



MINUTES OF THE BUSINESS MEETING Held February 3, 2025

The February 3, 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
Tyler, Schilperoort, Commission 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: Lucia Navarro

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Interim Executive Director

- **LAD Irrigation** – Since last year the linear pivot on the E field started failing and the motor that was driven by a generator has been needing to be replaced. The Port would like to purchase equipment from LAD Irrigation to convert the pivot to run off electricity. It will be powered off the same electrical building that powers the C field.
- **Resolution 2025-02** – This resolution establishes a sole source provider and authorizes the purchase and installation of the equipment for the linear motor conversion.
- **Employment Agreement** – Lucia Navarro's employment agreement includes a severance package, as we are a public agency governed by elected officials. Additionally, Lucia has requested a week of vacation to be recorded and to accrue at the rate as if she had never left. She intends to start on February 24, 2025.
- **Sale Agreement** – The status of the purchase of the 2405 Reith Way property was discussed.

Finance Director

- **Resolution 2025-01** – This resolution is to surplus the oven that was taken out of the Hoptown building, as the new tenant does not have a need for it. The Port intends to put the item up for sale once it has been surplus.

Project Manager

- **Pizza Vida** – This amendment will extend the agreements commencement date from February 1, 2025, to May 1, 2025, as discussed at the last meeting there was a delay in

work due to the bids coming in over budget and being rejected. The inside of the building has been painted, and the oven has been removed. There should be more progress within the next 2-3 weeks.

- **Graham Baba** – The additional design service agreement is for the full design, bidding, and construction administration for the interior remodel for the Ports recently purchased building that will be the Ports Administration office. This contract has a not to exceed amount of \$65,000.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the Special Business meeting held on January 15, 2025, minutes of the Special Business Meeting held on January 17, 2025, and minutes of the Business Meeting held on January 17, 2025 payroll issued on January 9, 2025, and January 17, 2025 in the amount of \$55,078.10, payables issued on January 24, 2025, in the amount of \$684,551.61, totaling \$739,629.71. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2025-02 A Resolution establishing a sole source provider and authorizing the purchase and installation of equipment from LAD Irrigation company for the Industrial Wastewater Treatment facility. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Employment Agreement between the Port of Sunnyside and Lucia Navarro and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the purchase from LAD Irrigation in the amount of \$28,701.63 for the linear motor. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to authorize Travis Jansen, as the Interim Executive Director of the Port of Sunnyside, to sign all closing documents for the Port's purchase of 2405 Reith Way, Sunnyside, Washington, from The Eye Center Sunnyside, LLC, including but not limited to the excise tax affidavit, closing statement and closing escrow instructions, which are consistent with the Real Estate Purchase and Sale Agreement signed by the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2025-01, A resolution declaring excess personal property and authorizing the disposal of excess personal property. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Amendment to Commercial Lease with Jason Silva and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve the Additional Design Service Agreement with Graham Baba Architects, for the administration office tenant improvement project, and authorize Travis Jansen to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

STAFF COMMENTS: None

COMMISSIONER COMMENTS:

Tyler commented that we are in February and already busy with lots of things moving forward. He is excited to have a new Executive Director so she can get things going.


Jim welcomed Lucia and commented that it was nice to have her at our meeting. He looks forward to working with Lucia.

Arnold also welcomed Lucia and was glad to see her at the meeting, showing interest in her new position and all the things the port is involved in.

ADJOURNMENT:

The Business Meeting adjourned at 6:25 p.m., peace and harmony prevailing.

ATTEST:



Arnold Martin, President



Jim Grubenhoff, Vice President