



MINUTES OF THE BUSINESS MEETING
Held February 16, 2021

The February 16, 2021 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
Karen Hofmann, Director of Finance & Administration
Travis Jansen, Project Manager
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

GUESTS COMMENTS: None

DISCUSSION/ACTION ITEMS:

Executive Director:

- Jay discussed the electrical upgrade to the Truss-Way property. He explained that the easement will allow for the power to be placed underground as it is currently delivered overhead.

Project Manager:

- A contract with Baer Testing was discussed for approval. The contract is for testing and inspection of the new MBR project components.
- Travis discussed the MBR Project. He explained that some of the materials are delayed as a result of high demand and the pandemic. Different options are being explored to find a solution that will not negatively affect the quality of the project.
- A contract with Benton REA was discussed for approval. The contract is for electrical upgrades that are needed at the IWWTF for the MBR upgrade project. Travis explained that more power is needed at the plant to support the components of the MBR project.
- Amendment 4 from Parametrix was reviewed for approval. This amendment is for an additional \$149,723.88 for the MBR project. Included in this cost is the 3D model drawings of the project that has proven to be quite helpful for Port staff and project contractors. Commissioner Schilperoort asked how the experience has been in working with Parametrix. Jay responded that Parametrix has been quite helpful in understanding all of the components of the IWWTF and planning for future expansion.

- Travis provided an update on the Midvale Industrial Park project. He shared that the project is moving along and the Port is working with J-U-B Engineers on completing various property reports. These reports are essential in the redevelopment of the area to prepare the land for future sale and/or development.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on February 1, 2021 and minutes of the Special Meeting held on February 5, 2021. Payroll issued on February 5, 2021 in the amount of \$40,926.66, payables issued on February 10, 2021 in the amount of \$185,596.43, totaling \$226,523.09. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the general service contract with Pacific Power in the amount of \$18,703.00 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 Right of Way Easement WO#6966507 with Pacific Power 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 addendum to the Commercial Lease with Northwest Structural Components LLC 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 time and material contract with Baer Testing, Inc. in the amount not to exceed \$15,820.00 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 agreement with Benton REA for the new switch gear in the amount of \$71,648.00 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to authorize Travis Jansen to sign a power line easement with Benton REA for WO#20284. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Amendment 4 to Task Authorization 12 with Parametrix in the amount of \$149,723.88 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 ratify the contract with J-U-B Engineers in the amount not to exceed \$9,800.00 for the LTI property sale project. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Scope of Work with J-U-B Engineers in the amount of \$135,295 for the Midvale Industrial Park project 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 Master Agreement with J-U-B Engineers 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: Lucia updated the Commissioners on the status of the Craft Ag account as per the Port's policy on Doubtful Account Collection (Chapter 10, Accounting Section, General Procedure Manual). She commented that the last payment received was on September 15, 2020 for waste water services incurred through August 31, 2020. The total outstanding balance on the account is \$46,357.85 for services incurred from 9/1/20 through January 31, 2021. As a result of their delinquency the Port has plugged their line, effective January 29, 2021.

Commissioner Comments: Commissioner Martin stated that this is a very busy time for the Port and that is a good thing.

Commissioner Schilperoort stated that as a Commissioner he is not always aware of all of the moving parts within a project and he appreciates all of the great work by Port staff to ensure that the projects run smoothly.

Commissioner Grubenhoff stated that it is great to have open discussions so that everyone can be on the same page. He understands everyone is working towards the same goal of the doing the right thing for the community.

EXECUTIVE SESSION: The Executive Session was opened at 6:18 p.m. by President Grubenhoff to discuss Real Estate and Legal issues as allowed by RCW 42.30.110 subsection C and I respectively. The session was expected to last 10 minutes with no action expected to be taken. At 6:28 p.m. the session was extended for ten minutes by President Grubenhoff. The session ended at 6:38 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:39 p.m., peace and harmony prevailing.



Jim Grubenhoff, President

ATTEST:


Arnold Martin, Treasurer