

PORT OF GRANDVIEW

Regular Meeting #2
Tuesday, February 8th, 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, February 8th, 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 #6033 to #6050 in the amount of \$25,449.78
 - Warrant #6051 in the amount of \$1,386.33
 - Warrant #6052 in the amount of \$394.20
 - b) **Minutes** of the January 11th, 2022 Regular Meeting
 - c) **Minutes** of the January 25th, 2022 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 Bal. 1/31/2022**

610-0210 - \$	205,266.75
610-0220 - \$	-0-
610-0240 - \$	425.72
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 Auditor Reports. Motion carried.

5. **EXECUTIVE SESSION** – none

6. **OLD BUSINESS**

a) **Personnel Manual Update**

Executive Director Randy Tucker will continue working on the Personnel Manual update.

b) **Port Credit Card Update**

Executive Director Randy Tucker updated Commissioners on the progress of the Port's application for a U.S. Bank credit card account through the State of Washington Dept. of Enterprise Services for Port Commissioners and staff.

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to approve a \$5,000 per month credit card spending limit for Executive Director Randy Tucker, a \$5,000 per month credit card spending limit for Office Manager Mary Barnett, and \$2,000 per month individual spending limits for Port Commissioners Jim Sewell, Richard Shenyer, and Frank Lyall, for a U.S. Bank credit card account through the State of Washington Dept. of Enterprise Services. Motion carried.

President Sewell noted that in accordance with the Port's credit card policy, Resolution No. 13-05, all credit card holders are required to sign a Cardholder Agreement.

c) **Final Levy Certification Letter** President Sewell advised that the Port's Yakima County final levy for 2022 has been certified as \$347,127.08, with a 2022 levy rate of \$0.32053619.

d) **Task Order #11 Increase Request from J-U-B Engineers**

Executive Director Randy Tucker shared with Commissioners a request from J-U-B Engineers to increase Task Order #11 by \$10,000.

e) **Task Order #12** – Design and Construction of the Wallace Way Business Park West Entrance Road & Utilities Project

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to approved Task Order #12 for the Design and Construction of the Wallace Way Business Park West Entrance Road & Utilities Project not to exceed \$236,000. Motion carried.

f) Executive Director's Report

- i. Wallace Way Business Park West Update**
- SIED Grant Application – Executive Director Randy Tucker discussed with Commissioners the cul de sac design for Wallace Way BP West.
 - SEPA Update – The SEPA checklist is almost completed and after Port approval will be sent to the City.
 - Van Belle Change Order – Randy Tucker shared with Commissioners issues with ground water accumulation in the irrigation ditch at Wallace Way BP West.

Commissioner Lyall moved and Commissioner Shenyer seconded a motion authorizing Port Executive Director to have a contractor clear accumulated ground water from the Wallace Way Business Park West irrigation drain ditch as soon as possible. Motion carried.

- Randy Tucker sent Wallace Way Business Park West surplus poles, anchors and wire removal bid information to 4 individuals: (1) Ray Ramirez, (2) Miguel Cerda at Cerda Construction, (3) John Alba at Alba Excavating, and (4) Leroy Ridenour. Port received one bid from Mike Cerda for \$13,824 for removal of poles, anchors and wire, and one offer from Leroy Ridenour for removal of and purchase of surplus poles, anchors and wire for a purchase price of \$200. Executive Director Randy Tucker disclosed to Commissioners that Leroy Ridenour is his neighbor and further that Randy has no financial interest in the project.

President Sewell moved and Commissioner Shenyer seconded a motion that whereas the poles, wire and anchors on the property purchased from Shonan were declared as surplus, and whereas bids were requested for the removal and/or sale, and whereas Leroy Ridenour bid the highest amount for removal and purchase of the poles, wire and anchors, that the Port contract with Leroy Ridenour for removal and purchase of surplus poles, anchors and wire at Wallace Way Business Park West for a purchase price of \$200. Motion carried.

- Property Marketing – Executive Director Randy Tucker discussed with Commissioners the purchase and placement of marketing signs on Parcel B at Grandview Business Park.

