



MINUTES OF THE BUSINESS MEETING
Held November 3, 2025

The November 3, 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)
Rob Faber, Legal Counsel

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

GUESTS:

GUEST COMMENTS:

DISCUSSION / ACTION ITEMS:

Finance Director

Delilah informed Commissioners that the budget information has remained the same since the most recent review in October. She stated that this year's budget planning and preparation process went smoothly, and she appreciates everyone's hard work. The budget hearing is scheduled for November 4th at 10:00 a.m.

Executive Director

- **Parr Lumber** – Parr Lumber has requested a renewal of their lease for property located at 525 E. South Hill Road in Sunnyside. As part of the renewal, they would like to make improvements to the property at their sole cost and expense. The improvements are intended to support growth at their facility, in both production capacity and jobs. All future planned improvements require Port review and approval prior to commencement. All proposed improvements will become Port property upon termination of the lease.

ACTION ITEMS:

- Motion to approve the consent agenda which includes Minutes of the Business Meeting held on October 20, 2025. Payroll issued on October 20, 2025, in the amount of \$52,415.51, and payables issued on October 27, 2025 in the amount of \$235,030.15 totaling \$287,445.66. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.
- Motion to approve the Commercial Lease with Parr Lumber Company and authorize Lucia Navarro to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 2-0.

STAFF COMMENTS: Lucia mentioned that we are currently planning our annual staff luncheon.

COMMISSIONER COMMENTS: Jim commented that he enjoyed Small Ports and the rest of the week elk hunting with his brother.

Arnold commented that Small Ports went well and was well attended.

EXECUTIVE SESSION:

The Executive Session was opened at 5:48 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 20 minutes with no action expected. The session ended at 6:08 p.m.

ADJOURNMENT:

The Business Meeting adjourned at 6:10 p.m., peace and harmony prevailing.

ATTEST:



Arnold Martin, President



Jim Grubenhoff, Vice President