



**MINUTES OF THE BUSINESS MEETING**  
**Held March 3, 2025**

The March 3, 2025, 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, via telephone  
Rob Faber, Legal Counsel  
Lucia Navarro, Executive Director

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

**GUESTS:** None

**GUEST COMMENTS:** None

**DISCUSSION / ACTION ITEMS:**

**Executive Director**

- **Gravel Lot Rental** – Sunnyside Daybreak Rotary is interested in renting out the property to host their yearly Summer Ale Fest event on June 20, 2025 - June 22, 2025.

**Contract Specialist**

- **Resolution 2025-04** – This resolution will allow the Port to join the statewide roster through MRSC for projects under \$350,000, rather than managing its own. This change will streamline the process of finding qualified contractors and improve record-keeping.

**Finance Director**

- **Resolution 2025-05** – This resolution will update the authorized individuals allowed to make changes to the Ports LGIP account, these changes will also be made to the Ports Banner Bank account.

**Project Manager**

- **GMCO** – GMCO is interested in another short-term agreement. This 5-week agreement consists of a ground lease and a license and release agreement. GMCO will pay \$400 for the land rent, and \$2.15 per ton of material delivered by rail.
- **St. Clair** – The contract with ICI is a not-to-exceed agreement based on unit quantities. As a result, HLA is on-site daily to track quantities and has provided a breakdown of items under and overbid quantities. Some of the major cost overruns stemmed from the

redesign of the irrigation layout, an unlocated drain line, an SVID sleeve, and unforeseen utilities. This change order will increase the ICI contract by 2.69%.

- **Rotschy** – These change orders are for the additional work on the lagoon enhancement project. To reduce lead time, we will be switching from the Teco motor to the Baldor motor. A double swing gate needed to be added due to the location of the property line to the underground water value, and a new electrical connection was required because the contractor was unable to use the existing raceways as planned.

### **Operations Manager**

Travis mentioned that treatment was a challenge throughout the winter but has finally started to improve and operate as expected. The plant is treating about 1.8 million gallons of water per day. He hopes that the new aerators and inlet to the lagoon will provide additional stability. There is a possibility that lagoons 2 and 3 may need to be partially drained to facilitate the installation of two new penetrations. We are still awaiting the strainer ordered in October, which is currently expected to ship by the end of April. Travis recently met with Parametrix to discuss future plant improvements.

### **ACTION ITEMS:**

- Motion to approve the consent agenda which includes minutes of the Business Meeting held on February 18, 2025, payroll issued on February 20, 2025, in the amount of \$43,661.01, and payables issued on February 24 and 25, 2025, in the amount of \$1,676,263.37, totaling \$1,719,924.38. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the rental agreement with Sunnyside Daybreak Rotary for the gravel lot property and authorize Lucia Navarro to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2025-04, a resolution of the Port of Sunnyside, a Washington Municipal Corporation on the subjects of establishing a Small Public Works Roster and the authority to use the roster process to award small public works contracts, a consultant services roster for general consulting and other professional services and a vendor roster for goods and services. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2025-05, a resolution authorizing investment of Port of Sunnyside monies in the local government investment pool. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Ground Lease with New GMCO LLC in the amount of \$400 for a 5-week term and authorize Lucia Navarro to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the License and Release agreement with New GMCO LLC for the rail license fee of \$2.15 per ton for a 5-week term and authorize Lucia Navarro to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve change order 1 in the amount of \$222,827.60 to Interest Construction and authorize Adam Smith to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve change order 1,2, and 3 for a total amount of \$33,296.84 to Rotschy Inc. and authorize Adam Smith to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

**STAFF COMMENTS:**

Travis commented that Jim and Tyler attended the meet and greet that was held last Friday, February 28, 2025, to introduce the new Port Executive Director Lucia Navarro to Port clients and community partners. It was encouraging that the first of the public that showed up was Pacific Ag.

Lucia commented that we are looking to hire a second lab analyst. It is in the Port's best interest to have 3 people in the lab instead of 2. This will not change the budgeted positions that have already been approved for 2025, nor will it change the monies budgeted for employees. We are hoping to fill the position soon.

**COMMISSIONER COMMENTS:**

Tyler commented that he was looking forward to welcoming Lucia, but can't seem to shake off being sick.

Jim commented that he was happy to be at Friday's event. He had the chance to talk to multiple people and got reassurance from Pacific Ag that they are moving forward and getting closer to seeing things moving.

He also welcomed Lucia and congratulated Lucia on her new job. He looks forward to working with her.

Arnold welcomed Lucia and he looks forward to having her here.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

The Business Meeting adjourned at 6:08 p.m., peace and harmony prevailing.

  
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 Arnold Martin, President

**ATTEST:**  
  
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 Tyler Schilperoort, Secretary