



MINUTES OF THE BUSINESS MEETING
Held February 3, 2020

The February 3, 2020 Business Meeting was called to order at 5:15 p.m., by President Grubenhoff. The meeting was held at the Port of Sunnyside's Business Administration Office located at 2640 E. Edison Avenue, Suite 1, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:

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

GUESTS: Brad & Gloria Berk

CITIZEN COMMENTS: Brad informed the Commissioners that he was in attendance to discuss the Sunnyside Cemetery and his concern for its poor condition. He understands that the Port does not own or have anything to do with the cemetery. However, he is hopeful that the Port can find a way to help. He shared that the graves are sinking and landscaping is being neglected. Gloria Berk shared that there have been times when they have had to clear overgrown weeds around gravesites prior to Memorial Day celebrations so the headstones would be visible. He is very disheartened to see the site in poor condition. He understands that with a privately owned site, it is difficult to hold the owner accountable. Commissioner Grubenhoff commented that he definitely sympathizes with their concerns. Commissioner Schilperoort asked if they had brought their concerns to City officials. Brad responded that they had not yet. Commissioner Grubenhoff concluded that commission will definitely discuss it and look into what, if anything, can be done.

DISCUSSION/ACTION ITEMS:

Executive Director:

- The Drain Inlet Agreement with SVID was discussed for approval. Commissioner Schilperoort asked how much construction is needed for this project. Jay responded that no work is needed as the Port has all of the equipment in place and sends water to the drain already.
- The overage charge for Darigold was discussed. The overage fee was outlined in Amendment 25 to Darigold's User Contract, which was approved at the previous Port meeting on January 21, 2020. Port staff has calculated the overages sent to the plant beginning with November 1, 2019. Draft invoices were presented to the commission for review. Cory estimated approximately \$70,000 in additional expenses, from November – January, have been incurred to correct treatment due to the overages. Jay suggested waiting until the end of winter storage (end of February) before deciding what to do. At that time the Port can decide whether or not to send a bill for the entire period.

Commissioner Schilperoort commented that while the Port does not want to make money off of the situation, we should at least re-coup the expenses that have been incurred during these overages.

- The Memorandum of Understanding between the Port of Sunnyside, Washington State Department of Enterprise Services and Ameresco was discussed for approval. The memo provides clarification to the bio-gas project and the responsibilities of each party.
- The Interagency Agreement between the Port of Sunnyside and the Washington State Department of Enterprise Services was discussed. This agreement outlines the expectations for both the Port and DES for the bio-gas project. Commissioner Martin stated that working with DES on this project will allow the Port to have an extra set of eyes from people who are experienced and have a broader knowledge of this type of project.

Project Manager:

- The change order with Rotschy was discussed for approval. Commissioner Schilperoort asked if the Port has ever been reimbursed on a project. Travis responded that there has been money left on the table in previous projects. Commissioner Schilperoort asked Travis if he felt ok about this change order. Travis stated this item was definitely overlooked in the beginning of the project.
- The increase in the Scope of Work with Parametrix was discussed for approval. Commissioner Schilperoort asked for clarification on what the increase to the scope of work entails. Travis stated that it is building configuration, document review and new drawings along with other minor miscellaneous expenses. The initial removal of the filters at the early stages of this project caused the need to reconfigure the building plans. These new plans and the review of documents for the remainder of the project is included in the \$89,766 request increase. Jay commented that a project of this size needs to be vetted out in submittals by Engineers because any minor change can drastically affect the entire project. Travis stated that the \$89,766 hasn't been spent yet, but is anticipated in order to get them through to the end of the project. The deadline for this project is May 2020.

GENERAL COMMENTS:

Staff Comments: Jay commented that he has offered the position of Director of Finance & Administration to Jill Jacobs. She is scheduled to begin work on Monday, February 24, 2020.

Legal Comments: None

Commissioner Comments: Commissioner Schilperoort stated that he had a great time in Olympia during Port day on January 28, 2020. He shared that he enjoyed the meetings they attended and he learned a lot.

Commissioner Grubenhoff stated that it was time well spent in Olympia and he enjoyed meeting with Senator Honeyford and Representative Dufault.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on January 21, 2020. Payables issued on January 24, 2020 in the amount of \$224,366.51, totaling \$224,366.51. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the Drain Inlet Agreement with Sunnyside Valley Irrigation District and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the Memorandum of Understanding between the Port of Sunnyside, Washington State Department of Enterprise Services and Ameresco, to define the cost effectiveness of the Biogas Project and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Interagency Agreement between the Port of Sunnyside and Washington State Department of Enterprise Services and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Change Order No. 3 with Rotschy, Inc. in the amount of \$1,704.23 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the increase to the Scope of Work for the UV Disinfection and Polishing Filter with Parametrix in the amount of \$89,766 and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve, Commissioner Martin seconded. Motion approved 3-0.

EXECUTIVE SESSION: None

ADJOURNMENT: The Business Meeting adjourned at 6:39 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST:

Arnold Martin, Treasurer