



**MINUTES OF THE BUSINESS MEETING**  
Held October 17, 2016

The October 17, 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  
Bob Farrell, Port Engineer  
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).

- The 3<sup>rd</sup> draft of the Port's preliminary budget for 2017 was included in the meeting packet for review.

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

- Bob informed the Commissioners that the Master Contract with Brown and Caldwell is a boiler plate document that states that the Port will work with them. Meaning, the contract is an agreement to conduct business with them and any work performed will be done with prior approval and paid upon completion of such work.

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

- Gary was absent from the meeting due to illness however, his memo stated the sprayfields experienced a 30% higher yield in 2016 cuttings in comparison to 2015.

**GENERAL COMMENTS:**

**Staff Comments:** None

**Commissioner Comments:** None

**ACTION ITEMS:**

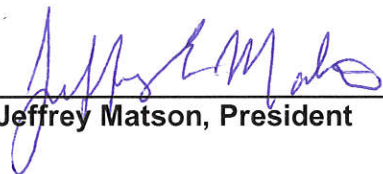
- The consent agenda includes:

Minutes of the Business Meeting held on October 3, 2016. Payroll in the amount of \$40,259.98 issued on October 5, 2016, payables in the amount of \$215,704.73 issued on October 10, 2016, totaling \$255,964.71. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve the Master Contract with Brown and Caldwell for ongoing consulting and engineering services at the IWWTF and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Martin seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** The Executive Session was called to order at 5:39 p.m. by President Matson to discuss Real Estate and Legal issues as allowed by RCW 42.30.110 subsection C & I respectively. The session was expected to last 10 minutes. The session ended at 5:49 p.m.

**ADJOURNMENT:** The Business Meeting was adjourned at 5:50 p.m., peace and harmony prevailing.

  
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Jeffrey Matson, President

**ATTEST:**

  
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Jim Grubenhoff, Secretary