



MINUTES OF THE BUSINESS MEETING
Held September 6, 2016

The September 6, 2016 Business Meeting was called to order at 5:15 pm by President Matson. 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:

Jeff Matson – Commission President
Arnold Martin, Commission Vice President
Jim Grubenhoff, Commission Secretary
Jay Hester, Executive Director
Travis Jansen, Project Manager
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

CITIZEN COMMENTS: None

FINANCE OFFICER: A typed memo was presented and the following items were discussed; (a copy of the memo is available upon request).

- A preliminary budget was presented for 2017.

EXECUTIVE DIRECTOR: A typed memo was presented and the following items were discussed; (a copy of the memo is available upon request).

- Jay discussed Resolution 2016-09 which would approve the updated form for the Industrial Waste Water Treatment Facility's general user contracts.

PROJECT MANAGER: A typed memo was presented and the following items were discussed; (a copy of the memo is available upon request).

- Travis stated that Change Order No. 1 was submitted by Harry Johnson Plumbing & Excavation for additional asbestos abatement work that was needed for the Carnation Demolition Project.

GENERAL COMMENTS: None

Staff Comments: None

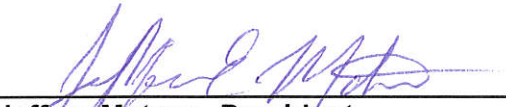
Commissioner Comments: None

ACTION ITEMS:

- The consent agenda includes:
Minutes of the Business Meeting held on August 15, 2016 and minutes of the Special Meeting held on August 26, 2016. Payroll in the amount of \$35,891.02 issued on August 19, 2016, payables in the amount of \$156,861.30 issued on August 25, 2016, payroll in the amount of \$40,731.16 issued on September 2, 2016 totaling \$233,483.48. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 2-0.
- Motion to approve the lease extension with Envirotech and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2016-09 to approve an updated form for the Port's Industrial Waste Water Treatment Facility User Contracts. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Commissioner Grubenhoff withdrew his second and then Commissioner Martin withdrew his motion due to the motion being written incorrectly on the agenda. Upon correction of the wording of the motion Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Change Order No. 1 with Harry Johnson Plumbing & Excavation in the amount of \$9,875.00 for the Carnation Demolition Project and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the contract with Stripe Rite in the amount of \$11,311.12 to seal and restripe the parking lot at the Industrial Waste Water Treatment Facility and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was called to order at 5:42 p.m. by President Matson to discuss Real Estate issues as allowed by RCW 42.30.110 subsection C. The session was expected to last 5 minutes. The session ended at 5:47 p.m.

ADJOURNMENT: The Business Meeting was adjourned at 6:06 p.m., peace and harmony prevailing.



Jeffrey Matson, President

ATTEST:


Jim Grubenhoff, Secretary