



MINUTES OF THE SPECIAL MEETING Held October 30, 2019

The October 30, 2019 Special Meeting was called to order at 12:30 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. The purpose of the meeting was to approve a Scope of Services from Parametrix for the IWWTF expansion project and to hold an Executive Session to discuss Real Estate issues as allowed in RCW 42.30.110 subsection C.

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, Projects Manager
Cory Wilson, Plant Operator
Nicole Jech, Finance Officer
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

Brandon Ball – Parametrix

COMMENTS: Jay presented the updated Scope of Services from Parametrix to commission. He explained the changes include a new SCADA system, as this was not previously included in the original scope. The new equipment requires an updated SCADA system. In order to connect all of the devices and equipment to it. The current system is very outdated and replacement parts cannot be found. This upgrade will allow the connection of all systems and the ability to see a real time picture of plant operations at any time. Commissioner Schilperoort asked if this is a standard or customized system. Travis responded that this is a standard system that will be customized to our new equipment and programs. Brandon added that all of the customization and installation will be handled by Parametrix staff. Commissioner Martin asked what vendors can be called in for assistance since the system is custom. Cory responded that Conley Engineering out of Yakima works on our current SCADA system and they will be the primary vendor. Brandon added that he and his team will also be available for assistance.

Commissioner Schilperoort asked if the proposed 5,000 hours for labor is accurate. Brandon responded yes, this is a very big project and he has assembled a team of professionals to provide the Port with guidance and assistance every step of the way. The total hours include design, bid support, procurement, engineering, and full service from start to finish of this 18-month project. This large project will address and correct the current treatment issues while also expanding plant capacity by two times the current limits. Brandon confirmed that the estimate presented is based off of previous knowledge and experience with similar projects. Jay commented that this cost has been included in the estimated \$12 million total plant expansion project. Commissioner Grubenhoff asked if the total daily capacity at the plant is currently 1 million gallons per day. Cory responded that current capacity is just under 1 million gallons per day.

LEGAL COMMENTS: None

ACTION ITEM: To approve the scope of work with Parametrix for a new MBR system and associated improvements, in the total amount of \$1,237,540.00 and authorize Jay Hester 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 1:08 p.m. by President Martin to discuss real estate issues as allowed by RCW 42.30.110 subsection C. The session was expected to last 10 minutes. At 1:18 p.m. the session was extended for 10 minutes by President Martin. At 1:28 p.m. the session was extended for 5 minutes by President Martin. Executive session closed at 1:33 p.m.

ADJOURNMENT: The Special Meeting was adjourned at 1:33 p.m., peace and harmony prevailing.



Arnold Martin, President

ATTEST: 

Tyler Schilperoort, Secretary