



MINUTES OF THE BUSINESS MEETING Held December 2, 2024

The December 2, 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
Jay Hester, Executive Director

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

GUESTS: LaDon Linde - Yakima County Commissioner

GUEST COMMENTS: LaDon just wanted to stop by and check in. He expressed his appreciation for the work the Port does and offered his support if ever needed.

DISCUSSION / ACTION ITEMS:

Executive Director

- **Year-end Resolutions** – Year end resolutions were presented for 2025. The Annual Meeting dates haven't been posted, so resolution 2024-14 will have to be amended once the dates have been posted to the WPPA website.

Finance Director

- **Resolution 2024-16** – The fixed assets list has been updated, and items requested for surplus have been documented. Exhibit A includes fixed asset items proposed for surplus, while Exhibit B highlights, in red font, small and attractive items also requested for surplus. Many of the items on the list are old or broken, and the updated list now accurately reflects the assets currently in possession.
- **CIAW** – The Port is looking to sign an Interlocal Agreement with CIAW to join their insurance pool.
- **Job Descriptions** - Upon reviewing the Executive Director job description from other Ports, it became clear that the current job description needs to be updated to include critical aspects of the position that are not currently addressed but are essential for the position.

Project Manager

- **Integrity Driving School** – Integrity has signed a 2-year lease with an option to

purchase. Rob provided the commissioners with an overview of the building's pricing and a brief breakdown of the agreement.

- **Hoptown Termination Lease** – Hoptowns Lease will be terminated as of December 31, 2024. Jason Silva will be the new tenant occupying the space as Pizza Vida. Adam has already requested bids for the work that needs to be done for Jason to move in and open his restaurant.

Operations Manager

- **Aerator** - Travis is requesting approval to purchase a Titus Twister Aerator. He presented pictures of the aerator and explained its functionality and process. The aerator, which will be installed in the wet well, was recommended by one of the Port's consultants.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the business meeting held on November 18, 2024, payroll issued on November 20, 2024, in the amount of \$55,806.37 and payables issued on November 25, 2024, in the amount of \$596,324.82, totaling \$652,131.19. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve to approve Resolution 2024-13 Appointing the Port Auditor. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve to approve Resolution 2024-14 A Resolution of The Port of Sunnyside Electing Officers; Appointing A Trustee and Alternate Trustees of The Washington Public Ports Association; Establishing Regular Meeting Places and Times; Appointing the Investment Officer and Deputy Investment Officer; Authorizing the Port District Executive Director / Auditor or Port Finance Officer to Make Inter-Fund Transfers. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2024-15 A Resolution for the Delegation of Authority. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2024-16 A Resolution Declaring Excess Personal Property and Authorizing the Disposal of Excess Personal Property. the Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2024-17 A Resolution authorizing the Port to enter into a interlocal agreement with the CIAW which administers the Joint Insurance Purchasing Pool. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to update job descriptions. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve the lease with Integrity Driving School 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 ratify the Hoptown Termination Lease and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to authorize Travis Jansen to purchase a Titus Twister Aerator for \$44,450 plus tax and shipping. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

STAFF COMMENTS:

Jay commented that his delegation of authority only allows him to approve purchases under 40,000, that is why Travis had to request approval for the Titus Twister.

COMMISSIONER COMMENTS:

Jim thanked LaDon for coming to our meeting.

EXECUTIVE SESSION:

The Executive Session was opened at 6:15 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 action expected. At 6:25 the session was extended by 10 minutes. At 6:35 the session was extended by 5 minutes. At 6:40 the session was extended by 10 minutes. At 6:50 the session was extended by 5 more minutes. At 6:55 the session was extended by 5 minutes. The session ended at 7:00 p.m.

- Motion to approve a total increase in the amount of \$29,879 for salaries of the Port staff, excluding the Executive Director, to allocated among the Port staff as determined by the Executive Director. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

ADJOURNMENT:

The Business Meeting adjourned at 7:02 p.m., peace and harmony prevailing.



 Arnold Lee Martin, President

ATTEST:



 Jim Grubenhoff, Vice President