

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
May 7, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on May 7, 2018 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:00 p.m.

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

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of April 16, 2018 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #16802 - 16810 Totaling \$11,235.28

Vouchers # 16801 & 16811 - 16817 Totaling \$24,037.13

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

OLD BUSINESS:

Manufacturing Building Cranes: Mike heard back from the Board of County Commissioners and instead of the \$200,000 we requested, they have awarded us a grant for \$75,000. This will leave us to cover \$275,000 of the \$350,000 purchase price for the 6 overhead cranes.

Due to the timing of Walmart moving into the building, Lampson will be unable to complete repairs on the crane that needs 4 new motors so Mike recommends that we pay Lampson \$250,000 now and the final \$100,000 after they are able to get in the buildings and complete the repairs. Mike will work with our legal counsel Frank Chmelik to create a contract for this agreement.

- a. Resolution 2018-001 Purchase Overhead Cranes: MOTION CARRIED unanimously to purchase 6 overhead cranes currently installed in buildings 1 & 2 from Lampson Crane for the purchase price of \$350,000.00 (M/S: Shelly Rivard Detrick / George Sisson).

Walmart Leasing of Building 2: The lease is fully executed and representatives from Walmart will be here on Wednesday to do a walk-thru. They called today to get a physical address so that they can overnight the full rent payment to us, so we should have that tomorrow.

NEW BUSINESS:

VECA (Electrical Contractor, New Tenant): VECA was working on the Microsoft expansion project in Quincy. Now that the project is done they are looking for a more affordable place to lease until they move back into full production. They are going to lease building 2003 for now

and they are also interested in possibly taking one of the big manufacturing buildings once they go back into production because of the fact that the buildings have overhead cranes.

Building 2003 has office spaces available, but they are in very bad repair. It was agreed that they could improve the offices for their use after they submit a plan for approval and get appropriate permits. This work will be done at their expense and we will benefit by the office being restored to a usable condition.

Cabinet Manufacturer: The EDC contacted us about a possible tenant for one of the big buildings in January. Mike will keep the commissioners informed if he receives more information regarding this.

2018 Audit: We were contacted regarding setting up a time to do our 2018 Audit. They will be here next week.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Weed Control: The application of pre-emergent herbicides on our graveled lots, roadsides, and airfield areas are completed.

Spring Cleanup: We have cleaned up the rock mulch areas in front of the terminal building, the entry sign and our shop. The lawns have all been fertilized. Branches that have shed from the trees around the RV park have all been picked up and the area raked. We had several inmates from the jail to pick up trash alongside of Airport street. We collected four yards of litter.

Craftsman riding mower: We are replacing all of the moving parts on this mower deck. We are waiting for pulleys to arrive so that we can complete the repair.

40' Ground Sprayer: The actuators on the ground sprayer were either replaced or rebuilt. They are reinstalled and the sprayer is now ready for use.

Building 2003: We have completed the installation of the new lighting in this building. The truss was repaired and building was cleaned up in preparation for the new tenant.

Industrial Bldg. #2: We have installed new emergency exit lighting and fire extinguishers in the building. The floor and the concrete pad between the two buildings has been swept and all unnecessary items were removed.

Bathroom for Bldg. 1: When the water was turned on, we had several issues with the internals of the toilets, urinals and faucets. We replaced or repaired them and gave the bathroom a good cleaning. We also installed the required Fire extinguishers in preparation for occupancy.

FROM THE OFFICE:

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

- b. Next Regular Meeting: May 21

COMMISSIONER INPUT:

The commissioners would like to make note of how exceptional our maintenance department is. Their varied skills and willingness to work so many disciplines is very beneficial for the Port. They consistently complete the seasonal, planned tasks, while constantly being distracted by new time sensitive items needed for us to serve our tenants. Many thanks and great job!

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:23 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

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