

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
January 4th, 2016**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on January 4th, 2016 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:05 p.m.

PRESENT: Commissioners: Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Port Manager; Charla Bomstad, Financial Analyst.

BUILDING 1 & 2 WALKTHROUGH: All those present at the meeting took a walkthrough of the buildings to become familiar with and discuss potential rental options. It was decided that building 1 would be the best choice to use as a divided rental facility allowing several businesses to rent partial floor space as needed. Building 2 will be reserved for a larger business who needs more floor space. Details on the breakroom/bathroom trailer usage will be discussed later on as tenants are found.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of December 21st, 2016 (M/S: Shelly Rivard Detrick / George Sisson).

VOUCHERS: The following Vouchers/Warrants were approved for payment.

Airport Fund: Payroll Warrant #15813 - 15821 Totaling \$12,123.76

Vouchers #15822 - 15825 Totaling \$7,823.53

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S George Sisson / Shelly Rivard Detrick).

OLD BUSINESS:

PERS Presentation: Mike showed how our commissioners are not eligible for PERS at this time as they do not meet the minimum monthly pay/work hours; therefore, there is no need to sign a document declining participation. Mike will file a copy of the presentation in each commissioner's personnel file to document the evaluation for eligibility.

Building 2003 Roof Repair: Mike sent out 17 project requests through MRSC Small Works Roster, but we received no proposals. He will contact some of our local companies for interest and if found ensure they get on the Small Works Roster prior to performing the work.

WTC Legal Counsel: We received a letter from Frank Chmelik answering our inquiry questions regarding potential future litigation actions available to The Port of Ephrata in the dispute with WTC. The commissioners would like to visit with Frank at our next meeting via conference call.

NEW BUSINESS:

Officer Elections: The nomination of officers for 2016 was as follows: George Sisson as President, Shelly Rivard Detrick as Vice-President, and Karen Moore as Secretary. MOTION CARRIED unanimously to elect George Sisson as President, Shelly Rivard Detrick as Vice-President, and Karen Moore as Secretary (M/S: Karen Moore / Shelly Rivard Detrick).

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Snow Removal:

We have been busy with snow removal; plowing the runways and ramp four times and our roads five.

Vehicle Maintenance:

We have had the snow removal equipment in the shop for maintenance and inspection. We inspected for structural fatigue, repaired persistent hydraulic control leaks and greased the chassis.

FROM THE OFFICE:

a. Travel & Meetings:

- i) IDC Meeting, Jan 19
- ii) Sunshine Ports, Walla Walla, Jan 20 (Charla)
- iii) WPPA Legislative Day, Jan 27, Olympia: Mike will make reservations for the night of the 26th for Karen, George and himself. Travel arrangements will be decided as soon as more information becomes available.

b. Next Regular Meeting: Jan 19

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 5:09 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Karen Moore, Secretary

ATTEST: _____

_____ 2016

Michael G. Wren