



MINUTES OF THE BUSINESS MEETING
Held September 16, 2024

The September 16, 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
Rob Faber, Legal Counsel

Delilah Saenz, Finance Director
Travis Jansen, Operations Manager
Adam Smith, Project Manager
Jasmine Chavez, Administrative Assistant

GUESTS: None

GUEST COMMENTS: None

The public hearing on the 2025 Preliminary Budget was opened at 5:15 p.m.

Legal Comments: Rob discussed the 6 requirements that needed to be met for the public hearing:

1. A preliminary budget for the ensuing fiscal year must be prepared by September 15th. RCW 53.35.010. Here, the 2025 preliminary budget was prepared by September 3, 2024.
2. The preliminary budget must be considered at a public hearing held by the Commission no earlier than September 15th and no later than the first Tuesday following the first Monday in October. RCW 53.35.020. Here, the hearing is being held on September 16, 2024.
3. Notice of the public hearing on the budget must be published once each week for two consecutive weeks in a legal newspaper within the Port district. RCW 53.35.020. Here, the notice of the public hearing was published on Wednesday, September 4, and Wednesday, September 11, with the Sunnyside Sun newspaper in Sunnyside.
4. The first publication of the notice must not be less than 9 days nor more than 20 days before the hearing. RCW 53.35.020. Here, the first publication of the notice of public hearing was published 12 days before the hearing (September 4th 1st publication; September 16th hearing).

Increases in property taxes by individual taxing districts are limited to the lesser of inflation or 1% annually, in addition to any increases for new construction, improvements to property, and increases in the value of state-assessed property. WAC 458-19-050(7), 458-19-020 & 458-19-005(2)(j), (m) and (o)(3). Here, the tax levy budget is to increase by \$6,943.52, which is an increase of 1% to the Port's 2024 tax levy amount of \$694,352.00. The official inflation rate will be released by the Washington Department of

Revenue shortly after September 25th but the first estimate of the inflation rate shows an annual increase of 2.6% well above 1%, thereby allowing for the full 1% increase in property taxes.

5. The tax levy for general port purposes cannot exceed \$0.45 per \$1,000.00 of assessed value of the port district. RCW 53.36.020 & WAC 458-19-050. In 2024, the Port's tax base was \$2,680,894,857. The Port's proposed 2025 tax levy amount is \$701,295.29, which is a proposed 2025 levy rate of \$0.26164 per \$1,000.00 of 2024 assessed value. Please note that this is based upon the 2024 tax base and the 2025 tax levy, so the 2024 levy rate is only an estimate at this time.

As of the meeting time there were no public comments received.

The public hearing was closed at 5:30 p.m.

DISCUSSION / ACTION ITEMS:

Finance Director

- **FCS Group** – FCS Group is still working on rates for the rate study. Rates should be received the first week of October.
- **Preliminary budget** – The draft will continue to be presented until we get accurate revenue numbers for IWWTF and the budget has been adopted.

Project Manager

- **Midvale Rd** – Currently working on utilities, water line, and sewer. Sewer tie in is slated for the first of October. Paving dates are tracking for March 28, 2025.
- **Inspire Suite 2/3** - Framing and underground plumbing is now complete, concrete pour back is now on the floor. Contractor is waiting for door frames to arrive, so the sheetrock can be put up. Completion date is tracking for November 13.
- **T-hangers** – Bids have been out for 3 weeks, the walk through has been completed, and a couple addendums were issued to address questions. The bid opening will take place on September 17 at 2:00 p.m.
- **Farm Leases** – The farm leases are almost up for renewal and the Port would like to increase rent to get us up to market value. Most of the farmers are interested in renewing their leases for 5 years, but we are still waiting on a response from one farmer.

Operations Manager

- **Lagoons** - Travis mentioned that we are making progress. Currently we are getting 250 GPM per unit which is 25% less than what is normally ran. They are having to run more units at higher pressures to compensate. Drawings and specifications for Lagoon 2/3 enhancements are just about completed, so we will be going out to bid soon.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the business meeting held on September 3, 2024, payroll issued on September 5, 2024, in the amount of \$55,931.03, and payables issued on September 10, 2024, in the amount of \$322,417.21, totaling \$378,348.24. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: None

EXECUTIVE SESSION: No

ADJOURNMENT:

The Business Meeting adjourned at 6:00 p.m., peace and harmony prevailing.



Arnold Lee Martin, President

ATTEST:



Tyler Schilperoort, Secretary