



MINUTES OF THE BUSINESS MEETING
Held November 2, 2015

The November 2, 2015 Business Meeting was called to order at 5:18 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
Travis Jansen, Project Manager
Bob Farrell, Port Engineer
Nikki Jech, Administrative Assistant
Lucia Navarro, Administrative Assistant
Adam Anderson, 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 Integrity Driving School has requested a one year lease renewal at the rate of \$700 per month.
- Jay discussed the proposed COW Water Pipeline agreement and noted that it is ready for review and approval.
- Jay stated that the proposed Pipeline Crossing Agreement with Union Pacific Railroad has been reviewed by Mr. Faber. He noted that it is similar in nature to previous agreements we have signed in the past for utilities that have crossed under the railroad right of way.

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 the Port's downtown building on 7th street has been painted and there is a positive change from what it was. The maintenance building at our Operation's office has been primed and is in the process of being completed.
- Travis stated that the draft drawing and specifications for the Carnation demolition have been received. Comments will be submitted to the contractor next week. A meeting with the City of Sunnyside has also taken place to discuss criteria for moving the tower.

- Travis reported that the Headworks Electrical Upgrades have been successfully installed. There are a few minor items that came up and will be addressed with a change order next week.
- Travis discussed the need for a new fence along the west side of the IWWTF. The existing fence had to be cut to allow for work room while moving/installing the new electrical transformer. He noted that this would be a good improvement as there is new fencing along the east side, south side and a quarter of the north side of the facility. A contract with Bleyhl's is being recommended for the fence work.

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

- Bob discussed the need for a separate Schedule A for Darigold's new COW water line that will be preferably discharged into Lagoon No. 4. A draft of the Schedule A was presented for review and recommended for approval.

GENERAL COMMENTS:

Staff Comments: Lucia stated she was happy to be here. This was Lucia's first day with the Port.

Commissioner Comments: Commissioner Matson apologized for missing the Small Ports Conference and thanked everyone for keeping things up during his absence.

ACTION ITEMS:

- The consent agenda includes:
Minutes of the Business Meeting held on October 19, 2015 and October 22, 2015.
Payables in the amount of \$188,506.93 issued on October 23, 2015 and payroll in the amount of \$37,636.59 issued on October 20, 2015 totaling \$226,143.52.
Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the one year lease agreement with Integrity Driving School at the rate of \$700.00 per month 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 COW Water Pipeline Agreement with Darigold and authorize Jay Hester to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the contract with Bleyhl's for replacing the IWWTF west side fence for the amount of \$11,232.21 and authorize Travis Jansen to sign on behalf of the Port.
Commissioner Matson moved to approve, Commission Martin seconded. Motion approved 3-0.

- Motion to approve Amendment Twenty-Four to the Darigold contract and the corresponding schedule A for discharge of COW Water to IWWTF Lagoon No. 4 and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve. Commissioner Matson seconded. Motion approved 3-0.

ADJOURNMENT: The Business Meeting was adjourned at 6:03 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST: 
Arnold Martin, Secretary