



MINUTES OF THE BUSINESS MEETING
Held October 16, 2017

The October 16, 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
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

Tyler Schilperoort - Guest

Citizen Comments: None

Commissioner Matson asked how the Industry Meeting went on Tuesday, October 3, 2017. Jay responded that Valley Processing was the only industry to show up to the meeting. Jay shared that a new Plant Manager will be hired by Valley in the near future.

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

- Jay presented the new hay rate for Jim's Hay LLC. Commissioner Matson asked if Jim's Hay is agreeable to the proposed rate change. Jay responded yes.
- Jay stated that the two invoices from Test America presented are for the final toxicity testing samples taken in August.
- The master contract with Parametrix was discussed for approval. Jay shared that with the absence of having an Engineer at the IWWTF, it is important that the Port have an Engineering firm readily available to assist with issues that may arise at the plant during this transitional period. Commissioner Matson asked that a more thorough explanation be provided at the following Port meeting detailing how the Port came to choose Parametrix over other engineering firms. Commissioner Matson stated that the reference in Jay's memo to the Port's request for Statements of Qualifications from engineering firms in August may open the door to confusion as to the specific project the Port is hiring Parametrix for. Commissioner Martin stated that because this is an entirely different project that Parametrix is being hired for he doesn't believe a more detailed explanation is necessary. Rob commented that language is needed to explain the reason for the selection of Parametrix for this project. Jay stated that he will present a more thorough explanation at the next Port meeting and tonight's motion can be tabled until then.

GENERAL COMMENTS:

Staff Comments: Lucia informed the Commissioners that the Port is looking to order apparel in the near future and wanted to provide them with enough time to review the product options prior to ordering. Commissioner Martin asked if the Port would be purchasing one of each item for the staff. Lucia responded that the Port will only be purchasing one item per staff member but that staff is able to purchase additional items at their own expense.

Legal Comments: None

Commissioner Comments: Commissioner Grubenhoff stated that he is looking forward to attending the Small Ports Seminar next week in Leavenworth.

Commissioner Martin stated he believes next week's seminar in Leavenworth should be interesting.

Commissioner Matson stated that he too is looking forward to attending the Small Port's Seminar next week.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on October 2, 2017. Payroll issued on October 5, 2017 in the amount of \$46,326.84, Payables issued on October 10, 2017 in the amount of \$421,006.15, totaling \$467,332.99. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve the Water Testing Fee with Test America in the amount of \$11,224.00 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 the annual dry ton hay rate to \$40.00 per dry ton for Jim's Hay LLC. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

EXECUTIVE SESSION: The executive session was called to order at 5:49 p.m. by President Matson to discuss Real Estate and Legal Issues as allowed by RCW: 42.30.110 Subsections C & I respectively. The session was expected to last 10 minutes. The executive session closed at 5:59 p.m. by President Matson.

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



Jeff Matson, President

ATTEST:


Jim Grubenhoff, Secretary