



MINUTES OF THE BUSINESS MEETING
Held May 2, 2022

The May 2, 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: None

GUEST COMMENTS: None

LEGAL COMMENTS: None

DISCUSSION / ACTION ITEMS

EXECUTIVE DIRECTOR:

- **Praetorian Holdings Lease** – Jay presented the lease with Praetorian Holdings, LLC for review and approval. The 5-acre property is located behind Nutrien Ag Solutions and will be used to store wind turbine parts. The lease is month to month and goes through December 2022. Praetorian is interested in obtaining lease access so Port staff is looking into options for them.

OPERATIONS MANAGER:

- **IWWTF Update** – Travis informed the Commission that treatment is going well. He shared that staff is still closely monitoring and learning the ins and outs of the new system. Most of the employees out at the plant are all trained in the cleaning of the system as that has proven to be one of the main issues. During the initial start of the project Dynatec did mention that routine cleaning of the system components would be necessary. However, that has proven to be a little more than routine at this point. He believes this to be a learning curve and as they continue working with the system, they'll be able to find the ideal environment for all components to run as efficiently as possible. Commissioner Martin asked if cleaning the sludge out of 2/3 would assist in the plugging issues. Travis stated that they are looking into various scenarios and he is working closely with Parametrix to prepare a scope of services that will explore all options currently available to the Port.
- **Change Order No. 22** - Travis provided a brief overview of the project and the numerous issues that were faced because of the COVID-19 pandemic. He shared that Change Order

No. 22 changes the date of substantial completion from September 2021 to April 4, 2022. The change order comes at no additional cost to the Port. Commissioner Grubenhoff asked if the Port has a warranty on the equipment if issues arise in the future. Travis stated that he is sure that there are warranties on the equipment, but he will have to check the contract for specifics.

FINANCE DIRECTOR:

- **Annual Audit** – Karen informed the Commission that the auditors are scheduled to be on site on Monday, May 16, 2022. She shared that the accountability portion of the audit may not be completed this year because of the staff shortages in the auditor's office.
- **GFOA Letter** – Karen shared that the Port has once again received a letter from the Government Finance Officers Association for Excellence in Financial Reporting for the fiscal year ending December 31, 2020. This is a great achievement that the Port has now received for the past twenty-three consecutive years.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: None

ACTION ITEMS:

The consent agenda includes:

- Minutes of the Business Meeting held on April 18, 2022. Payroll issued on April 20, 2022, in the amount of \$45,150.66, payables issued on April 25, 2022, in the amount of \$68,142.36, totaling \$113,293.02. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the lease with Praetorian Holdings Group 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 Change Order No. 22 from Rotschy, Inc. to change the date of substantial completion to April 4, 2022 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

EXECUTIVE SESSION: None

ADJOURNMENT: The Business Meeting adjourned at 6:24 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

ATTEST:


Jim Grubenhoff, Treasurer