



## MINUTES OF THE BUSINESS MEETING

Held April 7, 2014

The April 7, 2014 Business Meeting was called to order at 5:16 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;  
Robert Farrell, Engineer;  
Travis Jansen, Maintenance Manager;  
Vernita Coffey, Administrative Assistant; and  
Steve Winfree, Legal Counsel

List of guests available upon request:

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

- Jay presented the Amendment to Lease with S & P Cabinets and after some discussion Jay was instructed by the Commission to emphasize to the tenant that this is his last chance to clear this debt.
- Jay reported that the purchase of 5.47 acres on Duffy Road from Union Pacific Rail Road has closed. The sprayfield team will begin the planning process of incorporating this property into our operations.
- Jay indicated that he would be attending the Washington State Brownfield Roundtable in Yakima.
- Jay stated that the phone line for the AWOS is almost ready for use. Commissioner Matson inquired what would happen if the power went out? Does the site have backup power? Jay said he would check into that matter.
- Jay informed the commission on a memo he received today regarding two new bills that have recently been signed by the Governor. One bill involves the Public Records Act and the Open Public Meetings Act, and the other bill involves meeting agendas. Training for the Public Records will be provided in various venues.

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

- Bob described the work to repair valves between SBR Effluent Flow Equalization Basin and Sludge Basin. Mountain States Construction will begin the project this month.

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

- Travis showed some of the material used for the re-roofing of the administration building and described the process and end result.

#### NOTICE ITEMS:

YCDA New Vision Annual Meeting at the Yakima Convention Center on Tuesday, May 6, 2014 from 12:00 – 1:30 p.m.

WPPA Spring Meeting May 14-16, 2014 at Heathman Lodge, Vancouver, WA.

#### 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 17, 2014 and Special Meeting held on April 2, 2014. Payables in the amount of \$139,832.06 issued on March 25, 2014 and payroll in the amount of \$30,385.89 issued on March 20, 2014 and payroll in the amount of \$43,041.74 issued on April 4, 2014, totaling \$213,259.69. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.
- Approve Amendment to Lease with S & P Cabinets, Inc. and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Matson seconded, motion carried with Commissioner Matson opposing.
- Approve Mountain States Construction Company to replace plug valve and install check valve in the effluent pipe from the EQ Basin and install manhole at a cost of \$9,872.85, including tax and authorize Jay Hester to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.
- Approve IWWTF User Contract with Vitis Cellars Corporation with a charge of \$3500.00 per delivery or 130% of the current wastewater rates, whichever is greater and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Matson seconded, motion carried.

GENERAL COMMENTS:

Staff Comments: Jay congratulated Commissioner Martin on 25 years of service to the Port. To honor Commissioner Martin he was presented with a mint chocolate cake.

Jay presented a slide show of the updated Port website design.

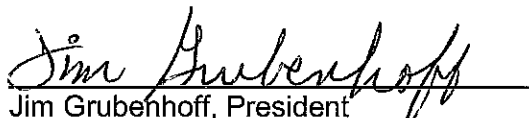
Commissioner Comments:

Commissioner Matson expressed appreciation to Commissioner Martin for his service and mentoring over the years.

Commissioner Grubenhoff congratulated Commissioner Martin and commented that it has been a joy working with him and Commissioner Matson. He also wished Commissioner Martin best of luck his next 5 ½ years of his term. He added that he was looking forward to the Celebrate Sunnyside Tour tomorrow and hoped for a good attendance by the public.

Commissioner Martin remarked the port commission has been a real learning experience and satisfying to have had a hand in the progress.

ADJOURNMENT: The Business Meeting was adjourned at 6:25 p.m., peace and harmony prevailing.

  
Jim Grubenhoff, President

ATTEST:  
  
Arnold Martin, Secretary

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