



**MINUTES OF THE BUSINESS MEETING**  
Held June 7, 2021

The June 7, 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  
Karen Hofmann, Director of Finance & Administration  
Nikki Jech, Communications Director  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUESTS:** None

**GUESTS COMMENTS:** None

**DISCUSSION/ACTION ITEMS:**

**EXECUTIVE DIRECTOR**

- **Planters Hotel** - Initial reports have found that the site has minimal contamination and the surrounding sites have been impacted minimally – if at all. The final report will detail these findings further but, these early results are much better than anticipated. Once a plan to address the clean-up is finalized, the property can be readied for redevelopment.
- **Varietal** - An Engineer will be visiting the site later this week to review the building. The objective is to determine the appropriate updates needed to get the site to the desired condition.
- **Ameresco** - The contract with Ameresco will be dissolved shortly as all parties are agreeable to terminating the contract.
- **LTI** - The land sale with LTI is still being finalized. One of the last components to the sale is the access agreements with Nutrien and LTI for property East and West of the railroad.
- **Land Sale** - The Purchase and Sale Agreement with Salvador & Crystal Garcia was discussed for approval. This property is located off of Sheller Road and is approximately one acre for an agreed upon price of \$40,000.00.

## **PROJECT MANAGER**

- **MBR** - Travis informed the Commissioners that as a result of the Pandemic many materials are on back order, no longer available or available at a much higher cost than originally quoted at the beginning of the project. He explained that alternative supplies have been selected to keep the project moving forward in a timely manner. The project was originally expected to be completed by early fall 2021 but with all of the supply issues it is more reasonable to expect this project to be completed by Winter 2021.
- A change order from Rotschy was discussed for approval. The change order addresses date changes and an additional small amount to the contract.
- A change order from Parametrix was discussed for approval. The contract amount has already been approved but will now be utilized for another area of the project.

## **GENERAL COMMENTS:**

**Staff Comments:** Rob commented that the Comprehensive Plan will be updated at the next Port Meeting scheduled for June 21, 2021.

## **Commissioner Comments**

Commissioner Schilperoort asked how the audit was going. Karen responded that the auditors are still reviewing files and are hoping to complete the audit in the next couple of weeks.

## **ACTION ITEMS:**

- The consent agenda includes:  
  
Minutes of the Business Meeting held on May 17, 2021. Payroll issued on May 20, 2021 in the amount of \$44,207.36, payables issued on May 25, 2021 in the amount of \$322,197.87, payroll issued on June 4, 2021 in the amount of \$51,714.37, totaling \$418,119.60. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Access Easement Agreement with Nutrien Ag Solutions 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 approve the Declaration of Access Easement and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Real Estate Purchase and Sale Agreement for the sale to Salvador and Crystal Garcia of approximately 1 acre of residential property, 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 approve Change Orders 6 & 7 from Rotschy, Inc. in the amount of \$3,421.82 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 Amendment 3 to Task Authorization 12 with Parametrix for the MBR Expansion Project. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** None

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

  
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Jim Grubenhoff, President

**ATTEST:**  
  
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Arnold Martin, Treasurer