



**MINUTES OF THE BUSINESS MEETING**  
**Held October 2, 2017**

The October 2, 2017 Business Meeting was called to order at 5:15 p.m., 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  
Nicole Jech, Finance Officer  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

Tyler Schilperoort - Guest

**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).

- Nikki stated that the changes from BOD to COD testing that were mentioned in the previous meeting have been tabled for now because not enough information has been gathered to support the change given the small window of time until the 2018 budget is presented for approval.

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

- Jay stated that he is working with Maul Foster to apply for a grant that would provide funds for the cleanup of underutilized sites in the Sunnyside Port district that may contain some contamination. This will provide an opportunity for the Port to facilitate downtown revitalization of currently vacant properties.

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

- Travis presented Change Order One from Chervenell Construction Company for work on the brewery renovation project. The change order is for additional work on the flooring that was found during demolition and front door entry design to meet City standards.

**GENERAL COMMENTS:**

**Staff Comments:** None

**Legal Comments:** None

**Commissioner Comments:** Commissioner Grubenhoff stated that he enjoyed the beautiful weather over the past weekend.

Commissioner Martin stated he is still chopping corn.

Commissioner Matson stated that his wife has been working towards the Iron Man Competition in St. Louis, MO for the last 3 years. She completed the contest in a total in a total time of 12 hours and 4 minutes.

**ACTION ITEMS:**

- The consent agenda includes:


Minutes of the Business Meeting held on September 18, 2017. Payroll issued on September 20, 2017 in the amount of \$40,930.38, Payables issued on September 25, 2017 in the amount of \$73,280.40, totaling \$114,210.78. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve the lease with Ecological Land Services 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 Change Order No. 1 with Chervenell Construction in the amount of \$20,082.81 plus tax 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 5:48 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 15 minutes. At 6:03 p.m. the session was extended for 12 minutes by President Matson. At 6:15 p.m. President Matson called for an additional 10 minute extension. The executive session closed at 6:25 p.m. by President Matson.

**ADJOURNMENT:** The Business Meeting adjourned at 6:38 p.m., peace and harmony prevailing.

  
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Jeff Matson, President

**ATTEST:**

  
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Jim Grubenhoff, Secretary