



## MINUTES OF THE BUSINESS MEETING

Held August 4 & 5, 2014

The August 4, 2014 Business Meeting was called to order at 5:15 p.m. by President Grubenhoff. The meeting was held at the Port of Sunnyside Operations Office located at 747 Midvale Rd, Sunnyside, WA. The continuation of the Business Meeting was called to order on August 5, 2014 at 12:00 p.m. by President Grubenhoff at the Port Administration Office located at 2640 E. Edison Ave., Suite #1, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:  
Jim Grubenhoff, Jeff Matson, Arnold Martin, Commissioners;  
Jay Hester, Executive Director;  
Travis Jansen, Maintenance Manager;  
Carol Carter, Finance Officer; (August 5, 2014);  
Vernita Coffey, Administrative Assistant; (August 4, 2014) and  
Rob Faber, Legal Counsel

List of guests available upon request:

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

- Jay reported that the Port had received from Congressman Doc Hastings office a formal letter of congratulations on the Ports 50<sup>th</sup> Anniversary.
- Jay stated that the annual insurance rate was increasing by about \$1,500.00 a year to insure the district's buildings and other assets.
- Jay mentioned that Rob Faber will continue with legal education and will likely attend the WPPA Small Port's seminar and the legal portion of the WPPA Winter Meetings.
- Jay announced that there would be several block parties around Sunnyside tomorrow night for National Night Out.

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

- Travis stated that it has been busy, busy, busy. The anaerobic pretreatment facility construction continues on with lining of the lagoon slated to begin installation on the 18<sup>th</sup> of August.
- Travis reported he expects an updated version of the initial schedule from HDR this week.

## NOTICE ITEMS:

Small Ports Seminar, Enzian Inn, Leavenworth, WA, October 23-24, 2014

## 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 July 21, 2014, and minutes of the Special Meeting held on July 17, 2014 and payables in the amount of \$1,118,385.64 issued on July 25, 2014. Commissioner Matson moved to approve, Commissioner Martin seconded, motion carried.
- Approve a contract increase with HDR Engineering for construction management of the Anaerobic Pretreatment Facility in the amount of \$42,300 to cover the additional cost of the PLC programming and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Matson seconded, motion carried.

## GENERAL COMMENTS:

Staff Comments: Vernita stated that John Van Wingerden's wife Alise had an emergency appendectomy last week and the Port received a thank you note for the bouquet of flowers that we sent her.

### Commissioner Comments:

Commissioner Martin commented on the Sunnyside Chamber of Commerce Open House that he attended. He said it was fun and he enjoyed being there and visiting with the Director, Pam Turner and other folks in attendance.

Commissioner Martin reported that he attended the YCDA New Vision Board Promus Energy Forum in Granger. There was about 40-45 people in attendance to hear Dan Evans presentation relating to converting methane gas into bio-diesel fuel. Mr. Evans said his company wants to put Yakima County on the map as a national leader in the sustainable conversion of "wastes" to renewable, revenue generating products that generate economic, environmental, and community benefits. Commissioner Martin added that methane gas will be produced by the port's digester system, making it a potential candidate for a bio-diesel conversion.

Commissioner Martin also mentioned that he attended the Port of Benton function and that it was very well attended. The food was good and he had the opportunity to visit with former port commissioner, St. Clair Woodworth.

Commissioner Martin reported on the WPPA Commissioners Meeting he attended in Skamania. He said it was a good meeting, well attended and had good information.

Commissioner Matson said it was nice to be out of town for a couple of weeks in Minnesota visiting friends, despite wrecking his truck by hitting a deer. No one was hurt and he has a new truck.

Commissioner Grubenhoff commented on his vacation to California. He shared he surely enjoyed watching the grandkids having fun at Disneyland. It was a good trip and good to be home as well.

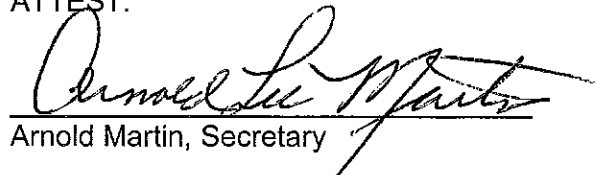
Citizen Comments: None

EXECUTIVE SESSION: Executive Session was called to order by President Grubenhoff at 5:37 p.m. to discuss Real Estate as allowed by RCW 42.30.110 Subsection C. Session was expected to last 20 minutes. Session was extended an additional 10 minutes at 5:57 p.m. Session was extended an additional 5 minutes at 6:07 p.m. Session was extended an additional 10 minutes at 6:12 p.m. Session was extended an additional 5 minutes at 6:22 p.m. Session was extended an additional 5 minutes at 6:27 p.m. Session was extended an additional 5 minutes at 6:32 p.m. Session was extended an additional 5 minutes at 6:37 p.m. Session was extended an additional 10 minutes at 6:42 p.m. Session closed at 6:52 p.m. At the continued Business Meeting held on August 5, 2014, President Grubenhoff announced the Commissioners would convene in an executive session to discuss Real Estate as allowed by RCW 42.30.110 Subsection C and that it was expected to last 30 minutes. Executive Session was called to order by President Grubenhoff at 12:01 p.m. Session was extended an additional 15 minutes at 12:31 p.m. Session was extended an additional 15 minutes at 12:46 p.m. Session closed at 1:00 p.m. with no action required.

ADJOURNMENT: The Business Meeting was continued at 7:05 p.m. to noon on Tuesday, August 5, 2014 at the Port Administration Office. The continuation of the August 4, 2014 Business Meeting adjourned on August 5, 2014 at 1:02 p.m., peace and harmony prevailing.

  
Jim Grubenhoff, President

ATTEST:

  
Arnold Martin, Secretary

