

PORT OF SUNNYSIDE MINUTES OF THE BUSINESS MEETING

Held December 2, 2013

The December 2, 2013 Business Meeting was called to order at 5:17 p.m. by President Martin. 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:
Arnold Martin, Jim Grubenhoff, Jeff Matson, Commissioners;
Jay Hester, Executive Director; and
Jed Crowther, Property, Development & Project Manager;
Robert Farrell, Engineer;
Vernita Coffey, Administration Assistant; and
Steve Winfree, Legal Counsel

List of guests available upon request:

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

- Jay opened up discussion and asked for suggestions on how to simplify the verbiage in the resolution establishing regular meeting times and places for the business meeting calendar.

PORT ENGINEER: Bob presented a written report and the following items were discussed; (written report available upon request).

- Bob reported that during the recent cold weather there has been some difficulty with the Sequencing Batch Reactors (SBR). We believe the problem is the heaters for the decanters. New heaters have been ordered and hopefully installed before the next extended period of sub-freezing conditions.

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

- Jed reported that our request for EDA funding for the anaerobic project was denied due to number of jobs per EDA investment.
- Jed stated that the Port is working cooperatively with Benton REA and USDA Rural Development; we anticipate submitting a loan application which totals \$1,370,000.

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effect for all future payables or other matters between the Port and the company, and the recusal shall continue until withdrawn by him.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 November 4, 2013, minutes of the Rate Hearing held on November 5, 2013 and minutes of the Special Meeting held on November 14, 2013, payables in the amount of \$124,338.33 issued on November 8, 2013, payables in the amount of \$331,299.67 issued on November 25, 2013, payroll in the amount of \$41,113.02 issued on November 5, 2013 and payroll in the amount of \$28,884.09 issued on November 20, 2013 totaling \$525,635.11. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- Approve Resolution 2013-12 "A Resolution Declaring Excess Personal Property and Authorizing the Disposal of Personal Property". Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.
- Approve Resolution 2013-13 "A Resolution Appointing the Port Auditor". Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- Approve Resolution 2013-15 "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 \$1,230.00 per month for grant/funding consulting services and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.
- Approve Letter of Agreement of Sunnyside Connects by and between the City of Sunnyside, Sunnyside School District No. 201, Port of Sunnyside and Sunnyside Community Hospital Association collectively (the "Parties") and authorize Jay Hester to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- Authorize Port staff to notify funding agencies of the Port's intention to withdraw wetland/pipeline funding awards. Commissioner Grubenhoff moved to authorize, Commissioner Matson seconded, motion carried.
- Approve pasture lease with Sylvia Baggerly and authorize Jed Crowther to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- Approve pasture lease with Ed Radder and authorize Jed Crowther to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.
- Approve Amendment #3 to American River Ag's lease and authorize Jed Crowther to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.
- Approve lease with Miss Sunnyside Community Float Committee and authorize Jed Crowther to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.

GENERAL COMMENTS:

Staff Comments:

Jay presented photos of the back parking lot at the Entrust building where new asphalt was laid this week and stated it is quite an improvement in appearance.

Commissioner Comments:

Commissioner Grubenhoff shared he had a wonderful vacation week off with family in San Diego for Thanksgiving.

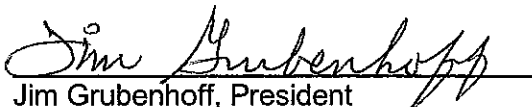
Commissioner Martin said he had a good Thanksgiving and that he did not eat too much this year.

Citizen Comments: None

EXECUTIVE SESSION: Executive session was called to order at 6:12 p.m. by President Martin to discuss personnel issues as allowed by RCW 42.30.110 Subsection G. Session was expected to last 20 minutes with an action item expected. Session was extended an additional 10 minutes at 6:32 p.m. Session closed at 6:42 p.m.

- Approve Resolution 2013-14 "A Resolution of the Port of Sunnyside Electing Officers; 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.
- Authorize Jay to allocate \$28,356.60 to make salary adjustments for staff salaries and a 6% raise for Jay. Commissioner Matson moved to authorize, Commissioner Grubenhoff seconded, motion carried.

ADJOURNMENT: The Business Meeting was adjourned at 6:48 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST:

Arnold Martin, Secretary

