

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
March 20, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on March 20, 2018 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, Guest Brant Mayo; EDC.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of March 5, 2018 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #16749 - 16753 Totaling \$9,013.41

Vouchers # 16754 - 16763 Totaling \$18,853.91

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

PUBLIC/TENANT INPUT:

Grant County EDC Presentation: Brant Mayo gave a brief report on what the EDC has been doing this last year and the goals for the upcoming year as well as the target goals for 2019-2023. They plan to have a Grant County Ports meeting here at the Port of Ephrata in the near future. The commissioners thanked him for coming.

OLD BUSINESS:

Delegation of Authority Document: After a brief discussion about a couple of small changes the commission agreed to adopt this document specific to Mike. Additionally, Mike's duty title changes from Manager to Executive Director while Charla's title changes from Financial Analyst to Financial Officer. Mike will also produce a separate document that can be used for a new executive director during a probationary period.

MOTION CARRIED unanimously to adopt the delegation of authority as discussed (M/S George Sisson / Shelly Rivard Detrick).

Governance Document: The commissioners felt this document was ready to be adopted as is.

MOTION CARRIED unanimously to adopt the Governance Document as discussed (M/S Shelly Rivard Detrick / George Sisson).

NEW BUSINESS:

Manufacturing Building Cranes: Lampson Cranes reached out to Mike informing him that they might sell the overhead cranes that they own currently in buildings 1 and 2. Mike suggested that

we talk to them about the cost of us potentially purchasing some or all the cranes. The commissioners agreed to have Mike make the inquiry.

Walmart 6-Month Lease: Walmart is looking for warehouse storage while they remodel the Ephrata and Wenatchee stores. They have preliminarily selected building 2 with the corresponding breakroom/bathroom area. We are in the process of negotiating a draft lease. Mike will contact Frank Chmelik to review prior to approving.

2017 IDC Annual Report: The commissioners agree to submit the annual report as presented. MOTION CARRIED unanimously to submit the 2017 IDC annual report (M/S Shelly Rivard Detrick / George Sisson).

OPERATIONS and MAINTENANCE:

Kurt was gone this last week but Gordy continued work removing staples from the rafters in building 2003. He also removed a false wall.

They started the pre-emergent weed spraying today and will continue as the weather permits.

FROM THE OFFICE:

- a. Travel & Meetings:
 - i) WPPA Exec Board Meeting (Karen), Mar 21 Pasco
 - ii) WPPA Exec Board Meeting (Karen) May 8
 - iii) Spring Meeting May 9-11, Vancouver, WA (Mar Registration)

- b. Next Regular Meeting: Apr 2

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:54 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

_____ 2018