



MINUTES OF THE BUSINESS MEETING
Held March 2, 2020

The March 2, 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
Jill Jacobs, Director of Finance & Administration
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: Julia Hart, Sunnyside Sun

CITIZEN COMMENTS:

DISCUSSION/ACTION ITEMS:

Executive Director:

- Resolution 2020-02 in support of Washington State Dams was discussed for approval. The commissioners were in agreement that this statement of support is needed considering the current discussions throughout the state regarding Washington Dams.
- Resolution 2020-03 was discussed. This resolution will allow the disposal of the old auto analyzer equipment that was in the lab. The equipment was replaced at the end of last year.
- The on-call agreement with J-U-B Engineers was discussed for approval. Jay stated that with all of the on-going projects at the Port, it would be wise to have an agreement in place so staff can utilize their services should an unexpected need arise without interruption or disruption to the project process.

Project Manager:

- An update on the UV Disinfection system was provided. Travis shared that the equipment is still on schedule to be delivered on time. Some items have arrived and the project should be completed by the due date of May 31, 2020.
- Travis shared that a Request for Proposal was sent out last Friday for the MBR project and is due March 27, 2020. The proposal has many alternatives available so he is excited to see what comes back. Commissioner Schilperoort asked Travis who the Port leans on to make these types of decisions. Travis replied that in these situations staff leans on the engineering firms we are working with on the project for guidance. In this case Parametrix will create a matrix to review the various options and scenarios.

GENERAL COMMENTS:

Staff Comments: Jay shared that the airport property was surveyed last week. No information has been provided just yet. Commissioner Grubenhoff stated the article in last week's paper covering the property survey by Julia Hart was nicely done.

Legal Comments: None

Commissioner Comments: None

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on February 18, 2020. Payroll issued on February 20, 2020 in the amount of \$37,688.12, payables issued on February 25, 2020 in the amount of \$99,267.46, totaling \$136,955.58. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2020-02, A Resolution of the Port of Sunnyside is Support of Dams Within the Federal Columbia-Snake River System. Commissioner Schilperoort moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2020-03, A Resolution Declaring Excess Personal Property and authorizing the Disposal of Excess Personal Property. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Agreement for On-Call Engineering Services with J-U-B Engineers 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 5:53 p.m., peace and harmony prevailing.



Jim Grubenhoff, President

ATTEST:


Arnold Martin, Treasurer