



**MINUTES OF THE BUSINESS MEETING**  
**Held December 5, 2016**

The December 5, 2016 Business Meeting was called to order at 5:17 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  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**CITIZEN COMMENTS:** None

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

- Jay stated the change order with Realm, Inc. is for the completion of the manhole linings that they started earlier this year.
- Jay recommended to the commission that they wait on approving the renewal of the Pasture lease with Sylvia Baggerly as she has not paid her pasture rent for 2016 or her current house rent.
- Resolution 2016 – 17 to declare and dispose of the Port's excess property was presented for approval.
- Resolution 2016 – 18 to establish a small works roster was presented for approval.
- Resolution 2016 – 19 to appoint the Port auditor was presented for approval.
- Resolution 2016 – 20 to elect officers and establish meeting dates and times for 2017 was presented for approval.
- Resolution 2016 – 21 for the Delegation of Authority was presented for approval.
- Rob stated that the closing date on the sale of commercial property to Darigold is scheduled for December 29, 2016. As this being the last Commission meeting of the year Rob believed an approval and authorization by the Commissioners for Jay to sign all closing documents on behalf of the Port would avoid any delays in finalizing the sale.

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

- Travis presented the Scope of Services agreement with Meier Engineering for design and construction management work at the Funny Farm building and stated that Meier does a great job for the Port.

**GENERAL COMMENTS:**

**Staff Comments:** None

**Commissioner Comments:**

Commissioner Matson asked if the amount listed in the scope of services with Meier Architecture seemed a little high in relation to the job they will be doing for the Port at the Funny Farm building. Travis responded that the scope of services includes schematic design, preparation of construction documents and construction management of the project. Travis stated that while the total amount looks steep, when you consider the full amount of work that is being done the actual cost isn't really that high.

Jay stated that this cost is actually about 8% lower than what the Port has previously paid different engineering firms for a combination of Design and construction management and engineering services of previous Port projects.

Travis said that having Meier Architecture manage this project will be much more cost and time efficient for the Port as they will handle issues as they arise and stay on course for meeting project deadlines.

Commissioner Grubenhoff stated that he was happy that the Port is able to provide a place for the judges of the Lighted Farm Implement Parade that took place this past Saturday. He stated that the organizers provided food and refreshments for everyone that watched from the Port's administration office. He said he had a wonderful time and looks forward to attending next year's parade and watching from the Port offices.

Commissioner Martin shared that he too had a good time attending the Farm Implement Parade this past weekend at the Port Administration office. He stated that it's a nice thing for the Port to do for the public by providing an indoor location for the parade committee. Commissioner Martin also stated how nice it was to have the YV Tech facility open for food and restrooms.

**ACTION ITEMS:**

- Motion to approve the minutes of the Business Meeting held on November 5, 2016 and payables in the amount of \$92,829.33 issued on November 23, 2016. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the change order with Realm Inc. in the amount not to exceed \$15,450.00 plus tax 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 2016-17 A Resolution declaring excess personal property. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

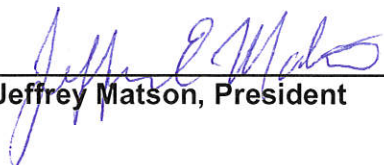
- Motion to approve Resolution 2016-18 A Resolution establishing a Small Works Roster. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2016-19 A Resolution appointing the Port Auditor. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2016-20 A Resolution Electing 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 Director to make inter-fund transfers. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2016-21 for the Delegation of Authority. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the closing sale of commercial real property to Darigold, Inc., pursuant to the terms of the Commercial & investment Real Estate Purchase and Sale Agreement, dated August 29, 2016, for the purchase price of \$920,000, and to authorize Jay Hester to sign all closing documents on behalf of the Port, including but not limited to a Settlement Statement, Statutory Warranty Deed, Excise Tax Affidavit, Escrow Instructions, and Amendment or Termination of the Lease with Tony Schwab. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve a Scope of Services agreement with Meier Architecture in the amount not to exceed \$94,500.00 for design and construction management work at the Funny Farm building and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** The Executive Session was called to order at 6:13 p.m. by President Matson to discuss Real Estate and Personnel issues as allowed by RCW 42.30.110 subsection C & G respectively. The session was expected to last 15 minutes. At 6:28 p.m. the session was extended for 10 minutes by President Matson. The session ended at 6:38 p.m.

**ACTION ITEM:**

- Motion to increase Executive Director's salary to \$106,090 for 2017 plus five additional vacation days and allocate \$20,638.55 for staff raises at Executive Director's discretion. Commissioner Grubenhoff moved to approved, Commissioner Martin seconded. Motion approved 3-0.

**ADJOURNMENT:** The Business Meeting was adjourned at 6:39 p.m., peace and harmony prevailing.

  
 Jeffrey Matson, President

**ATTEST:**  
  
 Jim Grubenhoff, Secretary