



MINUTES OF THE BUSINESS MEETING

Held July 1, 2019

The July 1, 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
Travis Jansen, Project Manager
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel – excused absence
Steve Winfree, Legal Counsel

GUESTS: None

The public hearing on Amendment and Supplement No. 32 to the Comprehensive Plan was opened at 5:15 p.m. by President Martin.

Commissioner Grubenhoff asked if the additional 7.2 ft was a surveying issue. Jay responded that this was an issue that could not have been foreseen. Moving forward Port employees will work off of a very tight checklist with the purchasers and their builders alike to avoid this type of issue in the future.

Lucia commented that as per RCW 53.20.010 notice was given of the public hearing on Amendment and Supplement No. 32 to the Comprehensive Plan to the paper of record, The Sunnyside Sun, on Tuesday June 18, 2019 and via publication on the Port's website on June 21, 2019. A notice was also posted outside of the Port's administration office on June 21, 2019. The notice ran in the Sunnyside Sun on Wednesday, June 26, 2019. As of meeting time there were no public comments received. Steve commented that all requirements were fulfilled.

Citizen Comments: No citizens present for comments.

The public hearing was closed at 5:20 p.m.

DISCUSSION/ACTION ITEMS:

EXECUTIVE DIRECTOR:

- Jay presented the updated Elite Cosmetology lease for approval. He stated the term has been updated to run concurrently with the academic school year of June – July. Commissioner Grubenhoff asked if they are currently holding summer classes to which Jay responded that he believes they are.
- Information relating to Commissioner salaries and how they compare to Ports throughout the state were discussed. After review of the comparable salaries, Commissioners

Grubenhoff and Schilperoort agreed to increase the commissioner monthly salary to \$454.00 per month from \$254.00. Commissioner Martin stated he was happy with a monthly salary increase to \$400.00. Jay commented that he will work with Rob on a resolution to increase commissioner salaries.

- The quit claim deed for the additional 7.2 ft of land for The Eye Center was discussed. In preparation for the meeting it was discovered that Amendment & Supplement #18 that was passed on January 12, 2000 surplused land in Golob landing for all future land sales. The hearing notification was published after it was discovered that Amendment & Supplement #18 covered the property in question. The hearing was held as a result of the notification being published even though it wasn't necessary to approve this property sale. As a result, amendment & supplement #32 is not necessary to complete the sale of this additional land to The Eye Center.

PROJECT MANAGER:

- Travis discussed Change Order No. 1 with John Zink Company for the Enclosed Flare Project. The change order no. 1 will add corrosion protection to the flare and UL certification to the entire control panel. The corrosion protection is necessary as the flare will be used intermittently. The UL certification will bring simplicity to the upcoming electrical inspection and head off any issues. These additional options have been evaluated and reviewed by Parametrix since the previous Port meeting on June 17, 2019. Parametrix has recommended the approval of these additions to the enclosed flare project. Commissioner Schilperoort commented that he would like the Port to use the gas and not burn it but, he understands that this process may take some time.

GENERAL COMMENTS:

Staff Comments: Travis commented that Varietal Beer Co. will be celebrating their 1 year brewing anniversary on July 20, 2019. He shared that they are looking into purchasing a larger tank for brewing as the demand for their product is higher than originally anticipated. Commissioner Grubenhoff stated he noticed the new canopy that was recently put up at Varietal. Jay shared that the structure was donated to Varietal by David Knudsen and his wife. Port employees Travis, Ray and Joe worked on putting the structure up. The canopy will be a year round attraction as the structure has connections for electricity and gas. Commissioner Martin commented that the structure looks good.

Jay shared a thank you card from the Daybreak Rotary club for the Port's sponsorship of the Summer Ale Fest. Jay shared that the attendance record for this year was approximately 850 people. Jay also mentioned that a downtown group association has come together to form Food Truck Fridays where they will host the Farmer's Market and a Food Truck on the Port's empty lot across from Varietal. He stated the project is still in the beginning stages but is expected to be up and running in the near future. Commissioner Martin stated that it is nice that the Port has the space to be able to provide a location for this group.

Legal Comments: Steve commented that it is good to be in attendance.

Commissioner Comments: Commissioner Martin stated it was good to have Steve Winfree in attendance.

Commissioner Grubenhoff shared that his son in law was recently diagnosed with cancer and underwent a 12.5-hour surgery to remove it. He shared that the surgery went well and they are

hoping to have him home by the end of the week. He also gave kudos to Nikki, Jay and Lucia regarding the exit interview with the auditors last week. The auditors all had great things to say about the Port staff and their helpfulness during the audit.

Commissioner Schilperoort stated he is happy to see the progress with the Port's bio-gas.

ACTION ITEMS:


- The consent agenda includes:

Minutes of the Business Meeting held on June 17, 2019. Payroll issued on June 20, 2019 in the amount of \$38,443.27, payables issued on June 25, 2019 in the amount of \$128,141.12, totaling \$166,584.39. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the Quit Claim Deed for the additional 7.2' of property sold to The Eye Center 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 lease amendment with Elite Academy 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 Change Order No. 1 with John Zink Company for the Enclosed Flare Project in the amount of \$9,100 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Scope of Work with Parametrix for the flare project in the amount of \$79,781.37. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

EXECUTIVE SESSION: None

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



Arnold Martin, President

ATTEST:



Tyler Schilperoort, Treasurer