



MINUTES OF THE BUSINESS MEETING
Held November 6, 2017

The November 6, 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
Nikki Jech, Finance Officer
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

Tyler Schilperoort - Guest
Mandy Lill, Ecological Land Services – Guest
Andrew Allison, Ecological Land Services – Guest

Citizen Comments:

Andrew introduced himself to the Commissioners and informed them of the services offered by Ecological Land Services and their wishes to expand their business into the East Side of the state. He stated that they are excited to expand their business and are thankful to the Port for this opportunity.

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 2018 budget. She shared that the budget has stayed the same since the previous meeting. She stated that the rate hearing is scheduled for tomorrow morning at 10am. Commissioner Grubenhoff asked if any industries have confirmed for tomorrow morning. Nikki responded that she has not heard from any industries since sending out the meeting invites. Commissioner Matson thanked the staff for getting all of the budget information together over the past few months.
- Jay stated that he plans on informing the industries that Parametrix has been on site at the IWWTF and will assist with issues and permit renewals as they come up in lieu of having an engineer at the IWWTF for the time being.

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

- Jay presented the lease with the Miss Sunnyside Committee for approval. Commissioner Martin asked if the Port is able to reduce the rent charged to the committee as they are a community based group that does a lot of good for Sunnyside. Jay responded that he will

look into whether or not a reduction in the rent is a possibility and get back to him at the next meeting. Commissioner Matson stated that at the Commissioner Seminar earlier this year it was discussed that rental properties need to be offered at market rate for all tenants of Port districts in order for the Port to remain in fair/correct standing. Commissioner Martin responded that he would like to look into a reduction for the Miss Sunnyside group because they are a community organization that helps Sunnyside. Commissioner Grubenhoff asked if the Port is able to donate any money to the group. Commissioner Matson responded he doesn't believe that the Port can donate to the group. Rob responded that he would look into this issue further but does believe that the Port needs to rent at market rate. Travis stated that if the Port did not rent to the Miss Sunnyside Committee then we would probably not rent the space at all. Commissioner Matson asked for clarification on whether or not this motion would be approved. Jay responded that they will be ok if the commissioners hold off on this motion until the next Port meeting.

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 Orders 2 & 3 from Chervenell Construction for work out at the Brewery. Commissioner Matson commented that it is important that the floors are done right and the epoxy coating for the flooring will prove more cost effective in the long run. Commissioner Martin asked how many square feet this was needed for. Travis responded approximately 2,400 sq ft. Commissioner Grubenhoff asked if the remainder of the flooring was going to be concrete. Travis responded yes.

GENERAL COMMENTS:

Staff Comments: Travis wished both Commissioner Matson and Tyler Schillperoort luck in tomorrow's election.

Legal Comments: Rob stated that he will be out of the office Thursday and Friday this week as he has a conference in Seattle.

Commissioner Comments: Commissioner Grubenhoff stated that he had a good productive meeting in Leavenworth at the Small Ports Seminar.

Commissioner Martin stated that he also had a good time in Leavenworth and he always learns new things at these conferences. He shared that he will be out for the Christian School Volleyball finals on Friday.

Commissioner Matson shared that he enjoyed his time at the Small Port's Seminar this year and it seems to have worked out quite well to block out all of the rooms for WPPA.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on October 16, 2017 and minutes of the Business Meeting held on October 26, 2017. Payroll issued on October 20, 2017 in the amount of \$30,528.08, Payables issued on October 25, 2017 in the amount of \$240,025.97, payroll issued on November 3, 2017 in the amount of \$37,000.70 totaling \$307,554.75. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

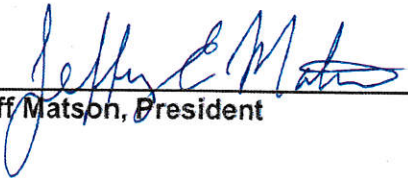
- Motion to approve Change Order No. 2 with Chervenell Construction in the amount of

\$1,510.13 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.

- Motion to approve Change Order No. 3 with Chervenell Construction in the amount of \$2,650.46 plus tax 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: None

ADJOURNMENT: The Business Meeting adjourned at 5:38 p.m., peace and harmony prevailing.



Jeff Matson, President

ATTEST:



Jim Grubenhoff, Secretary