



MINUTES OF THE BUSINESS MEETING
Held November 6, 2023

The November 6, 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 2405 Reith Way, Suite 2, 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
Delilah Saenz, Finance Director

GUESTS:

Vicky Frausto,
Maria Fernandez – Ella,
Troy Berglund, Chad Smith, Shannon Olson – Benton REA

GUEST COMMENTS:

Troy commented that Benton REA will be presenting a rebate check to the Port of Sunnyside in the amount of \$7,635.00. This check is for the partnership that the Port has with Benton REA's efficiency program. Benton REA thanked the Port for their partnership.

Vicky Frausto Introduced herself.

DISCUSSION / ACTION ITEMS

FINANCE DIRECTOR:

Delilah commented that the budget of almost 22 thousand dollars will be reviewed at the rate hearing on November 7, 2023. The Capital improvement plan and agenda will be added to the packet for the Rate Hearing. The Industry's packets have been sent out and the return receipts have been received from most Industries. There still hasn't been any comments received.

PROJECT MANAGER:

Adam mentioned that Hoptown project is just about wrapped up. Their grand opening will be held on November 15th and the Port will hold the ribbon cutting on November 17th. Varietal's roof top units have been balanced and we have received the final report from the testing agency. Graham Baba and Meier Architecture have sent their letters stating that everything has been completed for the projects.

EXECUTIVE DIRECTOR:

- **Nutrien Ag Solutions, Inc.** – Jay presented a Ground Lease Agreement for Nutrien for 5 acres of land east of their current site next to the rail spur. He also presented an

Amendment to the Spur Lease for Nutrien as we had the opportunity to revise and change the way we collect and rent the Spur. The Port has been working with the Port of Vancouver to establish the rate and convert to linear foot. This is a great way to collect a rate based on a nonuse spur and the maintenance of it. This new rate will not take effect until January 1, 2028.

- **SVID** – This contract is to fix the drain that cuts across the 20 acres on the Mensonides property. It is currently in the way of the site's development. The new routing will follow along the road and will be out of the way of construction as the property develops.
- **Ecological Land Services** – 1 year Lease renewal was presented for review.
- **Miss Sunnyside** – 1 year Lease renewal was presented for review.
- **Equipment Space Lease** – This agreement is to move the current AWOS equipment over to Perry Tech's building.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: None

ACTION ITEMS:

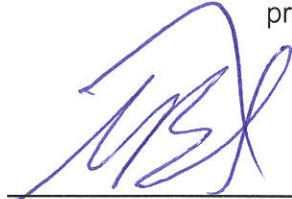
The consent agenda includes:

- Minutes of the Business Meeting held on October 16, 2023, minutes of the Special meeting held on October 25, 2023, and minutes of the Special Meeting held on October 30, 2023. Payroll issued on October 20, 2023, in the amount of \$48,483.13 and Payables issued on October 25, 2023, in the amount of \$173,469.33 totaling \$221,952.46. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Ground Lease with Nutrien Ag Solutions, Inc. 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 the Amendment to Spur Lease with Nutrien Ag Solution Inc. and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the contract with SVID 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 the Lease with Ecological Land Services and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

- Motion to approve the Lease with Miss Sunnyside Committee 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 the Amendment Two to Equipment Space Lease with the City of Sunnyside and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

EXECUTIVE SESSION: No

ADJOURNMENT: The Business Meeting adjourned at 5:49 p.m., peace and harmony prevailing.



Tyler Schilperoort, President

ATTEST:



Jim Grubenhoff, Secretary