCW 53.16.020 and Chapter 29A.76.010 RCW, the Commission for the Port of Grandview ("Commission") is required to examine the District's boundaries according to the 2020 federal decennial census information for Yakima County and establish Commissioner District Boundaries consistent with the purpose and goals of Chapter 29A.76 RCW and Chapter 53.16 RCW;

WHEREAS, on October 4, 2022, the Commission determined that the Port District boundaries require no changes because of de minimis changes to population reported by the 2020 federal decennial census;

WHEREAS, the Port of Grandview redistricting plan, showing no changes to the existing Port District boundaries, was published as a draft plan on October 19, 2022 and October 26, 2022, pursuant to RCW 29A.76.010(5);

WHEREAS, on November 1, 2022, pursuant to RCW 29A.76.010(5) and RCW 53.16.020 and following legally required notice, the Commission held a public hearing to receive public comment on the draft redistricting plan;

WHEREAS, following the public hearing, the Commission considered the draft redistricting plan and found that the criteria set forth in RCW 29A.76.010(4) have been satisfied; and

WHEREAS, the Commission now desires to establish the Commissioner District Boundaries for the Port of Grandview as set forth in the districting plan attached hereto as Exhibit "A" (note that the Port District boundaries remain unchanged).

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NOW, THEREFORE, IT IS RESOLVED

1. That the Districts depicted in Exhibit "A" meet the criteria set forth in RCW 29A.76.010(4).
2. That the Districts depicted on Exhibit "A" with the corresponding commission district numbers are hereby established as the commissioner districts for the Port of Grandview.
3. That all prior actions and resolutions by the Port of Grandview regarding Commissioner districts are superseded by this Resolution.
4. That the Commission hereby directs Commission staff to take further administrative action, as may be required or appropriate under the law, to implement the adopted districting plan, to include, if necessary, preparing a legal description of the newly established boundaries and submitting the districting plan to the Yakima County Auditor for mapping and recording. The plan adopted hereunder shall supersede any previous descriptions and maps that address Commissioner Districts.

ADOPTED by the Board of Commissioners on the 8th day of November, 2022, and duly authenticated in open session by the signature of the Commissioners voting in favor thereof.

PORT OF GRANDVIEW COMMISSION

C. James Sewell, President

Richard Shenyer, Secretary

Frank A. Lyall, Investment Officer

- b) Funds Transfer** 610-0210 to 610-0240 for LTGO Bond Payment of \$48,843

Commissioner Lyall moved and Commissioner Sewell seconded a motion to approve the transfer of \$48,843 from 610-0210 General Fund to 610-0240 Bond Account, for LTGO bond payment due 12/1/2022. Motion carried.

- c) Port Attorney Hourly Rate Increase**

- d) 2023 Regular Meeting Time** – Commissioners agreed to change the Port’s 2023 Regular Meeting time to 6:00 p.m., which will be passed in a resolution at the December 13th Regular Meeting.

7. UPCOMING EVENTS

- a) **Nov. 17-18, 2022** – Washington State Grape Society Annual Meeting & Trade Show, Grandview Nazarene Church – **registration completed**
- b) **Dec. 5-7, 2022** – Washington Dairy Conference, Great Wolf Lodge, Grand Mound – **registration completed**
- c) **Dec. 7-9, 2022** – WPPA 2022 Annual Meeting, Hotel Murano, Tacoma

- d) **Feb. 2, 2023** – Port & Maritime Day, 7:00 a.m., Olympia – *see WPPA website for further information*
 - e) **Feb. 7-8, 2023** – WineVit 2023 Trade Show, Three Rivers Convention Center, Kennewick – *registration completed*
 - f) **April 4-6, 2023** – 2023 Food Northwest Process & Packaging Expo, Oregon Convention Center, Portland – *registration completed*
 - 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
 - j) **Oct. 26-27, 2023** – WPPA Small Ports Seminar, Campbell’s Resort, Chelan
 - k) **Dec. 6-8, 2023** – WPPA Annual Meeting, Hilton Vancouver
8. **EXECUTIVE SESSION** - An Executive Session to consider personnel matters as permitted pursuant to RCW 42.30.110(1) was called to order by President Jim Sewell at 7:14 p.m. The Executive Session was expected to last for ten minutes. No action was expected. The Executive Session adjourned at 7:24 p.m. with no action taken.
9. **ADJOURNMENT** – The meeting adjourned at 7:25 p.m.

The next Regular Meeting will be held at 6:00 p.m. on Tuesday, December 13th, 2022, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington and via Zoom teleconference.

Respectfully submitted,

Richard Shenyer, Secretary