



**MINUTES OF THE BUSINESS MEETING**  
**Held August 4, 2025**

The August 4, 2025, Business Meeting was called to order at 5:16 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  
Delilah Saenz, Finance Director  
Adam Smith, Project Manager  
Travis Jansen, Operations Manager  
Jasmine Chavez, Admin Assistant

**GUESTS:**

Maria Fernandez – We are Ella  
Teodora Martinez

**GUEST COMMENTS:** Teodora introduced herself and mentioned that she lives in the outlook rural area and has been a part of the community for over 30 years.

**DISCUSSION / ACTION ITEMS:**

**Executive Director**

- **SVID Water Transfer** - The Port would like to proceed with selling water, as we did last year due to drought conditions. This water would serve properties located on St. Clair Road; however, it is not currently in use by the Port and therefore is not needed.
- **Parr Lumber** - Lucia mentioned that Parr Lumber is interested in expanding their current rental property. Their existing lease expires at the end of October, and they would like to transition into a long-term, 10-year lease with five optional one-year extension periods. The specific details are still being worked through, and updates will be provided as they become available.
- **Manzana** – Lucia recently met with Manzana, and they are open to providing a tour of the facility. Large equipment is scheduled to arrive soon, and commissioners are welcome to observe the installation process. Manzana anticipates opening later this year, although at a smaller capacity than originally planned.

**Project Manager**

- **Change orders 1-7** – These changes are for some design changes for the admin remodel project including deleting exterior work, relocation of crawlspace and attic space, repairs to plastic in crawlspace, additional glazing in the admin office window,

unforeseen additional electrical plumbing, and removal of the skylight. This brings us a savings of \$21,873.76.

- **St Clair Rd** – The contractor is working on punch list items and waiting on the lift station and generator to arrive. Water and irrigation are running, and we are looking to have a ribbon cutting by the end of the month.
- **Inspire Lights** – light have arrived and should be installed sometime next week.
- **Sabor Vida** – Jason is currently working on permitting for the hood. The sign has been installed, and final items are being worked on so he can open soon.

### **Operations Manager**

Commissioners have received a technical memo from Parametrix to review over the next two weeks. Parametrix will provide a presentation at the next meeting to walk through the memo, answer questions, and discuss both current options and potential future projects.

The plant is still experiencing challenges with oxygen levels. To address this, we are utilizing all available power to run both blowers at 65% capacity, which provides additional oxygen transfer to the bioreactor basin. We have also seen receiving increased flows from some of the industries, so staff is doing their best to accommodate them while working with Parametrix to make sure we can maintain sufficient treatment capacity for new industries.

### **ACTION ITEMS:**

- Motion to approve the consent agenda which includes Minutes of the Business Meeting held on July 7, 2025, Payroll issued on July 3, 2025, in the amount of \$62,043.86, payroll issued on July 18, 2025, in the amount of \$57,185.68 and payables issued on July 10, 2025, in the amount of \$347,644.77, and payables issued on July 25, 2025, in the amount of \$961,811.64 totaling \$1,428,685.95. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to ratify Lucia Navarro's signature for the SVID 2025 Conditional, temporary water transfer agreement. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Cost Proposals 1 through 7 from M. Sevigny Construction, reflecting a total deductive amount of \$22,873.76, for design modifications related to the Admin Office Remodel project, and authorize Adam Smith to execute the agreement on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to amend the deductive amount from \$22,873.76 to \$21,873.76  
Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Cost Proposals 1 through 7 from M. Sevigny Construction, reflecting a total deductive amount of \$21,873.76, for design modifications related to the Admin Office Remodel project, and authorize Adam Smith to execute the

agreement on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

### **STAFF COMMENTS:**

Rob commented that at our last meeting there was discussion regarding cancellation of the Farmers Market contract. The question raised was whether commissioners had the authority to cancel the contract, and Rob confirmed that they do.

There was also concern about the potential for “gifting of public funds.” Rob clarified that this typically refers to the gifting of property with adequate value. Another concern was whether canceling could be viewed as giving away something that is a legal obligation. However, as long as there is no benefit provided to a specific group or added cost to taxpayers, there is no gifting issue.

Out of an abundance of caution, Rob advised that nothing should be refunded beyond what is required. He stated that if commissioners are willing to cancel the contract, they may do so, but he does not recommend refunding rent. Refunding the security deposit, however, is a different matter and can be refunded.

Lucia asked for clarification, confirming that there is no issue refunding the security deposit but that refunding rent is not recommended. Rob confirmed that her understanding is correct.

- Motion to terminate the Gravel Lot Rental Agreement with Yakima Eco Systems LLC provided that any rent paid shall not be refunded and authorize Lucia Navarro to sign any termination on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

Delilah reported that the Port is currently recruiting for a Facility Technician at Operations. Applications opened last week, with the first review scheduled for Friday, August 6. The position will remain open until filled, and applications will be reviewed next week to see if there are any candidates for interviews.

She also noted that the 2024 financial audit has been successfully completed. Printed copies of the report have been provided to the commissioners and submitted to GFOA for consideration of the Annual Certificate of Achievement.

### **COMMISSIONER COMMENTS:**

Jim commented that he attended the closing audit meeting and that the auditors were extremely happy with the cooperation from staff. They didn't have anything but good remarks for the Port.

Tyler reported that he attended the Commissioner Seminar, which he found very valuable. He noted that Frank, as always, provided excellent guidance on what commissioners should and should not do. Tyler shared that his travel experience was difficult—it took him nine hours to get there, and on the return trip his drive was diverted due to a fire. Despite the challenges, he said the seminar was excellent and mentioned that Frank sent his regards.

**EXECUTIVE SESSION:**

The Executive Session was opened at 6:13 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 15 minutes with no action expected. At 6:28 p.m. the session was extended by 5 minutes. The session ended at 6:33 p.m.

**ADJOURNMENT:**

The Business Meeting adjourned at 6:34 p.m., peace and harmony prevailing.

  
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**Arnold Martin, President**

**ATTEST:**  
  
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**Tyler Schilperoort, Secretary**