



**MINUTES OF THE BUSINESS MEETING**  
**Held August 18, 2025**

The August 18, 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  
Travis Jansen, Operations Manager  
Jasmine Chavez, Admin Assistant

**GUESTS:**

Brandon Ball, David Kopchynski, Jacob Stolle – Parametrix (Via Teams)  
Maria Fernandez – We are Ella  
Teodora Martinez

**GUEST COMMENTS:** None

**DISCUSSION / ACTION ITEMS:**

Parametrix provided a presentation to staff and Commissioners on the recent technical memo submitted to the Port. The presentation reviewed the facility's current performance, outlined target goals, and presented potential alternatives for enhancement at the IWWTF building.

**Project Manager**

- **Rotschy** – change order #10 is for installation of the second strainer and change order #11 is for the rerouting of piping on the pre-acidulation basin tank. These change orders are part of the current Aeration Enhancement project.
- **Admin Remodel Project** – The contractor is wrapping up framing and is currently working on finishes and submittals to confirm project details. The project is estimated to be completed in November.
- **St. Clair Road** – The punch list walk through was completed today, and the project is wrapping up with final cleanup underway. The contractor is still awaiting delivery of the generator and an internal sensor for the lift station. The Port has gone over the original estimated project hours with HLA, so there is additional cost for construction management due to delays, and additional hours worked.

Adam also mentioned that the lights at Inspire parking lot have been installed.

**ACTION ITEMS:**

- Motion to approve the consent agenda which includes Minutes of the Business Meeting held on August 4, 2025, Payroll issued on August 5, 2025, in the amount of \$69,974.13 and payables issued on August 8, 2025, in the amount of \$332,306.85 totaling \$402,280.98. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve change orders #10 and #11 to Rotschy in the amount of \$19,052.30 for the IWWTF Treatment and Operations Enhancements project and authorize Adam Smith to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to increase the contract with HLA for the Midvale Park Street and Utility Improvements by \$48,063.37 and authorize Adam Smith to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

**STAFF COMMENTS:**

Lucia commented that last week we received an email from Dana Smith, Chair of the Sunnyside Events Committee, regarding a sponsorship request for use of the gravel lot for their annual Suicide Prevention Walk. The formal application has not yet been received, but Lucia expects to have it ready for Commissioner review at the next meeting.

Commissioners asked whether this type of sponsorship is allowed, and Rob clarified that the Port has an established policy for these requests, as long as the event meets the policy requirements, the Port can provide sponsorship.

**COMMISSIONER COMMENTS:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

The Business Meeting adjourned at 6:00 p.m., peace and harmony prevailing.

  
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Arnold Martin, President

**ATTEST:**  
  
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Tyler Schilperoort, Secretary