



**MINUTES OF THE BUSINESS MEETING**  
**Held November 18, 2019**

The November 18, 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  
Cory Wilson, Operator  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel attended Executive Session by Telephone

**GUESTS:** Kirsten Wilson, Department of Enterprise Services

**CITIZEN COMMENTS:** Kirsten Wilson introduced herself as an employee of the Washington State Department of Enterprise Services. She wanted to introduce herself and the services her agency offers. As a representative of the Department, Kirsten can partner with the Port and the energy company they are working with to develop a plan that ensures success for the energy project. The partnership is performed through an interagency agreement between the Port and the Department of Enterprise Services. This agreement allows the Port to choose any energy company it would like and the Department works with both entities on a project plan that guarantees the following; a project not to exceed cost amount, energy savings, and expected performance levels. This agreement allows the Port to have a set budget with any additional costs incurred covered by the energy company. The Department of Enterprise Services also holds the contract on the Port's behalf. The fee for this service is built into the cost effectiveness of the project. Commissioner Martin stated that it is refreshing to have experts in on this project that will keep the project accountable. Commissioner Grubenhoff asked Kirsten about her experience with these types of projects. She responded that she oversaw the cogeneration project at the Hands-On Children's Museum in Olympia that uses the neighboring LOTT utility to capture waste methane gas to heat and cool the museum. Commissioner Martin asked if there is a timeline for this project. Kirsten responded that currently this project with Ameresco is still in the very early stages – so currently it is looking like 2 years for this project to be fully completed. Commissioner Schilperoort asked Kirsten if she has a team that she works with. She responded that she has two managers in Spokane and a whole team in Olympia. Commissioner Martin asked if the Port decides to move forward, will they only work with Kirsten and not Ameresco. Kirsten responded that the Port will work with both entities, Ameresco and the Department of Enterprise Services – it is truly a three-entity collaboration. Commissioner Grubenhoff asked Kirsten how many other projects she would be working on besides the Port's if the Port decided to move forward with her on this project. She stated that she currently has five projects that she is managing but can have anywhere from eight to twelve project at any given time. Commissioner Martin thanked Kirsten for attending the Port meeting. He stated it has been very informative.

## **DISCUSSION/ACTION ITEMS:**

### **EXECUTIVE DIRECTOR:**

- Resolution 201-15 was presented for approval. Jay explained the resolution is necessary for the Port to be able to reimburse themselves for hard costs for upcoming projects that will be incurred before bonds will be purchased.
- The annual rental lease with Miss Sunnyside Committee was presented for approval. Jay stated this is the standard lease that the Port signs with them annually for use of the Pink Shop storage building off of Sunnyside Mabton Rd to house their float.

### **FINANCE OFFICER:**

- The insurance policies with Glatfelter and Water Plus were discussed. Jeff Barrom attended the previous Port meeting where he discussed a potential new insurance carrier for the Port's business. The costs were presented to the commission for review tonight. It was discussed that currently Glatfelter provides all of the Port's insurance with the exception of one rail spur. Conover Insurance provides the additional coverage for the one rail spur. The proposal from Water Plus will be able to cover all of the Port's insurance needs with no additional cost at a later date if the Port needs to add more rail coverage in the future. The policy with Conover Insurance will increase in cost with every addition of rail coverage. Commissioner Schilperoort commented that the coverages appear similar to him with the exception of Earthquake coverage that is provided by Glatfelter. He stated he would feel comfortable keeping the insurance coverage as is due to the Earthquake coverage that is in place. Commissioner Grubenhoff stated he is not so worried about Earthquake coverage and he prefers the policy with Water Plus. The deadline for switching insurance carriers is early in 2020 and the commissioners agreed that more discussion is needed before a decision can be made.

### **OPERATOR MEMO:**

- The purchase of a new auto analyzer for the lab was discussed. Cory shared that the current analyzer that is being used in the lab is about 10 years old and quickly approaching the end of its useful life. This equipment is used daily for tests and a new one is needed to ensure the accuracy and efficiency of the work performed in the lab.

### **GENERAL COMMENTS:**

**Staff Comments:** None

**Legal Comments:** None

**Commissioner Comments:** Commissioner Grubenhoff stated he is looking forward to a good meeting at the WPPA Annual Meeting later this week.

### **ACTION ITEMS:**


- The consent agenda includes:

Minutes of the Business Meeting held on November 4, 2019. Minutes of the Business Meeting held on November 5, 2019. Payables issued on November 5-8, 2019 in the amount of \$304,102.19, payroll issued on November 5, 2019 in the amount of \$42,011.57, totaling \$346,113.76. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve Resolution 2019-15, A Resolution of the Port of Sunnyside, Washington approving certain expenditures for reimbursement from the proceeds of debt to be issued in the future. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the lease with the Miss Sunnyside Committee 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 purchase of an Auto Analyzer for the lab in the amount of \$49,689.00 plus tax and shipping. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** The Executive Session was opened at 6:31 p.m. by President Martin to discuss Legal issues as allowed by RCW: 42.30.110 Subsection I. The session was expected to last 20 minutes. At 6:51 p.m. Commissioner Martin called for a 10-minute extension. The session closed at 7:01 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 7:02 p.m., peace and harmony prevailing.

  
\_\_\_\_\_  
Arnold Martin, President

ATTEST:

  
\_\_\_\_\_  
Tyler Schilperoort, Treasurer