



## MINUTES OF THE BUSINESS MEETING Held January 3, 2023

The January 3, 2023 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  
Delilah Saenz, Finance Director  
Jasmine Chavez, Administrative Assistant  
Rob Faber, Legal Counsel

### **GUESTS**

Shannon Olson, Troy Berglund – Benton REA

**DISCUSSION / ACTION ITEMS:** Troy presented a check to the Port reimbursing ownership credits. He mentioned that he appreciates the partnership with the Port and our leadership in the community to advance economic development and promote a better quality of life. He also mentioned that he is excited about the Pacific Ag project and looks forward to future partnerships on projects with the Port.

**COMMENTS:** Tyler, Jim, and Arnold welcomed the Ports new Finance Director, Delilah Saenz.

### **DISCUSSION / ACTION ITEMS**

#### **EXECUTIVE DIRECTOR:**

- **RESOLUTION 2023-01** – A Resolution to approve the funding contract from CERB for the Varietal Expansion Project.
- **RESOLUTION 2023-02** – A Resolution to approve the funding contract from CERB for the Pacific Ag Project.
- **RESOLUTION 2023-03** – The Resolution was presented to amend Resolution 2022-18 Observed Holidays. The Resolution needed to be updated due to missing Holidays that had already been approved in the past. When the new list was created to add Juneteenth, a couple holidays were unintentionally omitted.
- **PRAETORIAN GROUND LEASE** – Jay mentioned that Praetorian's lease expired last month on the 31<sup>st</sup> of December. They are currently working on cleaning out the site, and would like to extend the lease. which now expires December 31, 2023. However, Praetorian can cancel the lease at any time with a 15-day notice.

## PROJECT MANAGER:

- **VARIETAL EXPANSION PROJECT** – Adam gave an update on the Varietal Expansion Project. He mentioned that the City of Sunnyside required a 1-hour fire rating at the north block wall requiring an increase in the wall height by 4ft. He also mentioned that due to a compaction issue, filter fabric had to be added in lieu of excavating the soil and adding rock. The Port's maintenance crew will be taking care of the landscaping and some of the smaller projects needed after construction.

## STAFF COMMENTS:

**COMMISSIONER COMMENTS:** Arnold and Jim welcomed Delilah and hope she enjoys her time here at the Port.

## ACTION ITEMS:

The consent agenda includes:

- Minutes of the Business Meeting held on December 5, 2022 and minutes of the Special Meeting held December 13, 2022. Payroll issued on December 20, 2022 in the amount of \$44,675.35. Payables issued on December 9, 2022 in the amount of \$397,412.80 and December 22, 2022 in the amount of \$126,890.56, totaling \$524,303.36. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Suggested Motion: To approve Resolution 2023-01 A RESOLUTION of the Port of Sunnyside, Yakima County, Washington, authorizing and directing Jay Hester, Executive Director to execute on behalf of the Port of Sunnyside an acceptance to the Revised Initial Offer of Financial Aid and the Final Contract between the Washington State Community Economic Revitalization Board and the Port of Sunnyside for aid in financing the costs of public facilities consisting of the Varietal Brewery Warehouse Expansion. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Suggested Motion: To approve Resolution 2023-02 A RESOLUTION of the Port of Sunnyside, Yakima County, Washington, authorizing and directing Jay Hester, Executive Director to execute on behalf of the Port of Sunnyside an acceptance to the Revised Initial Offer of Financial Aid and the Final Contract between the Washington State Community Economic Revitalization Board and the Port of Sunnyside for aid in financing the costs of public facilities consisting of the Pacific Ag Project. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Suggested Motion: To approve Resolution 2023-03 A Resolution Amending Resolution 2022-18 Observed Holidays. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Suggested Motion: To approve the Extension of Ground Lease with Praetorian Holding Group, LLC and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Suggested Motion: To approve change orders 1, 2 & 3 to M Sevigny Construction for the additional permit changes, soil fabric, and landscaping deduct for a total deductive amount of (\$7,362.73). Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** The Executive Session was opened at 5:54 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 5:59 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:01 p.m., peace and harmony prevailing.



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Tyler Schilperoort, President

ATTEST:

  
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Jim Grubenhoff, Secretary