



MINUTES OF THE BUSINESS MEETING
Held April 18, 2022

The April 18, 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, Operations Manager
Karen Hofmann, Director of Finance
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: Dennis Payne, Plant Controller Darigold

GUEST COMMENTS: Dennis commented that he is new to the company and wanted to listen in on the Port's meeting to learn more about the Port.

LEGAL COMMENTS: None

DISCUSSION / ACTION ITEMS

EXECUTIVE DIRECTOR:

- **J-U-B Engineers** – Jay presented a master agreement for review and approval. The agreement prepares the way for new projects that are expected soon. The first task order under this master agreement is task order 20-22-001 for consulting services in planning on the airport property.
- **Graham Baba Architects** – The agreement for services was presented for approval. The work will be done for the Planter's Hotel Project and is expected to begin immediately after approval. Commissioner Schilperoort asked if the agreement covers all the design and permitting for the project. Jay responded that Graham Baba will manage those aspects of the project along with project management. He also mentioned that the Port is looking into applying for more funding for the project to assist with the cleanup. Commissioner Schilperoort commented that the project timeline appears to be a little long. Jay agreed and stated that he is going to check to see if there is anything that can be done to speed things up once the project gets going.
- **Redistricting** – Every ten years, as the census is conducted, municipal districts are required to examine their district boundaries compared to the demographics recorded with the most recent census data to determine if revisions are necessary to make the districts more equitable. Port staff have been working with Sammamish Data Systems to analyze the recent census data compared to current Port district boundaries. The analysis found that minor adjustments to district three would prove to be the most equitable to the three

districts. A map with the proposed adjustments to each district was provided to the Commission for review. The Port will present a draft plan soon that will be available for public review and comment prior to being finalized and adopted.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: None

ACTION ITEMS:

The consent agenda includes:

- Minutes of the Business Meeting held on April 4, 2022. Payroll issued on April 5, 2022, in the amount of \$49,455.08, payable issued on April 4-8, 2022, in the amount of \$301,904.70, totaling \$351,359.78. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Master Agreement for Professional Services with J-U-B Engineers 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 Task Order No. 30-22-001 with J-U-B Engineers in the amount not to exceed \$10,000 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 the Scope of Work from Graham Baba for the Planter's Hotel Construction Project in the amount of \$128,720 not including tax and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.

EXECUTIVE SESSION: The Executive Session was opened at 5:48 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 6:08 p.m. the session was extended for ten minutes by President Schilperoort. At 6:18 p.m. Commissioner Schilperoort extended the session for another ten minutes. The session ended at 6:28 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:29 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

ATTEST:



Jim Grubenhoff, Treasurer