



**MINUTES OF THE BUSINESS MEETING**  
**Held December 3, 2018**

The December 3, 2018 Business Meeting was called to order at 5:15 p.m., by President Martin. 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:**

Arnold Martin, Commission President  
Jim Grubenhoff, Commission Vice President  
Tyler Schilperoort, Commission Secretary  
Jay Hester, Executive Director  
Travis Jansen, Project Manager  
Nicole Jech, Finance Officer  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUESTS:**

**Citizen Comments:**

**DISCUSSION/ACTION ITEMS:**

**FINANCE OFFICER:**

- Nikki discussed the new Washington Paid Family and Medical Leave Act Policy that will go into effect January 1, 2019. Rob commented that he would like more time to look into the new rules to clarify what, if any, contribution the Port is required to make. Commissioner Schilperoort asked if this should be tabled until the next Port meeting on December 17. Jay responded yes, the issue will be revisited at the next Port meeting. Rob stated he wants to make sure the Port won't double pay if they elect to cover the employee portion.

**EXECUTIVE DIRECTOR:**

- Jay presented Resolution 2018-16 A Resolution Updating the Port's Personnel Policy. The section regarding Holidays the Port observes was discussed to determine whether or not the update should include all the holidays that are currently observed by the State of Washington as per RCW 1.16.050. The current policy doesn't include the following holidays: Martin Luther King Jr. Day, President's Day and Veteran's Day. The updated policy would include those three holidays to the Port's list of observed Holidays. Commissioner Grubenhoff stated he is willing to add Veteran's Day to the list as well as one additional holiday, but not all three. Commissioner Martin asked why the Port needs to add any additional observed holidays. Commissioner Schilperoort stated he is in agreement with Commissioner Grubenhoff in adding Veteran's Day and one additional holiday. Commissioner Martin stated he only wants one holiday added. He asked which holiday the employees want added. Jay responded that the employees would like

Veteran's Day added. Veteran's Day was then added to the previous year's list of paid Holidays for Resolution 2018 -16.

- Resolution 2018-17 was presented to declare excess personal property. Commissioner Martin asked if the pumps will be removed from the books. Nikki responded yes, once the resolution to declare them excess property is approved she can remove them from the books. Commissioner Schilperoort asked why the Port needs to demo wells. Travis responded that the Port has no use for wells on industrial properties. Commissioner Grubenhoff asked what the average cost to demo a well is. Jay responded it costs about \$2,500 on the low end. Commissioner Schilperoort asked if Port staff are sure that homes will not be placed on the property in the future. Jay responded that the Port cannot sell property for homes. All Port land is industrial and the wells in question can only be utilized for homes. Commissioner Schilperoort asked what will happen to the furnace at the Radder property that is on the surplus list. Jay stated that an advertisement will be placed on Craigslist to sell it. Travis shared that the majority of property that is declared excess property is either sold or recycled, very few items are actually thrown away.

### **PROJECT MANAGER:**

- Travis shared with the commission that the track agreement is the last item that needs to be finalized and approved for the Nutrien rail project.
- A request from Ostrom's was received in regards to the Port's bio-gas. Travis stated they are interested in receiving the Port's bio gas to steam their water. Jay commented that David Knudsen is interested in operating as green as possible.

### **GENERAL COMMENTS:**

**Staff Comments:** None

**Legal Comments:** Rob shared with the Commission that the Truss Way property has closed. The Port will need to add the property to its Comprehensive Plan in the beginning of 2019.

**Commissioner Comments:** Commissioner Grubenhoff shared that he attended the Festival of Trees and it was an enjoyable event. He stated he met the new city manager, Martin Casey and Yakima County Commissioner Ron Anderson. Commissioner Schilperoort shared that he has contacted the Washington State Department of Historical Preservation regarding the barn on the recently purchased G & S Property. He stated that the barn is able to be listed on the barn register should the Port decide to list it. Jay commented that once it is listed on the historical preservation list the property will stay that way forever. He stated that the Port needs to keep in mind the original plan for Golob Landing Business Park to determine if this will be in support of the original vision.

### **ACTION ITEMS:**

- The consent agenda includes:

Minutes of the Business Meeting held on November 19, 2018 and Minutes of the Special Meeting held on November 27, 2018. Payroll issued on November 20, 2018 in the amount of \$35,326.81, payables issued on November 19 through 21, 2018 in the amount of \$473,437.63, totaling \$508,764.44. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve Resolution 2018-16 A Resolution Updating the Port's Personnel Policy. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2018-17 A Resolution Declaring Excess Personal Property and Authorizing the Disposal of Excess Personal Property. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2018-18 A Resolution Appointing the Port Auditor. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2018-19 A Resolution of the Port of Sunnyside 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 Port Finance Officer To Make Inter-Fund Transfers. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2018-20 A Resolution for the Delegation of Authority. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** The Executive Session was opened at 6:25 p.m. by President Martin to discuss real estate and legal issues as allowed by RCW 42.30.110 subsection C & I respectively. The session was expected to last 5 minutes. The session closed at 6:30 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:31 p.m., peace and harmony prevailing.

  
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 Arnold Martin, President

**ATTEST:**   
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 Tyler Schilperoort, Secretary