



**MINUTES OF THE BUSINESS MEETING**  
**Held June 15, 2015**

The June 15, 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  
Arnold Martin, Commission Secretary  
Jay Hester, Executive Director  
Robert Farrell, Port Engineer  
Gary Holwegner, Sprayfield Manager  
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 changes were needed to the Lab Analyst job description and salary range in order to stay competitive with surrounding labs.

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

- The electrical bids for the IWWTF Headworks project were discussed. Jay stated that three contractors were asked to submit bids. Kinter Electric was the sole bidder on the project. Jay also commented that once ordered, there would be about an 8 week lead time before equipment would arrive and work could begin.

**PORT ENGINEER:** Bob Farrell presented a written report and the following items were discussed; (a copy of the report is available upon request)

- Bob stated that the quality of water out of the lagoons is finally where we want it.
- The current influent flows have increased to about 764,000 gpd out of the SBR where as previously we were only getting about 500,000 gpd. He also stated that the health of the biology is improving and we should continue to see an increase in volume.

- Bob commented that Darigold would like an increase in their hydraulic discharge to the IWWTF to 800,000 gpd from their current 750,000 gpd. He is confident the plant can handle this increase and it is an amount we can safely guarantee.

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

- Gary commented that things are going well. The second hay cutting is scheduled to begin tomorrow. Currently 106 acres have been rotated out. Fifty-six acres have now been seeded with sudan/sorghum. The remaining 50 will be seeded soon.

**NOTICE ITEMS:**

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 the Port received a Thank You card from Dr. Rick Cole for the kindness the Port showed during the difficult time of his wife's passing.

**Commissioner Comments:** Commissioner Grubenhoff commented that he wanted to extend a thank you to the staff for the recent BBQ and to John Fannin, from the Daily Sun News, for the nice pictures and article covering the event.

**ACTION ITEMS:**

- The consent agenda includes:  
  
Minutes of the Business Meeting held on June 1, 2015. Payroll in the amount of \$38,798.74 issued on June 5, 2015. Payables in the amount of \$191,238.58 issued on May 27, 2015 and June 10, 2015 totaling \$230,037.32. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 2 - 0.
- Motion to approve changes in the Lab Analyst job description and salary range. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 2 - 0.
- Motion to award the IWWTF Headworks Building Electrical Distribution Project to Kinter Electric Inc. for \$122,280.91 including sales tax and allow Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 2 - 0.

**Action Taken Following Executive Session:**

- Motion to approve ground lease of three acres and the concrete slab to Organix Inc., an Oregon Corporation, for \$500 an acre per month including leasehold for a term of 15 months. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 2 - 0.

**EXECUTIVE SESSION:**

The Executive Session was called to order at 5:50 pm by President Grubenhoff to discuss real estate issues as allowed by RCW 42.30.110, Subsection C and Personnel issues as allowed by RCW 42.30.110 subsection G. The session was called for 10 minutes. At 6:00 pm the session was extended an additional 10 minutes. The Executive Session was closed at 6:10 pm by President Grubenhoff.

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

  
Jim Grubenhoff, President

**ATTEST:**

  
Arnold Martin, Secretary