



MINUTES OF THE BUSINESS MEETING
Held November 7, 2016

The November 7, 2016 Business Meeting was called to order at 5:15 pm by President Matson. 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:

Jeff Matson, Commission President
Arnold Martin, Commission Vice President
Jim Grubenhoff, Commission Secretary
Jay Hester, Executive Director
Travis Jansen, Project Manager
Nikki Jech, Finance Officer
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

CITIZEN COMMENTS: None

FINANCE OFFICER: A typed memo was presented and the following items were discussed; (a copy of the memo is available upon request).

- Nikki presented the final draft of the 2017 budget.

EXECUTIVE DIRECTOR: A typed memo was presented and the following items were discussed; (a copy of the memo is available upon request).

- Jay mentioned the Scope of Services with Maul Foster Alongi is to update PUD specifications at Golob landing.

PROJECT MANAGER: A typed memo was presented and the following items were discussed; (a copy of the memo is available upon request).

- Travis stated that Harry Johnson Plumbing & Excavation will be returning to the Carnation site to complete the Carnation Plant demolition project.

GENERAL COMMENTS:

Staff Comments: None

Commissioner Comments: None

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on October 17, 2016, minutes of the Special Meeting held on October 20, 2016. Payroll in the amount of \$35,667.57 issued on October 20, 2016, payables in the amount of \$268,476.57 issued on October 25, 2016, payroll in the amount of \$40,322.66 issued on November 4, 2016, totaling \$344,466.80. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve the Scope of Work Agreement for Golob Landing with Maul Foster Alongi in the amount of \$10,000 plus expenses and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2016-10, A Resolution of the Port of Sunnyside, Yakima County, Washington, approving and authorizing the Sunnyside Port District Application for Community Economic Revitalization Board (CERB) funds to refurbish the building at 416 E. Edison, Sunnyside, WA 98944. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was called to order at 5:36 p.m. by President Matson to discuss Real Estate and Legal issues as allowed by RCW 42.30.110 subsection C & I respectively. The session was expected to last 5 minutes. The session ended at 5:41 p.m.

ADJOURNMENT: The Business Meeting was adjourned at 5:46 p.m., peace and harmony prevailing.



Jeffrey Matson, President

ATTEST:


Jim Grubenhoff, Secretary