

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
January 3, 2012**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on, January 3, 2012. Commissioner Rivard Detrick called the meeting to order at 4:00 p.m.

PRESENT: Commissioners Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor; Janice Hunter, Financial Analyst

MINUTES: MOTION CARRIED to approve the minutes of the regular meeting of Dec 19, 2011 (M/S: George Sisson/ Karen Moore).

VOUCHERS: MOTION CARRIED to authorize payment of vouchers from the Airport Fund:
Payroll Warrant #13983 - 13990 Totaling \$9,809.37
Vouchers #13982 & 13991 - 13999 Totaling \$17,721.12 (M/S Karen Moore /George Sisson)

PUBLIC/TENANT INPUT: NONE

OLD BUSINESS:

Propane Business Inquiry: Mike explained to the Commissioners the location he would like to propose as a long term lease to the business inquiring about one acre of land as a site to place a bulk propane storage tank and associated distribution equipment. There is water, sewer and power available. He would require them to pave the access onto the street so that the BST road surface is protected. The length of the lease is unknown but the agreement would be for \$1,500 an acre per year. Since there was no objection to the proposal Mike will contact them with the offer and proposed location.

Katana: Mike has heard that Katana received a contract for 50 towers which should keep them in operation for approximately 6 months.

Coulee Corridor: The desired location for the ad in the Tales of Adventure Eastern Washington Trip & Travel Guide was available so Mike secured that add with Corinne Isaak. He will be working with her this next month to design the advertisement.

NEW BUSINESS:

Selection of Officers: The nomination of officers for 2012 was as follows: Karen Moore as President, George Sisson as Vice-President, and Shelly Rivard Detrick as Secretary. MOTION CARRIED to elect Karen Moore as President, George Sisson as Vice-President, and Shelly Rivard Detrick as Secretary (m/s: George Sisson/ Shelly Rivard Detrick).

Personnel Policies: Mike reviewed the Personnel Policy Manual following a request for clarification of the benefits provided to the part time employees. In the review Mike identified some discrepancies and inapplicable polices. Mike researched the requirements for eligibility in State retirement and Health systems. To participate in the health program an individual needs to work an average of more than 80 hours a month and at least 8 hours in each month for more than six consecutive months. The State Retirement eligibility requirements are that an employee work at least five (5) months of at least 70 hours a month for two consecutive years initially. The commissioners were given a copy of the current policies and a copy of Mikes suggested changes. Within the policies there were definitions for a Regular qualified part-time, Regular part-time, and Temporary employees. The commissioners suggested these should be deleted because of being inapplicable to current Port employment requirements. This

change will be applied to the rest of the policies that relate to those positions. The new definition for all part time positions will read as follows:

Part Time Employee: An employee who has successfully completed a probationary period, as defined in these policies, and who regularly works sixty nine (69) hours or less per month; qualifies for vacation leave time after twenty four consecutive months of employment.

This change establishes that only full time employees are eligible to participate in the Port's insurance program, the state retirement system and other leave benefits.

The policy on the earned sick leave buyout program was reviewed. A full time employee with 10 years of service and in "good standing" not retiring under the Social Security will receive payment for 25% of their earned accumulated sick leave. Mike was wondering what "in good standing" is based on. After the commissioners had a discussion regarding what "in good standing" would mean, it was determined that a definition needs to be added to the policies. Mike will research and propose a definition to be approved at the next meeting along with a completed updated policy manual.

Aircraft Fuel System Quantity Inconsistencies: The Commissioners were provided a chart comparing the computerized inventory level vs the physical clock gauge reading calculation. Since the weekly tracking began in the spring of 2011, we've never seen what the fluctuations look like during the winter months. The differences have fluctuated back in forth, but recently was becoming so inconsistent that Mike had concerns that fuel might somehow be getting stolen. This week's reading brought the difference back up 20 gallons so the concern of theft is no longer an issue. Regardless, Mike has contacted the vendor to have the fuel dispenser recertified. He has also been researching camera systems with the ability to monitor the fueling area that would be able to store at least a week's worth of video. This would help determine if theft is occurring as well as for documentation in case of an accident or fuel spill.

Automated External Defibrillator (AED) Installations: Mike obtained 4 AED kits. There will be one in the Maintenance Shop, one in Hangar 405, one upstairs in the office and one downstairs. Port employees will be certified on AED use January 4.

Youth Hazardous Driving Conditions Course: The Training course is set for Jan 16th. If we have no snow, they may spray water on a section of the ramp in the glider tie down area to simulate icy road conditions. The course will still provide the other training and the simulators for the students.

OPERATIONS and MAINTENANCE:

The cleanup of the old shop building from the last tenant is almost complete. There will also be some needed updates to the doors and other areas of the building. They are still working on the service truck.

FROM THE OFFICE:

Travel & Meetings:

WPPA Executive Board: Tentatively Jan 16th, Mike will attend

WPPA Spring Meeting, May 16-18, Spokane – Commissioners and Mike Wren

Finance and Administration Seminar, June, - Janice Hunter will attend

COMMISSIONER INPUT:

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 5:00 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST:_____

DATE_____2012