



MINUTES OF THE BUSINESS MEETING
Held June 20, 2023

The June 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
Adam Smith, Project Manager
Jay Hester, Executive Director

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

GUESTS: None

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Operations Manager:

- **ELS Proposal Agreement** – ELS will conduct field work on the wetland located at the southwest corner of the covered anaerobic lagoon to have it relocated from our property.
- **On Call Policy** – The On Call Policy was presented for review to be added to the Port of Sunnyside's Personnel Policy Handbook.

Project Manager:

- **HopTown Change order 1** – This change order is to cover the additional work by Graham Baba for the remaining architectural services needed to complete the project.

STAFF COMMENTS:

Travis mentioned that the staff had a lunch to celebrate his 20-year work anniversary. He has enjoyed working for the port for 20 years and looks forward to the next few years.

COMMISSIONER COMMENTS: None

ACTION ITEMS:

The consent agenda includes:

- Minutes of the Business Meeting held on June 5, 2023. Payables issued on June 1, 2023, and June 9, 2023 in the amount of \$1,226,787.01. Payroll issued on June 5, 2023 in the amount of \$56,299.22 totaling \$1,283,086.23. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve the Proposal and Agreement for Professional Services Provided by Ecological Land Services and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the On Call Policy and have it added to the Port of Sunnyside's Personnel Policy handbook. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve change order 1 to Graham Baba for added architectural services. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.

EXECUTIVE SESSION The Executive Session was opened at 6:07 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. The session ended at 6:17 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:18 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

ATTEST:

Jim Grubenhoff, Secretary