



**MINUTES OF THE BUSINESS MEETING**  
**Held October 7, 2024**

The October 7, 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  
Travis Jansen, Operations Manager  
Adam Smith, Project Manager  
Jasmine Chavez, Administrative Assistant  
Nikki Jech, Contract Specialist

**GUESTS:**

Jason Lamiquiz – Perry Tech  
Maria Fernandez - Ella  
Felicitas Rodriguez - Ella

**GUEST COMMENTS:** None

**DISCUSSION / ACTION ITEMS:**

**Executive Director**

- **Perry Tech** – Perry Tech president, Jason Lamiquiz, gave an update on the Sunnyside branch. He is very grateful for the utilization of the building. They started with 8 students in the construction and carpentry technology program last winter and those students are set to graduate in December of this year. The upcoming winter quarter has 17 students enrolled and will begin in January 2025. This summer they will be adding a medical assistant program. With the addition of the program, they are excited to be able to utilize more of the Sunnyside campus. They are also moving a key staff member from their main campus to assist with staffing backup and avoid unnecessary campus closures. On October 16th there will be a groundbreaking ceremony with Habitat for Humanity on a project that winter quarter students will take part in building. They are also working with the Washington State Work Force Training Council to make the Sunnyside branch a full satellite location since there aren't many opportunities for technical training in Sunnyside.

Jason commented that there are many students at their main campus that come from Sunnyside, so they hope to make the Sunnyside campus a more feasible opportunity. He is excited to have Perry Tech be part of the growing community.

Arnold commented that we are very happy to have Perry Tech in Sunnyside. As the years go by, they will only get better. They are doing a wonderful job and it is a great thing to have in the Yakima Valley.

Jim asked what the max number of students is for the carpentry class; Jason replied 17. As enrollment capacity is reached, they are put on a wait list.

### Finance Director

- **Preliminary budget** – Delilah presented the 3<sup>rd</sup> draft of the preliminary budget. Work is still being done with FCS Group to ensure accuracy of the rates. The meeting with the Port's industrial customers will be held on October 15<sup>th</sup> and levy rates from Yakima County are expected soon.

### Project Manager

- **Midvale Rd** – The contractor is working on the sanitary sewer and water line crossing on Alexander Road. The pave date is tracking for March 12, 2024. The goal is to get working on the forced utilities that tie into Midvale during the winter. The project is expected to be completed by April 2024.
- **Inspire Suite 2/3** – Electrical, roofing and plumbing are now complete and exterior glass has been replaced. Door frames are expected soon then framing can be finished, and insulation and sheet rock can be installed. The project is expected to be completed by November 13<sup>th</sup>.
- **T-hangers** – We received 2 bids for the project and unfortunately, both bids were over budget. A meeting with the City and Department of Commerce will be held separately to discuss options and recommendations for moving forward with the project.

### Operations Manager

- **Bioreactor Motors** – The motors on the bioreactor feed pump station need to be upgraded. The strainer we had installed to help collect the fibers from the water before being treated has been working well, but the current pumps are not designed to run with the strainer. We are only able to get half the flow that it was designed for. More horsepower is needed to allow the strainer to self-clean. Employees have had to manually open the unit and clean it since it is not running as it was designed to.

### ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the business meeting held on September 16, 2024, minutes of the special meeting held on September 27, 2024, payroll issued on September 20, 2024, in the amount of \$50,358.86, payroll issued on October 4, 2024, in the amount of \$58,553.33, and payables issued on September 25, 2024, in the amount of \$448,485.38, totaling \$557,397.57. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the contract with PumpTech in the amount of \$261,708.76 and authorize Adam Smith to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

STAFF COMMENTS: None

**COMMISSIONER COMMENTS:**

Jim thanked Jason for coming to our meeting and giving an update on Perry Tech. He is excited about the Medical Assistant program coming to town and looks forward to future programs to come. He also congratulated Jason on his new position as President.

**EXECUTIVE SESSION:**

As permitted by RCW 42.30.110(1)(c), we will hold an executive session to consider the price at which real estate will be offered for lease when the public knowledge regarding such consideration would cause a likelihood of a decreased price. Such consideration may include the following factors:

1. The rent amount for the leased premises, and potential for new jobs.
2. The additional kitchen equipment needed by a prospective tenant, who would be responsible for the costs, and who would own any such equipment at the end of the Lease.
3. The proposed changes to the building exterior (such as signage).
4. The length of the Lease term.
5. The prospective tenant's owner / management qualifications.
6. The prospective tenant's business plan.
7. The prospective tenant's chance of success.
8. The prospective tenant's overall presentation in its application and any interviews.

Final action will not be taken.

The Executive Session was opened at 5:58 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 20 minutes with no action expected. At 6:18 the session was extended by 10 minutes. The session ended at 6:28 p.m.

**ADJOURNMENT:**

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

  
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**Arnold Lee Martin, President**

**ATTEST:**   
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**Tyler Schilperoort, Secretary**