



MINUTES OF THE BUSINESS MEETING
Held May 6, 2019

The May 6, 2019 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
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: Jennie McGhan, Sunnyside Sun

Citizen Comments: None

DISCUSSION/ACTION ITEMS:

EXECUTIVE DIRECTOR:

- Jay presented the motion to ratify his signature to the Lessor's Consent to Assignment of Lease from Truss-Way to Northwest Structural Components, LLC. Truss-Way has recently sold the business the Northwest Structural Components and this assignment transfers all lease obligations over to them. They are a very established company throughout the Northwest.
- Resolution 2019-04 was presented for approval. This resolution updates the Port's Public Request Policy and all accompanying documentation. Commissioner Martin asked Rob if he had looked online at other Port's public records policies to compare. Rob responded yes, that he looked at Port of Bellingham and Port of Grays Harbor which were almost identical and our updated policy is based around those two examples. Commissioner Schilperoort asked about the new fee schedule for public records requests. Rob responded that the fee schedule presented was the statutory fee schedule. He said that while there are two other options for structuring the fee scale this one is the simplest and least time consuming of the three.
- Jay shared that the Port of Sunnyside will be receiving the Outstanding Job Creator award at the upcoming Washington Public Ports Association Spring Meeting that will be held in Spokane later this month.

PROJECT MANAGER:

- Travis presented an agreement for electrical services between the Port and Benton REA for property located at Duffy Road. Commissioner Schilperoort asked who will be performing the work at the property. Travis responded that it will be contracted out to the company the Port uses for general electrical work.

GENERAL COMMENTS:

Staff Comments: Jay shared that he received a thank you card from the Department of Ecology last week thanking the Port for giving them a tour of the Industrial Waste Water Treatment Facility on April 17, 2019.

Legal Comments: None

Commissioner Comments: Commissioner Grubenhoff stated that he is looking forward to the upcoming WPPA Spring Meeting in Spokane later this month. Commissioner Martin echoed the sentiments about the Spring meeting. He also shared that he participated in the annual Bloomsday run in Spokane this past weekend.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on April 15, 2019. Payroll issued on April 19, 2019 in the amount of \$37,142.99. Payables issued on April 25, 2019 in the amount of \$284,787.63, payroll issued on May 3, 2019 in the amount of \$39,764.90 totaling \$361,695.52. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the Lessor's Consent to Assignment of Lease consenting to the assignment of the tenant's interest under that certain Commercial Lease, dated November 15, 2018, for the premises located at 525 South Hill Road, Sunnyside, from Truss-Way of Tri-Cities, Inc. to Northwest Structural Components, LLC, and ratifying Jay Hester's signature on behalf of the Port. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2019-04 A Resolution of the Board of Commissioners of the Port of Sunnyside Establishing a Policy and Procedure for Public Access to Port Records. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the agreement for electrical services between the Port of Sunnyside and Benton Rural Electric Service Association at property located at Duffy Road. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the License for Crossings/Encroachments Inlet Agreement between the Port of Sunnyside and Sunnyside Valley Irrigation District and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was opened at 5:43 p.m. by President Martin to discuss Real Estate issues and Legal issues as allowed by RCW: 42.30.110 Subsection C and I respectively. The session was expected to last 10 minutes. The session closed at 5:53 p.m.

ADJOURNMENT: The Business Meeting adjourned at 5:54 p.m., peace and harmony prevailing.



Arnold Martin, President

ATTEST:



Tyler Schilperoort, Treasurer