



MINUTES OF THE BUSINESS MEETING Held January 16, 2024

The January 16, 2024, Business Meeting was called to order at 5:15 p.m., by President Martin. The meeting was held at the Port of Sunnyside's Business Administration Office located at 2405 Reith Way, Suite 2, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:

Arnold Martin, Commission President
Jim Grubenhoff, Commission Vice President
Tyler Schilperoort, Secretary
Jay Hester, Executive Director

Rob Faber, Legal Council
Adam Smith, Project Manager
Travis Jansen, Operations Manager
Jasmine Chavez, Administrative Assistant

GUESTS: None

DISCUSSION / ACTION ITEMS:

Executive Director

- **Valley Wide Sale Agreement** – During final review it was discovered that the legal description for parcel 220901-23439 (road section) was incorrect. The parcel read 0.4 acres, but the correct size is 0.8 acres. Since access and use of this parcel would be very limited, it was only fair to reduce the original per acre price from \$80,000 to \$20,000. Upon approval, the amendment will reduce the original price of \$156,800 to \$140,800.
- **Biogas Upgrade Project** – There have been a series of meetings as everyone is fine tuning their numbers and making sure the audit is correct. Clarity of the agreement between the Port and Cascade Natural Gas is very important and the contract will have to be extended to make sure everything has been verified, and all factors have been considered. McKinstry will be performing the audit prior to the Department of Enterprise Services cost effectiveness review. More information is expected in the next 3-4 weeks. All results will be presented to the commission before the project is finalized.

Project Manager

- **Nutrien Fencing Project** – The Port received 3 bids for the Nutrien fencing project. The bids came from Oxbow Construction, Fencing and Awning, and LS Fencing. The lowest bid was from Oxbow Construction in the amount of \$33,811.31. The new fencing will surround the property and have 2 access gates. After the notice to proceed is signed, the contractor will have 30 days to complete the project.
- **Automatic Strainer Installation** – VanBelle Excavating was the only bidder for this project. The bid amount was \$28,840 plus tax. They will be installing new piping, a bypass lane, installing the filter, and extending the concrete slab to support the additional piping. This filter will help strain the water before it enters the MBR system and will hopefully eliminate plugging issues.

- **Tenant Improvement Project** – On January 10, 2024, the Port held a bid opening for the Tenant Improvement Project at 2640 E Edison Ave, Suite 4. We received 5 bids from Booth & Sons Construction, ESF Development LLC, Kachemak Contractors, Bestebreur Bros. Construction, and M Sevigny Construction. The lowest bid came from M Sevigny Construction at \$398,000 plus tax. Per the agreement between the Port and Inspire, the Port is contributing up to \$350,000. Inspire is responsible for any additional costs beyond the \$350,000. Upon approval, the contractor will have 100 days to complete the project.

Operations Manager

- **Connetix** – This contract is renewed every year for maintenance on the SCADA computer.
- **On-Call services with Parametrix** – This contract is renewed every year and allows the Port to reach out with questions that aren't related to specific projects such as treatment questions, computer work, troubleshooting equipment, etc.
- **Scope of work with Parametrix** – This scope is a 3-phase task. The first phase of this task with Parametrix will determine the wastewater carrying capacity of our lines through town, so if any industries wanted to site along our lines, we would know how much our pipes can convey. The next 2 phases will be implemented if/when a new industry comes in.

ACTION ITEMS:

- Motion to approve the Consent Agenda which includes minutes of the business meeting held on January 2, 2024. Payables issued on January 10, 2024, in the amount of \$463,894.83, and payroll issued on January 5, 2024, in the amount of \$54,877.32, totaling \$518,772.15. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Amendment to Commercial and Investment Real Estate Purchase and Sale Agreement and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to award the contract with Oxbow Construction in the amount of \$33,811.31 for the Nutrien Fencing Project. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- To ratify the contract with VanBelle Excavating for installation of the automatic strainer at the bioreactor feed station in the amount of \$28,840 plus tax. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- To award the contract with M Sevigny Construction in the amount of \$398,000 plus tax for the Tenant Improvement project. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

- To award the Short Form of Agreement Between Owner and Engineer for Professional Services with Connetix and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- To approve the Amendment to Task authorization for On-Call services with Parametrix and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- To approve the Scope of Work with Parametrix for the Conveyance Alternatives Review in the amount of \$37,299 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

STAFF COMMENTS:

Jasmine mentioned to the Commission that the Washington Economic Development Association conference is coming up and asked the commissioners to notify her if they would like to attend.

Jay mentioned that the fire alarm at Hoptown had gone off over the weekend, but there was no fire--the sensor wasn't reading correctly.

COMMISSIONER COMMENTS: No Comments

EXECUTIVE SESSION:

The Executive Session was opened at 6:26 p.m. by President Martin to discuss Real Estate, Personnel and Legal issues as allowed by RCW 42.30.110 Subsections C, and G, respectively. The session was expected to last 5 minutes with no action expected. The session ended at 6:31 p.m.

ADJOURNMENT:

The Business Meeting adjourned at 6:32 p.m., peace and harmony prevailing.


 Arnold Martin, President

ATTEST:

 Tyler Schilperoort, Secretary

