



## MINUTES OF THE BUSINESS MEETING

Held March 17, 2014

The March 17, 2014 Business Meeting was called to order at 5:15 p.m. by President Grubenhoff. The meeting was held at the Port of Sunnyside Administration Office at 2640 E. Edison Ave., Suite #1, Sunnyside, WA.

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

List of guests available upon request:

**PRESENTATION:** Greg Van de Graaf expressed concerns that odors from the plant might increase with expansion of the wastewater facility. Commissioner Matson assured Mr. Van de Graaf there will be less output to a lagoon the port uses for the wastewater. Robert Farrell, Port Engineer, noted the output to the lagoon will be reduced by 30 to 50 percent when the enclosed digester is up and running. Commissioner Martin added that the Port's goal is to improve every aspect of its treatment plant and make the whole system better.

**FINANCE OFFICER:** Carol Carter presented a written report and the following items were discussed; (written report available upon request).

- Carol provided a draft of the 2013 Annual Report which will be submitted to the State Auditor's (SA) office by the end of March. She added that our audit will probably be around the first part of May.
- Carol brought to the attention of the Commissioners S & P's past due statement of account. After some discussion it was decided to table this issue until the next business meeting. The Commission asked for a State Auditor review of potential write off of late charges which were already paid in prior years.

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

- Jay reported that there have been no written comments received to a notice sent to tenants of Golob Landing regarding a variance of development standards for the reader board signage at the YV Tech Skill Center.

- Jay stated that the recent trade show he attended in Anaheim was quite large. Anything and everything you could imagine was there. Trends of what people want to eat today were well represented with various booths offering food, juice, coffee and especially nutritional products.

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

- Bob reported that the surge protector would be installed in the SBR Pump Building this week.

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

- Travis reported that the second addendum for the anaerobic digester system was sent out on Friday, March 14<sup>th</sup>.
- Travis noted that the anaerobic pretreatment system bid opening due date is March 26, 2014 at 2:00 p.m.. If all goes well we will be asking to award the project at the next business meeting, April 7, 2014.

#### ACTION ITEMS:

Commissioner Grubenhoff has noted that he has always recused himself from discussion and voting on the payments to Harold's Repair and 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 March 3, 2014 and Special Meeting held on March 8, 2014. Payables in the amount of \$218,696.00 issued on March 10, 2014 and payroll in the amount of \$39,857.56 issued on March 5, 2014, totaling \$258,553.56. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.
- Approval of Health Insurance Policy to establish responsibilities for payments of Public Employee's Benefits Board (PEBB) new legislation for health insurance surcharges. Commissioner Martin moved to approve, Commissioner Matson seconded, motion carried.
- Approval of Resolution 2014-03 "A Resolution Authorizing Investment of Port of Sunnyside Monies in the Local Government Investment Pool". Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.
- Approval of a variance of development standards for the reader board signage at the YV Tech Skill Center. Commissioner Martin moved to approve, Commissioner Matson seconded, motion carried.
- Approval of the Declaration of Restrictive Covenants for the property around the airport and authorize Jay Hester to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.

NOTICE ITEMS:

PNWA Members and Friends, Dam and Lock Tours, March 6<sup>th</sup> and 18<sup>th</sup>.

Food Handler's Class, March 19<sup>th</sup> at 6:45 a.m. at the United Methodist Church.

Annual Public Disclosure Filing is due by April 15<sup>th</sup>.

Jay on vacation May 1<sup>st</sup> through the 7<sup>th</sup>.

GENERAL COMMENTS:

Staff Comments:

Jed expressed his pleasure in the opportunity to work for the Port and especially appreciated the teamwork of the employees. He commented that he has enjoyed working here and wishes the Port well.

Jay said how much he appreciated Jed's help and will miss his personality. He added that Jed was a lot of help and a great source of information. He wished Jed the best of luck in his new job.

Commissioner Comments:

Commissioner Matson thanked Rob Faber, Legal Counsel, for his attendance tonight and appreciates the work he has been doing for the Port.

Commissioner Martin stated that it was an all around good experience having Jed on board and wished him the best in his new venture.

Commissioner Grubenhoff echoed Commissioner Martin's comments regarding Jed and added that he had enjoyed working with Jed and getting to know him. He recalled the good experience when they were going through the process of interviewing and hiring Jed. He wished Jed the best also.

Citizen Comments: None

EXECUTIVE SESSION: Executive session was called to order at 6:12 p.m. by President Grubenhoff to discuss real estate issue as allowed by RCW 42.30.110 Subsection C. Session was expected to last 10 minutes. Session was extended an additional 10 minutes at 6:22 p.m. Session closed at 6:30 p.m. No action required.

ADJOURNMENT: The Business Meeting was adjourned at 6:36 p.m., peace and harmony prevailing.

  
Jim Grubenhoff, President

ATTEST:  
  
Arnold Martin, Secretary

