



MINUTES OF THE BUSINESS MEETING
Held April 21, 2025

The April 7, 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
Rob Faber, Legal Counsel

Lucia Navarro, Executive Director
Adam Smith, Project Manager
Delilah Saenz, Finance Director
Travis Jansen, Operations Manager
Jasmine Chavez, Admin Assistant

GUESTS: None

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Executive Director

- **Sunnyside Noon Rotary** – Noon rotary would like to use the gravel lot area for first responders to park during the Cinco De Mayo celebrations from May 2nd to 4th.
- **Yakima Eco Solutions** – this motion has been put on hold for the next commissions meeting.

Project Manager

- **Rotschy** – Change order #4 is a time extension due to delays on draining lagoon 2/3. The completion date was originally April 30, 2025, but will now be June 30, 2025. Change order #5 is a no cost change for repairs that were done on a damaged 12" pipe that was discovered in the MBR building.

Operations Manager

- **IWWTF** – For a while treatment had fluctuated, but for the last few weeks the plant has successfully treated over 2mgd. However, for 10 days there was a struggle to get dissolved oxygen in the bioreactor. Darigold continues to overload the plant with wastewater, it hasn't helped with current issues at the plant, but we are working through it.
Travis hopes that with the new aeration the blowers can run at a lower level whereas before they would continuously run at full capacity. The goal is to run at a lower level so when there are heavy loads they can ramp up and add extra air. If not, we may have to purchase 10 or more aerators. Travis has already talked to Parametrix to prepare them for possibly purchasing the extra aerators.

- **Parametrix** – Engineering report and Operation and maintenance manual need to be updated as Ecology will be working on the new NPDES permit. Parametrix will also evaluate alternatives to increase the wastewater treatment capacity.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the Business Meeting held on April 7, 2025, payroll issued on April 4, 2025, in the amount of \$54,341.90, and payables issued on April 10, 2025, in the amount of \$744,131.34, totaling \$798,473.24. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the rental agreement with Sunnyside Noon 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 change order proposals #4 and #5 with Rotschy Inc in the amount of \$9,319.57 for the IWWTF Treatment and Enhancements project 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 the Scope of Work for IWWTF Capacity Treatments with Parametrix not to exceed \$252,397 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

STAFF COMMENTS:

Adam commented that the lights at Inspire parking lot need to be upgraded as the lighting doesn't provide great coverage at night. Inspire has had a few issues with suspicious activity and some incidents where gas has been drained out of company vehicles. Adam will bring more information on the lights and pricing to the next Port meeting.

Delilah commented interviews for the seasonal grounds and facility maintenance position have been completed and we may have a worker starting soon. The Lab analyst position applications closed on April 18, a nice pool of candidates have been received, and interviews will soon take place.

Delilah also mentioned that St. Clair has reached 75% completion mark which allows her to request the second half of the 3-million-dollar grant from seed. We are hoping to have the check by next month.

Lucia mentioned that her and Adam met with Jason Silva (Sabor Vida). They discussed the logo, and Lucia asked him to provide an email with some background on the logo. Lucia read the email to commissioners and staff.

Lucia also mentioned that she and Jim took a tour of the plant, and it was a well spent morning. Travis gave them an in-depth look of current upgrades to the lagoons, they seen the previous aerators, and the SBR's. She mentioned that it was good to see all the things she's heard about.

COMMISSIONER COMMENTS:

Jim commented that Adam took him and Lucia around St. Clair Road and all our property's. He thanked Adam, Travis, and Cory. He also mentioned that he came into review AP. Usually he only sees the check listing, so for his own benefit it was nice to review and to ask any questions he had.

EXECUTIVE SESSION:

The Executive Session was opened at 6:46 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 5 minutes with no action expected. The session ended at 6:51 p.m.

ADJOURNMENT:

The Business Meeting adjourned at 6:51 p.m., peace and harmony prevailing.


Jim Grubenhoff, Vice President

ATTEST:

Tyler Schilperoort, Secretary