



MINUTES OF THE BUSINESS MEETING
Held September 8, 2015

The September 8, 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
Carol Carter, Finance Officer
Nikki Jech, Administrative Assistant
Rob Faber, Legal Counsel

Scott Revell-District Manager Roza Irrigation, GUEST
John Fannin-Daily Sun News, GUEST

Citizen Comments: Scott Revell gave a brief presentation explaining senate bill 1694 and some of its benefits and requested a letter of support from the Port.

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

- Carol discussed the preliminary budget for 2016 and noted there would be an increase. Debt payments scheduled to begin in 2016 as well as the need for additional water supply chemicals are the cause of the budget increase.
- Carol also reported that although expenses are increasing, the average cost to treat a cubic foot of industrial waste water is expected to be 9.2 cents per cubic foot in 2016. The cost per cubic foot has remained at the 9 cent level since 2010.

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 a Request for Qualifications were recently sent out for the newly acquired Public Waterworks Building. A deadline of September 16th has been set for consultants to respond.
- Jay mentioned that the lease for Envirotech was due to expire this month. Rob has prepared amendment three to their lease which would extend it for one more year as well as change the termination notice time for either party to 60 days.
- The City of Sunnyside's accounts payable clerk has written a formal letter to the Commissioners to waive a late fee that has been incurred for their AWOS rental space. To minimize this occurrence, Rob has prepared an amendment to the City's lease which will make it an annual payment rather than monthly.

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

- Jay reported on behalf of Travis that the Headworks Electrical Project was on task however, they are still waiting for MCC's to arrive from the manufacturer. In the meantime a transformer outside the maintenance building needs to be replaced. Benton REA will replace at a cost to us of \$3453 for a vault and wire.
- The new location falls within SVID's easement and will require a permit allowing them to charge us if any future work needs to be performed by them.

GENERAL COMMENTS:

Staff Comments: None

Commissioner Comments: Commissioner Matson commented that he recently spent a week in Colorado with his wife who ran a marathon to Pikes Peak. He was happy to announce she won in her age division.

Commissioner Martin commented that he enjoyed the Labor Day weekend and noted that this was the first Labor Day where he didn't have to harvest.


ACTION ITEMS:

- The consent agenda includes:
Minutes of the Business Meeting held on August 17, 2015. Payroll in the amount of \$36,204.16 issued on August 20, 2015, payables in the amount of \$162,130.22 issued on August 25, 2015 and payroll in the amount of \$39,371.37 issued on August 20, 2015 totaling \$237,705.75. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Amendment One for the City of Sunnyside AWOS Equipment Space Lease 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 waive the \$50 late fee for the City of Sunnyside AWOS space lease per Jay's recommendation. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Amendment Three to the Envirotech Ground Lease 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 Benton REA's work order # 15305 for vault and wire electrical work in the amount of \$3453.00 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the SVID agreement for Crossings/Encroachments near the maintenance building and authorize Travis Jansen to sign on behalf of the Port. . Commissioner Martin moved to approve, Commissioner Matson seconded. Motion approved 3-0.

EXECUTIVE SESSION:

The Executive Session was called to order at 6:10 pm by President Grubenhoff to discuss real estate issues as allowed by RCW 42.30.110, Subsection C. The session was called for 5 minutes. At 6:15 pm the session was extended an additional 5 minutes and at 6:20 pm the session was extended for an additional 4 minutes. The Executive Session was closed at 6:24 pm by President Grubenhoff.

ADJOURNMENT: The Business Meeting was adjourned at 6:24 p.m., peace and harmony prevailing.



Jim Grubenhoff, President
Jeffrey E. Watson Vice President

ATTEST:


Arnold Martin, Secretary