



**MINUTES OF THE BUSINESS MEETING**  
**Held November 19, 2018**

The November 19, 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  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUESTS:**

**Murray Greenwood, Ameresco**  
**Michelle Smith, South Central Workforce Council**  
**Rhonda Marquez, WorkSource Sunnyside**

**Citizen Comments:** Murray shared the reason for his visit was to inform the commission about a new Letter of Intent he is preparing for the Port. He stated that the previous Letter of Intent expired and the new LOI will be going in another direction with a different company. The new deal will include the Port signing a 20 year agreement to sell its bio-gas to a company for an agreed upon price. Murray stated that Ameresco would like the Port to sign another LOI specifically for this potential deal. Commissioner Grubenhoff asked if the purpose of the LOI is to research this potential deal further. Murray responded that the intention of the new LOI will be to investigate the project further in order to come back to the Port with a plan to bring the bio-gas to market. Commissioner Martin stated that the Port cannot commit to anything without first reviewing the new LOI but the Port is open to reviewing a new LOI when it is presented. Murray stated he is very confident in the potential market and its long term expectancy. Commissioner Martin thanked Murray for attending tonight's meeting and providing an update on the potential bio-gas project.

Michelle Smith introduced herself as a representative of the South Central Workforce Council. She stated her attendance was to get a better idea of what the Port does and how they impact the community. Commissioner Schilperoort asked what the South Central Workforce Council does for the community. Rhonda responded that the council is in charge of distributing funds for WorkSource offices throughout the county. These funds are utilized for recruiting, training and retraining services for the workforce in our community. Michelle shared that the Council still has about \$55,000 remaining in their fiscal budget to "upskill" current employees. In other words, members of the local workforce can reach out to WorkSource to assist with tuition funds in order to obtain new and/or higher leveled skill sets than they currently possess to assist them obtain work. Rhonda shared that the Sunnyside WorkSource office assisted the Wal-Mart Distribution Center when they were first coming to town by moving about 5,000 applications through their office. She shared that all services offered through WorkSource are free for employers and potential employees as this is all funded through state taxes.

## **DISCUSSION/ACTION ITEMS:**

### **EXECUTIVE DIRECTOR:**

- Jay presented Resolution 2018-14 A Resolution Declaring Excess Personal Property in order to surplus the old Sprayfield truck as a new truck was recently purchased.
- Resolution 2018-15 was presented to authorize an interfund transfer between the IWWTF fund and the General Fund. This interfund loan is needed to avoid going out for a bond with a general bank loan. These funds will be utilized for the Nutrien Rail Spur project.
- A Scope of Work with Maul Foster was presented for approval. This agreement is for work to be done on an application for a Community Brownfield Grant. The application will identify contaminated properties within the community and how to clean them up. Jay shared with the commission that the Port must own a property in order to receive grant funding to clean it up.

### **PROJECT MANAGER:**

- Travis shared with the commission that the rail inspection was completed and all items were given the OK by the inspectors. Commissioner Grubenhoff asked if there was still grading that needed to be completed at the site. Travis stated yes, grading still needs to be completed in some areas of the walkway. Commissioner Martin asked if the change order price includes the cost of the walkway. Travis responded that the change order price does include the cost of the walkway. Commissioner Grubenhoff asked when Nutrien is expected to be open for business. Travis responded that as far as he knows they are still waiting for their occupancy permit to officially open.

### **GENERAL COMMENTS:**

**Staff Comments:** None

**Legal Comments:** None

**Commissioner Comments:** Commissioner Schilperoort stated he is very pleased with the Maul Foster agreement as there are many sites within our community that could benefit from this project. Commissioner Grubenhoff stated that clean-up of these contaminated sites is long overdue and he hopes the clean-up efforts work well for everyone. Commissioner Martin stated cleaning up contaminated sites will be good improvements for the community.

### **ACTION ITEMS:**

- The consent agenda includes:

Minutes of the Business Meeting held on November 5, 2018 and Minutes of the Business Meeting held on November 6, 2018. Payables issued on November 5 & 9, 2018 in the amount of \$651,767.78, totaling \$651,767.78. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve Resolution 2018-14 A Resolution Declaring Excess Personal Property. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2018-15 A Resolution of the Port of Sunnyside, authorizing an interfund loan from the IWWTF fund to the General Fund. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Farm Lease with Duane Schutt for 9 acres of farmland 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 Farm Lease with Randy Schutt for 96 acres of farmland and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Scope of Work with Maul Foster Alongi for the USEPA Brownfield Community Wide Assessment Grant in the amount of \$5,000 including tax 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 authorize Jay Hester, as the Executive Director of the Port of Sunnyside, to sign all closing documents for the Port's purchase of commercial real property located at 525 E. South Hill Road, Sunnyside, from Truss Systems LLC, including but not limited to excise tax affidavits, closing statements, closing escrow instructions, a promissory note, and a commercial lease which are consistent with the Real Property Purchase and Sale Agreement signed by the Port. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Change Order No. 2 with Rail Works for 1 additional calendar day to the contract time in the amount of \$5,751.07 including tax and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** The Executive Session was opened at 6:08 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 15 minutes. At 6:23 p.m. the session was extended for 2 minutes by President Martin. The session closed at 6:25 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:26 p.m., peace and harmony prevailing.

  
 Arnold Martin, President

**ATTEST:**   
 Tyler Schilperoort, Secretary