



**MINUTES OF THE BUSINESS MEETING**  
**Held March 4, 2019**

The March 4, 2019 Business Meeting was called to order at 5:15 p.m., by President Martin. The meeting was held at the Port of Sunnyside's Administration Office located at: 2640 E. Edison Avenue, Ste. 1, Sunnyside, WA.

**Commissioners and Staff present at the Business Meeting:**

Arnold Martin, Commission President  
Jim Grubenhoff, Commission Vice President  
Tyler Schilperoort, Commission Secretary  
Jay Hester, Executive Director  
Travis Jansen, Project Manager  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUESTS:** None

**Citizen Comments:** None

**DISCUSSION/ACTION ITEMS:**

**EXECUTIVE DIRECTOR:**

- Jay discussed the Scope of Services from FCS Group for the IWWTF Rate Study. Commissioner Grubenhoff asked when the group is anticipated to start working. Jay responded about a week or so after the scope of services is approved by the Commission. Commissioner Schilperoort asked how the services listed in the Scope of Services was picked. Jay stated that he, Travis and Nikki had a conference call with FCS Group to discuss what the Port is looking to obtain from the rate study.
- He also provided the Commissioners with an update on the bio-gas. He shared that the Port has attended two meetings with Yakima Regional Clean Air Authority recently. It was revealed in those meetings that under the current plan of operating with one boiler, Ostrom's will only utilize 25% of the Port's bio-gas. With that scenario the Port will need to figure out what to do with the remaining 75%. There is the option of working with Benton REA to feed the remaining gas back into the grid but, more research is needed to determine the cost and scope of the project.

**PROJECT MANAGER:**

- Travis informed the Commission of a lift station that is needed to supply irrigation water to the Nutrien and Ostrom properties. Commissioner Schilperoort asked who is responsible for paying for the project. Jay stated that the Port is responsible as it will be on Port property and replacing equipment that was removed during the sale of the property. Travis shared that he will have a rough estimate for this project at the next Port meeting.

**GENERAL COMMENTS:**

**Staff Comments:**

Jay shared with the Commission that Commissioner Jack Ng from the Port of Whidbey Island visited on Friday. Commissioner Ng was passing through town and got a tour of Port facilities from Jay and Commissioner Schilperoort. He stated he was impressed with the Port's presence in the downtown area and how the Port's investment in downtown properties has been instrumental in creating these new businesses.

**Legal Comments:** None

**Commissioner Comments:**

Commissioner Schilperoort stated that he is glad to be back and is feeling better every day.

Commissioner Martin commented that he's glad to see Commissioner Schilperoort back and getting better.

**ACTION ITEMS:**

- The consent agenda includes:

Minutes of the Business Meeting held on February 18, 2019. Payroll issued on February 20, 2019 in the amount of \$35,906.93. Payables issued on February 25, 2019 in the amount of \$112,733.48, totaling \$148,640.41. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the cost of service rate study with FCS Group for the IWWTF in the amount of \$29,865 and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** The Business Meeting adjourned at 6:10 p.m., peace and harmony prevailing.

  
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Arnold Martin, President

**ATTEST:**   
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Tyler Schilperoort, Treasurer