



**MINUTES OF THE BUSINESS MEETING**  
**Held June 17, 2019**

The June 17, 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  
Corey Wilson, Plant Operator  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUESTS:** None

**Citizen Comments:** None

**DISCUSSION/ACTION ITEMS:**

**EXECUTIVE DIRECTOR:**

- The upgraded Schedule A for Centennial Tank Cleaning was presented for approval. Commissioner Grubenhoff asked if the flow increase is temporary or permanent. Jay responded that the increase is temporary as the Port finalizes its rate study. At which time industry contracts may need to be upgraded.
- Jay informed the commission that Elite Beauty Academy has requested a change in their lease. The request centers on the dates of service as they would like the lease to run concurrently with the academic school year.

**PROJECT MANAGER:**

- Travis presented the bio-gas flare bids that were received on June 14, 2019. He stated that the flare is expected to take 5 ½ months to build and 2 weeks to install. This timeline will meet the deadline of December 31, 2019 for the new flare to be fully operational. Commissioner Martin asked what the total cost listed on the bid entails. Jay stated the cost is solely for the flare. Commissioner Schilperoort asked if the connection points are included in the price. Travis responded yes; all of the controls are included in the price. Commissioner Martin asked if the new flare will treat all of the Port's bio-gas to which Jay replied, yes.

**GENERAL COMMENTS:**

**Staff Comments:** None

**Legal Comments:** Rob shared that he will be on vacation during the next regular business meeting on July 1, 2019. He stated that Steve Winfree will be in attendance in his place.

**Commissioner Comments:** Commissioner Grubenhoff stated that he was glad to see the progress on the flare project. He thanked Port staff for all of their work on this project.

Commissioner Martin stated that he has begun his annual mint boiler project this week.

**ACTION ITEMS:**

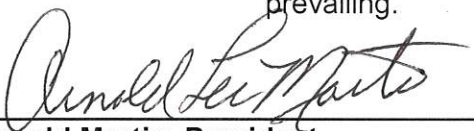
- The consent agenda includes:

Minutes of the Business Meeting held on June 3, 2019. Payroll issued on June 5, 2019 in the amount of \$45,030.24, payables issued on June 1 & 10, 2019 in the amount of \$358,698.99, totaling \$403,729.23. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve contract amendment four and Schedule A for Centennial Tank Cleaning 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 Enclosed Flare Equipment & Services bid to John Zink Hamworthy in the amount of \$184,378.44 including tax and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** The Executive Session was opened at 6:05 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 10 minutes. At 6:15 p.m. Commissioner Martin called for a 15 minute extension. The session closed at 6:30 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:35 p.m., peace and harmony prevailing.

  
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Arnold Martin, President

ATTEST:   
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Tyler Schilperoort, Treasurer