



MINUTES OF THE BUSINESS MEETING
Held August 19, 2024

The August 19, 2024, Business Meeting was called to order at 5:16 p.m., by President Martin. The meeting was held at the Port of Sunnyside's Business Administration Office located at 2405 Reith Way, Suite 2, 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

Rob Faber, Legal Counsel
Travis Jansen, Operations Manager
Delilah Saenz, Finance Director
Jasmine Chavez, Administrative Assistant

GUESTS:

Maria Fernandez
Felicitas Rodriguez

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Finance Director

- **Resolution 2024-07** – This Resolution is to amend the current General Policy Manual to include the addition of chapter 19.1 for Electronic Funds Transfer. This addition was recommended by the auditors after last year's audit.
- **Resolution 2024-08** – This Resolution is to update the Personnel Policy Manual to add section 13 to our shared leave policy. This will help fellow coworkers in a time of need who have exhausted all their leave. Employees will be able to donate time as long they meet the donation requirements.
- **FCS Group** – This is a no cost extension to our current contract with FCS Group, so they can complete the rate model for the wastewater plant. The new contract expiration date will be June 30, 2025.

Operations Manager

- **S.P. Kinney** – Travis would like to purchase an 8-inch automatic self-cleaning strainer. The current strainer is currently the only piece at the plant that does not have a backup. The 8 inch has a higher capacity, so when the new one arrives the current 6 inch will be used as the backup.

Executive Director

- **Inspire** – This is an amendment to Inspire’s lease for suites 2 and 3. M Sevigny was awarded the remodel project at our Special Meeting held on August 9, 2024.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the business meeting held on August 5, 2024, minutes of the Special Meeting held on August 9, 2024, payroll issued on August 5, 2024, in the amount of \$59,146.00, and payables issued on August 9, 2024, in the amount of \$224,952.01, totaling \$284,098.01. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2024-07, a resolution amending the General Policy Manual to include the addition of Chapter 19.1 – Electronic Funds Transfer (EFT) Policy and Procedure. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2024-08 a resolution amending the Personnel Policy Manual to add section 13 - Shared Leave to Chapter 2. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to extend contract Amendment #1 with FCS Group for a new expiration date of June 30, 2025, and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the purchase of one 8-inch S.P. Kinney automatic self-cleaning strainer and controls in the amount of \$51,001 (plus tax and shipping) and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Amendment to Commercial Lease with Inspire Development Centers and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

STAFF COMMENTS: None

COMMISSIONER COMMENTS:

Jim commented that he recently celebrated his 20-year wedding anniversary and his 50-year class reunion.

EXECUTIVE SESSION:

The Executive Session was opened at 5:39 p.m. by President Martin to discuss Real Estate, Personnel and Legal issues as allowed by RCW 42.30.110 Subsections C, G, and I, respectively. The session was expected to last 20 minutes with no action expected. At 5:59 the session was extended by 5 minutes. The session ended at 6:04 p.m.

ADJOURNMENT:

The Business Meeting adjourned at 6:07 p.m., peace and harmony prevailing.



Arnold Lee Martin, President

ATTEST: 

Tyler Schilperoort, Secretary