



**MINUTES OF THE BUSINESS MEETING**  
**Held September 21, 2020**

The September 21, 2020 Business Meeting was called to order at 5:15 p.m., by President Grubenhoff. The meeting was held at the Port of Sunnyside's Business Administration Office located at 2640 E. Edison Avenue, Suite 1, Sunnyside, WA.

**Commissioners and Staff present at the Business Meeting:**

Jim Grubenhoff, Commission President  
Tyler Schilperoort, Commission Vice President  
Arnold Martin, Commission Secretary  
Jay Hester, Executive Director  
Travis Jansen, Project Manager  
Nicole Jech, Communications Director  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUESTS:** None

The public hearing on the 2021 Preliminary Budget was opened at 5:16 p.m.

Legal Comments: Rob discussed the 5 requirements that needed to be met for the public hearing:

1. A preliminary budget for the ensuing fiscal year must be prepared by September 15<sup>th</sup>. RCW 53.35.010. Here, the 2021 preliminary budget was prepared by September 15, 2020.
2. The preliminary budget must be considered at a public hearing held by the Commission no earlier than September 15<sup>th</sup> and no later than the first Tuesday following the first Monday in October. RCW 53.35.020. Here, the hearing is being held on September 21, 2020.
3. Notice of the public hearing on the budget must be published once each week for two consecutive weeks in a legal newspaper within the Port district. RCW 53.35.020. Here, the notice of the public hearing was published on Wednesday, September 9, and Wednesday, September 16, with the Sunnyside Sun newspaper in Sunnyside.
4. The first publication of the notice must not be less than 9 days nor more than 20 days before the hearing. RCW 53.35.020. Here, the first publication of the notice of public hearing was published 12 days before the hearing (September 9 1<sup>st</sup> publication; September 21 hearing).
5. Increases in property taxes by individual taxing districts are limited to the lesser of inflation or 1% annually, in addition to any increases for new construction, improvements to property, and increases in the value of state-assessed property. WAC 458-19-050(7), 458-19-020 & 458-19-005(2)(j), (m) and (o)(3). Here, the tax levy budget is increasing by \$6,335.33, which is an increase of 1% to the Port's 2020 tax levy amount of \$633,533.46. Any additional increase in the tax levy budget is due to new construction, improvements to property, and increases in the value of state-assessed property. However, inflation, as measured by the Bureau of Economic Analysis' implicit price deflator, is less than 1% for 2019-2020. Specifically, inflation is 0.60152%, which is the limit on the increase of property tax levies by

local governments with a population greater than 10,000 unless the local government adopts a resolution/ordinance of substantial need thereby allowing it to receive the full 1% increase as allowed by statute.

6. The tax levy for general port purposes cannot exceed \$0.45 per \$1,000.00 of assessed value of the port district. RCW 53.36.020 & WAC 458-19-050. In 2020, the Port's assessed valuation was \$1,764,554,594, and the Port's 2020 tax levy amount was \$633,533.46, which is a 2020 levy rate of \$0.359033 per \$1,000.00 of assessed value.

As of meeting time, there were no public comments received. Rob commented that if the Port wishes to go ahead with a 1% increase then he can prepare a Resolution to that effect. Commissioner Grubenhoff stated that he believes that the Port has been good stewards of public funds in the past so he thinks we should stick with the 1%. Commissioner Schilperoort stated he feels good about what the Port is doing for the community, so leave it at 1%. Commissioner Martin stated that he also feels good about leaving the rate at 1%. He stated the return has been great for the community. Rob stated that he will prepare the necessary resolution for the next hearing.

Nikki commented that the budget is still a work in progress. Commissioner Martin asked if it will be possible to have a sheet with just the total at the next Port meeting. This will be easier to read and see a quick snapshot of the budget.

The public hearing was closed at 5:31 p.m.

**GUESTS COMMENTS:** None

**DISCUSSION/ACTION ITEMS:**

**Communications Director:**

- Nikki commented that the Port will be moving its banking from US Bank to Banner Bank. The reason for the change is due to the fact that Banner Bank offers numerous online services that US Bank does not. The additional services and equipment will come at the same cost as we currently pay at US Bank.

**Executive Director:**

- Resolution 2020-09 was discussed for approval. This resolution will update the Port's General Policy manual, specifically the New User Set Up Policy. This policy was last updated 21 years ago and the updates to it reflect the updated rates to hook up to the IWWTF and requirements for Industries to become a user.
- Resolution 2020-10 was discussed for approval. This policy updates the authorized LGIP users on the Ports account.

**Project Manager:**

- The Sheller Road irrigation pump station project was discussed. This project was first started during the height of the COVID-19 pandemic. Now that the crop has been harvested, the time is right to begin this project. This update to the pump will now service Golob Landing Industrial Park so in the case of future park development the irrigation will already be completed and ready for use. Commissioner Martin commented that the water efficiency and control is so much better this way.

### **ACTION ITEMS:**

- The consent agenda includes:

Minutes of the Business Meeting held on September 8, 2020. Payables issued on September 10, 2020 in the amount of \$263,164.06, payroll issued on September 8 and September 18, 2020 in the amount of \$51,983.04, totaling \$315,147.10. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve Resolution 2020-09, A Resolution of the Port of Sunnyside Approving Amendments to the General Policy. Commissioner Schilperoort moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2020-10, A Resolution Approving the LGIP Transaction Authorization Form. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the contract with Van Belle Excavating for the Sheller Road Irrigation pump project in the amount of \$23,000 plus tax and authorize Travis Jansen to sign on behalf of the Port. Commissioner Schilperoort moved to approve, Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the contract with Tolman Electric for the Sheller Road irrigation pump project in the amount of \$5,725 plus tax and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Schilperoort seconded. Motion approved 3-0.

### **GENERAL COMMENTS:**

**Staff Comments:** Travis commented that it was sure nice to see the sunshine and blue sky after numerous days of smoky weather.

**Commissioner Comments:** Commissioner Martin commented that local farmers are doing their best to harvest the crops that were recently damaged during the wind storm.

Commissioner Grubenhoff commented that he is enjoying the nice fall weather.

**EXECUTIVE SESSION:** The Executive Session was opened at 5:54 p.m. by President Grubenhoff to discuss Real Estate and Legal issues as allowed by RCW 42.30.110 subsections C and I respectively. The session was expected to last 10 minutes with no action expected to be taken. The session ended at 6:04 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:05 p.m., peace and harmony prevailing.

  
Jim Grubenhoff, President

ATTEST:  
  
Arnold Martin, Treasurer