

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
March 5, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on March 5, 2018 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:04 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 20, 2018 (M/S: George Sisson / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #16737 - 16745 Totaling \$11,170.70

Vouchers # 16746 - 16748 Totaling \$5,215.57

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

OPERATIONS and MAINTENANCE:

Building 2003: We have spent the majority of the past two weeks removing non-functioning infrastructure in building 2003.

- Abandoned water pipes that were in the roof trusses.
- Electrical conduit that was not connected to a source of electricity that we will re-purpose.
- Old electrical insulators and wiring was removed.
- Obsolete transformers for the inoperative coolers were scrapped.
- Inoperative refrigerator units that were outside of the building along with the structure that housed them.

We are removing the many roofing staples that were used to attach the black plastic that ran the full length on the ceiling.

OLD BUSINESS:

Delegation of Authority and Governance Document: Mike will rewrite the document to match our policies etc. for discussion at our next meeting.

Aokerola Group Land Sale: Mike sent a response to them outlining what would need to happen to accommodate a sale. The proposal included a lease/purchase to ensure that phase II of the project was met (approx. 100 jobs) prior to selling. We have not received any response.

NEW BUSINESS:

2017 Annual Report: Charla presented the numbers contained in the annual report for 2017. The commissioners approved filing the annual report as submitted and thanked Charla for her diligence in putting it all together.

EDC Letter: The commissioners would like to invite the EDC to attend a meeting where they can discuss the upcoming year’s development plan.

PUBLIC/TENANT INPUT: NONE

FROM THE OFFICE:

- a. Travel & Meetings:
 - i) WPPA Executive Meeting Mar 21 Port of Pasco (Karen)
 - ii) Spring Meeting May 9-11, Vancouver, WA (Mar Registration)
- b. Next Regular Meeting: Mar 19

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:30 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____
Michael G. Wren

_____ 2018