



MINUTES OF THE BUSINESS MEETING

Held September 2, 2014

The September 2, 2014 Business Meeting was called to order at 5:15 p.m. by Vice President Matson. The meeting was held at the Port of Sunnyside Operations Office located at 747 Midvale Rd, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:

Jim Grubenhoff, Jeff Matson, Arnold Martin, Commissioners; Commissioner Grubenhoff arrived 15 minutes late due to a personal family matter and Vice President Matson conducted the meeting in his absence and thereafter Commissioner Grubenhoff's arrival to the meeting.

Jay Hester, Executive Director;

Robert Farrell, Engineer;

Travis Jansen Maintenance Manager;

Carol Carter, Finance Officer;

Vernita Coffey, Administrative Assistant; and

Rob Faber, Legal Counsel

List of guests available upon request:

Finance Officer: Carol Carter presented a written report and the following items were discussed; (written report available upon request).

- Carol presented the first draft of the 2015 budget for review.

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

- Jay reported that the Port is about to receive a clean bill of health on the Carnation Building. All of the tests and analysis have been completed. Proposal requests have been sent to contractors for the demolition of the building. Jay has received good numbers on the costs of the tear down. Jay indicated that some of the bricks will for used for the preservation of the water tower.
- Bob updated the status of the NPDES permit. He received notification from the permit manager at DOE today and was told the revision has been done and a final version along with a cover letter will be mailed this week. The permit is effective on September 1, 2014 and will allow us to begin discharging effluent to surface water during September. The contractors would like to have some of the water put into the anaerobic lagoon this week for testing of the liner.
- Jay announced that the IWWTF Plant Operator position has been filled with the hiring of Cory Wilson. He began working today and is excited to be a part of the Port's expansion.

Maintenance Manager: Travis presented a written report and the following items were discussed; (written report available upon request).

- Travis reported that all is going fairly well with the Anaerobic Pretreatment Facility project. The liner installation is a little ahead of schedule. Travis showed a sample piece of the liner and described the process of the installation. Travis also stated that he has enjoyed working with Apollo.

NOTICE ITEMS:

WPPA Transportation and Infrastructure Seminar September 18 & 19, 2014. Jay and Travis will be attending.

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 August 18, 2014 and minutes of the Special Meetings held on August 14 & 27, 2014. Payables in the amount of \$1,026,410.85 issued on August 25, 2014 and payroll in the amount of \$29,342.80 issued on August 20, 2014 totaling \$1,055,763.65. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded, motion carried.
- Approve Change Order No. 1 for a \$31,568.94 net decrease in the Anaerobic Pretreatment Facility contract with Apollo, Inc. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded, motion carried.

GENERAL COMMENTS:

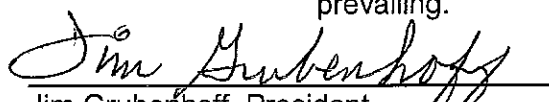
Staff Comments: Jay stated that the Sunnyside Noon Rotary will be taking a tour of the Anaerobic Pretreatment Digester Facility at 12:30 p.m. on Monday, September 8, 2014.

Commissioner Comments: None

Citizen Comments: None

EXECUTIVE SESSION: Executive session was called to order at 6:07 p.m. by Vice President Matson to discuss a real estate issue as allowed by RCW 42.30.110 Subsection C. Session was expected to last 10 minutes. Session closed at 6:17 p.m. with no action required.

ADJOURNMENT: The Business Meeting was adjourned at 6:18 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST:

Arnold Martin, Secretary