



MINUTES OF THE BUSINESS MEETING
Held June 3, 2019

The June 3, 2019 Business Meeting was called to order at 5:16 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
Nicole Jech, Finance Officer
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

Citizen Comments: None

DISCUSSION/ACTION ITEMS:

FINANCE OFFICER:

- Nikki informed the Commissioners that the Audit started this morning and is expected to last 1 – 2 weeks. This is the Port's annual financial audit performed by the Washington State Auditor's Office.
- The 1st draft of the financial statements from the 2018 Comprehensive Annual Financial Report (CAFR) were presented to the commission for review.

EXECUTIVE DIRECTOR:

- Jay shared that the bio-gas project is moving forward. Commissioner Martin asked if Ostrom Mushroom Farms would be taking all of it. Jay responded that the details are still being worked on and the Port is looking at all angles of this project to determine the best possible route for the Port moving forward. Commissioner Martin asked what the likelihood is that Ostrom will take the bio gas. Jay responded 40%. Jay commented that he is still hopeful we can put the gas back into the grid. Commissioner Grubenhoff asked if Pacific Power is an option. Jay responded no, unfortunately Pacific Power is not an option.
- The subject of the updated flare was discussed. Jay shared that the Port is still working closely with Yakima Regional Clean Air Authority. The Port will need to submit a new source review engineering for a beneficial use with the Port's bio-gas by December 31, 2019. Commissioner Grubenhoff asked what the cost of a new flare is expected to be. Jay stated they expect the cost of the flare and installation to be around \$250,000. Commissioner Grubenhoff asked if the old flare will have any value when we upgrade to

the enclosed flare. Jay stated he is not sure and that is something that will be determined after installation.

PROJECT MANAGER:

- Travis provided a brief update on the flare project. Bid preparations have begun due to the project being time sensitive. The project needs to be completed by the end of 2019. Commissioner Grubenhoff asked if the Port will still be in compliance if the equipment has been ordered before the end of the year. Jay replied that if not completed by end of year 2019 the Port would not be in compliance with the Yakima Regional Clean Air Authority. Jay stated that the Port is working through the project and hoping to get the equipment ordered and installed before the deadline. Commissioner Schilperoort asked if there are other companies interested in taking the Port's bio gas. Jay responded yes, there is still interest, but no real tangible information has been provided.

GENERAL COMMENTS:

Staff Comments: None

Legal Comments: None

Commissioner Comments: Commissioner Schilperoort stated that it feels good to be back to work after his surgery.

Commissioner Martin stated that he likes that things at the Port are looking good and moving forward.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on May 6, 2019. Payables issued on May 24, 2019 in the amount of \$104,195.67, totaling \$104,195.67. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2019-05 An resolution of the Port of Sunnyside, Yakima County, Washington, authorizing and directing the Executive Director, Jay Hester, to execute on behalf of the Port of Sunnyside an agreement between the Washington State Community Economic Revitalization Board and the Port of Sunnyside for aid in financing the costs of public facilities and equipment to support the Bio-Gas construction project. Commissioner Schilperoort moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was opened at 5:50 p.m. by President Martin to discuss Real Estate issues and Legal issues as allowed by RCW: 42.30.110 Subsection C and I respectively. The session was expected to last 5 minutes. The session closed at 5:55 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:08 p.m., peace and harmony prevailing.



Arnold Martin, President

ATTEST:


Tyler Schilperoort, Treasurer