



**MINUTES OF THE BUSINESS MEETING**  
**Held August 7, 2023**

The August 7, 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  
Rob Faber, Legal Council  
Jay Hester, Executive Director

Adam Smith, Project Manager  
Travis Jansen, Operations Manager  
Jasmine Chavez, Administrative Assistant

**GUESTS:** Maria Fernandez – Ella

**GUEST COMMENTS:**

Maria is from an organization called Ella, an organization empowering Latina leadership and action. Ella provides civic education classes for Latinas, Mexicanas, Chicanas, to provide training and preparation for civic engagement, public office, boards of directors in private and public sectors. She is attending today's meeting to observe as they are learning and teaching different kinds of governance. They are trying to become familiar with the area and learn about Port Districts.

**DISCUSSION / ACTION ITEMS:**

**PROJECT MANAGER:**

- **No cost time extension** – M Sevigny Construction is requesting an additional 60-day extension to their contract due to a delay in electrical gear. The electrical panels that were ordered back in January were tracked to ship on July 11, 2023, however the manufacture ran into issues with sourcing circuit breakers, causing a delay on the ship date. This delay has caused a push back on days for installation, inspection, and power hookups. This is something that is out of the contractors' hands. Rob Mentioned that legally, this can be forgiven as the contract has a provision on not charging liquidation damages since the delay is beyond the contractor's control. ( Refer to Contractors Agreement and Conditions contract section 1.22 - Claims for Damages).

**OPERATIONS MANAGER:**

- **MBR** – In the last couple weeks the units have been plugging with long fiber strands. It has been a struggle keeping the units online and employees are spending a lot of time cleaning the units. We are working with engineers to find a long-term solution for the plugging.
- **Parametrix** – PMX submitted a memo earlier this year with a number of alternatives for IWWTF improvements. Staff selected the most promising ones and requested a

Scope of Work to look at them more in depth and put numbers to their costs and benefits. We are hoping to develop some smaller projects to implement within the next year that will gain more treatment and make the plant more efficient.

- **RNG** – McKinstry continues to meet and develop the RNG project, they're scheduled to present the project to us in October.

**STAFF COMMENTS:**

**COMMISSIONER COMMENTS:**

Tyler commented that he enjoyed the Commissioners Seminar. It was a great turn out and the speakers presented a lot of good points for the Commissioners.

**ACTION ITEMS:**

The consent agenda includes:

- Minutes of the Special Business Meeting held on July 15, 2023 and minutes of the Business Meeting held on July 17, 2023. Payables issued on July 25, 2023 in the amount of \$146,093.98 and Payroll issued on July 20, 2023 in the amount of \$49,773.92 totaling \$195,867.90. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Suggested Motion: To approve the no cost time extension to M Sevigny Construction for the delay in electrical gear needed to complete the Hoptown project. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Suggested Motion: To approve the scope of work from Parametrix in the amount of \$30,900.00 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff 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 20 minutes with no action expected. At 6:13 the session was extended for another 20 minutes. The session ended at 6:33 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:36 p.m., peace and harmony prevailing.

  
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Tyler Schilperoort, President

**ATTEST:**

  
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Jim Grubenhoff, Secretary