



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

The December 5, 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	Travis Jansen, Operations Manager
Arnold Martin, Commission Vice President	Nikki Jech, Communications
Jim Grubenhoff, Commission Secretary	Jasmine Chavez, Administrative Assistant
Jay Hester, Executive Director	Rob Faber, Legal Counsel
Adam Smith, Project Manager	

**GUESTS:** Frank Chmelik – Chmelik Sitkin & Davis P.S.,

The public hearing on a Resolution Adopting Amendment and Supplement No. 36 to its Comprehensive Plan of Development was opened at 5:16 p.m. by President Schilperoort.

**LEGAL COMMENTS:** Frank commented that as per RCW 53.20.010 AND RCW 53.08.090 notice was given of the public hearing via publication in the Sunnyside Sun. The purpose of the hearing was to consider amending the Port's comprehensive scheme of harbor improvements ("CSHI") for the purpose of declaring surplus approximately 57 acres in the Port's Midvale Industrial Park. Although, the property may be declared surplus at this time, the Port can choose whether or not to sell the property. If the Port decides the property is needed by the Port, the property can be added back in to the comprehensive scheme of harbor improvements.

**CITIZEN COMMENTS:** As of the meeting time, no public comments were received.

The public hearing was closed at 5:21 p.m.

**DISCUSSION / ACTION ITEMS**

**EXECUTIVE DIRECTOR:**

- **Interlocal Agreement** – Jay Presented the Interlocal Agreement between the Port of Sunnyside and the City of Sunnyside for review. This agreement is regarding funding infrastructure improvements for the Pacific Ag project.
- **Year End Resolutions** - The annual year end resolutions were presented for review. These are all annual housekeeping resolutions that are passed every year.
- **Resolution 2022-18** – The Resolution was presented to update the ports policy adopting Juneteenth (June 19) as a recognized holiday in the Port's Personnel Policy.

**PROJECT MANAGER:**

- **Project Update** – Adam gave an update on the Varietal Expansion Project and the Hoptown Project. He presented pictures to show the progress of both of the projects. He

also mentioned that the soil test samples have been submitted for testing for the Brownfield Cleanup up project taking place at the former Planters Hotel site. Results are expected soon.

**STAFF COMMENTS:** Nikki commented that although we are ending the year with some changes, she is looking forward to all the exciting things coming in the next year.

**COMMISSIONER COMMENTS:** Arnold commented that he is looking forward to the upcoming year. It has been a challenging but rewarding year, and we have great staff to make everything possible.

Jim commented that this year has been a good year and he hopes next year is the same if not better.

**ACTION ITEMS:**

The consent agenda includes:

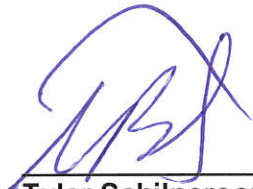
- Minutes of the Business Meeting held on November 21, 2022. Payroll issued on November 28, 2022 and December 5, 2022, in the amount of \$64,637.11. Payables issued on November 23, 2022, and November 28, 2022 in the amount of \$312,108.66, totaling \$376,745.77. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Interlocal Agreement between the Port of Sunnyside and the City of Sunnyside regarding funding infrastructure improvements. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2022-18, a Resolution Updating the Port's Personnel Policy. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2022-19 Appointing the Port Auditor. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Resolution 2022-20 A Resolution of The Port of Sunnyside Electing Officers; Appointing A Trustee and Alternate Trustees of The Washington Public Ports Association; Establishing Regular Meeting Places and Times; Appointing the Investment Officer and Deputy Investment Officer; Authorizing the Port District Executive Director / Auditor or Port Finance Officer to Make Inter-Fund Transfers. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2022-21 A Resolution for the Delegation of Authority. Commissioner Grubenhoff moved to approve; Commissioner Martin 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 20 minutes with action expected. The session ended at 6:29 p.m.

**ACTION ITEMS:**

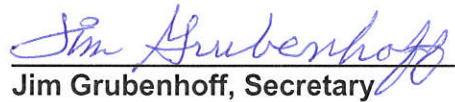
- Motion to approve a total increase in the amount of \$37,828 for Port staff wages, to be allocated among the staff as the Port Executive Director, Jay Hester, deems appropriate. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve an increase to the Port Executive Director's salary in the amount of \$7,713. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

**ADJOURNMENT:** The Business Meeting adjourned at 6:36 p.m., peace and harmony prevailing.



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Tyler Schilperoort, President

**ATTEST:**

  
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Jim Grubenhoff, Secretary