



MINUTES OF THE BUSINESS MEETING
Held August 1, 2022

The August 1, 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
Karen Hofmann, Director of Finance
Nicole Jech, Communications Director
Rob Faber, Legal Counsel

GUESTS: None

GUEST COMMENTS: None

LEGAL COMMENTS: None

DISCUSSION / ACTION ITEMS

EXECUTIVE DIRECTOR:

- **Brownfield Revolving Loan Fund** – A copy of the fact sheet and declarations for the grant was presented for review for the cleanup of the Planters Hotel site.
- **CERB Application for Varietal Expansion Project** – The Initial Offer of Financial Aid was presented for review. The contract allows for reimbursement of costs associated with the construction project. Discussion regarding the grant and loan took place to clarify the amount awarded, term and interest rate.

PROJECT MANAGER:

- **Varietal Storage Expansion Project Update** – Adam gave an update on the status of the project. Advertisement for bid will take place on August 10th and 17th with a bid opening date of September 1st.
- **Planters Hotel Update** – Adam informed commission that drawings and permits should be ready for submittal to the City of Sunnyside by August 15th. Kitchen equipment and design were still being worked through to ensure a timely completion date. Concerns regarding the concrete slab floor were discussed. It was explained that material underneath the slab had been washed away over time creating voids. Discussion with Graham Baba is still taking place to find the best solution to avoid future potential change orders.

FINANCE OFFICER:

- **SAO 2021 Financial Audit** - Karen presented an amendment to the initial engagement letter from SAO dated April 26, 2022. She informed the commission that there were 6 additional hours of audit work that was needed to complete the 2021 financial audit resulting in an extra \$700 in audit costs.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: Jim shared that he had celebrated his birthday on Sunday.

ACTION ITEMS:

The consent agenda includes:

- Minutes of the Special Meeting held on July 15, 2022, and minutes of the Business Meeting held on July 18, 2022. Payroll issued on July 20, 2022, in the amount of \$49,765.47, payables issued on July 25, 2022, in the amount of \$188,057.68, totaling \$237,823.15. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve the contract with the Department of Commerce for the Brownfield Revolving Loan Fund Program and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve Resolution 2022-07, A Resolution of the Port of Sunnyside to accept the terms and conditions set forth by the Washington State Community Economic Revitalization Board (CERB) in its offer of financial aid for the Varietal Warehouse Remodel Project. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve the amendment to the engagement letter from the Washington State Auditor in the amount of \$700.00. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.

Staff Comments: None

ADJOURNMENT: The Business Meeting adjourned at 5:50 p.m., peace and harmony prevailing.



Arnold Martin, Vice President

ATTEST:



Jim Grubenhoff, Treasurer