



**MINUTES OF THE BUSINESS MEETING**  
**Held April 20, 2020**

The April 20, 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 - via telephone  
Arnold Martin, Commission Secretary - via telephone  
Jay Hester, Executive Director  
Jill Jacobs, Director of Finance & Administration - via telephone  
Nikki Jech, Communications Coordinator  
Lucia Navarro, Administrative Assistant - via telephone  
Rob Faber, Legal Counsel

**GUESTS:** Julia Hart – via telephone

**CITIZEN COMMENTS:** Julia commented that she is happy to join tonight's meeting and is excited to hear what is going on at the Port of Sunnyside.

**DISCUSSION/ACTION ITEMS:**

**Executive Director:**

- A WPPA meeting is scheduled for tomorrow at 11:00 a.m. via zoom to discuss accounting for COVID, COVID insurance considerations, restarting of construction projects and other Port operations. The meeting will be available to view in the conference room for Commissioners if they are able to attend.
- Jay provided an update on the Port employee that has been out due to illness at the IWWTF. The employee is on the mend and feeling better after battling pneumonia and strep throat. He took two tests for COVID-19 and both were negative. As per doctor's orders the employee will remain home until he is 100% free of symptoms.
- An update on current projects was provided. The equipment for the UV project that was previously facing shipping delays may arrive on time. The first bio-gas meter reading was taken today at the IWWTF. The MBR project is expected to start up in 2021, bids were recently received and still being worked through by Parametrix and the contractor.
- Jay suggested that once the stay at home orders are lifted and work schedules are able to return to normal, the Port should hold a special meeting off site, to catch up on all that has happened during this pandemic.

**GENERAL COMMENTS:**

**Staff Comments:** None

**Legal Comments:** None

**Commissioner Comments:**

Commissioner Grubenhoff stated he wished everyone could be in attendance together at the Port office for this meeting. He urged everyone to stay safe and healthy.

**ACTION ITEMS:**

- The consent agenda includes:

Minutes of the Business Meeting held on April 6, 2020. Payables issued on April 15, 2020 in the amount of \$806,085.84, payroll issued on April 20, 2020 in the amount of \$43,856.30, totaling \$849,942.14. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** The Business Meeting adjourned at 5:33 p.m., peace and harmony prevailing.

  
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Jim Grubenhoff, President

**ATTEST:**  
  
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Arnold Martin, Treasurer