



MINUTES OF THE BUSINESS MEETING
Held September 8, 2020

The September 8, 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
Nicole Jech, Communications Director
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

GUESTS COMMENTS: None

DISCUSSION/ACTION ITEMS:

Executive Director:

- The termination letter from Valley Processing was discussed. The letter was received on September 1, 2020 and Jay explained that the letter will be sufficient for the Port's termination agreement. Valley is expected to completely transfer all discharge to Milne Fruit Products very soon.
- The contract with Clifton Larson Allen was discussed for approval. Jay explained that the services outlined in the contract are for recruitment and hiring of a new Finance Officer. The previous Finance Officer, Jill Jacobs, ended her employment with the Port effective August 31, 2020. This service was discussed earlier this year but at the time Port staff didn't feel it was necessary. Considering that the Port is in the same position 6 months later it is believed that this is the best option to find the next long-term employee for the Port.
- The agreement with FCS Group was presented for approval. This agreement will allow FCS to assist Port staff with the upcoming 2021 budget. Jay explained that Sergey Tarasov has extensive knowledge of the IWWTF and how the financing works overall for the Port. Travis commented that Sergey created a tool for the Port that forecasts potential projects to determine their feasibility. Commissioner Martin commented that having the tool has helped him feel more comfortable moving forward.

Project Manager:

- Travis presented the scope of work from Parametrix for the SCADA upgrades. He explained that the SCADA system is a very important tool at the IWWTF and with the MBR project upgrades, it was only a matter of time before the system needed to be upgraded to keep up with all of the other improvements at the IWWTF. Travis shared that Dynatec will be responsible for programming their equipment. Dynatec and Parametrix will be working closely on this project.
- Travis provided an update on the airport hangar project. The proposed location of the hangar was not approved by the Federal Aviation Administration (FAA) due to the fact that the location would require a taxiway crossing. One option to avoid this crossing will be to put the hangar on a piece of property owned by the City. City of Sunnyside officials are currently running the idea by FAA officials for their approval. Commissioner Schilperoort asked Jay if the Port will still be able to meet the due dates for the Department of Commerce grant. Jay responded that he is hopeful that they will. He also mentioned to Commissioners that the Port is still waiting on the final contract and paperwork from the Department of Commerce. Commissioner Schilperoort commented that he just doesn't want the funds to run out or disappear before this project gets off of the ground.
- Commissioner Schilperoort commented that the Port has made an effort to improve the landscaping at the Post Office. Jay commented that the Port presented a plan to improve the landscaping that involved Daybreak Rotary, the Port, Sunnyside Christian School and Luther Rock. The plan was presented to the Postmaster at the Post Office but no feedback has been received from the Post Office. This project has been more of a community project than a Port project; aimed to improve the overall landscaping and appearance of the Post Office.
- Commissioner Schilperoort asked for an update on the KFC project. Jay shared that the Port is still working closely with Lisa Parks of Maul Foster Alongi on the project. Lisa has been in close communication with the Department of Ecology in regards to the funds being released to begin the clean-up of the site. Currently with all DOE employees working from home it has been quite difficult to have the funds released to the Port.
- Commissioner Schilperoort asked if the electric car charging station located on 5th Street is running yet. Travis commented that it is his understanding that the power still needs to be finalized by Pacific Power to get the station ready for use.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on August 17, 2020, minutes of the Special Meeting held on August 24, 2020, and minutes of the Special Meeting held on August 27, 2020. Payroll issued on August 20, 2020 in the amount of \$44,128.35, payables issued on August 25 through August 27, 2020 in the amount of \$548,286.93, and payroll issued on September 4, 2020 in the amount of \$50,174.23, totaling \$642,589.51. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the search agreement with Clifton Larson Allen in the amount of \$20,000 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 Contract Amendment #1 with FCS Group for the IWWTF 2020 Rate Update in the amount of \$14,960 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 Scope of Work from Parametrix for the IWTP SCADA System Upgrade project in the amount of \$207,706.51 and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve, Commissioner Martin seconded. Motion approved 3-0.

GENERAL COMMENTS:

Legal Comments: Rob commented that Governor Inslee recently issued another extension to the provisions of Proclamation 20-28 regarding the Open Public Meetings Act. This new extension is set to expire on October 1, 2020.


Staff Comments: None

Commissioner Comments: Commissioner Martin commented that the wind storm on Sunday was entirely too much wind.

EXECUTIVE SESSION: None

ADJOURNMENT: The Business Meeting adjourned at 6:16 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST:

Arnold Martin, Treasurer