



MINUTES OF THE BUSINESS MEETING
Held August 16, 2021

The August 16, 2021 Business Meeting was called to order at 5:16 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 excused absence
Arnold Martin, Commission Secretary
Jay Hester, Executive Director
Travis Jansen, Project Manager
Cory Wilson, Plant Operator
Karen Hofmann, Director of Finance & Administration
Nikki Jech, Communications Director
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: None

GUESTS COMMENTS:

DISCUSSION / ACTION ITEMS:

EXECUTIVE DIRECTOR

- The updated Sick Leave Policy was discussed. Jay shared that he will be continuing to discuss the updates with legal counsel and revise as necessary. He will bring the policy back to the Commission at a later date for approval.
- The 1 acre property sale to Garcia was originally scheduled to close on September 5, 2021. The Port needs to surplus the property prior to the closing date. For this reason the closing date needs to be extended to after September 7, 2021 when the Port will surplus the property by holding a hearing to update the Comprehensive Plan. The new closing date will be no later than September 13, 2021.

PROJECT MANAGER

- **MBR** – Travis shared that all of the pieces of the project are slowly coming together. The change order presented for approval is for blowers that were in the original plans but somehow were missed during the plan revision process. These blowers will pull the air directly from outside of the building in a much more efficient manner.

DIRECTOR OF FINANCE

- The contract with FCS Group was presented for approval. The Port contracts with FCS annually to finalize the upcoming budget. 2022 will present new scenarios for the Port which need to be thoroughly planned for in this budget.

GENERAL COMMENTS:

Staff Comments: None

Commissioner Comments

Commissioner Grubenhoff stated that he will be out of town this week to celebrate his 25th wedding anniversary.

ACTION ITEMS:

- The consent agenda includes:


Minutes of the Business Meeting held on August 2, 2021. Payroll issued on August 5, 2021 in the amount of \$48,085.04, payables issued on August 10, 2021 in the amount of \$945,828.67, totaling \$993,913.71. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 2-0.
- Motion to approve the Extension Agreement to Real Estate Purchase and Sale Agreement, between Port, as Seller, and Salvador and Crystal Garcia, husband and wife, as Buyer, and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 2-0.
- Motion to approve Change Order 011 from Rotschy, Inc. in the amount of \$27,634.50 plus tax for the MBR system project. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 2-0.
- Motion to approve the contract with FCS Group in the amount of \$7,500.00 and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 2-0.

EXECUTIVE SESSION: The Executive Session was opened at 5:43 p.m. by President Grubenhoff to discuss Real Estate, Personnel and Legal issues as allowed by RCW 42.30.110 subsections C, G, and I respectively. The session was expected to last 10 minutes with no action expected to be taken. The session ended at 5:53 p.m.

ADJOURNMENT: The Business Meeting adjourned at 5:54 p.m., peace and harmony prevailing.



Jim Grubenhoff, President

ATTEST:


Arnold Martin, Treasurer