



MINUTES OF THE BUSINESS MEETING
Held December 7, 2020

The December 7, 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 phone
Arnold Martin, Commission Secretary
Jay Hester, Executive Director
Travis Jansen, Project Manager
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

GUESTS COMMENTS: None

DISCUSSION/ACTION ITEMS:

Executive Director:

- Jay presented the end of year resolutions for approval. These resolutions address the following items for 2021 – appointing a Port Auditor, Electing Officers, Appointing Trustees & Alternate Trustees, and Establishing Meeting Dates & Times, Appointing the Investment Officer & Deputy Investment Officer, Inter-Fund Transfer Authorization and the Executive Director Delegation of Authority.
- A resolution declaring excess personal property was also presented for approval. This resolution authorizes the disposal of a tank that will be replaced during the UV project upgrade.
- The lease with Integrity Driving School was presented for approval. This is an annual lease for the 2021 calendar year.

Project Manager:

- Travis presented a few change orders from Dynatec for approval for the MBR Project. The change orders are a mix of additive and deductive costs that result in no additional charges to the Port.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on November 16, 2020 and minutes of the Special Meeting held on November 30, 2020. Payroll issued on November 20, 2020 in the amount of \$37,325.24, payables issued on November 25, 2020 in the amount of \$46,424.65, payroll issued on December 4, 2020 in the amount of \$41,955.32, totaling \$125,705.21. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

- Motion to approve Resolution 2020-16, A Resolution Appointing the Port Auditor. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2020-17, A Resolution of the Port of Sunnyside Electing Officers; Appointing a Trustee and Alternate Trustees of the Washington Public Ports Association; Establishing Regular Meeting Places and Times; Appointing the Investment Officer and Deputy Investment Officer; Authorizing the Port District Executive Director / Auditor or Port Finance Officer to Make Inter-Fund Transfers. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2020-18, A Resolution for the Delegation of Authority. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2020-19, A Resolution Declaring Excess Property and Authorizing the Disposal of Excess Personal Property. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the lease with Integrity Driving School and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

At 5:49 p.m. Commissioner Grubenhoff adjourned the meeting to continue on Tuesday, December 15, 2020 at 12 p.m.

On December 15, 2020 at 12:10 p.m. the meeting continued. Present during this continuation were Commissioners Grubenhoff, Martin and Schilperoort, Project Manager Travis Jansen, Communications Director Nicole Jech, Administrative Assistant Lucia Navarro and Port Legal Counsel Rob Faber. Commissioner Grubenhoff stated that as permitted by RCW 42.30.110 (1)(c), the Port will hold an executive session to consider the price at which real estate will be sold when public knowledge regarding such consideration would cause a likelihood of a decreased price. Such consideration will include the following factors:

1. The price for the Property.
2. The total acres included within the Property.
3. The location of the Property.
4. The effect of a sale upon the future development of the Port's adjoining real property;
5. The potential for creating or sustaining jobs within the Port district; and
6. The Port's responsibilities in providing infrastructure to the Property.

Final action may be taken.

EXECUTIVE SESSION: The Executive Session was opened at 12:12 p.m. by President Grubenhoff. The session was expected to last 15 minutes. At 12:27 p.m. the session was extended for 10 minutes by President Grubenhoff. At 12:37 p.m. the session was extended for 10 minutes by President Grubenhoff. At 12:47 p.m. the session was extended for another 10 minutes by President Grubenhoff. The session ended at 12:57 p.m.

ACTION ITEMS:

- Motion to approve Dynatec change order C219013-017 in the amount of \$0.00 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Commercial & Investment Real Estate Purchase and Sale Agreement for the sale to 125 Alexander Road, Sunnyside, LLC of approximately 10.69 acres of Yakima County parcel number 220901-31004, and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

At 1:01 p.m. Commissioner Grubenhoff adjourned the meeting to continue on December 22, 2020 at 12 p.m.

On December 22, 2020 at 12:00 p.m. the meeting continued. Present during the meeting were Commissioners Grubenhoff and Martin along with Communications Director Nicole Jech and Port Legal Counsel Rob Faber.

At 12:01 p.m. Commissioner Grubenhoff adjourned the meeting to continue on December 29, 2020 at 12 p.m.

On December 29, 2020 at 12:31 p.m. the meeting continued. Present during the meeting were Commissioners Grubenhoff, Martin and Schilperoort along with Executive Director Jay Hester and Administrative Assistant Lucia Navarro.

Staff Comments: Jay shared with Commissioners that a final report had been received from the Department of Revenue in regards to the audit that was done in 2018. He also shared that Craft Ag, the company that is discharging under the Seneca Foods contract, has not been responsive in paying their monthly bill since October 2020. The next step in this process will be to place a plug in the line and terminate the contract. He stated he will keep the commission informed as this process moves forward. Commissioner Grubenhoff asked Jay if the next industry that sets up in Craft Ag's place will now have to pay a hook up fee to have the plug removed. Jay responded that the Port does not charge hookup fees only termination fees for discharging to the IWWTF.

EXECUTIVE SESSION: The Executive Session was opened at 12:58 p.m. by President Grubenhoff to discuss Real Estate and Personnel issues as allowed by RCW 42.30.110 subsection C and G respectively. Final action may be taken. The session was expected to last 30 minutes. At 1:28 p.m. the session was extended for 10 minutes by President Grubenhoff. The session ended at 1:38 p.m.

ACTION ITEMS:

- To approve a total increase of \$12,422 for the 2021 calendar year to be used for salaries of Port employees, other than the Executive Director, which Jay Hester is authorized to allocate among Port employees in his discretion and to increase the Executive Director salary by 3% for the calendar year 2021. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- To allow the Executive Director, Jay Hester, to roll over 14.50 hours of vacation to be used no later than 12/31/21. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

Staff Comments: Jay commented that 2020 has been a very tough and challenging year, but he is very thankful for Port employees and all of their hard work in enabling the Port to continue to support economic development and improvements throughout our community. He said he is happy to see how the Port can continue to improve in 2021. He also shared that the maintenance contract agreement with the City of Sunnyside on the swales on Midvale Road has expired. It is the desire of the Port to give this back to the City as they now have the funds to improve and maintain Midvale Road. Commissioner Schilperoort stated that he is fine with that request; Commissioner Grubenhoff agreed. Commissioner Martin also stated that it is ok with him.

Commissioner Comments: Commissioner Schilperoort stated that he cannot believe that it has already been three years since he was elected as Port Commissioner. He shared that he has learned a lot as Commissioner and is looking forward to the next three years to continue learning and growing. He stated that he appreciates Port Commissioners and staff alike for all that they do and he feels good about what the Port does for the community.

Commissioner Grubenhoff agreed with Commissioner Schilperoort's sentiments about Port staff and all of the hard work that they do. He also wished everyone a happy new year and hopes that 2021 is better to us all.

ADJOURNMENT: The Business Meeting adjourned at 1:53 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST:

Arnold Martin, Treasurer