



**MINUTES OF THE BUSINESS MEETING**  
**Held January 19, 2021**

The January 19, 2021 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  
Travis Jansen, Project Manager  
Cory Wilson, Plant Operator  
Nikki Jech, Communications Director  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUESTS:** Karen Hoffman - via Zoom

**GUESTS COMMENTS:** None

**DISCUSSION/ACTION ITEMS:**

**Executive Director:**

- Jay presented the contract with FCS Group for approval, which address' the new utility fee from the Department of Revenue. This contract was previously discussed during the Port meeting on January 4, 2021. Commissioner Grubenhoff inquired about FCS' knowledge in previous work of a comparable nature. Jay commented that FCS has worked with other sewer districts with similar utilities and associated charges.

**Project Manager:**

- Travis informed the Commission that bids were accepted on Friday, January 8, 2021 for the MBR Project. He explained that many of the bids came in under the original Engineer's Estimate for the project. He recommended awarding the contract to Rotschy, Inc. as they were the lowest bidder.
- Commissioner Schilperoort asked Cory for an update on treatment at the plant. Cory stated that treatment is going quite well at the moment. Both basins are up and running and the water level in lagoon 4 is significantly lower than this time last year.

**ACTION ITEMS:**

- The consent agenda includes:

Minutes of the Business Meeting held on January 4, 2021. Payroll issued on January 5, 2021 in the amount of \$46,245.95, payables issued on January 7 through 14, 2021 in the amount of \$344,888.09, totaling \$391,134.04. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the contract with FCS Group in the amount of \$7,780.00 and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to award the MBR System Project to Rotschy, Inc. in the amount of \$6,442,551.00 including tax and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the assignment of Procurement Contract, Consent to Assignment, and Acceptance of Assignment which, assigns the buyer's duties, rights, and obligations of the Port of Sunnyside, as buyer, to Rotschy, Inc., and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

**GENERAL COMMENTS:**

**Staff Comments:** None

**Commissioner Comments:** Commissioner Grubenhoff shared that he is excited for his daughter's upcoming wedding on January 30, 2021.

**EXECUTIVE SESSION:** The Executive Session was opened at 5:46 p.m. by President Grubenhoff to discuss Real Estate and Legal issues as allowed by RCW 42.30.110 subsection C and I respectively. The session was expected to last 10 minutes with no action expected to be taken. At 5:56 p.m. the session was extended for ten minutes by President Grubenhoff. At 6:06 another 10 minute extension was called by President Grubenhoff. The session ended at 6:16 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:17 p.m., peace and harmony prevailing.

  
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Jim Grubenhoff, President

ATTEST:  
  
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Arnold Martin, Treasurer