



MINUTES OF THE BUSINESS MEETING
Held October 5, 2020

The October 5, 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
Arnold Martin, Commission Secretary
Jay Hester, Executive Director
Nicole Jech, Communications Director
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

GUESTS COMMENTS: None

DISCUSSION/ACTION ITEMS:

Executive Director:

- The non-disclosure agreement with Northwest Naturals Gas Company was discussed for approval. Jay explained that while engaged in work with Northwest Naturals, the Port agrees to exclude from sharing information learned about our gas with other gas companies. The Port is able to work with other gas companies, but cannot share the information learned while working with Northwest Naturals. Commissioner Grubenhoff asked if the lower gas volume that was recently verified, is still worth the green credits to companies interested in purchasing the Port's product. Jay commented that further research is still needed to determine the feasibility of this project.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on September 21, 2020. Payables issued on September 25, 2020 in the amount of \$105,356.06, payroll issued on October 5, 2020 in the amount of \$43,812.24, totaling \$149,168.30. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the non-disclosure agreement with Northwest Naturals Gas Company and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

GENERAL COMMENTS:

Legal Comments: Rob commented that he will be out of town October 7 through October 13, as he will be visiting his sons in Iowa. He will be in attendance at the next Port meeting on October 19, 2020.

Staff Comments: Jay commented that the audit has been completed and the exit interview with the Auditors took place on September 30, 2020. The issue that they were looking into was discussed and backup information was presented to explain the Port's reasoning as to why certain actions were taken. This discussion and presentation of information assisted the auditors greatly with their questions and they were able to reduce the potential finding to a management letter. Commissioner Schilperoort commented that during the exit interview both Ann and Juan spoke very favorably of Jay and Nikki, and their helpfulness during the entire audit.

Commissioner Comments: Commissioner Martin commented that his birthday is fast approaching on the 18th of October.

Commissioner Grubenhoff thanked Nikki, Jay and Lucia for all of their hard work during the audit. He stated he is enjoying the beautiful fall weather and hopes it continues.

EXECUTIVE SESSION: The Executive Session was opened at 5:48 p.m. by President Grubenhoff to discuss Real Estate and Legal issues as allowed by RCW 42.30.110 subsections G and I respectively. The session was expected to last 10 minutes with no action to be taken. At 5:58 p.m. the session was extended for five minutes by President Grubenhoff. At 6:03 p.m. the session was extended for another five minutes by President Grubenhoff. At 6:08 p.m. another five-minute extension was called by President Grubenhoff. The session ended at 6:13 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:14 p.m., peace and harmony prevailing.



Jim Grubenhoff, President

ATTEST:


Arnold Martin, Treasurer