



MINUTES OF THE BUSINESS MEETING
Held February 17, 2026

The February 17, 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
Rob Faber, Legal Counsel

Lucia Navarro, Executive Director
Delilah Saenz, Finance Director
Adam Smith, Project Manager
Travis Jansen, Operations Manager

GUESTS: None

GUEST COMMENTS: None

DISCUSSION / ACTION ITEMS:

Executive Director

- **Personnel Policy Manual** – An updated Personnel Policy was presented for approval which includes updates to align with Washington State labor law requirements and to provide clarity on Port processes.

Operations Manager

- **Parametrix** – Task Authorization #19 was presented for approval for the IWWTF Capacity Improvements Design & Construction Services in the amount of \$1,840,081.00.

Project Manager

- **Cortez Fencing, Inc.** – This item was requested to be pulled by Adam due to bidding errors. A new award proposal will be presented at the next regular meeting.
- **HLA** – This is the final amendment to the current contract for Midvale Park Street and Utility Improvements (St. Clair Project).
- **Interwest Construction, Inc.** – This is the final change order for Midvale Park Street and Utility Improvements (St. Clair Project). This includes a lump sum total for all cost overruns and underruns. Project was approximately 3.5% over original bid.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the Business Meeting held on February 2, 2026, and Special Business Meeting held on February 10, 2026. Payroll issued on February 5, 2026, in the amount of \$55,773.76. Payables issued on

February 10, 2026, in the amount of \$47,654.45 totaling \$529,428.21. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

- Motion to approve the updated Personnel Policy Manual. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Task Authorization #19 with Parametrix for the IWWTF Capacity Improvements Design and Construction Services in the amount of \$1,840,081.00. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve an increase in the contract with HLA for the Midvale Park Street and Utility Improvements by \$8,784.95 and authorize Adam Smith to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Change Order #02 with Interwest Construction for the Midvale Park Street and Utility Improvements by \$70,860.07 and authorize Adam Smith to sign on behalf of the Port.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: None

EXECUTIVE SESSION:

The Executive Session was opened at 6:12 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 6:27 p.m. the session was extended by 20 minutes. At 6:47 p.m. the session was extended by 10 minutes. At 6:57 p.m. the session was extended by 5 minutes. The session ended at 7:02 p.m.

The meeting was back in session at 7:02 p.m.

ADJOURNMENT:

At 7:04 p.m., a motion was made to adjourn this meeting until Friday, February 20, 2026, at 12:00 p.m. at 2405 Reith Way, Suite 1 to continue this meeting. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

ATTEST:


Jim Grubenhoff, President


Arnold Martin, Secretary