



MINUTES OF THE BUSINESS MEETING Held December 8, 2014

The December 8, 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 Administration Office located at:
2640 E Edison Avenue, Suite 1, Sunnyside, WA

Commissioners and Staff present at the Business Meeting:
Jeff Matson, Commission Vice President; Arnold Martin, Commission Secretary
Jay Hester, Executive Director
Travis Jansen, Project Manager
Angela Smith, Administrative Assistant
Vernita Coffey, Administrative Assistant
Rob Faber, Legal Council

List of guests present available upon request.

Citizen Comments: None

FINANCE OFFICER: Carol Carter provided a year end review memo to the Commission. The Commissioner's addressed her memo, stating that they are pleased with the increase in income from interest, and decreased bond interest expense, saving the Port money this last year. (a copy of the report is available upon request)

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

- Jay presented the following Contracts for approval:
Lease for Miss Sunnyside Committee, Irrigated Farm Lease for Duane Schutt, Pasture Lease for Sylvia Baggerly, and Pasture Lease for Edwin Radder.
- Carnation Plant Update: Jay informed the Commission that the Carnation plant should not require additional testing, and we will receive a letter in early January 2015 stating the property is clean. Vice President Matson stated that we can now market the property without future liability. Jay stated that we received a Department of Ecology Remediation Grant, and will not use the entire grant. The Port was able to complete testing, and clean up the contamination under budget.
- Resolutions: Commissioner Matson addressed the Port's 2015 meeting/events calendar, and asked staff to remove the asterisk placeholders. Arnold asked how many cell phones the Port has, and if we have looked into any new plans. Travis stated the Port has eight cell phones. Jay stated that each employee has to attest that they will not use

the phones for personal calls. Jeff asked if the "Port Events" policy addition was recommended by the auditor. Jay stated that it was.

PROJECT MANAGER: Travis Jansen presented a verbal report and the following items were discussed;

- Travis stated that he was expecting one last change order, due to one item of the Anaerobic Digester project that is incomplete. Travis stated that they are attempting to warm the CAL (Covered Anaerobic Lagoon), and SBR's (Sequencing Batch Reactor). Travis stated that he anticipated completing the Anaerobic Digester Project "punch-list" by year end.
- Discussion followed regarding using the Small Works Roster to find contractors to repair/install a new fence or secure the existing fence around the Carnation site. At this point the Port has only received one bid, although we have requested more.

NOTICE ITEMS:

Continuing Legal Education, Hyatt Regency, Bellevue December 9, 2014

WPPA Annual Meeting, Hyatt Regency, Bellevue December 9-12, 2014

GENERAL COMMENTS:

Staff Comments:

Rob Faber stated he would be attending the WPPA legal session on behalf of the Port, December 9, 2014.

Jay stated he would be attending the WPPA meeting on Wednesday December 9, 2014 in the morning. Said he attended the 26th Annual Lighted Implement Parade Saturday night. Jay complimented the streetscape, especially around Millennium Square. He is hoping for more and better events downtown in the near future.

Vernita expressed her excitement about her upcoming retirement party on December 19th.

Angela was asked to give some insight into her background. Stated she moved to the area from Portland, OR. She worked previously for the Clackamas County Soil and Water Conservation District. Angela expressed excitement to be in the lower valley area, and thankful to have found the position with the Port.

Commissioner Comments:

Commissioner Matson attended the Festival of Trees. Explained the Commissioners went in together to sponsor a tree to be donated to a worthy location. Organizers decided to donate the tree, which was decorated by the Koti Family, to Prestige Rehab in Sunnyside. Jeff said that this was the first year he attended the Lighted Implement Parade, stating he is usually busy with the Kiwanis Pancake Feed. Matson's parents traveled from Kent, WA to attend the parade, which they greatly enjoyed.

Commissioner Martin welcomed new Administrative Assistant, Angela Smith, to her first Commission meeting, as well as to the Port of Sunnyside. Martin participated in the Jingle Run just before the Lighted Implement Parade the previous Saturday evening, with a time one

minute better than the previous year! Added that Jeff's wife left him in the dust!

ACTION ITEMS:

- The consent agenda includes:
Minutes of the Port Business Meeting held on November 17, 2014, payables in the amount of \$874,194.98 issued on November 25, 2014, payroll in the amount of \$34,043.66 issued on November 20, 2014, and payroll in the amount of \$37,032.11 issued on December 5, 2014 totaling \$945,270.75. Commissioner Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.
- Approve Resolution 2014-14 "Resolution of the Port of Sunnyside on the subject of establishing a Small Works Roster process to award public works contracts".
Commissioner Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.
- Approved Resolution 2014-15 "Resolution Declaring Excess Personnel Property and Authorizing the Disposal of Excess Personal Property".
Commissioner Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.
- Approve Resolution 2014-16 "Resolution Appointing the Port Auditor"
Commissioner Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.
- Approve Resolution 2014-17 "Resolution of the Port of Sunnyside Electing Officers; Appointing a Trustee and Alternate Trustees of the Washington Public Ports Association; Establishing Regular Meeting Place and Time; 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 Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.
- Approve Resolution 2014-18 "Delegation of Authority"
Commissioner Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.
- Approve Resolution 2014-19 "Amendments to Personnel Policy"
Commissioner Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.
- Approve Lease for the Miss Sunnyside Committee a Washington Non-Profit Corporation, and authorized Jay Hester to sign on behalf of the Port.
Commissioner Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.
- Approve Irrigated Farm Lease for Duane Schutt, and authorized Jay Hester to sign on behalf of the Port.
Commissioner Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.

- Approve Pasture Lease for Sylvia Baggerly, and authorized Jay Hester to sign on behalf of the Port.
Commissioner Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.
- Approve Pasture Lease for Edwin Radder, and authorize Jay Hester to sign on behalf of the Port.
Commissioner Martin moved to approve, Commissioner Matson seconded, motion approved 2-0.

ADJOURNMENT: The Business Meeting was adjourned at 5:48 p.m. Peace and harmony prevailing.

ATTEST:

Jeff Matson Vice, President

Arnold Martin, Secretary