

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
August 7, 2017**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 7, 2017 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:01 p.m.

PRESENT: Commissioners: Shelly Rivard Detrick, Karen Moore and George Sisson. 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 July 17, 2017 (M/S: Karen Moore / George Sisson).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #16487 – 16497 & 16510 Totaling \$12,435.87
Vouchers # 16486 & 16498 - 1616509 Totaling \$56,054.96

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S George Sisson / Karen Moore).

OLD BUSINESS:

Perimeter Fence/Post Installation: The Project is moving forward. The fence company is awaiting material but expects to begin no later than the 21st. Mike inspected the area and met with homeowners to ensure nothing would be in the way when the installation begins. Mike met with Lane Reynolds on Saturday and he has removed everything that they had placed on Port property since they bought the house. He felt strongly that it was unfair to force him to remove 2 trees and some shrubs/flowers that had been allowed to be there for many years prior. Mike agreed to bring port resources for whatever else the Port desires to remove in that area. Lane agreed to work with us in that process. Commissioner Detrick clarified that it would appropriate to hire professional services to do tree removal if we felt it was necessary. Once work is completed a follow up letter will be sent out reminding the residents of upkeep issues.

Crack Sealant Order: The material has been received and will be applied the last two weeks of August. We are short staffed right now but we are hoping to bring in a couple work release inmates to help out.

Buildings 1 & 2 Concrete Repairs:

- a. Resolution 2017-005, Awarding Contract to Ridge2River Construction, LLC who submitted the low bid of \$63,180.00 MOTION CARRIED unanimously to award the contract to Ridge2River Construction, LLC in the amount of \$63,180.00 (M/S George Sisson / Karen Moore).

Retaining Wall: It was agreed to put off the next phase of entryway landscaping for another year due to the expenditures made for the concrete repairs in buildings 1 & 2.

NEW BUSINESS:

2017 Operating Budget Midyear Review: Mike reviewed the budget progress with the commissioners. Overall, everything is right on track.

Grant County Public Works Parking Request: Jeff Tincher sent a request asking for permission to develop an overflow parking area near the public works conference room which is used for all types of public meetings. He included a diagram showing two options for the commissioner's consideration. Public Works preferred an area in the field north of their building. The commissioners felt option B, which is west of their facility, would be appropriate. The commissioners wanted to maintain the aesthetic of the field next to Division Ave and ensure that nothing complicated the maintenance and upkeep of that area.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Terminal: The painting of the terminal building is near completion. We painted the body of the building and are in the process trimming out the windows. Preparations for this building took longer than anticipated but should last for years to come.

On Line Auction: A representative from Department of Enterprise Services will meet with Kurt Friday to go over our items that are going to be auctioned on line. He will verify the condition of our items and ensure that all paper work is in order.

Weed Control: We are still spot spraying.

FROM THE OFFICE:

- a. Travel & Meetings:
 - i) Environmental Seminar, Sep 20-21 Karen going
 - ii) WPPA Small Ports Seminar, Oct 26-27 Leavenworth Book 4 rooms now
 - iii) WSCAA, Conference, Oct 26-27, Leavenworth Mike attending this
 - iv) WPPA Annual Meeting, Nov 15-17, Seattle

- b. Next Regular Meeting: Aug 21

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 4:46 p.m.

Shelly Rivard Detrick, President

Karen Moore, Vice President

George Sisson, Secretary

ATTEST: _____

Michael G. Wren

2017