



**MINUTES OF THE BUSINESS MEETING**  
**Held January 20, 2026**

The January 20, 2026, Business Meeting was called to order at 5:15 p.m., by President Grubenhoff. The meeting was held at the Port of Sunnyside's Administration Office located at 2405 Reith Way, Suite 1, Sunnyside, WA.

**Commissioners and Staff present:**

Jim Grubenhoff, Commission President  
Tyler Schilperoort, Commission Vice President  
Arnold Martin, Secretary (Excused absence)  
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:** Justin Hopkins – Burnham

**GUEST COMMENTS:** Justin gave a presentation on a Resource Recovery Center which is a facility that converts waste into usable assets by recovering materials and transforming them into environmentally friendly resources.

**DISCUSSION / ACTION ITEMS:**

**Executive Director**

- **Resolution 2026-01** – This Resolution was presented for approval to establish the Ports Rules of Governance for Commissions Meetings.

**Operations Manager**

- **Connetix** – This is a yearly renewal used on a as needed basis for on call services for the electrical control system at the Ports wastewater plant.
- **Parametrix** – This on-call agreement with Parametrix covers general support such as treatment advice, equipment troubleshooting, and overall operational assistance.

**Project Manager**

- **Miss Sunnyside Committee** – Miss Sunnyside is interested in renewing their lease for the property located at 3251 Sunnyside-Mabton Highway known as the pink shop. The space will continue to be used to work on and store their float that is used in numerous parades throughout the year.

**ACTION ITEMS:**

- Motion to approve the consent agenda which includes Minutes of the Business Meeting held on January 5, 2026. Payroll issued on January 5, 2026, in the amount of \$58,408.86. Payables issued on January 9, 2026, in the amount of \$415,970.24 totaling \$474,379.10. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 2-0.

- Motion to approve Resolution 2026-01 A resolution of the Port of Sunnyside Commission adopting rules of governing the transaction of the Port Commission Business. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 2-0.
- Motion to approve the Short Form of Agreement between Owner and Engineer for Professional Services with Connetix and authorize Lucia Navarro to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 2-0.
- Motion to approve Amendment No. 4 to Task Authorization No. 14 for On-Call services with Parametrix and authorize Lucia Navarro to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 2-0.
- Motion to approve the lease agreement with Miss Sunnyside Committee and authorize Adam Smith to sign on behalf of the port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 2-0.

**STAFF COMMENTS:**

Delilah mentioned that we have received a \$2,212.00 ownership credit check from Benton REA.

**COMMISSIONER COMMENTS:**

Jim mentioned that he recently had a medical issue that was caught early, and he is now feeling better.

**EXECUTIVE SESSION:**

The Executive Session was opened at 6:38 p.m. by President Grubenhoff 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 15 minutes with no action expected. At 6:53 p.m. the session was extended by 5 minutes. The session ended at 6:58 p.m.

**ADJOURNMENT:**

The Business Meeting adjourned at 6:59 p.m., peace and harmony prevailing.

**ATTEST:**

  
**Jim Grubenhoff, President**

  
**Arnold Martin, Secretary**