



MINUTES OF THE BUSINESS MEETING
Held March 20, 2017

The March 20, 2017 Business Meeting was called to order at 5:15 p.m., 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
Bob Farrell, Port Engineer
Gary Holwegner, Sprayfield 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 explained that the proposed resolution 2017-02, to apply for CERB funds, is for a feasibility study for the Miles Smith property. Currently there is interest in the property and the study will give the Port more insight into how to best develop the property for future use. Commissioner Matson asked if CERB's non-reimbursement policy for expenses prior to a contract signing is still in effect. Jay noted that while that is the current policy, the Port will not be incurring any costs at this time. The feasibility study will be conducted pending CERB approval. Jay stated that prior to applying for funding, CERB would expect a firm be selected to perform the work.
- Jay stated that one of the agreements with SVID being presented is for previous work completed on the C fields. The other agreement is for a change in point of delivery from when we purchased the Union Pacific Rail right of way south of the C fields.

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

- Travis mentioned that new requirements in Washington State laws have caused some delay in the installation of electrical wiring and fixtures at the Water Department building. Considering that the electrical components must be installed prior to any interior work can be started; the contractor is requesting 12 additional contract days to complete the work. Commissioner Matson asked if the contractors have started installing the roof. Jay replied that it is scheduled to begin this Thursday (3/23/17) if we don't receive any rainy weather from now until then.

- Commissioner Matson asked for a project update on the Funny Farm building and the Golden Coin building. Travis stated he and Jay are meeting with the brewers and engineers tomorrow morning to discuss the design of the building. Jay mentioned that the brewers have big plans for their brewery and have shared that they would like to place their grinding mill in the storage area. Commissioner Matson asked if the brewer's plans for growth are within the Port's designated budget. Jay stated that the Port is planning to ready the property for the brewers while staying within the budget. If it is decided at a later time for the Port to provide a more finished space to accommodate the Brewer's growth, then the Port would not charge the space at an incubator rate.
- Commissioner Matson asked if the Golden Coin building is expected to be demolished prior to June 1. Jay responded that he believes the building will come down before then.

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

- Commissioner Martin asked Bob if he believes that the Port will ever have to warm the water coming into the CAL if we have another cold winter. Bob replied that it is worth looking into as the Port grows. The water doesn't have to be warmed too much as it is only a few degrees colder than the ideal temperature. Bob clarified that heating the water too much would disturb the living environment of the biology.
- Commissioner Matson asked if changes have been looked into in regards to the Port's lab testing/sampling schedule to increase efficiency. Bob responded that he has thoroughly reviewed the issue. Taking into account the testing requirements by the Department of Ecology and the variables in sampling/testing, he believes that the lab is currently very efficient. Commissioner Martin commented that having our own lab provides the Port with peace of mind and control over our own work.
- Jay mentioned that upon looking into the job duties of our lab analysts versus the job descriptions with the Department of Ecology it appears that the DOE's duties are a wider range thus requiring higher compensation. Even with that comparison the Port's wages are comparable.

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

- Gary stated that the pivot has been installed. There will still be some sprinklers in use as the pivot will not reach some of the land because of the Pink Shop. Commissioner Martin asked if it would be more efficient to get rid of the Pink Shop altogether. However, Gary noted that the shop provides much needed storage space for equipment and provides a work space during the winter months. He mentioned that a shop closer to the operations building would be ideal but the current location works just fine. Commissioner Martin agreed that it received enough use to leave it there.

GENERAL COMMENTS:

Staff Comments: None

Commissioner Comments: None

Legal Comments: Rob shared with the commissioners that Darigold has been following all of the guidelines as provided by the Port in the 2nd extension agreement. They have had a soil scientist out to the site. Darigold seems hopeful with the information the soil scientist has found.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the business meeting held on March 6, 2017, and Special Meeting Minutes held on March 16, 2017. Payables issued on March 10, 2017 in the amount of \$230,288.06 and payroll issued on March 20, 2017 in the amount of \$39,122.51, totaling \$269,410.57. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve Resolution 2017-02, 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 develop and sell a 32 acre site located between exit 67 and exit 69, Sunnyside, WA 98944. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve an agreement between the Port of Sunnyside and the Sunnyside Valley Irrigation District for Consent to Cross/Encroach upon project right of ways, and easements at parcel 220912-11002 and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve an agreement between the Port of Sunnyside and the Sunnyside Valley Irrigation District for a Change of Point of Delivery at parcel 220912-11002 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 the Economic Feasibility Study with J-U-B Engineers for the Miles-Smith property and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Change Order No. 3 with Banlin Construction in the amount of \$6,967.42 plus tax, with an additional 12 contract days and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded. Motion approved 3-0.

EXECUTIVE SESSION: The executive session was called to order at 6:25 p.m. by President Matson to discuss Real Estate Issues as allowed by RCW: 42.30.110 Subsection C. The session was expected to last 10 minutes. The session was extended at 6:35 p.m. for five minutes by President Matson. At 6:40 p.m. the session was extended for an additional five minutes by President Matson. The session ended at 6:45 p.m.

ADJOURNMENT: The Business Meeting was adjourned at 6:46 p.m., peace and harmony prevailing.


Arnold Martin, Vice-President

ATTEST:


Jim Grubenhoff, Secretary