



**MINUTES OF THE BUSINESS MEETING**  
**Held October 2, 2023**

The October 2, 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  
Rob Faber, Legal Counsel

Jay Hester, Executive Director  
Adam Smith, Project Manager  
Jasmine Chavez, Administrative Assistant

**GUESTS:**

Maria Fernandez – Ella

**GUEST COMMENTS:**

Maria mentioned that they are currently helping provide some relief to Mabton residents, and looking into long term solutions for Mabton as they are having issues with their water.

**DISCUSSION / ACTION ITEMS**

**FINANCE DIRECTOR:**

The draft budget was presented for review. The Industry User meeting will be held on October 10<sup>th</sup> at the Administration office at 10 a.m.

**PROJECT MANAGER:**

- **Parking lot repairs** – The Port received two bids for the parking lot repairs at the Port's Operations office. One bid came from Bestebreur Bros and the other from Van Belle Excavating. Van Belle Excavating came in with the lower bid at \$58,365. The parking lot repairs are expected to be completed by the end of October.
- **Landscaping** – In addition to repairing the parking lot, the landscaping will also be updated. The Port received a bid from Van Wingerden Landscaping, who will be supplying and installing the plants in the parking lot area. Port staff will complete the irrigation and rock mulch. The work on the landscaping is expected to start as soon as the paving has been completed.

**STAFF COMMENTS:** None

**COMMISSIONER COMMENTS:** None

**ACTION ITEMS:**

The consent agenda includes:

- Minutes of the Business Meeting held on September 18, 2023. Payroll issued on September 20, 2023, in the amount of \$50,560.34 and Payables issued on September 25, 2023, in the amount of \$227,729.46 totaling \$278,289.80. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to award the contract in the amount of \$58,365.00 plus tax to Van Belle Excavating for the parking lot repairs at the Port's Operations Plant 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 award the contract in the amount of \$11,135.00 plus tax to Van Wingerden Landscaping to complete the landscaping at the Port's Operations Plant 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 5:42 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 15 minutes with a possible action expected. At 5:57 the session was extended by 5 minutes. The session ended at 6:02 p.m.

For the last 2 years, Jay has been working on a partnership for education in what used to be the old YV-Tech building. The property belongs to the Port, and was leased to YV-Tech. In January of 2023 the Yakima School District transferred the building over to the Port. Jay has been working with Perry Technical Institute to get the facility ready to offer technical education and be able to provide more opportunities in Sunnyside.

**ACTION ITEMS:**

- Motion to approve the Facility Use Agreement between the Port of Sunnyside and Perry Technical Institute and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.

**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, Secretary