

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
May 21, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on May 21, 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; Guest: Jessica Stang; State Auditor's Office.

2018 AUDIT ENTRANCE CONFERENCE: Jessica Stang will be the on-site auditor for this year's audit. This audit will be limited to an accountability audit and she estimates approximately 2 weeks to complete the work.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of May 7, 2018 (M/S: George Sisson / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #16818 - 16822 Totaling \$9,013.39
Vouchers # 16823 - 16834 Totaling \$36,185.94

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

OLD BUSINESS:

Manufacturing Building Cranes: Frank Chmelik, Legal Counsel, is drafting the bill of sale for this purchase, which will then be reviewed by Lampson International. Mike expects to complete the transaction within the next 3-4 weeks. We will make an initial \$250,000 payment at closing. The final \$100,000 will be paid after Walmart vacates the building and Lampson repairs the trolley motors on the 40-ton crane. Lampson has referred a company out of Munich, Germany called Voith Hydro who may be looking for some heavy manufacturing space with overhead cranes at the beginning of 2019.

NEW BUSINESS:

2018 1st Quarter Budget Review: Overall, the budget looks good. Mike informed the commissioners that the maintenance budget will most likely be exceeded this year due to the amount of work needed in all areas this year. Mike reminded the commissioners that the budgeted amount for the 3 primary maintenance areas has not been changed in the 14 years that he has been Director. Kurt continues to manage his funds exceptionally well, but aging equipment and facilities occasionally necessitates more funds.

Hiring Process Changes (Washington Fair Chance Act): Mike reviewed the new state guidance with the commissioners. The primary change is that criminal history cannot be part of the initial application, nor considered during the first phase of the hiring process.

Alternative Fuel Requirement Deadline: This is an initiative that was initially passed in 2007-2008 but was put on hold due to the economic downturn. Effective this summer, all public agencies must make efforts in moving towards the use of alternative fuels in all vehicles. We are not required to replace a vehicle prior to the end of its usable life, however, this will have significant impact in the cost of the acquisition and operation of our vehicle fleet in the future.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE: Noxious weed spraying: The grass fields along Division and Corporate were sprayed with a select herbicide for noxious weeds.

Terminal Building: Has been treated with an insecticide around the perimeter for insect control.

Building 2006: We have repaired the dog house vent on the roof of the building that was damaged due to wind.

Building 2001: We patched openings in the outside walls of this building preventing rodents from getting in.

Craftsman mower: The deck on our mower had all of its pulleys and idlers replaced.

Arborvitaes: The arborvitaes along the port terminal entry has an infestation of spider mites. We had to remove one and treat the others with a contact insecticide.

FROM THE OFFICE:

- a. Travel & Meetings:
 - i) SGC “Dust Up” Soaring Event, May 24-27
 - ii) Aerobatic Training Camp, Jun 3-9
 - iii) Aerobatic Apple Cup Competition, Jun 22-23
- b. Next Regular Meeting: June 4

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:45 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

2018

Michael G. Wren