



MINUTES OF THE BUSINESS MEETING
Held January 17, 2023

The January 17, 2023 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
Jasmine Chavez, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Executive Director:

- **Resolution 2023-04** – Jay mentioned that when we did the year end resolutions, we did not have a Finance Director, but Resolution 2022-20 still had to be established. This resolution was to elect Port officers, appoint trustees, and establish regular meeting places and times. Now that we have hired Delilah as the Finance Director, we need to update the resolution.
- **SIED Contract** – Jay presented the \$3 million dollar contract from SEID. This contract will provide a portion of the investment needed to extend water main, sanitary sewer, industrial sewer, and roadway infrastructure to serve the development of Pacific Ag.

Project Manager:

- **Hoptown Project** – Adam discussed that on January 11, 2023 we received two bids for kitchen equipment for the Hoptown Project. The first bid came from Bargreen Ellingson Inc. of Yakima and the second bid came from Spokane Restaurant Equipment. The bids were very close to each other, but Bargreens came in slightly lower. Jim asked about how the list of kitchen equipment was put together to which Jay replied that Graham Baba has a kitchen engineer who specializes in kitchen equipment.

Operations Manager:

- **Lagoon 2/3 Cleaning** – Travis discussed the surveying done by Parametrix for the sludge accumulation on Lagoon 2/3. Tyler inquired about the project cost for removal and the disposal location of the sludge. Travis stated that it is estimated between \$1 million and \$2 million dollars for dredging and disposal. Travis and Jay both responded that they weren't sure if the sludge could be disposed of on the Port's property but, they hoped it could be. The project will still need to go out for bid, and we won't know who will dispose

of the dredging until then.

The lagoon hasn't been cleaned since it was built in 1995, resulting in some loss of treatment. The cleaning will help to increase the lagoon's value, bringing it back to full capacity. Travis mentioned that there were some issues with water going through the curtain. Jay also commented that the curtain will have to be analyzed for repair. Dredging and cleaning is only one part of the project, the second part will be to evaluate the best use for lagoon 2/3 and possible other plant changes to increase capacity.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: Arnold commented that this year is going to be an exciting year for projects. He looks forward to a busy year.

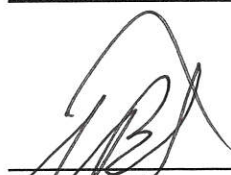
ACTION ITEMS:

The consent agenda includes:

- Minutes of the Business Meeting held on January 3, 2023. Payroll issued on January 5, 2023 in the amount of \$49,341.37. Payables issued on December 1, 2022 and January 10, 2023 in the amount of \$1,072,649.90. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2023-04 A Resolution Amending Resolution 2022-20. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve SIED Contract YC-RNGF-22 for the grant amount of \$3,000,000.00, 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 award the contract with Bargreen Ellingson Inc. for the Hoptown kitchen equipment in the amount of \$183,752.10, plus tax, and authorize Adam Smith to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the scope of work done by Parametrix for Lagoon 2/3 cleaning and other improvements for a lump sum fee of \$29,460.00 for Task 01 and \$25,429.00 for Task 02. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was opened at 5:52 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 6:02 the session was extended by 2 minutes. The session ended at 6:04 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:05 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

ATTEST:



Jim Grubenhoff, Secretary