



**MINUTES OF THE BUSINESS MEETING**  
**Held June 3, 2024**

The June 3, 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 Counsel  
Adam Smith, Project Manager  
Jasmine Chavez, Administrative Assistant

**GUESTS:** None

**GUEST COMMENTS:** None

**DISCUSSION / ACTION ITEMS:**

**Executive Director**

- **New Admin Building** - Graham Baba recently stopped by and reviewed some layout ideas that were drafted for the new admin building. Jay discussed some ideas and details he has for the new office.
- **Carnation Site** – Now that we have applied for CERB funding for the Carnation site Jay will prepare a presentation on his plan for the site and present to the Department of Commerce in Olympia on July 17<sup>th</sup>.

**Project Manager**

- **Midvale Rd** – We are 2 weeks into the project and working on irrigation placement as submittals are being reviewed for traffic control. ICI will begin saw cutting on Alexander Rd. within the next day or two, then working on tying in the utilities. We are hoping to have a groundbreaking in the next couple weeks. Completion is tracking for March 2025.
- **Dredging** – Last week was the first full week of dredging. American Processing Group currently has employees working 5 days a week, 24 hours a day. We are waiting on weigh tickets to see where they are tracking.
- **520 S 7<sup>th</sup> St** – The Port is in the process of selling our building located downtown on 7<sup>th</sup> Street. Flyers have been printed for commissioners to review. Adam will be working on a map for the proximity to services near the building then the flyer will be posted for anyone interested in purchasing the building.

**ACTION ITEMS:**

- Motion to approve the consent agenda which includes minutes of the business meeting held on May 20, 2024, and minutes of the continued business meeting held on May 22, 2024. Payables issued on May 24, 2024, in the amount of \$167,592.05. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

**STAFF COMMENTS:**

Rob has been doing some research on public comment period. He mentioned that government agencies are required to provide public comment at regular meetings at which final action will be taken. The government body does have the authority to set the rules for the comment period, and once the comment period has ended the public should not make any more comments. Rob drafted a script and asked the Commissioners to review it. He recommends Commissioners consider reading the script at every meeting before the citizen comment period. Commissioners agreed that it would be a good idea to open the comment period with the script.

Jay asked the Commissioners if they would be interested in having Port meetings available via zoom. Rob mentioned that per RCW it is not required, but it is encouraged. Jay will touch base with Commissioners at our next meeting.

**COMMISSIONER COMMENTS:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

The Business Meeting adjourned at 5:55 p.m., peace and harmony prevailing.

  
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Arnold Lee Martin, President

**ATTEST:**

  
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Tyler Schilperoort, Secretary