



MINUTES OF THE BUSINESS MEETING
Held September 15, 2025

The September 15, 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 (via phone)
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:

Teodora Martinez

GUEST COMMENTS: None

The public hearing on the 2025 Preliminary Budget was opened at 5:15 p.m.

Legal Comments: Rob discussed the 6 requirements that needed to be met for the public hearing:

1. A preliminary budget for the ensuing fiscal year must be prepared by September 15th. RCW 53.35.010. Here, the 2026 preliminary budget was prepared by September 2, 2025.
2. The preliminary budget must be considered at a public hearing held by the Commission no earlier than September 15th and no later than the first Tuesday following the first Monday in October. RCW 53.35.020. Here, the hearing is being held on September 15, 2025.
3. Notice of the public hearing on the budget must be published once each week for two consecutive weeks in a legal newspaper within the Port district. RCW 53.35.020. Here, the notice of the public hearing was published on Wednesday, September 3, and Wednesday, September 10, with the Sunnyside Sun newspaper in Sunnyside.
4. The first publication of the notice must not be less than 9 days nor more than 20 days before the hearing. RCW 53.35.020. Here, the first publication of the notice of public hearing was published 12 days before the hearing (September 3 1st publication; September 15 hearing).
5. Increases in property taxes by individual taxing districts are limited to the lesser of inflation or 1% annually, in addition to any increases for new construction, improvements to property, and increases in the value of state-assessed property. WAC 458-19-050(7), 458-19-020 & 458-19-005(2)(j), (m) and (o)(3). Here, the tax levy budget is to increase

by \$7,179.35, which is an increase of 1% to the Port's 2025 tax levy amount of \$717,935.00. The official inflation rate will be released by the Washington Department of Revenue shortly after September 25th but it is anticipated that this inflation rate will be above 1%, thereby allowing for the full 1% increase in property taxes.

6. The tax levy for general port purposes cannot exceed \$0.45 per \$1,000.00 of assessed value of the port district. RCW 53.36.020 & WAC 458-19-050. In 2026, the Port's estimated tax base is \$2,924,418,355. The Port's proposed 2026 tax levy amount is \$725,114.35, which is a proposed 2026 levy rate of \$0.247952 per \$1,000.00 of 2026 assessed value. Please note that this is based upon the 2026 estimated tax base and the 2026 estimated tax levy, so the levy rate is only an estimate at this time.

As of the meeting time, there were no public comments received.

Delilah mentioned that there were a couple changes to version 2 of the 2026 preliminary budget, along with updates to the proposed revenues for IWW. She also noted that she recently met with Sergey and will be meeting again to review capital and other items, so the numbers may still change. In addition, Delilah added an extra page "Exhibit A" which provides a worksheet layout to give a clearer understanding of what is being adopted.

The public hearing was closed at 5:30 p.m.

DISCUSSION / ACTION ITEMS:

Executive Director

- **Resolution 2025-07** – This resolution amends the 2025 meeting schedule, as the WPPA Annual Meeting dates were unknown when Resolution 2024-14 was approved at year-end.

Finance Director

Delilah reminded commission that the county assessor sends out levy estimates in September, October, and November, typically not much of a change in them, but November usually shows the amount we could receive in refunds if we are due any. As updates are received Delilah will update the budget. The USER meeting is scheduled for October 14 and the Rate Hearing with Industries and final adoption will be held on November 4th.

Project Manager

- **Admin Remodel** - These change orders cover soffit framing in the conference room, additional plumbing, wiring between lighting circuit and exhaust fans, air dampers, HVAC upgrade, and a credit for changing the finishing on doors from a prefinished door to a custom wood finish.

HLA – This is the second amendment to the current contract, as the contracted hours have been exceeded. The contractor is awaiting delivery of the generators, after which they will be able to complete the lift station and HLA can finalize the project.

Operations Manager

Travis reported that Parametrix is preparing a presentation for the Department of Ecology. Once that is complete, a meeting will be scheduled to review the proposed improvements. He noted that all the aerators have arrived, and the contractor will be installing them this week. Travis also mentioned that staff continue to work through challenges at the plant, though progress is being made. Current issues involve air and dissolved oxygen levels.

ACTION ITEMS:

- Motion to approve the consent agenda which includes Minutes of the Business Meeting held on September 2, 2025, and minutes of the Special Business Meeting held on September 4, 2025. Payroll issued on September 5, 2025, in the amount of \$54,914.48. Payables issued on September 10, 2025, in the amount of \$447,695.41 totaling \$502,609.89. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2025-07, A Resolution amending Resolution 2024-14. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve change order proposals #8 and #10 through #14 with M Sevigny Construction in the amount of \$5,233.33 for the Admin Office Remodel 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 \$13,875.30 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:

Adam mentioned that he met with Jason today and Jason let him know that he is finishing exterior this week and has received his permit for the hood so he will be installing it within the next couple weeks. Jason plans to be open in 3 weeks with a soft opening that will include staff from the City of Sunnyside, Police Department, Fire Department, and Port.

Delilah mentioned that there is a new Facility Tech starting tomorrow at our Operations office.

Lucia commented that there was a great turnout on September 4th at the St. Clair Road Ribbon Cutting and she wanted to recognize Port staff for all the work in putting together a wonderful event and getting us to the point of completion on the project.

COMMISSIONER COMMENTS:

Arnold commented that the St. Clair Road was a good turnout.

EXECUTIVE SESSION:

The Executive Session was opened at 6:10 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 10 minutes with no action expected. At 6:20 p.m. the session was extended by 5 minutes. The session ended at 6:25 p.m.

ADJOURNMENT:

The Business Meeting adjourned at 6:26 p.m., peace and harmony prevailing.



Arnold Martin, President

ATTEST:


Tyler Schilperoort, Secretary