



**MINUTES OF THE BUSINESS MEETING**  
**Held June 1, 2015**

The June 1, 2015 Business Meeting was called to order at 5:15 pm by President Grubenhoff. The meeting was held at the Port of Sunnyside's Administration Office located at: 2640 E Edison Avenue, Ste. 1, Sunnyside, WA

**Commissioners and Staff present at the Business Meeting:**

Jim Grubenhoff, Commission President  
Jeffrey Matson, Commission Vice President  
Arnold Martin, Commission Secretary  
Jay Hester, Executive Director  
Nikki Jech, Administrative Assistant  
Rob Faber, Legal Counsel

John Fannin-Daily Sun News, GUEST

**Citizen Comments:** None

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

- Jay stated that things are still moving forward with the SVID Irrigation Water situation. We have filled out and delivered to SVID the 2015 Conditional, Temporary Water Transfer Agreement. Travis is scheduled to meet with them this week.
- The report was received from Tri-Valley for the asbestos inspection on the Public Water Works Building. Jay stated that Jeremy with Fulcrum would be meeting with them later in the week to go over the Environmental Assessment. No risk or concern has been noted so far. A ground penetrating radar showed no underground tanks or other problems.
- The Port of Sunnyside Rail Plan Study was discussed. It has yet to be determined whether or not the plan should be adopted in the comprehensive plan. It will be discussed further at the next meeting when more legal information is available.

**PROJECT MANAGER:** Travis Jansen presented a written report and the following items were discussed; (a copy of the report is available upon request)

- Travis stated that a bid package was sent out and we are currently awaiting bids to come in for the Headworks Electrical Upgrades. Thus far, only a design contract with Conley has been approved and therefore a Construction Services Contract with Conley is needed to help with bidding, submittals and installation.

- Travis stated that Realm Inc. has submitted a proposal to make repairs to 5 cured in place pipes that have shrunk back from the manholes since they were installed. One of those manholes, that has not been lined, will also be done at this time. They will also line the flume to lagoon one where the liner has developed a leak.
- Travis discussed the Anaerobic Pretreatment Facility. He stated that the last of the lien releases has been received from the state and we can now close the books on this project. Travis also mentioned the Anaerobic Pretreatment Facility dedication BBQ that will be taking place Friday, June 5<sup>th</sup> to thank those who financially supported and those who worked on the facility.

**NOTICE ITEMS:**

Anaerobic Digester Dedication, Port of Sunnyside Operations Office, June 5, 2015

Finance and Administration Seminar, Channel Lodge, La Conner, June 24-26, 2015

Port Directors Seminar, Marcus Whitman, Walla Walla, July 16-17, 2015

**GENERAL COMMENTS:**

**Staff Comments:** Jay commented that he will be attending the Toxics Cleanup Program Workshop that he has been asked to speak at on Wednesday, June 3<sup>rd</sup> in Wenatchee. The workshop is put on by the Department of Ecology.

**Commissioner Comments:** Commissioner Matson commented that he will not be at the next meeting due to a planned vacation.

**ACTION ITEMS:**

- The consent agenda includes:  
Minutes of the Port Business Meeting held on May 13, 2015 and May 18, 2015, payroll in the amount of \$37,060.35 issued on May 20, 2015 and payables in the amount of \$68,200.57 issued on May 22, 2015 totaling \$105,260.92. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the Construction Services Contract with Conley Engineering for the Headworks Electrical Upgrade for the not to exceed price of \$10,000.00 and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Matson seconded. Motion approved 3-0.
- Motion to approve the Contract with Realm Inc. for \$32,437.00 plus tax for lining the flume and making repairs to a number of manholes and authorize Travis Jansen to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** Executive Session was called to order at 5:58 p.m. by Commissioner Grubenhoff to discuss real estate as allowed by RCW 42.30.110 Subsection C. Session was expected to last 10 minutes. Session was extended an additional 5 minutes. Executive session ended at 6:13 p.m.

**ADJOURNMENT:** The Business Meeting was adjourned at 6:14 p.m., peace and harmony prevailing.

  
Jim Grubenhoff, President

**ATTEST:**

  
Arnold Martin, Secretary