

# **PORT OF SUNNYSIDE MINUTES OF THE BUSINESS MEETING**

Held August 6, 2012

The August 6, 2012 Business Meeting was called to order at 5:15 p.m. by President Martin. The meeting was held at the Port of Sunnyside Administration Office at 520 S. 7<sup>th</sup> St., Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:

Arnold Martin, Jeff Matson, Commissioners;  
Amber Hansen, Executive Director;  
Carol Carter, Finance Officer;  
Jed Crowther, Property Manager;  
Robert Farrell, Port Engineer;  
Vernita Coffey, Administrative Assistant;  
Steve Winfree, Legal Counsel

List of guests available on request.

FINANCE OFFICER: Carol Carter presented the 2013 Preliminary Detailed Budget for consideration.

- Carol stated that the General Fund and IWW Fund each have a projected increase of 3% from the 2012 budget.

EXECUTIVE DIRECTOR: Amber Hansen presented a written report and the following items were discussed; (written report available upon request).

- Amber stated that Jay Hester would begin working at the Port on August 13, 2012. Commissioner Matson and Commissioner Martin expressed that they were looking forward to working with Jay and felt that Amber had made a good choice.

PORT PROPERTY MANAGER: Jed Crowther presented a written report and the following items were discussed; (written report available upon request).

- Jed reported that Tetra Tech will be performing geotechnical explorations on 17 test holes the 3<sup>rd</sup> week of August to better evaluate soil infiltration in the wetland.
- Jed indicated that CERB stated our application is valid and we will move forward to present our project, Wastewater Capacity Expansion to the board, on September 20<sup>th</sup>.
- Jed stated that great progress has been made on the Carnation Plant project. Maul, Foster and Alongi reported that the extent of contamination has been identified as minimal and a remediation plan resolved with Ecology. Their recommendation was for a partial demolition.

NOTICE ITEMS: None



GENERAL COMMENTS:

STAFF COMMENTS: None

COMMISSIONER COMMENTS: Commissioner Matson and Commissioner Martin commented on the WPPA Commissioner's Seminar they attended, stating that there was good networking and they were pleased to see Ron Grow from the Port of Grandview in attendance as well.

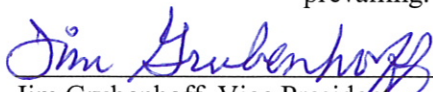
CITIZEN COMMENTS: None

ACTION ITEMS:

- The consent agenda includes the minutes of the Port Meeting held on July 16, 2012 and payables in the amount of \$112,749.75 issued on July 25, 2012 and payroll in the amount of \$27,045.10 issued on July 20, 2012 and payroll in the amount of \$39,685.07 issued on August 3, 2012 totaling \$179,479.92. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.
- Ratify Amber's decision to hire Jay Hester as the Executive Director of the Port at an annual salary of \$81,000 as outlined in the engagement letter signed by Jay Hester. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.
- Approve staff to prepare CERB pre-application in relation to the Carnation Project and authorize Amber to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.

EXECUTIVE SESSION: Executive session was called to order at 5:42 p.m. by President Martin to discuss a real estate issue as allowed under RCW 42.30.110 subsection B. Session was expected to last 20 minutes. Session closed at 6:02 p.m. with no action required.

ADJOURNMENT: The Business Meeting was adjourned at 6:03 p.m., peace and harmony prevailing.

  
Jim Grubenhoff, Vice President

ATTEST:

  
Jeff Matson, Secretary

