

PORT OF SUNNYSIDE MINUTES OF THE BUSINESS MEETING

Held October 15 & 18, 2012

The October 15, 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 Street, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:
Arnold Martin, Jim Grubenhoff, Jeff Matson, Commissioners;
Jay Hester, Executive Director in Training;
Jed Crowther, Property Manager;
Robert Farrell, Port Engineer; (attended Oct.15)
Gary Holwegner, Sprayfield Manager; (attended Oct.15)
Travis Jansen, Maintenance Manager; (attended Oct.15)
Vernita Coffey, Administrative Assistant and
Steve Winfree, Port Legal Counsel

List of guests available on request.

OPEN HEARING: COMPREHENSIVE PLAN OF DEVELOPMENT AMENDMENT & SUPPLEMENT

President Martin opened the hearing at 5:16 p.m. Steve Winfree explained the Amendment and Supplement, and inquired if a notice regarding the Comprehensive Plan of Development & Supplement hearing had been placed in the paper and whether comments had been received by the Port. The Port staff reported the notice of hearing was placed in the Daily Sun News on October 5th & 12th, 2012 and that no comments or questions had been received. There being no further comments, President Martin closed the hearing at 7:20 p.m.

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

PUBLIC MEETING-Application to EPA-Brownfields Cleanup Grant-Carnation Property.

Jed explained that an application was prepared and available for review. No public comments were received.

PUBLIC MEETING-Industrial Wastewater Capacity Expansion Project-Pipeline to Wetland.

Jed outlined the pipeline route. He stated that the SEPA checklist and threshold determination were published and sent to other agencies. Design locations were within public rights-of way; consistent with route studies by HDR Engineering. President Martin asked for public comment. No comments were received.

EXECUTIVE DIRECTOR IN TRAINING: Jay Hester presented a written report; (written report available upon request).

- ▶ Jay provided the most recent copy of the Sunnyside Community Development Cooperative agreement.

PORT ENGINEER: Robert Farrell presented a written report and the following items were discussed; (written report available upon request).

- ▶ Bob described preliminary conceptual designs for modifications to the Port's industrial wastewater treatment plant, should it be necessary to accommodate industries interested in discharging wastewater to the plant.
- ▶ Bob explained the processes of reverse osmosis and ion exchange that can remove dissolved solids from water. A wastewater characterization study would help best to define which treatment technology would be most suitable for the Port of Sunnyside's needs and before it is discharged to the proposed wetlands area or used for land application purposes.

SPRAYFIELD MANAGER: Gary Holwegner presented a written report and the following items were discussed; (written report available upon request).

- ▶ Gary reported that the fourth cutting harvest of the spray fields was completed October 5th. The fields were green chopped and the yields and quality continue to improve.
- ▶ Gary stated that his staff has kept busy helping to remove inoperable aerators from lagoon 2/3 and repairing piezometers in and around the spray fields.

NOTICE ITEMS:

Sunnyside High School ribbon cutting is Tuesday, October 16th at 5 p.m.

WPPA Small Ports seminar will be held October 25th - 26th in Leavenworth.

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 minutes of the Port Business Meeting held on October 1, 2012 and the payables in the amount of \$104,820.10 issued on October 10, 2012 and payroll in the amount of \$41,019.84 issued on October 5, 2012 totaling \$145,839.94. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- ▶ Approve to ratify the staff decision to adopt US Bank as the Port banking institution effective on January 1, 2013. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- ▶ Approve Resolution 2012-04 "A RESOLUTION Adopting Amendment Supplement #22 to its Comprehensive Plan of Development". Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.
- ▶ Accept CERB's Initial Offer for funding of the pipeline to the wetland and authorize Jay to sign on behalf of the Port. Commissioner Matson moved to accept, Commissioner Grubenhoff seconded, motion carried.
- ▶ Approve Scope of Work Amendment #3 to Maul Foster & Alongi's contract for the work on the Carnation Plant in an amount not to exceed \$8,500 and authorize Jay to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.

- ▶ Authorize the Finance Officer to reverse the late fee of \$426.00 on Johnson Foods and Cannery. Commissioner Matson moved to authorize, Commissioner Grubenhoff seconded, motion carried.
- ▶ Approve the Sunnyside Community Development Cooperative Letter of Agreement and authorize Jay to sign on behalf of the Port. Steve Winfree and Jeff Matson would be the Port of Sunnyside representatives as an ex-officio party to this agreement. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.
- ▶ Approve the additional HDR Engineering wastewater characterization work in an amount not to exceed \$24,500 and authorize Jay to sign contract on behalf of the Port. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.

GENERAL COMMENTS:

Staff Comments: None

Commissioner Comments: Commissioners Matson & Grubenhoff expressed their enjoyment at the Tri-Chamber Social on October 11, 2012. The social was held at Centennial Square in Sunnyside and the event was well attended.

Citizen Comments: None

EXECUTIVE SESSION: Executive session was called to order at 7 p.m. by President Martin to discuss a real estate issue as allowed under RCW 42.30.110 subsection C. Session was expected to last 20 minutes. Session was extended 20 minutes at 7:20 p.m. Session closed at 7:40 p.m., no action required.

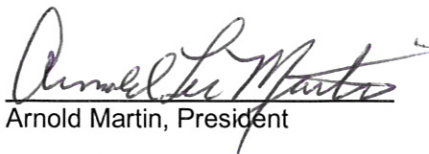
CONTINUATION: The Business Meeting was continued at 7:41 p.m. to 12 noon on Thursday, October 18, 2012.

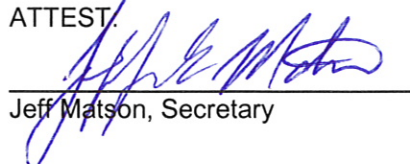
RECONVENED BUSINESS MEETING: President Martin called to order the continuation of the October 15, 2012 meeting at 12 noon on October 18, 2012.

The Business Meeting was reconvened to discuss the real estate purchase and sale agreement of the Carnation Plant between Zion Agricultural Finance, to convey the property to the Port of Sunnyside, at no cost. Steve Winfree explained the conditions to performance in the agreement.

ACTION ITEM: Approve the purchase and sale agreement between Zion Agricultural Finance and the Port of Sunnyside for the Carnation Plant and authorize Jay to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.

ADJOURNMENT: The Business Meeting was adjourned at 12:46 p.m., peace and harmony prevailing.


Arnold Martin, President

ATTEST:

Jeff Matson, Secretary