

# PORT OF SUNNYSIDE MINUTES OF THE BUSINESS MEETING

Held December 3, 2012

The December 3, 2012 Business Meeting was called to order at 5:16 p.m. by President Martin. The meeting was held at the Port of Sunnyside Administration Office at 520 S. 7<sup>th</sup> Street, Sunnyside, WA.

Commissioners and Staff present at the Study Session and Business Meeting:

Jeff Matson, Arnold Martin, Jim Grubenhoff, Commissioners;

Amber Hansen, Executive Director;

Jay Hester, Executive Director in Training;

Robert Farrell, Port Engineer;

Jed Crowther, Property Development & Project Manager;

Vernita Coffey, Administrative Assistant;

Steve Winfree, Port Legal Counsel

List of guests available on request.

**PRESENTATION:** Dennis Dean & Megan Beyer of KDF Architects presented a power point of the plans for the YV-Tech building bid documents and construction.

Ruben Solis and Dick Rubalcaba expressed their concerns regarding the wetland habitat project. They commented about the very possible problem of increased mosquitos, odor and standing groundwater. The commission explained that the wetland is not considered a part of the treatment of the water, but to improve the fish habitat and cool the water going to the Yakima River.

**DISCUSSION/ACTION ITEMS:**

Commissioner Grubenhoff has noted that he has always recused himself from discussion and voting on the payments to Harold's Repair & 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effect for all future payables or other matters between the Port and the company, and the recusal shall continue until withdrawn by him.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 Meeting held on November 5, 2012 and the Rate Hearing held on November 6, 2012 and the payables in the amount of \$205,709.75 issued on November 09, 2012 and in the amount of \$177,659.38 issued on November 26, 2012 and payroll in the amount of \$31,820.15 issued on November 20, 2012, totaling \$415,189.28.

**EXECUTIVE DIRECTOR:** Amber Hansen presented a written report; (written report available upon request).

- ▶ Approve Resolution 2012-09 "A Resolution Declaring Excess Personal Property and Authorizing the Disposal of Excess Personal Property". Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.

- ▶ Approve Resolution 2012-10 "Resolution Appointing the Port Auditor". Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- ▶ Approve Resolution 2012-11 "A Resolution of the Port of Sunnyside Electing Officer; 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 Matson seconded, motion carried.
- ▶ Approve Resolution 2012-12 "Delegation of Authority Resolution. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- ▶ Approve 1 year contract for services with Sue Jetter Consulting Services at a cost of \$1,650 per month for grant/funding consulting services. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.
- ▶ Approve Amendment #6, Assignment, Novation changing the name of Independent Food Processors Corp. To Independent Foods, LLC and authorize Amber to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.

EXECUTIVE DIRECTOR IN TRAINING: Jay Hester presented a written report; (written report available upon request).

- ▶ Approve the Amended Purchase and Sale Agreement between Zion Agricultural Finance and Port of Sunnyside for the property commonly known as the Carnation Plant and authorize Jay to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.

PORT PROJECT, DEVELOPMENT & PROPERTY MANAGER: Jed Crowther presented a written report; (written report available upon request).

- ▶ Approve 5 year lease for 520 S. 7<sup>th</sup> Street to Entrust Community Services, Inc. with a monthly rent of \$2,500 including an option for an additional 5 years including a rent increase and authorize Jed to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- ▶ Approve renewal of lease with Tony Schwab for the acreage commonly known as the Clark property and authorize Jed to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.

NOTICE ITEMS: Tri-Port (Pasco, Kennewick & Benton) are hosting the annual legislative lunch meeting on December 4<sup>th</sup> at noon. The meeting will be held at the Red Lion Hotel in Pasco.

Commissioners & Staff Christmas Party is on December 14<sup>th</sup> at Doc's Pizza in Granger at 5:30 p.m.

GENERAL COMMENTS:

Staff Comments: Amber stated that it has been her honor to have served the Port for the past 22 years. The Port and Sunnyside have a bright future ahead. She wishes everyone the best.

Steve, Jay, Jed and Vernita all commented that Amber was an incredible leader and great example. She was great to work with and will surely be missed.

Commissioner Comments: Commissioner Grubenhoff thanked Amber for her encouragement and taking him under her wings.

Commissioner Matson thanked Amber for being patient in the early years of his commission.

Commissioner Martin commented that he was the oldest participant in the jingle bell run at the Sunnyside Lighted Farm Implement Parade. He also expressed his appreciation to Amber for all her years of hard work and dedication to the Port and wished her well in her retirement.

Citizen Comments: Jennie McGhan of the Daily Sun News informed the commission that John Fannin will be the reporter for the Port in the year 2013. Commissioner Martin thanked Jennie for her coverage of the Port meetings.

EXECUTIVE SESSION: Executive session was called to order at 7:20 p.m. by President Martin to discuss real estate and personnel as allowed under RCW 42.30.110 subsections B & G respectfully. Session was expected to last 30 minutes. Session closed at 7:50 p.m.

ACTION ITEM: Authorize Amber to allocate \$21,000 to make salary adjustments to staff salaries and 5% for Jay. Commissioner Matson moved to authorize, Commissioner Grubenhoff seconded, motion carried.

ADJOURNMENT: The Business Meeting was adjourned at 7:57 p.m., peace and harmony prevailing.

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Arnold Martin, President

ATTEST:

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Jeff Matson, Secretary