



**MINUTES OF THE BUSINESS MEETING**  
**Held November 17, 2025**

The November 17, 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  
Delilah Saenz, Finance Director  
Adam Smith, Project Manager  
Travis Jansen, Operations Manager  
Jasmine Chavez, Admin Assistant

**GUESTS:**

**GUEST COMMENTS:**

**DISCUSSION / ACTION ITEMS:**

**Executive Director**

Sunnyside Hospital has reached out with a sponsorship request for the annual Festival of Trees. The Commissioners have agreed to be a sponsor for this event, as this is something we have done in previous years.

**Finance Director**

- **Banner Bank** – This motion is necessary to update corporate contacts on our Banner Bank credit card account.
- **Resolution 2025-12** – This resolution authorizes the disposal of items listed as surplus. The asset list was recently updated, and all items requested for surplus have now been documented. Many of the items on the list are old or broken and the updated list now accurately reflects the assets currently in possession.

**Project Manager**

- **M Sevigny Construction** – Change orders 15,16 and 18 consist of changes made to light fixtures, a new breakroom sink and faucet, and the painting of additional walls. Project completion is tracking for December 12, 2025.
- **Graham Baba** – The contract with Graham Baba has exceeded the original design scope due to additional work requested while comparing a new admin building with remodeling the Eye Center property.

## **Operations Manager**

Treatment at the plant continues to fluctuate. Travis is having biweekly meetings with Parametrix to review test results and develop strategies to improve the plant.

### **ACTION ITEMS:**

- Motion to approve the consent agenda which includes Minutes of the Business Meeting held on November 3, 2025, and minutes of the Rate Hearing held on November 4, 2025. Payroll issued on November 5, 2025, in the amount of \$60,273.74. Payables issued on November 10, 2025, in the amount of \$482,319.18 totaling \$542,592.92. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the appointment of Delilah Saenz, Finance Director and Lucia Navarro, Executive Director as corporate contacts on the Banner Bank credit card account. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2025-12 A Resolution declaring excess personal property and authorizing the disposal of excess personal property. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve change orders #15, #16, and #18 with M Sevigny Construction in the amount of \$3,743.29 for the Office Remodel 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 approve the additional design services with Graham Baba Architects in the amount of \$4,667.50 for the Office Remodel 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 mentioned that Inspire is interested in installing guardrails at the two entries, at their own expense, to help prevent vehicles from entering after business hours. The commissioners are okay with them moving forward.

### **COMMISSIONER COMMENTS:**

Jim welcomed Tyler back.

Tyler commented that he is glad to be back home.

**EXECUTIVE SESSION:** The Executive Session was opened at 6:03 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. At 6:23 p.m. the session was extended by 5 minutes. 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