

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
June 17, 2019**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on June 17, 2019 in the Port conference room. Commissioner George Sisson called the meeting to order at 3:57 p.m.

**PRESENT:** Commissioners: George Sisson, Shelly Rivard Detrick and Karen Moore. Staff: Mike Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer; Guests: Randy Branson, FEMA; Patrick Wright, WSDOT; Ray Madrid, Washington Military Department, Emergency Management Division.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting of June 3, 2019 (M/S: Karen Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #17259 - 17263 Totaling \$9,307.01  
Vouchers # 17264 - 17275 Totaling \$12,078.69

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

**OLD BUSINESS:**

Walmart Lease of Building 2: The lease is finished and we have received their payment for the rental of building 2 from July 4, to October 9, 2019.

Forever-ODM Inc. Lease of Portion of Building 1: This lease finalized today and they have already started moving into their portion of the building.

**NEW BUSINESS:**

Future Tractor Replacement: Our tractors are aging to the point that we need to start budgeting for a replacement. Mike suggested spreading the estimated cost of \$70,000 over two budget years. However, if the opportunity to purchase one from a surplus site or local farm auction arose in the first year, we could purchase it earlier at a significant cost savings.

The commissioners feel that if a replacement is found, even as soon as this year, we should go ahead and spend the money. If no replacement is found this year, then they will budget the purchase over the next two years.

MOTION CARRIED unanimously to authorize payment of up to \$40,000 on a surplus/used tractor if one is found prior to the \$70,000 budget target being met in 2021. (M/S Karen Moore / Shelly Rivard Detrick).

FEMA Use Agreement: Randy Branson with FEMA, along with Ray Madrid and Patrick Wright, presented a proposal to enter into a memorandum of agreement to use portions of the Port for disaster response support.

The commissioners all agree to moving forward with the development of a Memorandum of Agreement with FEMA as proposed. Additionally, they agree to authorize Mike to sign the agreement once completed and approved by both the commission and legal counsel.

MOTION CARRIED unanimously to authorize moving forward on the development of a Memorandum of Agreement with FEMA to use the requested areas for disaster response support (M/S Shelly Rivard Detrick / Karen Moore).

MOTION CARRIED unanimously to authorize Mike to sign the agreement once completed (M/S Karen Moore / Shelly Rivard Detrick).

EDC 2019 Service Agreement: The commissioners have concerns regarding the service agreement and would like someone from the EDC to come and speak with them. Mike will request they attend the next meeting.

#### **PUBLIC/TENANT INPUT: NONE**

#### **OPERATIONS and MAINTENANCE:**

Hangar #405: Our efforts have been focused on the window replacement and installation of metal siding of the west side of hangar 405. We have framed and installed plywood over the windows we are going to eliminate. We have also installed three new personnel doors and replaced deteriorated plywood that had been used for siding.

Industrial Bldg.1: In preparation of a new tenant, we replaced insulation from an old repair, swept the floor and relocated large steel sheets to our shop yard. We also relocated mobile equipment that we had stored there.

Summer Help: We have not had any qualified applicants respond to our job advertisement so Kurt is going to move forward without hiring additional help this summer.

#### **FROM THE OFFICE:**

The Aerobatic competition went well and the glider competition is going well.

##### a. Travel & Meetings:

- i) Next Regular Meeting; July 1
- ii) Region 8 Soaring Competition, June 15-22
- iii) WPPA Directors Seminar, July 11-12
- iv) WPPA Commissioner Seminar July 22-23 (Karen will attend this meeting)

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:58 p.m.

\_\_\_\_\_  
George Sisson, President

\_\_\_\_\_  
Shelly Rivard Detrick, Vice President

\_\_\_\_\_  
Karen Moore, Secretary

ATTEST: \_\_\_\_\_

Michael G. Wren

\_\_\_\_\_ 2019