



**MINUTES OF THE BUSINESS MEETING**  
**Held March 21, 2022**

The March 21, 2022 Business Meeting was called to order at 5:15 p.m., by President Schilperoort. 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:**

Tyler Schilperoort, Commission President  
Arnold Martin, Commission Vice President  
Jim Grubenhoff, Commission Secretary  
Jay Hester, Executive Director  
Travis Jansen, Project Manager  
Karen Hofmann, Director of Finance  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUEST COMMENTS:** None

**LEGAL COMMENTS:** None

**CITIZEN COMMENTS:** None

**DISCUSSION / ACTION ITEMS:**

**EXECUTIVE DIRECTOR:**

- **Meier Architecture** – Jay presented for approval, an agreement for services for the Varietal storage expansion project with Meier Architecture. This agreement would allow for a complete engineer's estimate, schematic design, construction documents and bid assistance. Commissioner Schilperoort asked what the total cost of the project will be. Jay responded that the cost is unknown until Meier is able to provide their engineer's estimate. After some discussion the commission decided to place this agreement on hold for further review.
- **Gonzalez Property Sale** – Jay presented the 2<sup>nd</sup> contract extension to the Purchase and Sale Agreement with Carolyn Gonzalez. This extension pushes the closing date to no later than March 31, 2022.
- **125 Alexander Road PSA** – The purchase and sale agreement with 125 Alexander Road, Sunnyside, LLC was presented for approval. This agreement has been signed by the buyer and they have agreed to all of the contingencies that the Port has asked for.

## **PROJECT MANAGER:**

- **Parametrix Change Order** – Travis presented Amendment 5 to Task Authorization 12 for approval. Commissioner Schilperoort asked how many additional hours this change order represents. Travis responded that the project has gone a lot longer than anticipated due to the equipment delays and other items that resulted in force majeure for the contractor. Some of the equipment delays were so significant that substitutions were necessary. These substitutions needed to be evaluated by Parametrix to determine if they would work for this project. All of these unforeseen circumstances have led to the additional time and cost of the project.
- **Biogas** – Travis shared that there has been some interest in the Port's biogas from McKinstry. A preliminary analysis report was given to the Commission for review. The information is still in the very early stages and no decisions will be made on whether or not to pursue this potential project until more research is done.

**STAFF COMMENTS:** None

**COMMISSIONER COMMENTS:** None

Commissioner Schilperoort stated that as permitted by RCW 42.30.110 (1) (c), the Port will hold an executive session to consider the price at which real estate will be sold when public knowledge regarding such consideration would cause a likelihood of a decreased price. Such consideration will include the following factors:

1. The price of the Property.
2. The total acres included in the Property.
3. The location of the Property.
4. The affect of a sale upon the future development of the Port's adjoining real property;
5. The potential for creating sustaining jobs within the Port district; and
6. The Port's responsibilities in providing infrastructure to the Property.

Final action may be taken.

**EXECUTIVE SESSION:** The Executive Session was opened at 6:00 p.m. by President Schilperoort 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 20 minutes. At 6:20 p.m. the session was extended for twenty minutes by President Schilperoort. At 6:40 p.m. Commissioner Schilperoort extended the session for another ten minutes. The session ended at 6:50 p.m.

## **ACTION ITEMS:**

The consent agenda includes:

- Minutes of the Business Meeting held on March 7, 2022. Payables issued on March 10, 2022 in the amount of \$493,721.63, payroll issued on March 18, 2022 in the amount of \$44,690.02, totaling \$538,411.65. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve the Second Extension Agreement to the Real Estate Purchase and Sale Agreement with Carolyn Gonzalez and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the Purchase and Sale Agreement with 125 Alexander Road, Sunnyside, LLC, and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Amendment 5 to Task Authorization 12 with Parametrix for the MBR Expansion Project in the amount of \$32,632.36 including tax and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.

**ADJOURNMENT:** The Business Meeting adjourned at 6:56 p.m., peace and harmony prevailing.



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Tyler Schilperoort, President

ATTEST:

  
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Jim Grubenhoff, Treasurer