



**MINUTES OF THE BUSINESS MEETING**  
**Held September 7, 2021**

The September 7, 2021 Business Meeting was called to order at 5:15 p.m., by President Grubenhoff. 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:**

Jim Grubenhoff, Commission President  
Tyler Schilperoort, Commission Vice President  
Arnold Martin, Commission Secretary  
Jay Hester, Executive Director  
Travis Jansen, Project Manager  
Karen Hofmann, Director of Finance & Administration  
Nikki Jech, Communications Director  
Lucia Navarro, Administrative Assistant  
Rob Faber, Legal Counsel

**GUESTS:** None

**GUESTS COMMENTS:** None

The public hearing on Amendment and Supplement No. 34 to the Comprehensive Plan was opened at 5:16 p.m. by President Grubenhoff.

**LEGAL COMMENTS:** Rob Faber commented that as per RCW 53.20.010 notice was given of the public hearing on Amendment and Supplement No. 34 to the Comprehensive Plan via publication in the Sunnyside Sun. The notice ran in the Sunnyside Sun on Wednesday, August 25, 2021 and again on the following Wednesday, September 1, 2021. As of meeting time there were no public comments received. Rob shared that the first notice was provided more than 10 days prior to the hearing which meets the notice requirements in RCW 53.20.010. He explained that the reason for the hearing was to surplus property that will be sold in the near future.

**Citizen Comments:** No citizens were present for comments.

The public hearing was closed at 5:17 p.m.

**DISCUSSION / ACTION ITEMS:**

**EXECUTIVE DIRECTOR**

- **Planter's Hotel** - The application for funding will be presented to the CERB board on Thursday, September 16, 2021. Jay will be traveling to Lacey to give a presentation on the project.
- **Airport Hangar** - Jay stated that the project is still on hold until responses are received from the FAA and City of Sunnyside. Commissioner Schilperoort asked if there is a date

scheduled for bidding the project. Jay commented that he expected the bidding to take place 30-45 days after approval from the FAA and City officials.

### **PROJECT MANAGER**

- **MBR Project** - The project is moving along as anticipated. The contractors are working on cleaning out the SBR to prepare it for updates that will support the new MBR system. Benton REA is expected on site next week to complete electrical upgrades and bring them online. Commissioner Martin asked what the anticipated monthly electrical costs are moving forward. Travis responded that while he knows that electricity costs will rise with the new MBR system, there is no way to tell how much the increase will be. However, the rise in electrical costs will be offset by the decrease in treatment costs. The system is expected to be up and running in the next two months.

### **DIRECTOR OF FINANCE**

- **Budget** - Preliminary 2022 budget numbers were presented for review. The Port has again contracted with FCS Group to determine averages, forecasts and various other constituents to determine the 2022 budget.

**Staff Comments:** Rob commented that he has an additional motion to be added to the agenda in regards to the Garcia property sale. The motion will allow Jay to sign all of the closing documents for the property sale by the closing date of September 13, 2021.

**Commissioner Comments:** None

### **ACTION ITEMS:**

- The consent agenda includes:  
  
Minutes of the Business Meeting held on August 16, 2021. Payroll issued on August 20, 2021 in the amount of \$41,514.05, payables issued on August 25, 2021 in the amount of \$69,003.09, payroll issued on September 3, 2021 in the amount of \$47,593.79 totaling \$158,110.93. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve Resolution 2021-05, A Resolution Adopting Amendment and Supplement No. 34 to its Comprehensive Plan of Development. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to authorize Jay Hester, as Executive Director of the Port of Sunnyside, to sign all closing documents for the Port's sale of Yakima County Assessor's parcel number 231030-11403 to Salvador & Crystal Garcia, including but not limited to the deed, excise tax affidavit, closing statement and closing escrow instructions, which are consistent with the Real Estate Purchase and Sale Agreement signed by the Port. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** The Executive Session was opened at 6:17 p.m. by President Grubenhoff 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 15 minutes with no action expected to be taken. At 6:32 pm the session was extended for another 15 minutes by President Grubenhoff. The session ended at 6:47 p.m.

**ADJOURNMENT:** The Business Meeting adjourned at 6:48 p.m., peace and harmony prevailing.

  
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Jim Grubenhoff, President

**ATTEST:**  
  
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Arnold Martin, Treasurer