



MINUTES OF THE BUSINESS MEETING
Held September 19, 2022

The September 19, 2022 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	Nicole Jech, Communications Director
Jay Hester, Executive Director	Jasmine Chavez, Administrative Assistant
Travis Jansen, Operations Manager	Karen Hofmann, Director of Finance
Adam Smith, Project Manager	Rob Faber, Legal Counsel

GUESTS: Stephanie Ray – HLA

GUEST COMMENTS: Stephanie has been an engineer for the City of Sunnyside's for 10 years. She is thankful to be at the meeting and appreciates the opportunity to see everyone.

DISCUSSION / ACTION ITEMS

EXECUTIVE DIRECTOR:

- **Resolution 2022-10** - Resolution 2022-10 was presented for discussion. This resolution would allow the Port to apply for CERB funds to aid in constructing transportation improvements and extensions to water main, sanitary sewer, and industrial sewer pipelines serving industrial properties South of Alexander Road and West of Sunnyside-Mabton Road.
- **North First Industries, Inc** - The lease was presented for review. This new lease will commence once construction on the remodel has been substantially completed.
- **HLA Agreement** – The agreement was presented for review for on call professional services. The agreement would extend through 2024.

PROJECT MANAGER:

- **Varietal Storage Expansion Project** – Adam discussed the Varietal expansion project. He informed the commissioners that at the bid opening that occurred on September 1st, there were a total of 5 bidders. All 5 bids came in over the engineers estimate however, CERB has approved a funding increase to cover the project. The lowest bid came from M Sevigny Construction of Yakima. The project is expected to begin October 7th.

OPERATIONS MANAGER:

- **MBR System** – Travis brought in a sample of permeate that is plugging up the units. He mentioned that samples are currently being analyzed. Staff is installing smaller restrictor plates on each unit in hopes that it will limit the amount of permeate. However, it is still a constant learning process.

FINANCE OFFICER:

- **Revised 2023 Preliminary Budget** - A draft budget was presented to commission for review. The final budget hearing will take place November 8.

STAFF COMMENTS: None

COMMISSIONER COMMENTS:

Arnold commented that he is pleased that Port events and construction just keep moving forward.

Tyler and Jim commented that they are looking forward to a successful open house.

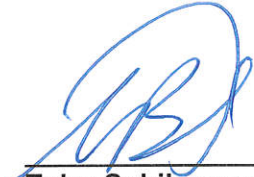
ACTION ITEMS:

The consent agenda includes:

- Minutes of the Business Meeting held on September 6, 2022, and Minutes of the Special Meeting held on September 13, 2022. Payroll issued on September 2, 2022, in the amount of \$53,896.78, payables issued on September 9, 2022, in the amount of \$138,655.25, totaling \$192,552.03. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2022-10, A Resolution of the Port of Sunnyside, Yakima County, Washington, approving and authorizing the Sunnyside Port District application for Community Economic Revitalization Board (CERB) funds for aid in constructing transportation improvements and extensions to water main, sanitary sewer, and industrial sewer pipelines serving industrial properties South of Alexander Road and West of Sunnyside-Mabton Road. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the Lease with North First Industries, Inc., and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Agreement for Professional Services with HLA Engineering and Land Surveying, Inc., 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 award the contract with M Sevigny Construction for the Varietal Storage Expansion Project in the amount of \$1,076,000, plus tax and authorize Adam Smith to sign on the behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was opened at 6:05 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 10 minutes with no action expected. At 6:15 p.m. Commissioner Schilperoort extended the session for 10 minutes. The session ended at 6:25 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:25:30 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

ATTEST:



Jim Grubenhoff, Treasurer