

# PORT OF GRANDVIEW

Regular Meeting #1  
Tuesday, January 10th, 2023  
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 President Richard Shenyer at 6:00 p.m. on Tuesday, January 10th, 2022 at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington and via Zoom teleconference. Present were Commissioners Richard Shenyer and Frank Lyall, Executive Director Randy Tucker, and Office Manager Mary Barnett.

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to excuse Commissioner Jim Sewell due to illness. Motion carried.*

- 2. PUBLIC PARTICIPATION** - Marc Thornsbury, Executive Director of the Regional Clean Air Agency in Yakima, stopped by to introduce himself to Port commissioners and staff.

### **3. CONSENT AGENDA**

**a) Warrant Approval – 610-0210 – General Fund**

- Warrants #6308 to #6322, #6324 to #6326, and #6328, in the amount of \$29,001.83
- Warrant #6327 in the amount of \$999.75
- Warrant #6323 voided because of incorrect dollar amount.

**b) Warrant Approval – 610-0220 – Construction Fund**

- Warrant #1043 in the amount of \$46,399.83
- Warrant #1044 in the amount of \$11,444.28

**c) Minutes of the December 13th, 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. 12/31/2022**

610-0210 - \$ 187,252.32

610-0220 - \$ 162,265.04

610-0240 - \$ 684.36

TIP - \$ 1,810,121.00

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

**c) Outstanding Debt Reports**

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve the Communication Reports. Motion carried.*

**5. OLD BUSINESS**

**a) Motion to approve Culbert Construction Change Order #2 for Wallace Way Business Park West Infrastructure Improvements**

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve Culbert Construction Change Order #2 for Wallace Way Business Park West Infrastructure Improvements. Motion carried.*

**b) Motion to approve Progress Payment #2 to Culbert Construction for Wallace Way Business Park West Infrastructure Improvements**

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve Progress Payment #2 in the amount of \$46,399.83 to Culbert Construction for Wallace Way Business Park Infrastructure Improvements. Motion carried.*

**c) Personnel Manual Update – in progress**

- d) **2022 American Rescue Plan Act Funds Update** – Executive Director Randy Tucker reported that he has not yet received a response to the Port’s application for ARP funds.
- e) **YCDA Comprehensive Economic Development Strategy Grant**  
Executive Director Randy Tucker reported that he has not yet received an response to the Port’s application for this grant.
- f) **Yakima Valley College Economic Development Program** - nothing to report
- g) **Port Retreat – Update Comprehensive Plan** - on hold
- h) **Land Price Adjustment – on hold**
- i) **Executive Director’s Report**
- i. **Broadband Update – CERB Planning Grant, Petrichor** – Executive Director Randy Tucker reported that the completed planning grant information for CERB was submitted last week.
- ii. **Wallace Way Business Park West Update**
- **Construction Update** - Randy Tucker reported that Culbert Construction was allowed to return to work Jan. 3<sup>rd</sup> by DOT. Randy will be meeting with the City and Culbertson to update the City on the project progress.
  - **Disposition of Pump** – Randy Tucker is putting together an ad for the surplus pump.
  - **Proposed Drone Video for Wallace Way Buisness Park West** - Randy Tucker proposed that the Port do a drone video of WWBPW for advertising purposes. Commissioners agreed.

- iii. **Invisible Ink Annual Website Review** – Randy Tucker reported that Invisible Ink will begin charging \$125.00 per year for the Annual Website Review to be done at year end. Randy recommends that the Port engage Invisible Ink to perform this service.

- j) **Office Manager's Report** – nothing to report

## 6. **NEW BUSINESS**

- a) **February 14, 2023 Regular Meeting Date** – Commissioners elected to leave the February 2023 Regular Meeting date as is.
- b) **Gregg Dohrn Retirement from Full Time Planning** – Commissioners and staff reviewed the letter from Planner Gregg Dohrn announcing his retirement from full time planning.
- c) **Columbia Basin Development League Membership Invite** – Commissioner Lyall recommended that since the Port does not own land in the Columbia Basin at this time, the invite should be reviewed again next year.

## 7. **UPCOMING EVENTS**

- a) **Feb. 2, 2023** – Port & Maritime Day, 7:00 a.m., Olympia – ***see WPPA website for further information***
- b) **Feb. 7-8, 2023** – WineVit 2023 Trade Show, Three Rivers Convention Center, Kennewick – ***registration completed***
- c) **April 4-6, 2023** – 2023 Food Northwest Process & Packaging Expo, Oregon Convention Center, Portland – ***registration & hotel completed***
- d) **May 17-19, 2023** – WPPA 2023 Spring Meeting, Davenport Hotel, Spokane
- e) **June 7-9, 2023** – WPPA 2023 Finance & Administration Seminar, Alderbrook Resort, Union
- f) **July 24-26, 2023** – WPPA 2023 Commissioner Seminar, Alderbrook Resort, Union

**g) Oct. 26-27, 2023** – WPPA 2023 Small Ports Seminar, Campbell’s Resort, Chelan

**h) Dec. 6-8, 2023** – WPPA 2023 Annual Meeting, Hilton Vancouver

**8. EXECUTIVE SESSION** – President Shenyer called an Executive Session to order at 7:28 p.m. The purpose of the Executive Session was to discuss personnel and property matters as permitted pursuant to RCW 42.30.110(1). The Executive Session was expected to last 20 minutes, and no action was expected. At 7:48 p.m. President Shenyer extended the Executive Session by 10 additional minutes. The Executive Session adjourned at 8:07 p.m. No action was taken.

**9. ADJOURNMENT** – The meeting adjourned at 8:08 p.m. the next Regular Meeting will be held at 6:00 p.m. on Tuesday, February 14th, 2023, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington and via Zoom teleconference.

Respectfully submitted,

Frank Lyall, Secretary