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to authorize the Executive Director to purchase and place marketing signs on Parcel B at Grandview Business Park. Motion carried.

g) Office Manager’s Report

- i. Audit Status - Office Manager Mary Barnett updated Commissioners and staff on the audit progress.
- ii. Business Journal subscriptions – Mary Barnett shared with Commissioners and staff the cost of subscribing to TriCities Area Journal of Business and Yakima Valley Business Times. Executive Director will look into advertising rates. Commissioner Lyall suggested the Port purchase a two-year subscription to the TriCities Area Journal of Business.

7. NEW BUSINESS

- a) **Resolution No. 22-01** – A Resolution of the Board of Commissioners of the Port of Grandview, Washington Authorizing Submission of an Application for a Community Economic Revitalization Board (CERB) Grant in the Approximate Amount of \$50,000 for the Port of Grandview Broadband Feasibility Study

Executive Director Randy Tucker reported to Commissioners on progress of an application he recently submitted for the Port for a CERB planning grant for a broadband feasibility study. Randy reported that if the application is accepted, he will need to present it to the CERB board in Olympia in March.

Commissioner Shenyer moved and Commissioner Lyall seconded a motion to approve Resolution No. 22-01 authorizing the submission of an application for a Community Economic Revitalization Board (CERB) Grant in the approximate amount of \$50,000 for the Port of Grandview Broadband Feasibility Study. Motion carried.

RESOLUTION NO. 22-01
A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF GRANDVIEW, WASHINGTON,
AUTHORIZING SUBMISSION OF AN APPLICATION FOR A
COMMUNITY ECONOMIC REVITALIZATION BOARD (CERB) GRANT
IN THE APPROXIMATE AMOUNT OF \$50,000 FOR
THE PORT OF GRANDVIEW BROADBAND FEASIBILITY STUDY

WHEREAS, Community Economic Revitalization Board (CERB) funds are available to support feasibility and planning work in furtherance of economic development; and

WHEREAS, the Port of Grandview desires to pursue an objective feasibility study analysis for (brief project description) consistent with the purposes of the CERB; and

WHEREAS, the CERB Project represents a commitment of resources toward enhancing the vitality of the area and expansion of economic and employment opportunities of the Port of Grandview, together with increased tax revenues; and

WHEREAS, in the event the application for CERB funding is approved, and the grant is accepted by the Port of Grandview, the Port of Grandview will comply with all applicable Federal and State requirements in regard to environmental impact of the project; and

WHEREAS, the project will not result in the transfer/relocation of jobs from one part of the State of Washington to another; and

WHEREAS, the matching portion of the grant is minimum of 20% of the project amount. The Port of Grandview will investigate and evaluate options for joint participation in the matching obligations with the CERB grant; and

WHEREAS, the Port of Grandview finds that an application should be submitted for consideration by CERB, and that such submission will promote economic development within the Port of Grandview.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Grandview, Washington, as follows:

1. That the Port President, or his/her designee, is hereby authorized to submit an application to the Community Economic Revitalization Board, for and on behalf of the Port of Grandview, for CERB funding in the approximate amount of \$50,000 for the CERB Project; and
2. That the Port President is hereby further authorized to provide such additional information as may be necessary to secure approval of such application; and
3. That, in the event such application is approved, the Port President is authorized to enter into an agreement for such funding; and
4. That this Resolution shall be effective upon passage and signatures hereon in accordance with law.

PASSED this 8th day of February, 2022.

C. James Sewell
President

Richard Shenyer
Secretary

Frank A. Lyall
Investment Officer

APPROVED AS TO FORM:

Port of Grandview Attorney

President Sewell requested that the No Bid Limit dollar amount change be reflected in the Port Policies & Procedure Manual and in the Executive Director's Delegation of Authority.

8. UPCOMING EVENTS

- a) **Feb. 8-9, 2022** – WineVit 2022 Trade Show, Three Rivers Convention Center, Kennewick
- b) **May 4-6, 2022** – WPPA 2022 Spring Meeting, Skamania Lodge, Stevenson
- c) **June 8-10, 2022** – WPPA 2022 Finance Seminar, Campbell’s Resort, Chelan

9. POG DEBT/ANNUAL PAYMENTS

Due Date	Payee/Debt	Amount
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 8:52 p.m.

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

Respectfully submitted,

Richard Shenyer, Secretary