



**MINUTES OF THE BUSINESS MEETING**  
**Held August 21, 2023**

The August 21, 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  
Jasmine Chavez, Administrative Assistant

**GUESTS:**

Maria Fernandez – Ella  
Stephanie Ray – HLA  
Stefani Harris - HLA

**GUEST COMMENTS:**

Maria is from an organization called Ella, an organization empowering Latina leadership and action. Ella provides civic education classes for Latinas, Mexicanas, Chicanas, to provide training and preparation for civic engagement, public office, boards of directors in private and public sectors.

**DISCUSSION / ACTION ITEMS:**

**EXECUTIVE DIRECTOR:**

- **Task Order No. 2023-02** – Stephanie presented a slide show of their Final Design for the Park. The plan is to construct a 2,700-foot roadway that would extend from Alexander Road to the development site for Pacific Ag. This task order will make the contract whole and allow HLA to finalize the plans and prepare the project for bid in October.

**PROJECT MANAGER:**

- **BORArchitecture Proposal** – Adam received a proposal from BORArchitecture for \$57,000.00 for the design and layout in Suite 4 of the Port's Administration building. This will cover the design for engineering, electrical, and construction. Once the final project estimate is received, we can send the project out for bid.

**STAFF COMMENTS:**

**COMMISSIONER COMMENTS:**

Jim commented that he and his wife recently celebrated 27 years of marriage.


**ACTION ITEMS:**

The consent agenda includes:

- Minutes of the Business Meeting held on August 7, 2023. Payables issued on August 10, 2023, in the amount of \$246,921.53 and Payroll issued on August 4, 2023, in the amount of \$55,195.86 totaling \$302,117.39. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Task Order No. 2023-02 from HLA for the final Design Engineering Services for the park. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve the Professional Design Services proposal from BORArchitecture of Yakima, for the Tenant Improvement Project in Suite 4. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

**EXECUTIVE SESSION** The Executive Session was opened at 6:27 p.m. by President Schilperoort to discuss Real Estate, Personnel and Legal issues as allowed by RCW 42.30.110 Subsections C, and G respectively. The session was expected to last 10 minutes with no action expected. At 6:37 the session was extended for another 5 minutes. The session ended at 6:42 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:46 p.m., peace and harmony prevailing.

  
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Tyler Schilperoort, President

**ATTEST:**

  
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Jim Grubenhoff, Secretary