



MINUTES OF THE BUSINESS MEETING
Held August 3, 2020

The August 3, 2020 Business Meeting was called to order at 5:17 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
Lucia Navarro, Administrative Assistant

GUESTS: None

GUESTS COMMENTS: None

DISCUSSION/ACTION ITEMS:

Project Manager:

- The change orders from Dynatec Systems, Inc., for the MBR project were discussed. Travis shared that items in the original bid have been removed from the scope as the project has progressed. The first item under review is for the removal of the sales tax from the original contract. This removal will allow the Port to pay the sales tax directly to the Department of Revenue for this project. The second item under review for removal was the elimination of the feed screens in the amount of \$125,000. This alternate part of the scope has proven to be not necessary for this project. Lastly, a change order for the elimination of spare membranes from the scope of supply was discussed for approval. After further project review, it was decided that these backup parts were not necessary to have on hand as they are readily available for purchase.
- The flare project is still ongoing; the meter is being recalibrated to obtain accurate gas readings. These readings will assist in the Department of Energy Services audit, that is currently underway, to determine the feasibility for a potential gas project. The SCADA system upgrades in relation to the MBR project are still under review by Port staff and Parametrix.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on July 20, 2020 and minutes of the Special Meeting held on July 27, 2020. Payables issued on July 24, 2020 through July 28, 2020 in the amount of \$137,355.15, totaling \$137,355.15. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the deduction of Sales Tax in the amount of \$362,400.00 from the Procurement Contract with Dynatec Systems, Inc. as outlined in Change No.: C219013-016 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 reduction of \$125,000.00 from the scope of supply with Dynatec Systems Inc., as outlined in Change No.: C219013-015A 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 reduction of \$158,400 from the Scope of Supply with Dynatec Systems, Inc. as outlined in Change No.: C219013-008B 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 contract with Conley Engineering in the amount not to exceed \$15,000 for the SCADA system upgrade project and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

GENERAL COMMENTS:

Staff Comments: Jay commented that Co Dinn Cellars and Varietal Beer Company will be allowed to open their doors to the public beginning Saturday, August 8, 2020.

Legal Comments: None

Commissioner Comments: Commissioner Martin stated is his looking forward to cooler weather.

Commissioner Grubenhoff stated that he too is looking forward to cooler weather. He expressed his thanks to Port staff for their hard work during the financial audit recently completed by the Washington State Auditor's office.

EXECUTIVE SESSION: None

ADJOURNMENT: The Business Meeting adjourned at 5:40 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST:

Arnold Martin, Treasurer