



MINUTES OF THE BUSINESS MEETING
Held June 6, 2022

The June 6, 2022, the Business Meeting was called to order at 5:15 p.m., by President Schilperoort. 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:

Tyler Schilperoort, Commission President
Arnold Martin, Commission Vice President
Jim Grubenhoff, Commission Secretary
Jay Hester, Executive Director
Adam Smith, Project Manager
Travis Jansen, Operations Manager
Karen Hofmann, Director of Finance
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: Frank Chmelik - Chmelik, Sitkin Davis

GUEST COMMENTS: None

LEGAL COMMENTS: None

DISCUSSION / ACTION ITEMS

EXECUTIVE DIRECTOR:

- **Planter's Hotel** – Funding from the Brownfields Revolving Loan Fund was recently awarded to the Port for this project. These funds will directly cover the cleanup portion of this redevelopment project. Bid documents are being prepared for late July. Commissioner Martin asked what the expected turn around time would be for reimbursement. Jay commented that the funds are expected to be reimbursed as expensed.

PROJECT MANAGER:

- **Varietal Remodel Update** – Adam shared that the project construction documents are expected to be 70% complete by June 24. Meier Architecture is currently working through the electrical design and layout for the project. Commissioner Martin asked if the updated lease with Varietal has been completed. Rob responded that Port staff and legal counsel are still working through it.

FINANCE DIRECTOR:

- **FCS Group** – A contract with FCS Group was presented for approval. The work that will be covered under this agreement is for the 2023 budget. FCS will be reviewing current 2022 budget estimates compared to actual costs and use the information to assist the Port in creating 2023 rates.

- **Resolution 2022-05** – The resolution to declare excess personal property was presented for approval. The items listed for surplus are two Port trucks that have exceeded their useful life. Upon approval of disposal Port staff will place the vehicles for sale at the Midvale office. Any proceeds received from the sale of the vehicles will be put back into the budget.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: Commissioner Grubenhoff stated that his youngest child will be turning 34 tomorrow.

ACTION ITEMS:

The consent agenda includes:

- Minutes of the Business Meeting held on May 16, 2022. Payroll issued on May 20, 2022, in the amount of \$43,246.97, payables issued on May 25, 2022, in the amount of \$83,571.61, payroll issued on June 3, 2022, in the amount of \$55,564.53, totaling \$182,383.11. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the contract with FCS Group for Industrial Wastewater Treatment Facility 2022 Rate Support in the amount of \$7,500 and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2022-05, A Resolution Declaring Excess Personal Property and Authorizing the Disposal of Excess Personal Property. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was opened at 5:40 p.m. by President Schilperoort 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 6:10 p.m. the session was extended for ten minutes by President Schilperoort. The session ended at 6:20 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:21 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

ATTEST:



Jim Grubenhoff, Treasurer