



MINUTES OF THE BUSINESS MEETING
Held November 16, 2015

The November 16, 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
Bob Farrell, Port Engineer
Gary Holwegner, Sprayfield Manager
Nikki Jech, Administrative Assistant
Lucia Navarro, 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 stated that the Direct Appropriations Contract for the demolition of the Carnation building has been received from the Department of Commerce and is ready for review and approval.
- Jay discussed the proposed approval of Resolution 2015-14 to declare excess personal property in order to prepare for end of the year.
- Jay stated that the Scope of Services from Meier Architecture has been received for the development of the Wine Production Facility. He explained the development of services has focused on reclaiming a corner stone piece of commercial property in downtown Sunnyside.

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

- Travis stated the Change Order No. 1 for the Headworks Electrical Upgrades came as a result of needing to replace motor control cabinets in Lagoon 1 sooner than previously anticipated.

PORT ENGINEER: Bob Farrell presented a written report and the following items were discussed; (a copy of the report is available upon request)

- Bob discussed the slight increase in volume flows to the anaerobic pretreatment system during the month of October, and stated that everything has been flowing smoothly.
- Bob stated that the Draft Schedule A with Darigold has been put on hold for further completion and will be submitted for approval at a later date.

SPRAYFIELD MANAGER: Gary Holwegner presented a written report and the following items were discussed; (a copy of the report is available upon request)

- Gary stated that winter preparation has begun out on Port property to prepare fields and related equipment for the upcoming winter season. Gary discussed how the new pivot out in Field G has provided an even application that is noticeable in the health of the field. Gary believes this new equipment will help immensely on saving time and manpower in managing the Ports spray fields.

GENERAL COMMENTS:

Staff Comments: None

Commissioner Comments: Commissioner Martin stated that he was pleased with all of the progress being made in the various Port projects that are currently being worked on.

Commissioner Matson commented on the recent award given to the Port by the Government Finance Officers Association for its comprehensive annual financial report. He stated it is a credit to the Port for the repeated receipt of this award for the past 15 years.

Commissioner Grubenhoff commented that he was looking forward to attending the WPPA annual meeting in Seattle this week. He also was happy to announce the birth of his new Grandson Carson.


ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on November 2, 2015 and November 3, 2015. Payables in the amount of \$236,251.83 issued on November 10, 2015 and payroll in the amount of \$40,038.58 issued on November 5, 2015 totaling \$276,290.41. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the Direct Appropriations Contract with the Department of Commerce for the demolition of the Carnation building 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 2015-14 declaring excess personal property. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.

- Motion to approve the Wine Production Facility agreement with Meier Architecture 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 the Change Order No.1 for the Headworks Electrical Upgrades in the amount of \$15,389.00 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Matson moved to approve, Commissioner Martin seconded. Motion approved 3-0.

ADJOURNMENT: The Business Meeting was adjourned at 5:39 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST: 
Arnold Martin, Secretary