



**MINUTES OF THE BUSINESS MEETING**  
**Held March 20, 2023**

The March 20, 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  
Rob Faber, Legal Counsel

Adam Smith, Project Manager  
Travis Jansen, Operations Manager  
Jasmine Chavez, Administrative Assistant  
Delilah Saenz, Finance Director

**GUESTS:** None

**GUEST COMMENTS:** None

**DISCUSSION / ACTION ITEMS:**

**Executive Director:**

- **Tenant Improvement Addendum** – The Addendum with Hoptown was presented for review. The addendum clarifies what Hoptown will be providing and what the Port will be purchasing and remaining in the building.
- **Washington State Department of Enterprise Services** – We are currently working on a million-dollar grant we received from Trans Alta. The agreement with DES will allow them to act as the owner's advocate, the Energy Program delivers professional expertise and contract management services. By leveraging capital investments, owners can achieve efficiency, improve facilities, and reduce carbon emissions in their publicly-owned facilities. assist in services in a cost-effective and efficient manner.

**Operations Manager:**

- **Connetix Engineering** – When the MBR system was added, we also added more computer-controlled equipment. Parametrix does work on them, but we need someone nearby to get us up and running in a timely manner. Connetix is a specialized engineering firm out of Yakima that has worked with the Port in the past. They are familiar with some of our work and can provide immediate hands-on help with our system when needed.
- **MBR** - The MBR system is running well. There is currently 9 feet of water in lagoon 4, the lowest we've ever had this time of year. Typically, by the end of October it's lower than 6 feet. If the water gets much lower than that, sludge starts to get sucked up and it plugs up the filters on the irrigation system. Travis hopes that this winter we can get it down further by pumping the water back to lagoon 2/3 where it will be treated in the MBR system.

- **IWWTF Tours** – There has been a recent increase in interest in our wastewater plant. Several local entities, including schools, have requested or have already toured the plant.

**STAFF COMMENTS:**

Rob mentioned that he will not be attending the next Port meeting on April 3, 2023.

**COMMISSIONER COMMENTS:** None

**ACTION ITEMS:**

The consent agenda includes:

- Minutes of the Business Meeting held on March 6, 2023 and Minutes of the Special Meeting held on March 10, 2023. Payables issued on March 10, 2023 in the amount of \$495,028.03, and payroll issued on March 20, 2023 in the amount of \$30,953.64, totaling \$525,981.67. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Tenant Improvement Addendum to the Lease between the Port of Sunnyside and Tumble Ranch, LLC, d/b/a Hoptown Pizza 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 the Interagency Agreement between the Port of Sunnyside and Washington State Department of Enterprise Services 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 contract with Connetix Engineering Inc., for professional services for the not to exceed amount of \$15,000 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** The Executive Session was opened at 5:53 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 15 minutes with no action expected. The session ended at 6:08 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:09 p.m., peace and harmony prevailing.



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Tyler Schilperoort, President

ATTEST:

  
Jim Grubenhoff, Secretary