



MINUTES OF THE BUSINESS MEETING
Held May 15, 2023

The May 15, 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
Adam Smith, Project Manager

Travis Jansen, Operations Manager
Delilah Saenz, Finance Director
Jasmine Chavez, Administrative Assistant
Rob Faber, Legal Council

GUESTS: None

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Operations Manager:

- **FCS Scope of Services** – FCS will be working with Parametrix, to conduct a cost analysis on each treatment module. Expenses need to be reallocated based on the new system so budget rates can be accurately set. Forecasting for biogas expenses and revenues will be made for possible future growth. The rate study covers up to 10-years of assumptions for future planning needs.
- **Department of Enterprise Services** – This agreement will authorize McKinstry to conduct the Investment Grade Biogas Audit. If the Port moves forward with a construction project, it would be part of the construction costs and covered by the million-dollar Trans-Alta grant. If the Port does not move forward with a project, the Port will reimburse McKinstry for the audit costs. McKinstry will help analyze the costs, revenues, and other options for treatment and conveyance to help get the most value with the least amount of risk.

Project Manager:

- **Hoptown – Change orders**
C.O. # 8: Additional framing support for an existing window.
C.O. #9: Additional soffit for plumbing and electrical.
C.O. #10: Fur out wall for additional conduit raceway.
C.O. #11: Grade changes for added entryway ramp.

The project is tracking to be completed by the end of June and opened by August 1st.

- **Varietal Change Orders 5 and 6** – The Varietal project has been wrapped up. However, there are two final change orders. Change order 5 added a lockable switch to the overhead

door for extra security and Change order 6 allowed for the original beam in the brewery to be cleaned and sealed.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: None

ACTION ITEMS:

The consent agenda includes:

- Minutes of the Business Meeting held on May 1, 2023. Payables issued on May 10, 2023, in the amount of \$717,234.61, and payroll issued on May 5, 2023, in the amount of \$51,972.08 totaling \$769,206.69. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Scope of Services from FCS Group to update the existing methodology representing the MBR plant treatment process not to exceed \$24,985.00 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 Agreement with Department of Enterprise Services authorizing McKinstry to conduct a detailed biogas audit 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 ratify the additional \$8,630.78 costs to M Sevigny Construction for Hoptown change orders 8, 9,10, and 11, for the soffit and wall framing of the mechanical rough in, and grade changes at the main entry. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to ratify the additional \$1,545.24 costs to M Sevigny Construction for Varietal change orders 5 and 6 for an added security switch at the overhead door, and for resealing the existing beam at the main entry. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

ADJOURNMENT: The Business Meeting adjourned at 5:53 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

ATTEST:



Jim Grubenhoff, Secretary