



MINUTES OF THE BUSINESS MEETING
Held October 21, 2024

The October 21, 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
Adam Smith, Project Manager
Jasmine Chavez, Administrative Assistant
Nikki Jech, Contract Specialist

GUESTS: None

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Executive Director

- **Windmill Farms** – A request has been submitted to waive their late fee of \$100.00.

Finance Director

- **Preliminary Budget** – The latest draft of the budget is in the packet for review. There were only minor cosmetic changes to the version presented. Included is a copy of the proposed rates showing the rate charge for COD. Industries will see a slight change in their billing, but revenues will remain the same as if using BOD.

Levy estimates for 2025 have been received from the assessor's office. The tax base has gone up \$143 million from 2024. The assessor's office has also notified the Port that a refund levy in the amount of \$13,195 is allowed to be recovered upon request.

- **Industry User Meeting** – A meeting was held on October 15th with the Port's industrial wastewater users. Representatives from Darigold, Yakima Chief, and Milne were in attendance. Attendees were able to review the anticipated rates for 2025 and ask questions. The final rate hearing will be held on November 5, 2024, at 10:00 a.m. at the Port's administration office.

Project Manager

- **Midvale Rd** – The contractor is working on the industrial sleeve that runs underneath the roadway, and they are pressure testing the waterlines. April 2, 2025, is the expected completion date.
- **Inspire Suite 2/3** – The contractor and crew are working on sheet rock, finishing up framing, and starting on finishes. The project is expected to be completed by November 13, 2024.
- **Ecological Land Services** – ELS would like to renew their office space lease for another year. They currently rent an office at the Port's IWW location.

Operations Manager

- **Yakima Chief Hops** – Yakima Chief recently requested an increase to their schedule A. The contract presented has been updated and includes the new schedule A.
- **Manzana** - Travis recently met with Manzana. There are plans for another meeting soon, to include the Department of Ecology, to work on their permit for their Schedule A.
- **Lagoon 2/3 Enhancements** – The pre-bid walk through was held on October 17, 2024, with a good number of potential bidders in attendance. The bid opening will be held on October 30, 2024, at 2:00 p.m.
- **Northwest Bioenergy Summit** - Travis recently attended the conference in Spokane and presented on Port projects.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the business meeting held on October 7, 2024, payroll issued on October 18, 2024, in the amount of \$54,988.66, and payables issues on October 10, 2024, in the amount of \$454,033.13 totaling \$509,021.79. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to waive the late fee to Windmill Farms in the amount of \$100.00. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Office Space Lease with Ecological Land Services (ELS) and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Industrial Wastewater Treatment Facility Industry Contract with Yakima Chief Hops 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: Jay mentioned that he recently attended a groundbreaking for Perry Tech, Catholic Charities, and Habitat for Humanity for 6 modest sized homes. There was a lot of credit given to the Port and he is glad he attended the event.

COMMISSIONER COMMENTS: None

EXECUTIVE SESSION:

The Executive Session was opened at 5:57 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 10 minutes with no action expected. At 6:07 the session was extended by 10 minutes. The session ended at 6:17 p.m.

ADJOURNMENT:

The Business Meeting adjourned at 6:18 p.m., peace and harmony prevailing.



Arnold Lee Martin, President

ATTEST:


Tyler Schilperoort, Secretary