



**MINUTES OF THE BUSINESS MEETING**  
**Held August 2, 2021**

The August 2, 2021 Business Meeting was called to order at 5:16 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  
Travis Jansen, Project Manager  
Karen Hofmann, Director of Finance & Administration  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUESTS:** None

**GUESTS COMMENTS:**

**DISCUSSION / ACTION ITEMS:**

**EXECUTIVE DIRECTOR**

- The Commissioners discussed the late fee on Nutrien's account. The late fee was generated as a result of the payment being mailed to the Port's previous mailing address that Nutrien had on file, for which is no longer in use. Port staff had been working closely with Nutrien staff to get the payment mailed to the correct address. Commissioner Schilperoort commented that he did not see an issue with waiving the late fee. Commissioner Martin and Commissioner Grubenhoff stated that they too did not have an issue with waiving the fee.

**PROJECT MANAGER**

- **MBR** - The project is continuing to make progress and they are targeting mid-August to begin work on the bio-reactor. Commissioner Martin asked if the Port has a generator in place to keep the equipment running during a power outage. Travis stated that there is not currently one in place but in the event of a power outage the system is setup to process through the cleaning cycle as to not let the particles settle in the system components.

The contractor will be in next week to go through a training with Port staff on the new system. The presentation will be recorded and kept on file for future trainings or refresher courses that are needed as the new system gets up and running.

Commissioner Grubenhoff asked if there are other staff members that will be able to run the systems in Cory's absence. Travis stated that is one of the main reasons for the upcoming training with the contractor. This training is intended to get all of the Facility Techs up to speed with the new system so they can assist in running it and maintaining daily plant operations.

**GENERAL COMMENTS:**

**Staff Comments:** None

**Commissioner Comments**

Commissioner Grubenhoff stated that he recently celebrated his 65<sup>th</sup> birthday this past weekend. He shared that it was a wonderful celebration with family.

**ACTION ITEMS:**

- The consent agenda includes:

Minutes of the Business Meeting held on July 19, 2021 and Special Meeting Minutes of the Meeting held on July 22, 2021. Payables issued on July 12 - 26, 2021 in the amount of \$209,809.43, payroll issued on July 20, 2021 in the amount of \$45,045.24, totaling \$254,854.87. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to waive the late fee for Crop Production Services (i.e., Nutrien) Minimum Annual Charge due on January 1, 2021 under the Spur Lease, since such payment was returned after being mailed to the Port's post office box which had been closed since Nutrien's last such payment. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** The Business Meeting adjourned at 5:43 p.m., peace and harmony prevailing.

  
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Jim Grubenhoff, President

ATTEST:  
  
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Arnold Martin, Treasurer