



MINUTES OF THE BUSINESS MEETING
Held October 4, 2021

The October 4, 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
Cory Wilson, Plant Operator
Karen Hofmann, Director of Finance & Administration
Nikki Jech, Communications Director
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

GUESTS COMMENTS: None

DISCUSSION / ACTION ITEMS:

EXECUTIVE DIRECTOR

- **Miss Sunnyside Lease** –This is an annual lease with the Committee that allows them to utilize the Pink Shop to store their float and work on it during the winter months. Last year the lease was not renewed as a result of COVID. The court did not participate in any parades or other functions as everything was paused during 2020.

PROJECT MANAGER

- **MBR Project** – A test was run recently on the new UF building equipment. Water was run through each skid to test the functionality of the equipment and the accuracy of installation. During this process Port staff learned that they may need to run cleaning agents through the skids when they are not in use in order to prevent organism growth. All skids will not be in use at the same time so the cleaning won't always be necessary. Port staff will learn more once the equipment goes online later this year.

DIRECTOR OF COMMUNICATIONS

- **2640 E. Edison Ave., Suite 2** – Nikki shared that there have been several inquiries into the office space. It has been shown to three prospective tenants. However, after each inquiry a business plan was requested, but there has not been one submitted yet.

Staff Comments: None

Commissioner Comments: None

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on September 20, 2021. Payables issued on September 24, 2021 in the amount of \$166,285.67, totaling \$166,285.67. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the lease with Miss Sunnyside Committee 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 Change Order 013 from Rotschy, Inc. in the amount of \$3,013.71 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.
- Motion to approve Change Order 014 from Rotschy, Inc. to change the substantial date of completion from September 30, 2021 to November 24, 2021. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was opened at 5:44 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 30 minutes with no action expected to be taken. At 6:14 p.m. the session was extended by President Grubenhoff for 15 minutes. The session ended at 6:29 p.m.

The Commissioners discussed their current salary amount and whether or not they think it should be adjusted upon their re-election. Commissioner Grubenhoff suggested that the salary be increased to \$500 per month. Currently commissioners' salary is \$254.00 per month for those who were elected/re-elected prior to 2019. The single commissioner who was re-elected in 2019 received a salary increase in 2020 to \$454.00 per month. This increase was passed with Resolution 2019-06 and stated that upon election or re-election the monthly commissioner salary would be \$454.00. Commissioner Schilperoort stated that he is comfortable with a salary increase to \$500.00 per month but nothing more than that. Commissioner Martin commented that the commissioners just raised the salary a few years ago. Jay commented that any increase in salary will not go into effect until re-election. Commissioner Grubenhoff recommended that a new resolution be drafted for the next Commission meeting on October 18, 2021 to raise the salary to \$500.00 per month.

ADJOURNMENT: The Business Meeting adjourned at 6:38 p.m., peace and harmony prevailing.



Jim Grubenhoff, President

ATTEST:


Arnold Martin, Treasurer