



**MINUTES OF THE BUSINESS MEETING**  
**Held October 3, 2022**

The October 3, 2022 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

Nicole Jech, Communications Director  
Jasmine Chavez, Administrative Assistant  
Karen Hofmann, Director of Finance  
Rob Faber, Legal Counsel

**GUESTS:**

**COMMENTS:** Commission asked if there were any comments or feedback from the public regarding the Pacific Ag open house. Jay informed them that so far, we have only heard positive feedback. The next step in the process is for the Port to do its due diligence by reviewing Pacific Ag's financials. The Port is also currently working on an interlocal agreement with the City of Sunnyside regarding infrastructure. By the time we have our next meeting, we should have a more detailed list of dates and items that need to be completed.

**DISCUSSION / ACTION ITEMS**

**EXECUTIVE DIRECTOR:**

- **Ecological Land Services Lease** – Jay presented the lease renewal with ELS for review and approval. This lease is for the shared space inside the Port's administration office.

**PROJECT MANAGER:**

- **Varietal Storage Expansion Project** – Adam discussed the Varietal expansion project. Construction is expected to begin October 7, 2022. The attached change order in the amount of \$16,600 is to request additional services from Meier Engineering to facilitate the structural, and mechanical review throughout the project. This is primarily for risk mitigation purposes.

**FINANCE OFFICER:**

- **Revised 2023 Preliminary Budget** - A draft budget was presented to commission for review. Some revisions have been made following a recent meeting with FCS. FCS has helped us in the past with our wastewater plant rate study and is familiar with our budget and operation. The final budget hearing will take place November 8th.

**STAFF COMMENTS:** None

**COMMISSIONER COMMENTS:**

Jim commented that he is glad we had a successful open house. He was pleased with the turnout, but had hoped we would have had more of the general public in attendance.

**ACTION ITEMS:**

The consent agenda includes:

- Minutes of the Business Meeting held on September 19, 2022, and minutes of the Pacific Ag open house held September 21, 2022. Payroll issued on September 20, 2022, in the amount of \$49,369.93, payables issued on September 23, 2022, in the amount of \$268,711.47 totaling \$318,081.40. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Lease with Ecological Land Services and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve change order #2 with Meier Architecture for the Varietal Expansion Project in the amount of \$16,600 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 6:01 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 5 minutes with no action expected. The session ended at 6:06 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:07 p.m., peace and harmony prevailing.



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Tyler Schilperoort, President

ATTEST:

  
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Jim Grubenhoff, Treasurer