



MINUTES OF THE BUSINESS MEETING
Held October 20, 2025

The October 20, 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 (Excused Absence)
Lucia Navarro, Executive Director

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

GUESTS: Juan Rivera

GUEST COMMENTS: Juan shared that he is attending the meeting to get to know more about the Port, he has lived in Sunnyside for some time but doesn't know what the Port does. He is interested in understanding how the Port can benefit him as a member of the community.

DISCUSSION / ACTION ITEMS:

Executive Director

- **ELS** – ELS is interested in renewing their lease for another year for the office space out at the Ports Operations office.
- **Harris Office Furniture** - It's time to order office furniture for the new admin building. We are planning to use as much of our current furniture as feasible to minimize costs. Three of the six offices will be getting new furniture, and furniture for the conference room will also be ordered.
- **Valley Processing** – Lucia requested that the Commissioners waive the late fee applied to Valley Processing due to an error that occurred when the Industry billing for August was sent out, which resulted in a delayed payment. The Commissioners agreed to waive the late fee.

Finance Director

Preliminary Budget – No changes to the budget have been made. A letter from the Assessor's Office was received stating that we will be allowed to recover the refund levy of \$7,297.00, which can be requested with a resolution in addition to our regular tax levy and new construction. The Industry meeting was held on October 14, with representatives from Darigold and Yakima Chief in attendance. Packets have been mailed to industries that were not able to attend, and invitations for the Rate Hearing on November 4 were also mailed.

The adoption resolution has been added and Delilah noted that the county requires estimated beginning and ending fund balances, so she created Exhibit B to accompany Exhibit A in the resolution for budget adoption. The resolution also includes additional information on the requirements for the hearing

Project Manager

- **HLA** – This change is for additional hours as the contract hours have been exceeded. Contractor is working on punch list and still waiting on the generator to arrive.

Adam reported a change order for the admin remodel project to purchase a new sink and faucet in the break room. He also presented a draft layout of the logo for the commissioners to review and determine if they would like to proceed with placing the logo on the conference room wall.

Operations Manager

Travis mentioned that all 24 aerators are running and there have been some improvements. Port staff, in collaboration with the engineer's at Parametrix learned that both blowers in the UF building can run if we have them at a reduced horsepower, which has been implemented and is helping. A submersible pump has been purchased to address foam issues and was recently used for the first time, it was successful in reducing foam. Travis also mentioned that he has a meeting scheduled with the Department of Ecology to review the upcoming expansion plans. Darigold representatives will be visiting with their new environmental director in the near future, and they remain interested in increasing their schedule A.

ACTION ITEMS:

- Motion to approve the consent agenda which includes Minutes of the Business Meeting held on October 6, 2025. Payroll issued on October 3, 2025, in the amount of \$55,596.75, and payables issued on October 10, 2025 in the amount of \$1,028,423.34 totaling \$1,084,020.09 Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve the lease with Ecological Land Services (ELS) and authorize Lucia Navarro to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to ratify Lucia Navarro's signature for the purchase of office furniture from Harris Office Interiors in the amount of \$13,979.00 plus tax. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to increase the contract with HLA for the Midvale Park Street and Utility Improvements by \$11,297.91 and authorize Adam Smith to sign on behalf of the port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to waive the late fee on the Valley Processing account. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: None

EXECUTIVE SESSION:

The Executive Session was opened at 5:56 p.m. by President Martin to discuss Real Estate, and Personnel issues as allowed by RCW 42.30.110 Subsections C, and G respectively. The session was expected to last 10 minutes with no action expected. At 6:06 p.m. the session was extended by 5 minutes. The session ended at 6:11 p.m.

ADJOURNMENT:

The Business Meeting adjourned at 6:12 p.m., peace and harmony prevailing.

ATTEST:


Arnold Martin, President


Jim Grubenhoff, Vice President