



MINUTES OF THE BUSINESS MEETING

Held February 3, 2014

The February 3, 2014 Business Meeting was called to order at 5:15 p.m. by President Grubenhoff. The meeting was held at the Port of Sunnyside Administration Office at 2640 E. Edison Ave., Suite #1, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:
Jim Grubenhoff, Jeff Matson, Arnold Martin, Commissioners;
Jay Hester, Executive Director;
Jed Crowther, Property, Development & Project Manager;
Vernita Coffey, Administrative Assistant; and
Steve Winfree, Legal Counsel

List of guests available upon request:

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

- Jay announced that the Port has earned yet another Certificate of Achievement for Excellence in Financial Reporting (CAFR). This certificate covers the audit of 2012 and marks the 15th year in a row for this recognition which is the highest recognition given in the area of governmental accounting.
- Jay stated that the reroofing of the Administration Building has a tentative schedule of being done in March.

PROPERTY, DEVELOPMENT & PROJECT MANAGER: Jed presented a written report and the following items were discussed; (written report available upon request).

- Jed reported that the SIED Board awarded another one million dollars, (50/50 loan/grant), for the Anaerobic Digester System project.
- Jed provided the remedial action completion report on the Carnation property by Maul Foster Alongi for the commissioners' review.
- Jed stated that Fastenal agreed to exercise their option to expand into the additional 1650 square feet that the YV Tech classroom will be vacating.

ACTION ITEMS:

Commissioner Grubenhoff has noted that he has always recused himself from discussion and voting on the payments to Harold's Repair and Rental, LLC because of his ownership interest in the company, and declared that his recusal from discussion and voting shall be in effect for all future payables or other matters between the Port and the company, and the recusal shall continue until withdrawn by him.

- The consent agenda includes minutes of the Port Business Meeting held on January 20, 2014. Payables in the amount of \$215,426.57 issued on January 24, 2014. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.
- Approval of the proposal of professional services from Tangent Services for Task 1 which includes a feasibility study to assess potential rail access, in an amount not to exceed \$7,500.00 and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Matson seconded, motion carried.
- Approval of the proposal of services from Leslie & Campbell, Inc. for reroofing of the Port Administration Building including a 20 year manufacturer's warranty, materials and labor, along with their standard 5 year warranty and including sheet metal and flashing to be replaced around the entire perimeter of the building at the cost of \$44,050.00 plus tax and authorize Travis Jansen to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.
- Approval of the change order with Gray Surveying in the amount of \$2,272.50 and authorize Jed Crowther to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.

NOTICE ITEMS:

Port Day at the Capital in Olympia on February 26th

PNWA Members and Friends, Dam and Lock Tours on March 6th and 18th

Annual Public Disclosure Filing is due by April 15th

Spirit of Sunnyside Community Awards Banquet at the Community Center on March 8, 2014 at 5:30 p.m.

GENERAL COMMENTS:

Staff Comments:

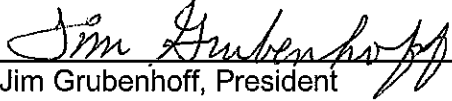
Commissioner Comments: Commissioners Martin and Grubenhoff enjoyed watching the Super Bowl and commented that the win was good for the state of Washington.

Commissioner Grubenhoff added that he had attended the Hospice Auction and that it was a very nice event.

Citizen Comments: Julia Hart requested permission to take a visitor from China on a tour of the IWWTF.

EXECUTIVE SESSION: Executive session was called to order at 5:51 p.m. by President Grubenhoff to discuss real estate as allowed by RCW 42.30.110 Subsection C. Session was expected to last 10 minutes with no action required. Session closed at 6:01 p.m.

ADJOURNMENT: The Business Meeting was adjourned at 6:02 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST:

Arnold Martin, Secretary