

PORT OF SUNNYSIDE MINUTES OF THE BUSINESS MEETING

Held September 17, 2012

The September 17, 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. 7th Street, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:
Arnold Martin, Jim Grubenhoff, Jeff Matson, Commissioners;
Amber Hansen, Executive Director;
Robert Farrell, Port Engineer;
Jay Hester, Executive Director in Training;
Jed Crowther, Property Manager;
Travis Jansen, Maintenance Manager;
Carol Carter, Finance Officer;
Vernita Coffey, Administrative Assistant and
Steve Winfree, Port Legal Counsel

List of guests available on request.

OPEN LEVY HEARING: Tax Levy Hearing was called to order at 5:17 p.m. by President Martin. Steve Winfree explained the reason for the hearing. Mr. Winfree inquired if Carol had received oral or written comments regarding the proposed 2013 budget? Carol replied that none had been received. Commissioner Martin asked for comments or questions from the audience, hearing none, President Martin closed the tax levy hearing at 5:18 p.m.

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

- ▶ Amber provided a copy of the Sunnyside Community Development Cooperative Letter of Agreement for review. There was discussion regarding the Port attending meetings and contributing to the efforts of this group. The Port, however, can not be of any financial support. The issue of confidentiality was discussed and the realization that certain subjects can not be brought back to the Port and shared. The consensus was that we need to be involved to offer ideas and support. Commissioner Matson and Jay Hester volunteered to attend the meetings. Commissioner Matson attended the first meeting on Sept. 13th. The implementation of the three community initiatives seek to make Sunnyside a good place to live, work and raise a family. This is vital to the Ports's mission of economic development. It was decided to table this item until the next meeting after legal counsel has had a chance to review the agreement.

PORT ENGINEER: Robert Farrell presented a written report, (written report available upon request).

MAINTENANCE MANGER: Travis Jansen presented a written report and the following items were discussed; (written report available upon request).

- ▶ Travis reported that the rental space at 440 Barnard Suite 3 needed flooring installed where the previous tenant had a cooler. The entire space may need to be painted when a future tenant leases.
- ▶ Commissioner Grubenhoff questioned if there will be a visitors information sign at the new Kiosk. Travis replied there indeed will be one soon.

NOTICE ITEMS: WPPA Small Ports Seminar is scheduled on Oct. 25 & 26, 2012 in Leavenworth.

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 Business Meeting held on September 5, 2012 and the payables in the amount of \$283,642.26 issued on September 10, 2012 and payroll in the amount of \$41,574.92 issued on September 5, 2012 totaling \$325,217.18. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- ▶ Approve the minutes of the Port Special Meeting held on September 11, 2012. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.

GENERAL COMMENTS:

Staff Comments:

Jed provided an update on the AWOS stating a survey for placement at the airport would be tomorrow, Sept. 18th by Don Wilton.

Commissioner Comments:

Commissioner Grubenhoff commented that is was very nice to see Amber chosen as the Grand Marshal of the Sunshine Days Parade. He also congratulated her for the well deserved Distinguished Service Award from the Pacific Northwest Waterways Association (PNWA). This will be presented to Amber on October 9th at the gala reception at the Hilton Vancouver in Vancouver, WA. This award is given to PNWA members and colleagues who have made significant contributions to the success of the projects and issues for which PNWA advocates.

Commissioner Matson stated that he thought the car show went well and everyone did a good job. He also told Travis that the Kiosk sign looks good.

Commissioner Martin said he enjoyed the Sunshine Days parade and handing out the President's Choice and Best of Show trophies at the car show. He said it was a good parade and good car show. He thanked everyone for all of their hard work and mentioned that he realizes it takes a lot of hard work to put the car show together.

Citizen Comments: None

EXECUTIVE SESSION: None

ADJOURNMENT: The Business Meeting was adjourned at 6:12 p.m., peace and harmony prevailing.

Arnold Martin, President

ATTEST:

Jeff Matson, Secretary