



MINUTES OF THE BUSINESS MEETING
Held September 3, 2024

The September 3, 2024, Business Meeting was called to order at 5:15 p.m., by President Martin. The meeting was held at the Port of Sunnyside's Business Administration Office located at 2405 Reith Way, Suite 2, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:

Arnold Martin, Commission President
Jim Grubenhoff, Commission Vice President
Tyler Schilperoort, Commission Secretary
Jay Hester, Executive Director

Rob Faber, Legal Counsel
Delilah Saenz, Finance Director
Jasmine Chavez, Administrative Assistant

GUESTS:

Maria Fernandez
Felicitas Rodriguez
Jorge Galvan

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Executive Director

- **Projects** – The Port is currently advertising for bids for the T-hangar project at Sunnyside airport. The Port is also working on the biogas project with DES and McKinstry. The draft agreement is under review by Frank Chmelik. Once finalized, it will be sent back to Cascade Natural Gas. Hopefully all project information will be ready by the next meeting.
- **Insurance** – The Port's current insurance policy through HUB is up for renewal, but there have been some coverage changes. Anything outside of the wastewater plant would not be covered and premium prices have nearly doubled. The Port has been shopping for insurance and has found suitable coverage with CIAW. Insurance with CIAW is pay-as-you-go, allowing for some recovery of cost, and allows us to continue looking for coverage.

Finance Director

- **Preliminary Budget** – The preliminary budget was presented for 2025. Staff has reviewed these budgets and proposed figures. Budget numbers will be updated regularly until the budget adoption process is finalized. The capital budget, debt schedule and draft resolutions were also presented. It is not a final budget, and changes will be presented to the commission, as needed. Tax information from the county has not been received but will be included and presented for review when available.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the business meeting held on August 19, 2024, payroll issued on August 20, 2024, in the amount of \$52,700.39, and payables issued on August 23, 2024, in the amount of \$1,190,094.64, totaling \$1,242,795.03. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the contract with CIAW Insurance and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

STAFF COMMENTS:

Delilah commented that the Preliminary budget and levy hearing will be on September 16, 2024. We will have the industry user meeting on the proposed budget and review the rates on October 15, 2024. November 5th is the final budget approval and rate hearing.

COMMISSIONER COMMENTS: None

EXECUTIVE SESSION:

The Executive Session was opened at 5:39 p.m. by President Martin 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 15 minutes with no action expected. At 5:54 the session was extended by 5 minutes. At 5:59 the session was extended by another 5 minutes. The session ended at 6:02 p.m.

ADJOURNMENT:

The Business Meeting adjourned at 6:13 p.m., peace and harmony prevailing.



Arnold Lee Martin, President

ATTEST:



Tyler Schilperoort, Secretary