



MINUTES OF THE BUSINESS MEETING
Held July 6, 2015

The July 6, 2015 Business Meeting was called to order at 5:15 pm by President Grubenhoff. The meeting was held at the Port of Sunnyside's Administration Office located at: 2640 E. Edison Avenue, Ste. 1, Sunnyside, WA

Commissioners and Staff present at the Business Meeting:

Jim Grubenhoff, Commission President
Jeffrey Matson, Commission Vice President
Arnold Martin, Commission Secretary
Jay Hester, Executive Director
Travis Jansen, Project Manager
Nikki Jech, Administrative Assistant
Rob Faber, Legal Counsel

John Fannin-Daily Sun News, GUEST

Citizen Comments: None

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

- Jay discussed the Facility Technician/Lab Lead new job description. He commented how this new position would be beneficial with the growth of the lab.
- Resolution 2015-03 was presented for review and approval. The Resolution would allow for SIED funds to be applied for and used to refurbish the Water Works Building.
- The Notice of Acceptance of Transfer of Title for the Water Works Building from the City of Sunnyside was presented for review.
- Resolution 2015-04 was presented for review and approval. The Resolution would allow for the acceptance of transfer of title for the commercial building known to us as the Water Works Building, 501 Grant Avenue.
- Jay commented that Nathan Regal has accepted the Lab Analyst position and he feels Nathan will be a great addition to our team.

PROJECT MANAGER: Travis Jansen presented a written report and the following items were discussed; (a copy of the report is available upon request)

- Travis reported that the plan for the Dewatering Facility Tote Approach repair includes pouring a reinforced concrete slab in place of the existing asphalt. He recommended awarding the work to Mastercraft for \$10,900 plus tax.
- Travis discussed the possible purchase of a pivot for the sprayfields. He is currently looking into two pivot/sprinkler companies for proposals.

NOTICE ITEMS:

WPPA Members June 2015 Newsletter

MRSC Training for Ports, Port of Pasco, July 7, All Day - Admin Staff

Port Directors Seminar, Marcus Whitman, Walla Walla, July 16-17, 2015

GENERAL COMMENTS: None

Staff Comments: Jay informed the Commissioners of an upcoming BBQ for the Port of Benton on July 30, 2015.

Commissioner Comments: Commissioner Matson apologized for missing the last meeting but commented that he had a nice trip this year.

Commissioner Martin commented that some farmers were finding the water shortage to be a challenge however, his mint harvest this year was better than expected.

Commissioner Grubenhoff commented that he was impressed with the attendance at the 4th of July run and festivities that were held in town. He also noted that we was pleased to see that all three Commissioners were there.

ACTION ITEMS:

- The consent agenda includes:
Minutes of the Port Business Meeting held on June 15, 2015, Payroll in the amount of \$38,148.73 issued on June 19, 2015, payroll in the amount of \$37,910.10 issued on July 3, 2015 and payables in the amount of \$102,377.12 issued on June 25, 2015 for a total of \$178,435.95. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the new job description for a Facility Tech/Lab Lead. Commissioner Martin moved to approve, Commissioner Matson seconded. Motion approved 3-0.
- Motion to approve Resolution 2015-03 "A Resolution of the Port of Sunnyside, Yakima County, Washington, approving and authorizing the Sunnyside Port District application for Supporting Investment in Economic Development (SIED) funds to refurbish the Water Works Building". Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.

- Motion to approve the "Notice of Acceptance of Transfer of Title" of the property commonly known as 501 Grant Avenue, Sunnyside, Washington and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Matson seconded. Motion approved 3-0.
- Motion to approve Resolution 2015-04 "A Resolution Accepting Transfer of Title in and to the Commercial Real Property Commonly known as 501 Grant Avenue, Sunnyside, WA 98944". Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the Dewatering Facility Roll-Off Container Concrete Improvement Contract with Mastercraft Concrete Finishing in the amount of \$10,900 plus tax and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Matson seconded. Motion approved 3-0.

EXECUTIVE SESSION:

No Executive Session was called.

ADJOURNMENT: The Business Meeting was adjourned at 5:43 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST:


Arnold Martin, Secretary