



MINUTES OF THE BUSINESS MEETING
Held September 20, 2021

The September 20, 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
Travis Jansen, Project Manager
Karen Hofmann, Director of Finance & Administration
Nikki Jech, Communications Director
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

GUESTS COMMENTS: None

The public hearing on the 2022 Preliminary Budget was opened at 5:16 p.m.

Legal Comments: Rob discussed the 6 requirements that needed to be met for the public hearing:

1. A preliminary budget for the ensuing fiscal year must be prepared by September 15th. RCW 53.35.010. Here, the 2022 preliminary budget was prepared by September 7, 2021.
2. The preliminary budget must be considered at a public hearing held by the Commission no earlier than September 15th and no later than the first Tuesday following the first Monday in October. RCW 53.35.020. Here, the hearing is being held on September 20, 2021.
3. Notice of the public hearing on the budget must be published once each week for two consecutive weeks in a legal newspaper within the Port district. RCW 53.35.020. Here, the notice of the public hearing was published on Wednesday, September 8, and Wednesday, September 15, with the Sunnyside Sun newspaper in Sunnyside.
4. The first publication of the notice must not be less than 9 days nor more than 20 days before the hearing. RCW 53.35.020. Here, the first publication of the notice of public hearing was published 12 days before the hearing (September 8 1st publication; September 20 hearing).
5. Increases in property taxes by individual taxing districts are limited to the lesser of inflation or 1% annually, in addition to any increases for new construction, improvements to property, and increases in the value of state-assessed property. WAC 458-19-050(7), 458-19-020 & 458-19-005(2)(j), (m) and (o)(3). Here, the tax levy budget is increasing by \$6,496.87, which is an increase of 1% to the Port's 2021 tax levy amount of \$649,687.20. Any additional increase in the tax levy budget is due to new construction, improvements to property, and increases in the

value of state-assessed property. Inflation, as measured by the Bureau of Economic Analysis' implicit price deflator, is more than 1% for 2020-2021.

6. The tax levy for general port purposes cannot exceed \$0.45 per \$1,000.00 of assessed value of the port district. RCW 53.36.020 & WAC 458-19-050. In 2021, the Port's assessed valuation was \$1,864,742,772, and the Port's 2021 tax levy amount was \$649,687.20, which is a 2021 levy rate of \$0.348405850 per \$1,000.00 of assessed value.

As of meeting time there were no public comments received. Karen commented that there are no real changes expected to the budget.

The public hearing was closed at 5:30 p.m.

DISCUSSION / ACTION ITEMS:

PROJECT MANAGER

- **MBR Project** – The contractor has tripled the team out at the site. Everyone is working hard to keep the project moving along. A trial run will take place soon once all of the equipment is connected. Commissioner Grubenhoff asked Travis if he is satisfied with the progress so far. Travis stated that everything has been moving along nicely. Commissioner Schilperoort asked about the change order. Travis commented that the change order is for a minor electronic part that will enable the SCADA system to communicate with all of the new equipment.

DIRECTOR OF FINANCE

- **Budget** - Preliminary 2022 budget numbers were presented for review. Karen commented that no big changes to the budget are expected.

Staff Comments: Jay commented that the Port was recently approved for CERB funding the for Planter's Hotel project. He informed the Commission that the loan portion of funding is at a very low interest rate.

Commissioner Comments: None

ACTION ITEMS:

- The consent agenda includes:


Minutes of the Business Meeting held on September 7, 2021. Payables issued on September 10, 2021 in the amount of \$1,744,303.07, payroll issued on September 20, 2021 in the amount of \$45,000.16, totaling \$1,789,303.23. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2021-06, A Resolution of the Port of Sunnyside to accept the conditions set forth by the Washington State Community Economic Revitalization Board (CERB), in its offer of financial aid for Economic Feasibility Study for the Planters Hotel Facilities Project. Discussion took place about the motion and its correct wording. Commissioner Martin moved to rescind the motion; Commissioner Schilperoort seconded. The motion was rescinded 3-0.

- Motion to approve Resolution 2021-06, A Resolution of the Port of Sunnyside to accept the conditions set forth by the Washington State Community Economic Revitalization Board (CERB), in its offer of financial aid for the Planters Hotel Facilities Project. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Change Order 012 from Rotschy, Inc. in the amount of \$4,084.12 plus tax and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was opened at 5:54 p.m. by President Grubenhoff to discuss Real Estate, Personnel and Legal issues as allowed by RCW 42.30.110 subsections C, G, and I respectively. The session was expected to last 20 minutes with no action expected to be taken. The session ended at 6:14 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:23 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST:

Arnold Martin, Treasurer