



MINUTES OF THE BUSINESS MEETING
Held December 6, 2021

The December 6, 2021 Business Meeting was called to order at 5:17 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
Arnold Martin, Commission Secretary
Lucia Navarro, Administrative Assistant
Nicole Jech, Communications Director

At 5:18 p.m. Commissioner Grubenhoff adjourned the meeting to continue on Thursday, December 9, 2021 at 12:00 p.m.

On December 9, 2021 at 12:05 p.m. the meeting continued. 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
Nicole Jech, Communications Director
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

GUESTS COMMENTS: None

DISCUSSION / ACTION ITEMS:

EXECUTIVE DIRECTOR

- **Integrity Lease** – The annual lease for Integrity Driving School was presented for approval. Integrity would like to move into the empty space next door to them at 2640 E. Edison Ave., Suite 2, and the new lease reflects this move. Once their current space is fully vacated Port employees will prepare it to be move in ready for new renters.

DIRECTOR OF FINANCE

- **Long Term Disability** – Karen provided an update on the 2022 Long Term Disability charges. She shared that Commissioners are not eligible to receive the benefit so this new charge will not be deducted from their checks in 2022.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on November 15, 2021. Payroll issued on November 19, 2021 in the amount of \$44,915.20, payables issued on November 24, 2021 in the amount of \$71,603.65, payroll issued on December 3, 2021 in the amount of \$47, 345.38, totaling \$163,864.23. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

• Motion to approve the lease with Integrity Driving School and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve, Commissioner Martin seconded. Motion approved 3-0.

Staff Comments: Travis shared an update on the MBR Expansion project. He informed the Commission that the screens are currently having some plugging issues. These issues do not allow for any treatment to take place so the plant is still not treating any wastewater. The lagoon has enough room for a few more weeks of storage before capacity is reached. Port employees are working closely with the contractor on finding solutions to this issue before the lagoon reaches capacity. New screens have been ordered and other possible solutions are being explored in the meantime.

Commissioner Comments: Commissioner Schilperoort commented that after traveling he really appreciates all that we have here in the states.

Commissioner Grubenhoff commented that it has been a pleasure to serve as Port President for the past two years. He expressed his thanks to Port staff and Commissioners for all of their help.

EXECUTIVE SESSION: The Executive Session was opened at 12:54 p.m. by President Grubenhoff to discuss Real Estate and Personnel issues as allowed by RCW 42.30.110 subsection C and G respectively. Final action may be taken. The session was expected to last 30 minutes. At 1:24 p.m. the session was extended for 15 minutes by President Grubenhoff. The session ended at 1:39 p.m.

ACTION ITEMS:

- To approve a total increase of 4% for the 2022 calendar year to be used for salaries of Port employees, other than the Executive Director, which Jay Hester is authorized to allocate among Port employees in his discretion and to increase the Executive Director salary by 4% for the calendar year 2022. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

- To approve the lease with Tumble Ranches LLC and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

ADJOURNMENT: The Business Meeting adjourned at 1:44 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

ATTEST:



Jim Grubenhoff, Treasurer