



MINUTES OF THE BUSINESS MEETING
Held March 18, 2024

The March 18, 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, Commission Secretary
Jay Hester, Executive Director
Rob Faber, Legal Council

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

GUESTS:

Maria Fernandez – Ella

DISCUSSION / ACTION ITEMS:

Executive Director

- **GMCO** – Last year GMCO had a land/spur lease agreement with the Port. This was a short-term agreement of 5 weeks. They are interested in leasing the land and spur for another short term of 5 weeks.
- **Task order 2023-02** – Staff has reviewed the cost of Engineering Services for the Midvale Park project with HLA. The work will be performed on a time-spent basis at a normal hourly billing rate utilizing the standard 40-hour work week. This will reduce the cost for Engineering Services by over 1,000 hours.

Finance Director

- **Resolution 2024-03** – This resolution is to surplus the copy machine at the Port's operations office, and the administration office. Both machines have exceeded their useful life by a few years and are starting to have more frequent issues. New machines will be ordered from Abadan.

Project Manager

- **Tenant Improvement Project** – Change orders 1,2, and 3 are for the additional storage/server room, plumbing rough in for a future sink, and additional electrical receptacles and lighting that Inspire would like to add.

- **John Deere Gator** - Last month a Port employee was out cleaning the ditch on Sunnyside-Mabton Hwy when a vehicle from Cliff's Septic left the roadway and crashed into the parked gator. Luckily, the employee was not struck by the vehicle, but the gator was heavily damaged. A report was filed, and a claim was started. We should be receiving a check soon to repair the damage to the gator.

Operations Manager

A copy of the Parametrix presentation from the last business meeting is in the packets for review. Travis mentioned that we are currently out for bid for dredging the lagoons. When the bidding has closed, numbers will be brought back to the commission for approval.

ACTION ITEMS:

- Motion to approve the consent agenda which includes Minutes of the Business Meeting held on March 4, 2024, and Minutes of the Special Meeting held on March 8, 2024. Payroll issued on March 5, 2024, in the amount of \$53,607.93 and Payables issued on March 8, 2024, in the amount of \$332,330.70, totaling \$385,938.63. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Ground Lease with GMCO Corporation in the amount of \$400 for a five-week term and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the License and Release agreement with GMCO Corporation for the rail license fee of \$2.09 per ton for a five-week term and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Amendment No. 1 for Task Order 2023-02 and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2024-03, a resolution declaring excess personal property and authorizing the disposal of excess personal property. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve change orders 1,2, and 3 totaling \$27,842.77 for the Tenant Improvement Project and authorize Adam Smith to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.

STAFF COMMENTS:

Jay commented that the bid opening for the new road will be held at the fire station on March 21st at 11:00 a.m. Bids must be turned in at the Port's Admin office by 11, then they will be taken over to the Fire station for the bid opening.

COMMISSIONER COMMENTS:

Jim thanked Adam for giving him a tour of the tenant improvement project in Suite 4. He commented that it is very nice and a great addition to the building.

EXECUTIVE SESSION:

The Executive Session was opened at 5:50 p.m. by President Martin to discuss Real Estate, Personnel and Legal issues as allowed by RCW 42.30.110 Subsections C, and G, and I, respectively. The session was expected to last 10 minutes with no action expected. At 6:00 the session was extended by 5 minutes. The session ended at 6:05 p.m.

ADJOURNMENT:

The Business Meeting adjourned at 6:09 p.m., peace and harmony prevailing.



Arnold Martin, President

ATTEST:


Tyler Schilperoort, Secretary