

# PORT OF SUNNYSIDE MINUTES OF THE BUSINESS MEETING

Held May 6, 2013

The May 6, 2013 Business Meeting was called to order at 5:15 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;  
Jed Crowther, Property Development & Project Manager;  
Vernita Coffey, Administrative Assistant; and  
Steve Winfree, Port Legal Counsel

List of guests available on request.

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

- Approve a contract with Five K Technologies for IT services and an upgrade of the Port server with the Windows 2011 small Business at a cost not to exceed \$8,095.00 and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.
- Approve a contract with Ag Pro Repair & Fabrication, Inc. for construction and renovation of the 3600 sq. ft of office space in the rear half of the building located at 2640 E. Edison Avenue at an amount not to exceed \$7,860.52 and authorize Jay Hester to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.

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

- Approve proposal for professional engineering services with Gray Surveying & Engineering, Inc. for the Midvale Rail Spur #2 in an amount not to exceed \$4,600.00 and authorize Jed Crowther to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Matson seconded, motion carried.
- Approve a rental agreement with Sylvia Baggerly for the property at 2461 Sunnyside/Mabton Hwy. commencing June 1, 2013 in the amount of \$707.00 per month, and authorize Jed Crowther to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.

**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 April 15, 2013 and minutes of the Special Meeting held on April 19, 2013 and payables in the amount of \$134,314.20 issued on April 25, 2013 and payroll in the amount of \$30,095.32 issued on April 19, 2013 and payroll in the amount of \$39,318.62 issued on May 3, 2013, totaling \$203,728.14. Commissioner Matson moved to approve, Commissioner Grubenhoff seconded, motion carried.

**GENERAL COMMENTS:**

Staff Comments: Jed reported that he, Commissioner Grubenhoff, Jay Hester and Travis Jansen had a great tour of the Port of Walla Walla and garnered some great ideas.


Commissioner Comments: Commissioner Grubenhoff thanked everyone for their calls and concern during his recent accident at work.

Commissioner Martin shared that he successfully maneuvered through Bloomsday Race in Spokane yet another year.

Citizen Comments: None

EXECUTIVE SESSION: Executive Session was called to order at 5:46 p.m. by President Martin to discuss a real estate issue as allowed by RCW 42.30.110 subsection C. Session was expected to last 5 minutes with no action required. Session closed at 5:51 p.m.

ADJOURNMENT: The Business Meeting was adjourned at 5:52 p.m., peace and harmony prevailing.

  
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Arnold Martin, President

ATTEST:

  
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Jeff Matson, Secretary