

# PORT OF GRANDVIEW

Regular Meeting #4  
Tuesday, April 12<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, April 12th, 2022 via Zoom teleconference. Present were Commissioners Jim Sewell, Richard Shenyer and Frank Lyall, Executive Director Randy Tucker, Office Manager Mary Barnett, Port Engineer Travis Marden, and Joe Poiré, Executive Director at Petrichor Broadband.
2. **PUBLIC PARTICIPATION** - none
3. **CONSENT AGENDA**
  - a) **Warrant Approval** – 610-0210
    - Warrant #6077 to #6102 in the amount of \$30,048.56\*
    - Warrant #6104 in the amount of \$650\*  
*\*Warrants #6077 to #6102 in the amount of \$30,048.56 and Warrant #6104 in the amount of \$650, all dated 4/15/2022, were voided on 4/14/2022 because of a late text file submission to the Yakima Co. Treasurer. Replacement warrant numbers are #6105 to #6129 dated 4/22/2022.*
    - Warrant #6103 in the amount of \$1,234.40
  - b) **Minutes** of the March 8th, 2022 Regular Meeting
  - c) **Minutes** of the March 28th, 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. 3/31/2022**

610-0210 - \$	197,581.72
610-0220 - \$	147,275.00
610-0240 - \$	458.80
TIP - \$	1,585,121.00
  - b) **Port Auditor’s Monthly Budget Report**

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

**5. OLD BUSINESS**

**a) Personnel Manual Update**

President Sewell reported to the Commission and staff about some changes to the first draft of the Port Personnel Manual. Further changes will be discussed at the May 10<sup>th</sup> Regular Meeting.

**b) Port Credit Card Update**

Office Manager Mary Barnett reported that the new U.S. Bank Port credit cardholder agreements were signed and cards distributed.

**c) Executive Director's Report**

**i. Broadband**

- Joe Poiré from Petrichor Broadband discussed with Commission and staff the details of a possible contract between the Port and Petrichor for broadband planning services. President Sewell advised that a motion would not be passed to approve the contract until further information was available.

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

- SEPA Update – The SEPA application was presented to the City of Grandview, and final comments are due by April 28<sup>th</sup>.
- Real Estate Signs – The new real estate signs for Grandview and Wallace Way West Business Parks are ready to be picked up. A local contractor will be hired to install the signs.
- Pole Removal Update – All poles have been removed from Lots #1 and #2.
- SVID Drain Relocation – The Bureau of Reclamation will sign the Agreement and will return it so that the Port can record it.
- Business & Industrial Infrastructure Update – Port Engineer Travis Marden, presented a new cost estimate for WWBPW Business & Industrial Infrastructure, roadway stub, cul-de-sac and infrastructure improvements. Travis updated Commissioner and staff about engineering to be done on WWBPW and advised that Pacific Power would do the power design.

- Pump Removal - Davis Pump removed the filter housing, power meter and pump at WWBPW to give the Port a value of its worth.
- President Sewell advised the Commission and staff about possible price increases that have occurred since the SIED grant/loan for WWBPW infrastructure improvements was approved.

d) Office Manager's Report – nothing to report

6. NEW BUSINESS

a) 2022 American Rescue Plan Act Funds

Executive Director Randy Tucker reported on his progress with writing a Port grant request for ARPA funds from Yakima County. Deadline for application is June 24<sup>th</sup>.

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to authorize the Executive Director to apply for a grant from Yakima County for American Rescue Plan Act funds to fund infrastructure. Motion carried.*

b) Port of Mattawa Wastewater Infrastructure Improvement Project request for letter of support

*Commissioner Shenyer moved and Commissioner Lyall seconded a motion to approve a new Port of Grandview letter supporting the Port of Mattawa Infrastructure Improvement Project. Motion carried.*

c) Funds Transfer of SIED loan \$472,000 from 610-0210 General Fund to 610-0220 Construction Account

*Commissioner Lyall moved and Commissioner Shenyer seconded a motion to approve a funds transfer of \$472,000 from 610-0210 General Fund to 610-0220 Construction Account. Motion carried.*

d) Public Disclosure Commission (PDC) - Reminder to Commissioners of 4/15/2022 Filing Deadline

- e) **Washington State Transportation Committee Letter** – Executive Director Randy Tucker reported on a letter he received from Jill Satran from the WA State Transportation Committee.

**7. UPCOMING EVENTS**

- a) **April 25, 2022** – J-U-B Open House, 3611 S. Zintel Way, Kennewick, 4:00-6:00 p.m.  
 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  
 d) **July 25-27, 2022** – WPPA 2022 Commissioner Seminar, Marcus Whitman Hotel, Walla Walla

e) **POG DEBT/ANNUAL PAYMENTS**

Due Date	Payee/Debt	Amount
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
2-15-2023	Addie Sybouts Electrical Service Reimbursement	\$157.80
6-1-2023	SIED Loan – YC-WWII-22	\$54,058.40

**8. EXECUTIVE SESSION**

An Executive Session was called to order at 8:46 p.m. The session was expected to last for 30 minutes with no action anticipated. The Executive Session adjourned at 9:16 p.m. with no action taken.

9. **ADJOURNMENT** – The Regular Meeting adjourned at 9:18 p.m. The next Regular Meeting will be held at 7:00 p.m. on Tuesday, May 10<sup>th</sup>, 2022, at 1313 W. Wine Country Rd., Suite #101, Grandview, Washington, and via Zoom teleconference.

Respectfully submitted,

Richard Shenyer, Secretary