



MINUTES OF THE BUSINESS MEETING
Held November 1, 2021

The November 1, 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
Nikki Jech, Communications Director
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

GUESTS COMMENTS: None

DISCUSSION / ACTION ITEMS:

EXECUTIVE DIRECTOR

- **Maul Foster Alongi** – The agreement for the Planter's Hotel Project was presented for approval. Jay shared that the site should be cleaned during the redevelopment of building. Upon the completion of the redevelopment the Port will determine whether or not a Remedial Action Grant application is necessary to complete the clean-up of the site.
- **Ecological Land Services Lease** – This lease is for the office that ELS rents out of the administration building. ELS would like to extend their lease for another year.

PROJECT MANAGER

- **Rotschy Change Order 015** – Jay shared that this change order is a result of not being able to use old equipment as previously thought. The equipment that was going to be utilized was found to be at the end of its life span when it was removed from previous equipment. The total amount of change orders has been quite low considering the size of this project.

DIRECTOR OF FINANCE

- **2022 Budget Update** – Karen shared the latest version of budget documents for 2022. She stated that the General Fund has been finalized with the funding options for upcoming redevelopment projects.

- **New Payroll Deductions 2022** – Karen shared that there will be additional payroll deductions coming in 2022. She shared that employees will see additional deductions for Long Term Care and Long Term Disability on their paychecks beginning in 2022. There are options for employees to reduce their deduction or opt out of it completely. More information can be found online at the healthcare authority website.

Staff Comments: Rob commented that he will not be in attendance at the next Port Meeting on November 15, 2021 as he will be out of town. He stated that Steve Winfree will attend in his place.

Commissioner Comments: Commissioner Grubenhoff stated that he hopes tomorrow's rate hearing goes well.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on October 18, 2021. Payroll issued on October 20, 2021 in the amount of \$44,878.83, payables issued on October 25, 2021 in the amount of \$509,329.55, totaling \$554,208.38. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the lease with Ecological Land Services 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 contract with Maul Foster Alongi in the amount of \$200,000.00 including tax 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 Change Order 015 from Rotschy, Inc. in the amount of \$32,562.39 plus tax and add 10 more days to the contract and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was opened at 6:15 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 10 minutes with no action expected to be taken. The session ended at 6:25 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:30 p.m., peace and harmony prevailing.



Jim Grubenhoff, President

ATTEST:



Arnold Martin, Treasurer