



**MINUTES OF THE BUSINESS MEETING**  
**Held December 7, 2015**

The December 7, 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  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

John Smith – YCDA, GUEST  
Joe Schmitt – YCDA, GUEST

**Citizen Comments:** John Smith stated that he and the Yakima Council Development Association (YCDA) appreciate Jay's input in YCDA. He stated that the YCDA is looking to help the economic development of Sunnyside by the creation of an online database that will assist in the streamlining of information during the initial stages of project development in Sunnyside. John commented that there is lots of cool stuff happening in Sunnyside and he is happy to help and be a part of it.

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

- Jay discussed the proposed approval of Resolution 2015-15 establishing a Small Works Roster.
- Jay discussed the proposed approval of Resolution 2015-16 Appointing the Port Auditor. Commissioner Matson asked Jay if he had previously been the Port's auditor. Jay answered yes and stated that he took over the exact same responsibilities as his predecessor, Amber Hansen, when he took over the position in 2013.
- Jay discussed the proposed approval of Resolution 2015-17 a resolution of the Port of Sunnyside Electing Officers; Appointing a Trustee and Alternate Trustee of the Washington Public Ports Association; Establishing Regular Meeting Places & Times; Appointing the Investment Officer and Deputy Investment Officer; Authorizing the Port District Executive Director/Auditor or Port Finance Officer to Make Inter-Fund Transfers.
- Jay discussed the proposed approval of Resolution 2015-18 to establish the Port's "Delegation of Authority."
- Jay discussed the proposed approval of Resolution 2015-19 adopting supplemental bidder responsibility criteria for the demolition of The Carnation

1

Plant. Jay stated that this resolution would allow the Port to adhere to stricter guidelines when gathering a pool of applicants to ensure the quality of work performed is consistent with applicant qualifications and Port expectations.

- Jay submitted the annual renewal lease with the Miss Sunnyside Committee.
- Jay submitted the Pasture renewal leases with Sylvia Baggerly and Edwin Radder respectively.

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

- Jay discussed how the recently closed HDR construction management contract for the Anaerobic Treatment Facility has a remaining \$42,000 that will not need to be spent. Commission Martin expressed his contentment with the manner in which this project was completed. Commissioner Matson agreed that the overall management of the site was competently handled by all Port staff involved.

### **GENERAL COMMENTS:**

**Staff Comments:** Jay commented that he will see everyone on Friday, December 11, 2015 at the Port's Christmas party.

Rob commented that he and his family will be attending the Christmas party as well.

**Commissioner Comments:** Commissioner Martin stated that he was appreciative of our guests coming in and attending tonight's meeting. He mentioned that Sunnyside has always been dedicated to helping the local economy and those around us.

Commissioner Matson mentioned the recent Festival of Trees event held at Sunnyside Community Hospital was attended by himself and Commissioner Martin and their families. He stated that the event had a great turnout and seems to be growing in attendance every year.

Commissioner Grubenhoff commented that he had a good weekend attending the Lighted Farm Implement Parade that was held on December 5, 2015. He stated this was his grandkids first time attending the parade and they were in awe of all of the lit up floats.

### **ACTION ITEMS:**

- The consent agenda includes:  
Minutes of the Business Meeting held on November 16, 2015. Payroll in the amount of \$37,419.62 issued on November 20, 2015, payables in the amount of \$66,620.42 issued on November 25, 2015, and payroll in the amount of \$42,484.12 issued on December 4, 2015 totaling \$146,524.16. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2015 - 15 establishing a Small Works Roster process to award public contracts. Commissioner Martin moved to approve, Commissioner Matson seconded. Motion approved 3-0.
- Motion to approve Resolution 2015-16 appointing the Port Auditor. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.

- Motion to approve Resolution 2015-17 electing of officers; Appointing a Trustee and Alternate Trustees of the Washington Public Ports Association; Establishing Regular Meeting Places and Times; Appointing the Investment Officer and Deputy Investment Officer; Authorizing the Port District Executive Director/Auditor or Finance Officer to make inter-fund transfers. Commissioner Martin moved to approve, Commissioner Matson seconded. Motion approved 3-0.
- Motion to amend Resolution 2015-18 to read Executive Director's Delegation of Authority. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2015-18 Executive Director's Delegation of Authority. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2015-19 adopting a supplemental bidder responsibility criteria. Commissioner Martin moved to approve, Commissioner Matson seconded. Motion approved 3-0.
- Motion to approve lease renewal with Miss Sunnyside Committee 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 Pasture Lease Renewal with Sylvia Baggerly 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 Pasture Lease Renewal with Ed Raddar and authorize Jay Hester to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.

#### **EXECUTIVE SESSION:**

The Executive Session was called to order at 5:55 p.m. by President Grubenhoff to discuss personnel issues as allowed by RCW 42.30.110 subsection G. The session was expected to last 10 minutes. At 6:05 p.m. the session was extended by five minutes by President Grubenhoff. At 6:10 p.m. the session was extended for another five minutes by President Grubenhoff. The session ended at 6:15 p.m.

#### **ACTION ITEM:**

- Approve increase in Executive Director's salary to \$102,000 for 2016, and \$18,954.96 in raises to allocate to staff at the Executive Director's discretion. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.

**ADJOURNMENT:** The Business Meeting was adjourned at 6:18 p.m., peace and harmony prevailing.

  
Jim Grubenhoff, President

ATTEST:   
Arnold Martin, Secretary