

# PORT OF GRANDVIEW

Regular Meeting #1  
Tuesday, January 11<sup>th</sup>, 2022

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

## MINUTES

1. **CALL TO ORDER** – The meeting was called to order at 7:02 p.m. on Tuesday, January 11<sup>th</sup>, 2022 via Zoom teleconference. 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 #6010 to #6028 in the amount of \$25,922.44
    - Warrant #6029 in the amount of \$1,090.96
    - Warrant #6030 to #6032 in the amount of \$240.22
  - b) **Minutes** of the December 14<sup>th</sup>, 2021 Regular Meeting
  - c) **Minutes** of the December 17<sup>th</sup>, 2021 Special Meeting
  - d) **Minutes** of the December 30<sup>th</sup>, 2021 Special Meeting

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

4. **COMMUNICATIONS – Written & Oral**
  - a) **Yakima Co. Treasurer Reports Fund Balances 12/31/2021**

|               |              |
|---------------|--------------|
| 610-0210 - \$ | 89,095.36    |
| 610-0220 - \$ | -0-          |
| 610-0240 - \$ | 410.61       |
| TIP - \$      | 1,585,121.00 |
  - b) **Port Auditor’s Monthly Budget Report**

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

5. **EXECUTIVE SESSION** – none
6. **OLD BUSINESS**

**a) Wallace Way Business Park West Update**

**i. Shonan Property**

- Surplus Property Status – Executive Director Randy Tucker reported that the Port has written permission from Lineage to remove the dirt next to their building to use for covering the irrigation ditch on the Shonan property.

Randy Tucker also reported on the status of hiring someone to remove the poles, anchors and wire from the Shonan property. President Sewell suggests that since the Port has had no bids to do the work, the Port could cancel the bid process and hire a contractor to do the work. Commissioner Lyall recommends having all the poles removed at once. President Sewell recommends getting a price for removal of the poles which need to be removed immediately, and then get a price for the whole group.

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to cancel the current invitations for bids to remove the poles, anchors and wires from the “Shonan Property” at Wallace Way Business Park West and authorize Executive Director Randy Tucker to have the work done by a contractor from the Small Works Roster in accordance with the Practical No-Bid Limit process and further that the Executive Director be authorized to call for bids for moving the soil from the Lineage site to the to the Wallace Way West site to fill the existing drain ditch. Motion carried.*

- b) Farm Lease Bids Review – Parcel D** – Port of Grandview went out to bid for a five-year farm lease for Parcel D. Legal ads were placed in the The Grandview Herald and Sunnyside Sun on December 15 and December 22, 2021, and bid deadline was January 6, 2022. The following bids were received:

| <b><u>Bidder</u></b>   | <b><u>Bid Annual Amount</u></b> |
|------------------------|---------------------------------|
| Sheehan Farm LLC       | \$ 8,153                        |
| Rollinger Family Farms | \$ 8,309                        |

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to award the five-year Parcel D Farm lease to Rollinger Family Farms in the amount of \$8,309 annual rent plus leasehold tax and irrigation charges. Motion carried.

c) **Personnel Manual Update** - Executive Director Randy Tucker will continue work on this project.

d) **Port Credit Card Update** – Office Manager Mary Barnett reported that the Master Contract Usage Agreement required for the credit card application has been approved by the Washington State Department of Enterprise Services.

e) **Executive Director’s Report**

i. **Wallace Way West Business Park** - Randy Tucker reported on the Port’s SIED loan and grant application which will be presented to the SIED board on January 20<sup>th</sup>.

**SEPA Update** – Randy reported that Gregg Dohrn is in the process of completing the SEPA application for Wallace Way Business Park West

ii. **Website Update**

Executive Director Randy Tucker and Commissioners discussed the e-mail Randy received from Chris Duren at Invisible Ink, recommending updates to the Port website. Randy will request a cost estimate.

f) **Office Manager’s Report**

i. **Audit Status** – Office Manager Mary Barnett reported on the January 6<sup>th</sup> Zoom meeting with the auditor.

7. **NEW BUSINESS**

a) Commissioner Lyall expressed interest in a Port subscription to the TriCities Area Journal of Business. President Sewell recommended looking at both Yakima and TriCities publications. Executive Director will look into advertising, and Office Manager will check subscription rates.

**8. UPCOMING EVENTS**

- a) Jan. 25, 2022 – **Virtual Port Day, Olympia, 7:30 a.m.-12:30 p.m.**  
The optional in-person breakfast has been cancelled.
- b) Feb. 3-4, 2022 – **Food Northwest Process & Packaging Expo, Oregon Convention Center, Portland**
- c) Feb. 8-9, 2022 – **WineVit 2022 Trade Show, Three Rivers Convention Center, Kennewick**
- d) May 4-6, 2022 – **WPPA 2022 Spring Meeting, Skamania Lodge, Stevenson**
- e) June 8-10, 2022 – **WPPA 2022 Finance Seminar, Campbell’s Resort, Chelan**

**9. POG DEBT/ANNUAL PAYMENTS**

| <b>Due Date</b> | <b>Payee/Debt</b>                               | <b>Amount</b>            |
|-----------------|---|--------------------------|
| 2-15-2022       | Addie Sybouts Electrical Service Reimbursement  | \$157.80                 |
| 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              |

**10. ADJOURNMENT** – The meeting adjourned at 7:57 p.m.

The next Regular Meeting will be held at 7:00 p.m. on Tuesday, February 8th, 2022, via Zoom teleconference.