



MINUTES OF THE BUSINESS MEETING
Held February 20, 2024

The February 20, 2024, Business Meeting was called to order at 5:15 p.m., by President Martin. 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:

Arnold Martin, Commission President
Jim Grubenhoff, Commission Vice President
Tyler Schilperoort, Secretary
Jay Hester, Executive Director
Rob Faber, Legal Council

Travis Jansen, Operations Manager
Adam Smith, Project Manager
Delilah Saenz, Finance Director
Jasmine Chavez, Administrative Assistant

GUESTS: None

DISCUSSION / ACTION ITEMS:

Executive Director

Road Name – A name has been proposed for the new roadway in the industrial park. The Proposed name is “St. Clair Way” after former Port Commissioner, St. Clair Woodworth. Once it is approved, the family will be invited to the road opening.

Manzana – Manzana Products Co. will be relocating their Apple Processing Facility from California to Sunnyside. They will begin developing the old Seneca building in the fall of 2024 and be in full operation by the end of 2025. This move is expected to bring 150 agricultural jobs to Sunnyside over the next 5 years.

Finance Director

- **Resolution 2024-02** – A new server was recently purchased and installed. The old server needs to be surplused so Avaunt can dispose of it properly.
- **Facility Technician Job** – The position has been posted on social media and in the newspaper for the last two weeks. Only 2 applications have been received. The position will remain open until we receive enough qualified applicants to interview.

Operations Manager

Greenwood Mushrooms – This contract will allow the Port to take in and treat wastewater from Greenwood Mushrooms, also known as Windmill Farms.

- **Department of Ecology** – A meeting with Ecology was held recently to discuss some changes and update them on Port matters. It was nice to meet with them and the Port appreciates the great working relationship they have with them.
- **Parametrix** – The Port recently received a technical memo from Parametrix with

alternatives to gain more treatment or better operation control. The Port asked Parametrix to join in our next meeting via Zoom on March 4, 2024, to give a presentation explaining the changes and benefits.

Project Manager

- **Inspire** – Inspire would like to add 3 new windows to the existing boardroom in the Ports old administrative office. Inspire will be paying for this change, but as required per their contract, they need approval from the commission. The Commissioners approved this request.

ACTION ITEMS:

- Motion to approve the consent agenda which includes Minutes of the Business Meeting held on February 5, 2024, Minutes of the Special Business Meeting held on February 1 and 2, 2024, and Minutes of the Special Business Meeting held on February 9, 2024, Payroll issued on February 5, 2024, in the amount of \$57,312.03. Payables issued on February 9, 2024, in the amount of \$171,995.82, totaling \$229,307.85. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2024-02, a resolution declaring excess personal property and authorizing the disposal of excess personal property. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to ratify the Industrial Wastewater Treatment Facility Industry contract with Greenwood Mushroom Sunnyside IA, LLC. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

STAFF COMMENTS:

Jay commented that St. Clair Road is currently out for bid. The bid opening was supposed to be held on February 29th, but 3 companies have asked for an extension, so we have pushed the bid out to March 7th. The bid opening will be held at the Sunnyside Fire Department.

COMMISSIONER COMMENTS:

Jim commented that he saw the Port's Ad for Proposals for the Ports new administrative office building. Adam commented that we have received 2 proposals, one from Graham Baba, and the other from BORArchitecture. Jay commented that before picking, he would like the commissioners to tour the Allan Bros. administrative office that was designed by Bora since they have already toured the Washington Fruit Administrative office designed by Graham Baba.

EXECUTIVE SESSION:

The Executive Session was opened at 5:58 p.m. by President Martin 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 10 minutes with no action expected. The session ended at 6:08 p.m.

ADJOURNMENT:

The Business Meeting adjourned at 6:11 p.m., peace and harmony prevailing.



Arnold Martin, President

ATTEST:



Jim Grubenhoff, Vice President

