



**MINUTES OF THE BUSINESS MEETING**  
**Held December 16, 2019**

The December 16, 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 Business Administration Office located at 2640 E. Edison Avenue, Suite 1, Sunnyside, WA, and was a continuation of the Business Meeting held on December 2, 2019.

**Commissioners and Staff present at the Business Meeting:**

Arnold Martin, Commission President	Travis Jansen, Project Manager
Jim Grubenhoff, Commission Vice President	Cory Wilson, Operator
Tyler Schilperoort, Commission Secretary	Lucia Navarro, Administrative Assistant
Jay Hester, Executive Director	Rob Faber, Legal Counsel

**GUESTS:** None

**CITIZEN COMMENTS:** None

**DISCUSSION/ACTION ITEMS:**

**Executive Director:**

- The new user contract with Centennial Tank Cleaning was presented for approval.

**Project Manager:**

- An update on the flare project was provided. The equipment is scheduled to be delivered to the plant tomorrow with installation expected to be completed by the end of the week.
- Change orders for the UV project building roof and conduits for the flare control panel were discussed. Travis stated the new roof will be much more efficient and will require less maintenance which will also extend the longevity of its useful life. The conduits are needed for the connections between the new flare and its control panel. Commissioner Schilperoort asked if there has ever been a project with no change orders. Travis responded no, that during the preparation of projects you can do your best to plan and review in the beginning but that is a very tedious and costly part of the project. He stated that they have done their best to catch things before they come up but change orders are almost inevitable on a project.

**GENERAL COMMENTS:**

**Staff Comments:** Jay commented that the annual Sunnyside Industrial Development Committee meeting is scheduled for Monday, January 13 at 6pm at the Sunnyside Law & Justice Center. He stated that a copy of the agenda will be provided to the Commissioners as the date approaches.

Travis thanked the Commissioners for a great Christmas Party last Friday.

**Legal Comments:** None

**Commissioner Comments:** Commissioner Schilperoort stated he had a great time at the Christmas party and it was good to meet everyone.

Commissioner Grubenhoff expressed his thanks on behalf of the Noon Rotary Club for hosting the Implement Parade Judging on December 7.

Commissioner Martin stated he had a good night at the Christmas Party last Friday.

**ACTION ITEMS:**

- The consent agenda includes:

Minutes of the Business Meeting held on December 2, 2019. Payroll issued on December 5, 2019 in the amount of \$40,654.68, payables issued on December 2 - 10, 2019 in the amount of \$1,390,975.84, totaling \$1,431,630.52. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the User Agreement with Centennial Tank Cleaning 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 Change Order No. 1 from Rotschy Inc. for the UV Disinfection Project in the amount of \$2,674.90 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 Change Order No. 2 from Rotschy Inc. for the Flare Project in the amount of \$2,799.14 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 5:47 p.m. by President Martin to discuss Personnel and Legal issues as allowed by RCW 42.30.110 subsection G & I respectively. The session was expected to last 15 minutes. At 6:02 p.m. the session was extended for fifteen minutes by President Martin. The session closed at 6:17 p.m.

- Motion to approve a total increase of \$11,484.00 for the 2020 calendar year to be used for salaries of Port employees, other than the Executive Director, which Jay Hester is authorized to allocate among Port employees in his discretion. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve an increase in the Executive Director's salary for the 2020 calendar year to a total amount of \$120,000.00. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

**ADJOURNMENT:** The Business Meeting adjourned at 6:20 p.m., peace and harmony prevailing.

  
Jim Grubenhoff, President

ATTEST:  
  
Arnold Martin, Treasurer