



**MINUTES OF THE BUSINESS MEETING
Held December 22, 2014, and December 23, 2014**

The December 22, 2014 Business Meeting was called to order at 5:15 pm by President Grubenhoff. 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:

Jim Grubenhoff, Commission President (12/22 & 12/23)
Jeffrey Matson, Commission Vice President (12/23)
Arnold Martin, Commission Secretary (12/22 & 12/23)
Jay Hester, Executive Director (12/22 & 12/23)
Angela Smith, Administrative Assistant (12/22)
Robert Farrell, Port Engineer (12/22)
Gary Holwegner, Sprayfield Manager (12/22)
Rob Faber, Legal Counsel (12/22 & 12/23)

List of guests present available upon request.

Citizen Comments: None

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

- Jay presented a written request from Seneca Foods, LLC dated December 9, 2014. Gary Stapleton, Plant Manager illustrated in his request that a payment had been mailed to the Port of Sunnyside on November 17, 2014 for October's invoices. The check is presumed lost in the mail; the Port never has received the check. Jay recommends to the Commission to waive the late fees in the amount of \$1,394.99 and \$25.00, assessed on invoice #'s 3866 and 3861 respectively.
- Jay shared with the Commission that Angela and Cory's recent hiring with the Port made it on the WPPA's (Washington Public Ports Association) website under the newsletter section.

PORT ENGINEER: Robert "Bob" Farrell presented a written report and the following items were discussed; (a copy of the report is available upon request)

- Bob stated that the wastewater treatment facility is using more water YTD than in previous years. The facility was able to start discharging to JD 33.4 in September this year, instead of October as in previous years. The Anaerobic Digester system seems to be working at a level that is acceptable, and lagoon #4 can be used if need be.

SPRAYFIELDS MANAGER: Gary Holwegner presented a written report and the following items

were discussed; (a copy of the report is available upon request)

- Gary stated that he did not have additional information to add to the attached report. He stated that he is waiting on the 2015 budget to go into effect so he can focus on upcoming projects slated for 2015.
- Gary explained he is in the process of performing maintenance on the wired aerators, weather permitting.

PROJECT MANAGER: Travis Jansen supplied a written report, and the following items were discussed; (a copy of the report is available upon request)

- Apollo Construction Change Order No. 5 is attached to the report, which allocates \$17,402.49, and adds 21 additional working days to the Anaerobic Pretreatment Facility project.
- "Punch List" items are being completed.

NOTICE ITEMS:

Office Closed at Noon on December 24, 2014

Office Closed December 25, 2014

Office Closed at Noon December 31, 2014

Office Closed January 1, 2015

GENERAL COMMENTS:

Staff Comments:

Jay stated he would be on vacation December 26, 2014 through January 1, 2015. Jay recognized that Dolly's retirement party pretty much "summed up" her 19 years of service with the Port, and an outpouring of support from the community and coworkers was shown. With regard to the Anaerobic Digester, Jay stated that Apollo's project manager, which has remained the same the entire project, has done an amazing job. There have been very few change orders on the project, another testament to the great job done by Apollo.

Angela wished everyone a Merry Christmas.

Commissioner Comments:

Commissioner Martin stated that he enjoyed Dolly's retirement party, and was very happy for all the support she received from community members, coworkers and family. Commissioner Martin wanted to extend a thank you to Dolly for her 19 years of service, for being present and always giving her best effort. Martin expressed his approval with the progress and outcome thus far on the Anaerobic Digester project.

Commissioner Grubenhoff would like to echo Commissioner Martin's statement relating to Dolly's retirement. He extended a thank you to all of the staff for their hard work this past year, especially on the Anaerobic Digester Project, giving a grade of A+. Commissioner Grubenhoff exclaimed the Port had a very, very good year. He wished everyone a Merry Christmas and Happy New Year.

ACTION ITEMS:

- The consent agenda includes:
Minutes of the Port Business Meeting held on December 8, 2014, payables in the amount of \$92,314.53 issued on December 10, 2014, payroll in the amount of \$37,237.95 issued on December 19 2014, totaling \$129,552.48. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded, motion approved 2-0.

- Waiver of Late fees in the amount of \$1,419.99 (1,394.99 and \$25.00) for Seneca Foods: Commissioner Martin moved to approve the waiver of late fees for Seneca Foods, Commissioner Grubenhoff seconded, motion approved 2-0.
- Change Order #5 for Apollo Construction, Inc, Anaerobic Pretreatment Facility: Commissioner Martin moved to approve Change Order #5, and add 21 days to the substantial completion date for the Anaerobic Pretreatment Facility, Commissioner Grubenhoff seconded, motion approved 2-0.

EXECUTIVE SESSION:

The Executive session was called to order at 5:48 pm on December 22, 2014 by President Grubenhoff to discuss personnel issues as allowed by RCW 42.30.110 Subsection G. The Executive Session was expected to last 15 minutes. The Executive Session was extended an additional five minutes at 6:03 pm. The Executive Session was closed at 6:06 pm. At 6:07 pm, the Commission meeting was adjourned until 12:00 pm on December 23, 2014.

The Commission meeting was called to order at 12:00 pm December 23, 2014 by President Grubenhoff.

The Executive session was called to order at 12:01 pm on December 23, 2014 by President Grubenhoff to discuss personnel issues allowed by RCW 42.30.110 Subsection G. The executive session was expected to last 15 minutes. The session was extended an additional five minutes at 12:16 pm. The Executive Session was closed at 12:21 pm.

ACTION ITEM:

- Approve increase in Executive Director's salary to \$100,000 for 2015, and \$20,955.00 in raises to allocate to staff at the Executive Director's discretion. Commissioner Matson moved to approve, Commissioner Martin seconded, motion approved 3-0.

ADJOURNMENT: The Business Meeting was adjourned at 12:24 pm, peace and harmony prevails.

ATTEST:

Jim Grubenhoff, President

Arnold Martin, Secretary