



PORT OF SUNNYSIDE MINUTES OF THE BUSINESS MEETING

Held May 7, 2012

The May 7, 2012 Business Meeting was called to order at 5:16 p.m. by President Martin. The meeting was held at the Port of Sunnyside Administration Office at 520 S. 7th St., Sunnyside, WA.

Commissioners and Staff present at the Study Session/Business Meeting:

Arnold Martin, Jim Grubenhoff, Jeff Matson, Commissioners;
Amber Hansen, Executive Director;
Jed Crowther, Property, Development & Project Manager;
Robert Farrell, Port Engineer;
Vernita Coffey, Administrative Assistant; and
Steve Winfree, Legal Counsel

List of guests available on request.

EXECUTIVE DIRECTOR: Amber Hansen presented a written report and the following items were discussed; (written report available upon request).

- Amber reported that Edgar Reyes has been hired for the position of sprayfield maintenance and Yoana Lucatero begins as lab analyst on May 9. It is great to be fully staffed again.
- Amber stated that Jay Hester has agreed to take the position of Executive Director upon her retirement. His start date has not been determined at this time. Amber and Jay will meet in the next few weeks and make that determination. Jay has some projects to complete at his present employment.
- Commissioners inquired about Jay attending various WPPA conferences. Amber indicated that she would encourage Jay to attend the Executive Directors conference in July and the WPPA Small Ports conference in October. However, his attendance may depend on his starting date with the Port.

PROPERTY, DEVELOPMENT & PROJECT MANAGER: Jed Crowther presented a written report and the following items were discussed; (written report available upon request).

- Jed stated that the Corps is moving forward to complete design of the wetland habitat. The scope of work has moved from 35% to 100% design with contract to be awarded this month. Design work expected to be completed in 2012 and construction likely in 2013.

- Jed reported that the pipeline application for \$500,000 was approved by the SIED board. This is the first of three applications to fund this project. The other two are CERB & EDA applications to be submitted late in May or early June. He thanked Bob for his excellent presentation to the SIED board.
- Jed outlined the next steps for the Automated Weather Observation System(AWOS) at the Sunnyside airport. Commissioner Grubenhoff added that Jed did a really great job on his presentation of the AWOS at the Sunnyside City Council workshop.
- Jed indicated that the Renewable Natural Gas (RNG) study is nearing completion and Dan Evans of Promus Energy will provide an update which Jed will share when available.

NOTICE ITEMS: WPPA Spring Meeting at the Davenport Hotel in Spokane May 16-18.

GENERAL COMMENTS:

Staff Comments: Vernita expressed how glad she was to have Amber back to work. Amber said she was glad to be back and is feeling well.

Commissioner Comments: Commissioner Martin expressed that he was glad to have Amber back and that she is feeling better. Her help was appreciated when we needed it while she was out on recovery.

Commissioner Matson commented how pleasant an event the Chamber of Commerce banquet was this year with a good attendance.

Commissioner Grubenhoff stated that he was looking forward to the WPPA Spring Meeting in Spokane.

Citizen Comments: None

ACTION ITEMS:

Commissioner Grubenhoff has noted that he has always recused himself from discussion and voting on the payments to Harold's Repair & Rental, LLC because of his ownership interest in the company, and declared that his recusal from discussion and voting shall be in effect for all future payables or other matters between the Port and the company, and the recusal shall continue until withdrawn by him.

- The consent agenda includes the minutes of the Port Meeting held on April 16, 2012 and minutes of the Port Special Meeting held on April 16, 2012 and payables in the amount of \$220,844.06 issued on April 25, 2012 and payroll in the amount of \$26,735.82 issued on April 20, 2012 and payroll in the amount of \$37,829.58 issued on May 4, 2012 totaling \$285,409.46. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- Approve waiving the \$50.00 late fee for March 2012 invoice of American River Ag. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.


EXECUTIVE SESSION: Executive Session was called to order at 6:06 p.m. by President Arnold Martin for real estate as allowed by RCW 42.30.110 Subsection C. Session was expected to last 20 minutes. Session was extended an additional 5 minutes at 6:26 p.m. Session closed at 6:31 p.m.

ADJOURNMENT: The Business Meeting was adjourned at 6:32 p.m., peace and harmony prevailing.



Arnold Martin, President

ATTEST:



Jeff Matson, Secretary