

# PORT OF SUNNYSIDE MINUTES OF THE BUSINESS MEETING

Held January 7, 2013

The January 7, 2013 Business Meeting was called to order at 5:15 p.m. by President Martin. The meeting was held at the Port of Sunnyside Administration Office at 2640 E. Edison Ave., Sunnyside, WA.

Commissioners and Staff present at the Study Session and Business Meeting:  
Jeff Matson, Arnold Martin, Jim Grubenhoff, Commissioners;  
Jay Hester, Executive Director;  
Jed Crowther, Property Development & Project Manager;  
Vernita Coffey, Administrative Assistant;  
Steve Winfree, Port Legal Counsel

List of guests available on request.

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

- ▶ Jay reported that the Port has received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) for the year 2011. This makes fourteen years in a row receiving this award. The CAFR is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

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

- ▶ Consultants for the City of Sunnyside prepared placement location and access road details for the AWOS airport weather tower. A legal description of the easement on Port property is being prepared.
- ▶ The Port submitted a grant application on December 21, 2012 to DOE in the amount of \$246,687.00 for environmental cleanup/monitoring of the former Carnation site.

## 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effect for all future payables or other matters between the Port and the company, and the recusal shall continue until withdrawn by him.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 December 3, 2012 & Port Special Meeting held on December 17, 2012 and payables in the amount of \$58,323.29 issued on December 21, 2012 and payroll in the amount of \$42,351.43 issued on December 05, 2012, payroll in the amount of \$43,461.04 issued on December 20, 2012 and payroll in the amount of \$39,119.33 issued on January 4, 2013, totaling \$304,816.96. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- ▶ Approve lease with Gloria Quick for rental of 2711 Sunnyside/Mabton Hwy. At \$405.00 per month and authorize Jed to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.

GENERAL COMMENTS:

Staff Comments:

Vernita expressed how nice it is to be in the new administration office and having Jay as the new Executive Director.

Jay commented that the new office is great and mentioned especially his appreciation to Travis for how he orchestrated and facilitated the move so efficiently and smoothly.

Commissioner Comments:

Commissioner Grubenhoff stated that he is looking forward to embarking on the new year and wished everyone a Happy New Year.

Commissioner Matson thanked all the employees for their hard work on getting moved into the new office. He also thanked Carol as well as the staff for the good work on receiving the CAFR.


Commissioner Martin commented that everything seemed to fall into place so well with the transition from one office space to another. He looks forward to an interesting year for the City of Sunnyside and the Port.

Citizen Comments: John Fannin of the Daily Sun News said that he thought it was great that the Port would be partnering with the Port of Grandview and YCDA to attend and recruit industries at next month's ag expo in Tulare, CA.

EXECUTIVE SESSION: Executive session was called to order at 5:42 p.m. by President Martin to discuss real estate as allowed under RCW 42.30.110 subsection C. Session was expected to last 5 minutes. No action required. Session was extended an additional five minutes at 5:47 p.m. Session closed at 5:49 p.m.

ADJOURNMENT: The Business Meeting was adjourned at 5:50 p.m., peace and harmony prevailing.

  
Jim Grubenhoff, Vice President

ATTEST:  
  
Jeff Matson, Secretary