



**MINUTES OF THE BUSINESS MEETING**  
**Held July 5, 2022**

The July 5, 2022, the Business Meeting was called to order at 5:15 p.m., by President Schilperoort. 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:**

Tyler Schilperoort, Commission President  
Arnold Martin, Commission Vice President  
Jim Grubenhoff, Commission Secretary  
Jay Hester, Executive Director  
Adam Smith, Project Manager  
Karen Hofmann, Director of Finance  
Nicole Jech, Communications Director  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUESTS:** Frank Chmelik, Chmelik, Sitkin, Davis

**GUEST COMMENTS:** None

**LEGAL COMMENTS:** None

**DISCUSSION / ACTION ITEMS**

**EXECUTIVE DIRECTOR:**

- **Resolution 2022-06** – A resolution to authorize Port staff to apply for CERB funds for the Planter's Hotel project was presented for approval. Port staff have been working on a CERB application to obtain funding for the redevelopment of the Planter's Hotel site. The Port is asking for a grant and loan combination with a 10-year payback.
- **Support Letter for the Lower Snake River Dams** – Jay informed Commissioners that the Port has been asked to write a letter in support of the Lower Snake River Dams. Currently there has been a lot of discussion regarding closing the dams to support salmon repopulation. A draft of the letter was presented for review.
- **Security Cameras** – The issue of security cameras was brought up for discussion. Jay shared that the Port has experienced several security issues over the past couple of months. Gas tanks have been tampered with at the Administration building resulting in costly repairs to Port vehicles. Catalytic converters have been stolen from Port vehicles out at the operations building, and fences have been cut through to gain access to restricted areas. Port staff has reached out to a few different companies to obtain quotes for security cameras and update the existing security systems at both locations. Commissioner Schilperoort stated that he believes that cameras will not deter criminals from vandalizing Port property. He stated that alarms would be more of a deterrent for crime. He asked that staff look into options with loud alarms and bright lights.

Commissioner Grubenhoff agreed that a combination lights and alarms would be the best option to deter crime on Port properties. Commissioner Martin also agreed that the combination of lights and alarms would be the best option. Jay stated that he will work with staff in obtaining new quotes with these specific options.

- **Maul Foster Proposal** – Jay stated that the work listed in the proposal will be paid for by the grant from the Department of Ecology that was awarded to the Port earlier this year. The proposal is for the remedial clean up that is needed at the property.

#### **PROJECT MANAGER:**

- **Meier Change Order #01** –Adam shared that he is currently working through the details of the 70% drawings with Meier and Varietal. After the group works through the details and finalizes the project plans then the project will go out to bid. New drawings will be needed prior to going out to bid and that is what is covered under this change order. Commissioner Schilperoort asked Adam what he thought about the change order. Adam responded that he believes the change order is fair. He stated he worked previously with Meier during the original construction of Varietal, when he was employed with Chervenell Construction.
- **Truss Way Project** – As a result of the property sale to Carolyn Gonzalez that was finalized earlier this year, the Port has had to move the driveway to the Truss Way property since it was on Carolyn's property. The movement of the driveway has opened the door for a more thorough review of the property and there is sitework and clean up that is needed to bring the property up to Port standards. Adam reached out to a few construction companies for bids to clean up the property. Van Belle Excavating submitted the lowest bid at \$48,355 plus tax. Commissioners all agreed that the work was needed at the property.

#### **ADMINISTRATIVE ASSISTANT:**

- **Redistricting 2022** – Lucia presented the proposed Port of Sunnyside district maps for Commissioner review. She stated that the Port is required to review their current district boundaries and adjust as necessary according to the 2020 census data. She has been working closely with Sammamish Data Systems in reviewing census data and updating boundaries as required. She informed Commissioners that the process of adopting the new district boundaries will be to; 1) present the updated maps for public review and comment; 2) hold a public hearing to adopt the new district boundaries; and 3) submit the new boundaries and supporting documentation to Yakima County for implementation in the county's GIS system. Commissioners did not have any objections to the proposed boundary changes. The next steps will be to work with legal counsel in preparing advertisements for the hearing. The hearing is expected to be held during a special meeting on August 22, 2022.

**STAFF COMMENTS:** None

**COMMISSIONER COMMENTS:** None

## **ACTION ITEMS:**

The consent agenda includes:

- Minutes of the Business Meeting held on June 20, 2022. Payables issued on June 24, 2022, in the amount of \$101,511.39, totaling \$101,511.39. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2022-06, A Resolution of the Port of Sunnyside, Yakima County, Washington, approving and authorizing the Sunnyside Port District application for Community Economic Revitalization Board (CERB) funds to renovate the building at 416 E. Edison Ave., Sunnyside, WA 98944. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the Proposal for Remedial Action from Maul Foster Alongi in the amount of \$131,961 for the Planter's Hotel Project and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Change Order #1 with Meier Architecture for the Varietal Expansion Project in the amount of \$3,800 plus tax and authorize Adam Smith to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the bid from Van Belle Excavating for the Truss Way project in the amount of \$48,355 plus tax and authorize Adam Smith to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** The Executive Session was opened at 6:09 p.m. by President Schilperoort 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 6:24 p.m. the session was extended for fifteen minutes by President Schilperoort. At 6:39 p.m. Commissioner Schilperoort extended the session for an additional ten minutes. At 6:49 p.m. Commissioner Schilperoort extended the session for an additional five minutes. The session ended at 6:54 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:58 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

**ATTEST:**

  
Jim Grubenhoff, Treasurer