

# PORT OF SUNNYSIDE MINUTES OF THE BUSINESS MEETING

Held January 21, 2013

The January 21, 2013 Business Meeting was called to order at 5:15 p.m. by Vice President Grubenhoff. 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, Jim Grubenhoff, Commissioners;

Jay Hester, Executive Director;

Robert Farrell, Port Engineer;

Gary Holwegner Sprayfield Manager;

Travis Jansen, Maintenance Manager;

Vernita Coffey, Administrative Assistant; and

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 announced that the new employee for the lab comes to us with a lot of education and experience. Traci's abilities should help with having John being cross trained in the field.
- ▶ Jay took Yoana Lucatero & Traci Jefferis, Port lab analysts, on a tour of port projects and port real estate to familiarize them with the all the Port's operations including economic development.
- ▶ Jay provided copies of the most recent WPPA Legislative Report. WPPA is discussing having another Port's Day in Olympia.
- ▶ Jay said he will be contacting the Yakima Health Department to set up a meeting next week regarding land application of sludge we will be dredging from the Port' lagoons.

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

- ▶ Bob reported on the Enhanced Biological Phosphorus Removal (EBPR) Workshop he attended in October.
- ▶ Bob indicated they are working on getting a few more manholes lined in the next month or so, weather permitting.
- ▶ Bob stated that he is also working on finalizing a solicitation for removal of solids from Lagoons No.2/3 and No. 4.

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

- ▶ Gary reported that Joe and Edgar have been working in the back space of the Horizon building, cleaning, patching and painting.
- ▶ Gary stated he did not want to forget to compliment Joe and Edgar on their hard work in moving to the new administration office. He also congratulated them on their award winning entry into the Sunnyside Lighted Farm Implement Parade. They received 1<sup>st</sup> place in their division.

MAINTENANCE MANAGER: Travis Jansen presented a written report and the following items were discussed; (written report available upon request).

- ▶ Travis commented that it sure was good timing to move to the new administration office during the winter. Ray has been giving the building a deep cleaning. He has been washing the walls, windows, light fixtures and woodwork in the front half of the office.
- ▶ Travis stated that there is some concern about some leaks in the roof. Commissioner Matson suggested to do the roof right before we get a foot of melting snow which could result in some serious damage. Travis will obtain some expert opinions on the roof and report back to the commission.
- ▶ Travis reported that he is working with Pacific Power and a local electrician to replace the entrance lights on the administration building. He is also making plans to add more lighting to the foyer.
- ▶ Travis said that the house at 2461 Sunnyside/Mabton Hwy. has been inspected and an electrician will check for any unsafe issues. The house is 113 years old and heated by propane.

#### 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 January 7, 2013 and payables in the amount of \$123,507.89 issued on January 10, 2013 and payroll in the amount of \$28,817.14 issued on January 18, 2013, totaling \$152,325.03. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- ▶ Approve a 1 year lease with Shane Mortensen, doing business as Integrity Driving School, at \$250.00 per month plus leasehold tax and authorize Jed to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.

GENERAL COMMENTS:

Staff Comments: Vernita announced that March 16, 2013 is the date for the Sunnyside Chamber of Commerce Awards Banquet.

Commissioner Comments:

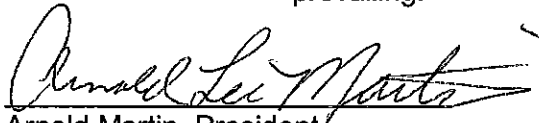
Commissioner Matson announced that the Hospice Auction is on February 2, 2013 at St. Joe's.

Commissioner Grubenhoff said Happy Inauguration Day to everyone.

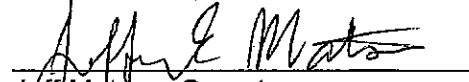
Citizen Comments: None

EXECUTIVE SESSION: Executive session was called to order at 5:53 p.m. by Vice President Grubenhoff to discuss real estate as allowed under RCW 42.30.110 subsection C. Session was expected to last 5 minutes. Session was extended an additional five minutes at 5:58 p.m. Session closed at 6:01 p.m.

ADJOURNMENT: The Business Meeting was adjourned at 6:02 p.m., peace and harmony prevailing.

  
Arnold Martin, President

ATTEST:

  
Jeff Matson, Secretary

