



MINUTES OF THE BUSINESS MEETING
Held May 6, 2024

The May 6, 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	Jay Hester, Executive Director
Jim Grubenhoff, Commission Vice President	Adam Smith, Project Manager
Tyler Schilperoort, Secretary – Excused Absence	Travis Jansen, Operations Manager
Rob Faber, Legal Counsel	Jasmine Chavez, Administrative Assistant

GUESTS: None

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Executive Director

- **Graham Baba** – Graham Baba will be designing and engineering the Ports new Administration building.
- **Maul Foster Alongi** – This agreement will allow us to hire MFA to assist us in applying to CERB for funding a master plan for the Carnation site. The goal is to develop the site as a whole and attract a large development company to the property.
- **DES** – This is an Amendment to the original agreement extending the completion date to July 30, 2024. We are still working with McKinstry and DES to develop the full scope for the Biogas Project. This ensures that the agreement is still in place.

Project Manager

- **Change Request 5,6, & 7** – Inspire has requested a couple changes to increase the size of the conduit for the charging stations, raise the height in the training room, and installation of the projection screen.
- **Dredging Lagoon 2/3** – The award letter has been sent out to American Processing Group. The contract has been signed and we are waiting on the bonding. We are hoping to have a pre-construction meeting the week of May 20th.

Operations Manager

Parametrix – Once the cleaning of the Lagoons has been done, we would like to start on the alternatives that were presented by Parametrix. There are 3 segments that the Port is interested in. The segments consist of changing/updating the aerators and replacing them with an updated style, running a pipeline instead of purchasing a new curtain, and upsizing the motors on the lift station. Parametrix will put together the design and then we will go out to bid.

Travis mentioned that the liner pivot is currently powered by a generator, but the motor has gone out, so we are looking into making it all electric.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the business meeting held on April 15, 2024, minutes of the Special Meeting held on April 24, 2024. Payroll issued on April 19, 2024, in the amount of \$52,081.96, and May 3, 2024, in the amount of \$55,149.37, payables issued on April 25, 2024, in the amount of \$279,501.30, totaling \$386,732.63. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to award the contract to Graham Baba to design and engineer the Port's new administration building and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve the MFA Work Order Authorization Number 01 agreement for the redevelopment of the Carnation Property and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve the DES Energy Services Authorization Amendment No. 1 to state schedule of completion of the investment grade audit by July 30, 2024, and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to ratify change requests 5,6, and 7 for the Tenant Improvement Project in the amount of \$5,577.59 and authorize Adam Smith to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve the Scope of Work with Parametrix for the IWWTF Treatment and Operations Enhancements in the amount of \$276,346 and authorize Adam Smith to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.

STAFF COMMENTS: None

COMMISSIONER COMMENTS:

Jim commented that he is looking forward to the Spring meeting in Skamania.

EXECUTIVE SESSION: None

ADJOURNMENT:

The Business Meeting adjourned at 5:49 p.m., peace and harmony prevailing.



Arnold Martin, President

ATTEST:



Jim Grubenhoff, Vice President