



MINUTES OF THE BUSINESS MEETING
Held May 20, 2024

The May 20, 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 -Excused Absence

Jay Hester, Executive Director

Rob Faber, Legal Counsel

Delilah Saenz, Finance Director

Nikki Jech, Contract Specialist

Jasmine Chavez, Administrative Assistant

GUESTS:

Maria Fernandez - Ella

Felicitas Rodriguez - Ella

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Finance Director

- **Resolution 2024-04** – In February one of the Port's gators was struck by a vehicle leaving it totaled. Before replacement funds can be released by insurance, the gator must be surplused and surrendered to the insurance company.
- **Resolution 2024-05** – This resolution repeals our current Capital Asset Policy and replaces it with a revised one. This was recommended by the auditors after last year's audit.

Contract Specialist

- **Job Fair** – The Port recently participated in the WorkSource Job Fair where Port staff were available for potential employees to ask questions about the 3 job positions open and to get to know more about the Port. The event was very well attended, and we have already received many applications.

Executive Director

- **Resolution 2024-06** – This resolution will allow the Port to apply to CERB for funding on the Carnation sight. This will allow a master plan to be developed for future use of the site.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the business meeting held on May 6, 2024. Payables issued on May 10, 2024, in the amount of \$548,889.32, payroll issued on May 20, 2024, in the amount of \$51,988.67, totaling \$600,877.99. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve Resolution 2024-04, A Resolution Declaring Excess Personal Property and Authorizing the disposal of excess personal property. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve Resolution 2024-05, a resolution approving Repeal and Replacement of Chapter 3, Capital Asset Depreciation of the General Policy Manual. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve Resolution 2024-06, a Resolution of the Port of Sunnyside, Yakima County, Washington, approving and authorizing the Sunnyside Port District application for Community Economic Revitalization Board (CERB) funds for aid in the development of a Master Plan for the Carnation Redevelopment Site. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.

STAFF COMMENTS:

Jay commented that he recently received an email from SVID asking if the Port was willing to sell more water. At the last meeting there was discussion about replacing a linear, but he recommends postponing the repair and selling the water rights. The agreement will be brought back to the next meeting for approval.

Jay also commented that the WPPA meeting in Skamania was great, and he learned a lot.

COMMISSIONER COMMENTS:

Jim commented that the meeting in Skamania was one of the best WPPA meetings he's attended. He enjoyed the round table talk and meeting new people.

Arnold also agreed that the meeting was a great meeting.

EXECUTIVE SESSION: None

ADJOURNMENT:

At 5:35 p.m., President Martin called for the session to continue May 22, 2024, at noon, at the Port Administration office located at 2405 Reith Way, Suite 2.



Arnold Lee Martin, President

ATTEST:



Jim Grubenhoff, Vice President