



MINUTES OF THE BUSINESS MEETING
Held April 6, 2020

The April 6, 2020 Business Meeting was called to order at 5:15 p.m., by President Grubenhoff. The meeting was held at the Port of Sunnyside's Business Administration Office located at 2640 E. Edison Avenue, Suite 1, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:

Jim Grubenhoff, Commission President
Tyler Schilperoort, Commission Vice President - via telephone
Arnold Martin, Commission Secretary - via telephone
Jay Hester, Executive Director
Travis Jansen, Project Manager - via telephone
Jill Jacobs, Director of Finance & Administration - via telephone
Nikki Jech, Communications Coordinator
Lucia Navarro, Administrative Assistant - via telephone
Rob Faber, Legal Counsel

GUESTS: None

CITIZEN COMMENTS: None

DISCUSSION/ACTION ITEMS:

Executive Director:

- Proclamation 20-28 issued by Governor Inslee was discussed. This proclamation temporarily prohibits in-person contact with the public due to the current COVID-19 pandemic. As a means to adhere to social distancing and Proclamation 20-28 the Port of Sunnyside has begun making the Port Meeting available to the public via telephone. A call in number and meeting ID is provided on the meeting agenda for today's meeting and all meetings moving forward, until this pandemic is over.
- Jay shared that an employee at the Industrial Waste Water Treatment Facility was recently admitted to the hospital for pneumonia. A test for COVID-19 was administered and the results came back this afternoon as negative. This has given Port employees a great lesson in what to do in future situations to deal with potential exposure to COVID-19. Jay shared that all employees are currently on a staggered schedule. To address potential exposure in the future, the employee and those working the same shift will not return to work until a negative result is obtained from their COVID-19 test. This will be done to minimize potential exposure to the rest of the Port employees and Port facilities.

Project Manager:

- Travis provided an update on current projects. He shared that the Port has recently been notified that the pumps for the UV Disinfection project will be delayed 2 weeks. The delay is due to the COVID-19 pandemic. This delay will not allow the project to be completed by the Department of Ecology's due date of May 31, 2020. This information

has been relayed to Ecology and their response has been positive as they understand the delay is due to the COVID-19 pandemic. The MBR project is still on schedule as bids were recently received and still being evaluated by Parametrix. The airport project is currently on hold as the state has frozen reimbursements on projects.

GENERAL COMMENTS:

Staff Comments: None

Legal Comments: None

Commissioner Comments:

Commissioner Martin commented he hopes everyone stays safe, clean and careful.

Commissioner Schilperoort commented he's tired of hearing about COVID-19 and doesn't like these phone meetings but appreciates that we are still able to conduct business.

Commissioner Grubenhoff commented that this will all pass and hopefully we can get back to normal in a month or two.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on March 16, 2020, minutes of the Special Meeting held on March 19, 2020. Payroll issued on March 20, 2020 in the amount of \$41,669.66, payables issued on March 25, 2020 in the amount of \$64,523.90, payroll issued on April 3, 2020 in the amount of \$48,546.57, totaling \$154,740.13. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

EXECUTIVE SESSION: None

ADJOURNMENT: The Business Meeting adjourned at 5:33 p.m., peace and harmony prevailing.



Jim Grubenhoff, President

ATTEST:


Arnold Martin, Treasurer