



## MINUTES OF THE BUSINESS MEETING Held January 21, 2025

The January 21, 2025, special Business Meeting was called to order at 5:15 p.m., by Vice President Grubenhoff. 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 - Excused Absence*  
Jim Grubenhoff, Commission Vice President  
Tyler, Schilperoort, Secretary  
Rob Faber, Legal Counsel  
Travis Jansen, Operations Manager

Adam Smith, Project Manager  
Delilah Saenz, Finance Director  
Jasmine Chavez, Admin Assistant  
Nikki Jech, Contract Specialist

**GUESTS:** None

**GUEST COMMENTS:** None

### **DISCUSSION / ACTION ITEMS:**

#### **Interim Executive Director**

- **Parametrix** – An on-call service agreement with Parametrix was presented for renewal. This is used on occasions when issues arise at the treatment plant.
- **IT Agreement** – The IT Agreement with Inspire Development Centers was discussed and approved at the last meeting, incorporating Rob's recommended changes.

#### **Project Manager**

- **St. Clair Road** – The contractor is working on utilities for the next 6-8 weeks then will move into force main and water line. Adam mentioned that there was a hiccup where we hit an undocumented 6-inch pipeline. The line was traced back to the lagoon and had been marked and capped.
- **Pizza Vida** – The tenant is unable to occupy the building as initially anticipated due to all bids being rejected. Since the work has been delayed, the tenant has requested a delay in the lease commencement date. Rob will prepare a lease amendment to defer the lease commencement date. Additionally, Adam noted that the tenant will arrange and cover the cost of exterior painting.
- **Lagoon 2/3** – Aerator pads are formed up and fencing has been installed. The contractor is still working on submittals, and electrical.
- **Admin office remodel** – The Port plans to continue working with Graham Baba for the design and layout of the admin building.

**ACTION ITEMS:**

- Motion to approve the consent agenda which includes minutes of the business meeting held on January 6, 2025, payroll issued on January 3, 2025, in the amount of \$64,424.08, payables issued on January 10, 2025, in the amount of \$725,774.16, totaling \$790,198.24. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 2-0.
- Motion to approve Amendment No.3 to Task Authorization No.14 for the Professional Services Agreement with Parametrix for On-Call services and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 2-0.
- Motion to approve the Information Technology Professional Services Agreement with Inspire Development Centers and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 2-0.

**STAFF COMMENTS:**

Rob commented that the documents for the Eye Center should be ready within a week. We plan to approve the closing documents for the purchase at the February 3<sup>rd</sup> Commissions Meeting. We will have to amend the Comprehensive plan to add the property to the Ports plan, since we are not supposed to spend money until it's on the Comprehensive Plan.

Rob also commented that Paul Dempsey, a lawyer out of the Halverson Northwest Yakima office, is putting together an employment contract for Lucia Navarro. He asked if the Port would like to have a non-compete agreement. Commissioners did not feel it was necessary.

Travis commented that he will keep commissioners updated on the hiring process for Lucia.

**COMMISSIONER COMMENTS:**

Jim commented that he is excited for Lucia to start at the Port.

**ADJOURNMENT:**

The Business Meeting adjourned at 6:05 p.m., peace and harmony prevailing.

  
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Jim Grubenhoff, Vice President

ATTEST:

  
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Tyler Schilperoort, Secretary