

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
February 17th, 2015**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on February 17th, 2015, in the Port conference room. Commissioner Karen Moore called the meeting to order at 3:59 p.m.

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

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of, February 2nd, 2015 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #15433 - 15436 Totaling \$6,333.37

Vouchers #15432, 15437 - 15448 Totaling \$20,978.46

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

OLD BUSINESS:

Port Policy Update: Mike made the changes and will send out a digital copy to the commissioners.

Business Resiliency Discussion: Mike updated the commissioners on the steps from our list that we have been working on, such as scanning copies of the signed leases onto the server, 100 vouchers stored off-site and work on the continuity books. It was discussed that adding a few items into the policies would be a better way to address some of the items on the list. Mike said he would give monthly updates on the progress we are making.

Firebreak: Commissioner Moore questioned whether we have enough of a firebreak on certain areas of the port.

Commissioner Compensation: Commissioner Moore wanted to thank Mike for getting the source documentation that documented the current rates to her so quickly.

Port Vehicle: Mike is still looking for a potential vehicle to purchase but wanted the commissioner's opinions on the potential "local politics" involved (IE local dealer vs. out of town or foreign vs. domestic manufacturer). Mike also stated that unless he finds an exceptional deal, he wants to hold off on the purchase until later in the budget year in light of the Service Steel liquidation. Commissioner Rivard Detrick suggested following whatever the city uses in obtaining their fleet vehicles.

EDC Service Agreement: MOTION CARRIED unanimously to sign and accept the 2015 Service Agreement with the Grant County Economic Development Council (M/S: Shelly Rivard Detrick / George Sisson).

2014 Budget Review: We have been waiting on receiving the 2014 closeout information from the County Treasurer's office. Mike is confident that there will be enough data validation that he can present the review at the next regular meeting.

Office Update: We are the schedule for carpet the 2nd week in March and will do the back offices and stairs first, move the offices into the back when done and then carpet the front offices. Mike will order the furniture the week before the carpet is finished so that we will receive it after the carpet is finished. Once all the moving is done, he will do the last paint touch-ups.

NEW BUSINESS: NONE

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Pickups:

- Engine oil and filters replaced.
- Air filters were replaced if necessary.
- Transmission and differential levels were checked.
- Lights were all checked for operation.

Weed Spraying Equipment:

- All hoses are checked replaced if necessary.
- Pumps are checked for leaks, seals replaced.
- Spray wands are inspected.

Weed control this year will begin earlier than in the past few years.

Crack Sealing: They will be starting this soon.

Hangar Doors: They will also start pressure washing the doors to get them ready to paint.

Genie Lift: The new gear box has been installed and the left is working great.

2000 Dodge Pickup: Kurt located and was awarded a vehicle through the GSA Surplus system that will replace one of the current pickups. Kurt and Gordy will drive to Hermiston on Thursday to pick it up.

FROM THE OFFICE:

- a. Travel & Meetings:
 - a) Grant County Ports, Feb 24 11:30-1:30 All commissioners will be in attendance.
 - b) WPPA Exec Board, Mar 19
 - c) EDC Annual Banquet, Mar 20

- b. Next Regular Meeting: Mar 2

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:31 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

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