



MINUTES OF THE SPECIAL MEETING Held March 19, 2020

The March 19, 2020 Special Meeting was called to order at 2:39 p.m. by President Grubenhoff. 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 Resolution 2020-04, A Resolution Declaring Local Emergency and Delegation of Authority.

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
Jill Jacobs, Director of Finance
Nicole Jech, Communications Coordinator
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

COMMENTS: Jay presented Resolution 2020-04, A Resolution Declaring Local Emergency and Delegation of Authority, for approval. COVID-19 has been declared a pandemic and the underlying purpose of this resolution is to protect public health and the health and safety of Port employees. The first policy presented for approval under this resolution is the Emergency Policy on Public Health Emergency Leave and Telecommuting for Port Employees. The purpose of this policy is to temporarily establish supplemental leave for use by Port employees if they are showing signs of sickness or telecommuting during the COVID-19 pandemic. Jay shared that during a recent teleconference with other Ports he learned that many public municipalities are expanding their employee leave banks to allow for COVID-19 pandemic leave. He stated that the policy presented will create a whole new bank just for this situation. Jay shared that plans have been made for staggered schedules at the IWWTF and Administration offices to distance staff from one another and ensure public health and safety. This policy will also allow employees to work from home during their adjusted schedules. Commissioner Martin stated that it is important to have this in place to keep business going and to keep employees safe. Jay commented that there are 5 people in the administration office and if 1 were to get sick the entire office would have to shut down completely for 14 days.

LEGAL COMMENTS: Rob commented that the purpose of the Resolution is to declare an emergency and move certain powers from Commissioners to the Executive Director. All actions will have to be ratified by Commissioners, but this is the legal process in order to allow decisions to be made expeditiously.

ACTION ITEM: To approve Resolution 2020-04, A Resolution Declaring Local Emergency and Delegation of Authority. Commissioner Schilperoort moved to approve, Commissioner Martin seconded. Motion approved 3-0.

EXECUTIVE SESSION: None

ADJOURNMENT: The Special Meeting was adjourned at 2:52 p.m., peace and harmony prevailing.



Jim Grubenhoff, President

ATTEST:


Arnold Martin, Secretary