



**MINUTES OF THE BUSINESS MEETING**  
**Held September 5, 2017**

The September 5, 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  
Nicole Jech, Finance Officer  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

Tyler Schilperoort - Guest

**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 a rough draft of the 2018 budget. She shared that capital projects are still in the planning stage so there will be changes in that area of the budget in the following weeks. Commissioner Martin asked if the bank account balances presented are an accurate reflection of what the Port has available. Nikki responded that some accounts listed only show invested amounts and the other accounts show actual Port cash available. Commissioner Matson asked Nikki for a schedule of the upcoming budget hearing and resolution due dates. Jay responded that he would include those dates in his notice items in the following Port meetings.

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

- Jay reminded the commissioners that the next Sunnyside Industrial Development Corporation meeting is scheduled for Monday, September 11, 2017 at 6 pm at the Law & Justice Center.

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

- Travis discussed the contract with Pacific Power to update the electrical power at the Funny Farm. Commissioner Matson asked if a resolution was reached with Banlin in regards to the liquidated damages. Travis responded that a meeting was held with Jason Banta of Banlin Construction on Thursday, August 17, 2017 at the Port offices and he agreed to meet the Port half way in regards to payment.

**GENERAL COMMENTS:**

**Staff Comments:** None

**Legal Comments:** Rob reminded the Commissioners that the deal with Ostrom's Mushroom Farms has a 160 day closing period. Rob stated that while the Port is willing to close sooner Ostrom's has a few months to go until the agreed upon closing date approaches.

**Commissioner Comments:** Commissioner Martin stated he is waiting for sunshine. Commissioner Matson stated in the midst of all of these fires he is wishing for some rain. He also thanked Commissioner Martin and Commissioner Grubenhoff for covering for him while he was out for the previous two Port meetings.

**ACTION ITEMS:**

- The consent agenda includes:

Minutes of the Business Meeting held on August 21, 2017. Payables issued on August 25, 2017 in the amount of \$74,626.24 totaling \$74,626.24. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve the contract with Pacific Power to update the electricity to 3 phase power at 416 E. Edison Avenue in the amount of \$3,806.00 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 5:48 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 5:58 p.m. by President Matson. At 6:01 p.m. the executive session was called back to order by President Matson. The session was expected to last 10 minutes. The executive session closed at 6:11 p.m. by President Matson.

**ADJOURNMENT:** The Business Meeting adjourned at 6:12 p.m., peace and harmony prevailing.

  
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Jeff Matson, President

**ATTEST:**  
  
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Jim Grubenhoff, Secretary