



**MINUTES OF THE SPECIAL BUSINESS MEETING**  
**Held December 18, 2024**

The December 18, 2024, special Business Meeting was called to order at 12:15 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

Adam Smith, Project Manager  
Delilah Saenz, Finance Director  
Travis Jansen, Operations Manager  
Jay Hester, Executive Director

**GUESTS:** None

**GUEST COMMENTS:** None

**DISCUSSION / ACTION ITEMS:**

**Finance Director**

**IT Professional services agreement** – Inspire Development Centers provides Information Technology services to the Port. Port's legal counsel has some recommended changes for Inspire to consider. Upon approval of those recommended changes, staff is recommending approval of the agreement.

**LGIP** – Due to the change in staffing, it is required to update the resolution on file with LGIP authorizing certain individuals to changes, contributions, withdrawals, etc. on the account.

**Executive Director**

**Perry Tech** – Jason has requested approval to remodel the existing copy room into an office to accommodate the needs at Perry Tech.

**ACTION ITEMS:**

- Motion to approve the Information Technology Professional Services Agreement with Inspire Development Centers as approved by the Port's legal counsel 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 approve Resolution 2024-18 A Resolution authorizing investment of Port of Sunnyside monies in the Local Government Investment Pool. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the remodeling plans for the copy room at Perry Tech. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

### **EXECUTIVE SESSION:**

The Executive Session was opened at 12:31 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 30 minutes with possible final action. At 1:01 p.m. the session was extended by 10 minutes. At 1:11 p.m. the session was extended by 20 minutes. The session ended at 1:31 p.m.

The following motions were approved after the executive session in the open public meeting:

- Motion to appoint Travis Jansen for Interim Executive Director beginning January 1, 2025, and ending upon the discretion of the Port Commission. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to authorize a salary increase of \$2,500 per month for Travis Jansen for such time as he serves as Interim Executive Director for the Port of Sunnyside. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to authorize a salary increase of \$1,000 per month for Cory Wilson for such time as Travis Jansen serves as Interim Executive Director. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

### **ADJOURNMENT:**

The Business Meeting adjourned at 1:38 p.m., peace and harmony prevailing.



**Arnold Lee Martin, President**

**ATTEST:**



**Jim Grubenhoff, Vice President**