



**MINUTES OF THE BUSINESS MEETING**  
**Held June 20, 2022**

The June 20, 2022, the Business Meeting was called to order at 5:15 p.m., by Vice President Martin. 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 - excused absence  
Arnold Martin, Commission Vice President  
Jim Grubenhoff, Commission Secretary  
Jay Hester, Executive Director – excused absence  
Adam Smith, Project Manager  
Travis Jansen, Operations Manager  
Karen Hofmann, Director of Finance  
Lucia Navarro, Administrative Assistant  
Steve Winfree, Legal Counsel

**GUESTS:** None

**GUEST COMMENTS:** None

**LEGAL COMMENTS:** None

**DISCUSSION / ACTION ITEMS**

**OPERATIONS MANAGER:**

- **IWWTF Update** – Travis informed the Commission that treatment is going well out at the plant. Learning the new system is still ongoing and the adjustments to treatment operations are paying off. The system is currently running at double the capacity that it was originally designed for with little to no issues. Previous plugging issues may be attributed to the constant cleaning of the system, which may not be needed as often as originally thought. Unplugging a skid usually takes one employee a full work day to clear and the new system has the capacity to run seven skids. The biology in the system appears to be at a sweet spot as no plugging issues are arising and the permeate is almost ideal.
- **Rotschy Change Order No. 23** - Travis stated that the irrigation line to the UF building required an update as the previous line was not sufficient to meet the water needs of the new building. As more additions have been installed, the efficiency of the water line decreased. The addition has helped tremendously with treatment and overall efficiency at the UF building.

**STAFF COMMENTS:** None

**COMMISSIONER COMMENTS:** Commissioner Martin stated that Commissioner Schilperoort is not in attendance due to an accident over the weekend.

Commissioner Grubenhoff stated that he wished Commissioner Schilperoort a speedy recovery and he hopes everything turns out well.

**ACTION ITEMS:**

The consent agenda includes:

- Minutes of the Business Meeting held on June 6, 2022. Payables issued on June 1 and June 10, 2022, in the amount of \$200,516.76, payroll issued on June 17, 2022, in the amount of \$49,151.61, totaling \$249,668.37. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve Change Order No. 23 from Rotschy, Inc. in the amount of \$14,049.45 plus tax, to install a 4" irrigation line to the UF building and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** The Business Meeting adjourned at 5:45 p.m., peace and harmony prevailing.

  
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Arnold Martin, Vice-President

ATTEST:

  
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Jim Grubenhoff, Treasurer