



MINUTES OF THE BUSINESS MEETING
Held July 2, 2018

The July 2, 2018 Business Meeting was called to order at 5:15 p.m., by President Martin. 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:

Arnold Martin, Commission President
Jim Grubenhoff, Commission Vice President
Tyler Schilperoort, Commission Secretary
Jay Hester, Executive Director
Travis Jansen, Project Manager
Nikki Jech, Finance Officer
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

DISCUSSION/ACTION ITEMS:

EXECUTIVE DIRECTOR:

- Jay presented Resolution 2018-05 A Resolution for the Delegation of Authority to update the Port's policy to stay within compliance of the newly passed Senate Bill 6329. Commissioner Grubenhoff asked if the new updates still required prevailing wages on projects. Jay stated that prevailing wage is still required but projects with an estimated cost of \$40,000 or below are no longer required to go out for bids.

PROJECT MANAGER:

- Travis shared that no bids came in on the Ostrom Structural Fill project on June 29, 2018. He shared that the project will go out for bid again in the coming weeks.
- A walk through of the CPS Rail Project site was conducted on June 29. Travis shared that 2 general contractors were in attendance. Commissioner Grubenhoff asked if a track agreement has been provided by Union Pacific (UP). Travis responded the documents that are remaining are between CPS and UP. Jay commented that the SIED funds were received in the mail today. Commissioner Grubenhoff asked what the total of the loan and grant was. Jay responded that the Port was awarded about \$502,000 in loan and grant funding.

GENERAL COMMENTS:

Staff Comments: Nikki provided the commission with an overview of the Audit findings by the Washington State Auditor's office during their audit in June. She shared a copy of the management letter that was issued to the Port by the auditor's office. The auditor's found a clerical error in the financial report and Nikki explained that she will be looking into computer

software to assist her in future in putting these financial reports together. This solution is expected to eliminate the potential for these errors in the future.

Legal Comments: None

Commissioner Comments: Commissioner Grubenhoff stated that the Port BBQ held this past Friday went well.

Commissioner Martin thanked Commissioner Grubenhoff for stepping in to do the pledge of allegiance at the Port BBQ due to his late arrival. Commissioner Martin also expressed his thanks to Nikki for all of her hard work on the budget and end of year financial reports.

Commissioner Schilperoort shared that he sat in on the entrance and exit interviews with the auditors and port staff. He shared that the auditors had good comments for all Port staff and he liked what he heard.

ACTION ITEMS:

- The consent agenda includes:


Minutes of the Business Meeting held on June 18, 2018. Payroll issued on June 20, 2018 in the amount of \$33,093.49, payables issued on June 25, 2018 in the amount of \$121,704.01, totaling \$154,797.50. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve Resolution 2018-05 A Resolution for the Delegation of Authority. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was opened at 5:51 p.m. by President Martin to discuss real estate and legal issues as allowed by RCW 42.30.110 subsection C & I respectively. The session was expected to last 5 minutes. The session closed at 5:56 p.m.

ACTION ITEMS: No action was taken.

ADJOURNMENT: The Business Meeting adjourned at 6:00 p.m., peace and harmony prevailing.


Arnold Martin, President

ATTEST: 
Tyler Schilperoort, Secretary