



MINUTES OF THE BUSINESS MEETING Held January 6, 2025

The January 6, 2025, special 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
Rob Faber, Legal Counsel

Adam Smith, Project Manager
Delilah Saenz, Finance Director
Travis Jansen, Operations Manager
Nikki Jech, Contract Specialist

GUESTS: None

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Interim Executive Director

- **Connectix Engineering** – Staff recommended approval of a contract with Connetix to help keep the plant SCADA up and running smoothly.

Project Manager

- **Purchase and Sale Agreement** – A purchase and sale agreement was presented to acquire the Eye Center. The larger suite will be used as the new administration office and the adjacent office space will be leased out.
- **Miss Sunnyside Lease Agreement** – This lease is to allow the Miss Sunnyside committee space to work on their floats.
- **St. Claire Road** – Utilities along the road section as well as the curb and gutter are tracking to be completed by spring. Paving is currently slated for mid-March.
- **Pizza Vida** - All bids were rejected for the demolition and painting needed for the tenant improvements due to the high cost. Staff will look to perform the work in-house and work with the tenant to complete the scheduled improvements. The restaurant is slated to open sometime in March.
- **Lagoon Aeration Enhancements** - Contractor is working on procurement items and will be working on the installation of new fencing north of lagoon 2/3. The project is scheduled to start on April 21, 2025.

ACTION ITEMS:

For transparency purposes, Rob recommended the Commissioners ratify the motions completed at the December 18, 2024, Special Meeting.

- Motion to ratify the appointment of Travis Jansen as the Interim Executive Director having begun on January 1, 2025, and ending upon the discretion of the Port Commissioners, as initially approved at the Commissioner's special meeting on December 18, 2024. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0
- Motion to ratify the 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, as initially approved at the Port Commissioner's special meeting on December 18, 2024. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to ratify the salary increase of \$1,000 per month for Cory Wilson for such time as Travis Jansen serves as Interim Executive Director, as initially approved at the Port Commissioner's special meeting on December 18, 2024. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve the consent agenda which includes minutes of the business meeting held on December 2, 2024, and minutes of the Special Meeting held on December 18, 2024, payroll issued on December 5, 2025, in the amount of \$56,585.02, payroll issued on December 20, 2024, in the amount of \$51,137.75, payables issued on December 10, 2024, in the amount of \$884,280.15, and payables issued on December 23, 2024, in the amount of \$955,543.87 totaling \$1,947,546.79. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve the Short Form of Agreement between Owner and Engineer for Professional Services with Connetix Engineering and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion To approve the Purchase and Sale Agreement with The Eye Center LLC in the amount of \$790,000 and authorize Adam Smith to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion To approve the Lease with Miss Sunnyside Committee and authorize Adam Smith to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.

STAFF COMMENTS:

Travis updated the Commissioners on the status of the Executive Director position and details of the interview process.

COMMISSIONER COMMENTS:

Jim stated things will be different for the next few months, but change is good sometimes.

Arnold stated to keep smiling and moving forward.

ADJOURNMENT:

The Business Meeting adjourned at 6:22 p.m., peace and harmony prevailing.


Jim Grubenhoff, Vice President

ATTEST:


Tyler Schilperoort, Secretary