



MINUTES OF THE BUSINESS MEETING
Held July 17, 2017

The July 17, 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,
Jay Decker, Operations & Engineering Director
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

Comments: None

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

- Travis presented Change Order No. 7 with Banlin for work at the Wine Production Facility. Commissioner Martin asked if the Port can expect to begin closing this project after the approval of this change order. Jay Hester responded yes. Commissioner Grubenhoff asked if this final change order is a result of additions by the tenant or items that were not completed in time by the contractor. Travis responded that the items in the change order are original items that needed to be completed.
- Travis mentioned that a mandatory pre-bid walk through of the Funny Farm building is scheduled to take place on July 25, 2017.

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

- Bob mentioned that a toxicity test is scheduled to run this coming week and the results are expected to provide a clearer picture on how to address the issues.

GENERAL COMMENTS:

Staff Comments: Bob expressed his thanks to the Commissioners for the opportunity to work for the Port for the past 21 years.

Travis thanked Bob for his service and wished him a happy retirement.

Jay stated that Bob will be missed at the Port and thanked him for his service to the Port.

Commissioner Comments: Commissioner Grubenhoff thanked Bob for all of the great work he has done for the Port and wished him a happy retirement.

Commissioner Martin thanked Bob for all of his hard work in preparing the Port's Industrial Waste Water Treatment Facility to what it is today.

Commissioner Matson stated that the Commission certainly made the right decision when they hired Bob as the Port Engineer 21 years ago. He wished Bob a happy retirement.

Commissioner Matson asked if the upcoming Sunnyside Industrial Development Corporation meeting on July 20, 2017 will address the recommendation for fees in the area of industrial development bonds that are being discussed for the Ostrom project. Jay Hester responded that this meeting will allow the fees to be set. Commissioner Matson responded that he remembers that the rates were established sometime between 2002 – 2005 and stated that if the current rates are too high then they may need to be reduced.

Commissioner Matson also mentioned that it was recently brought to his attention that Ostrom Mushroom Farms had looked at other Port's prior to choosing Sunnyside as its new facility location. He stated that the other Port officials who had been working with Ostrom's representatives suggested that they contact the Port of Sunnyside as we may have the land and services readily available to meet the needs of their new facility. Commissioner Matson stated that networking with other Port's and their representatives at annual WPPA events are the reasons why referrals such as this with Ostrom's are able to happen.

Legal Comments: Rob stated that he will be out of town until the next Port meeting on August 7, 2017. If any legal assistance is needed during his absence, Steve Winfree has been brought up to speed on all ongoing Port projects.

EXECUTIVE SESSION: The executive session was called to order at 5:37 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 10 minutes. The executive session closed at 5:47 p.m. by President Matson.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on July 3, 2017. Payroll issued on July 5 & 6, 2017 in the amount of \$48,642.88, payables issued on July 10, 2017 in the amount of \$185,659.85 totaling \$234,302.73. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve Change Order No. 7 with Banlin Construction in the amount of \$2,334.09 plus tax and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded. Motion approved 3-0.

ADJOURNMENT: The Business Meeting adjourned at 6:21 p.m., peace and harmony prevailing.



Arnold Martin, Vice President

ATTEST:



Jim Grubenhoff, Secretary