

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 4, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 4, 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, Guest; Ted Hile, Work Source.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of August 20, 2018 (M/S: George Sisson / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #16952 - 16962 Totaling \$13,193.45

Vouchers # 16963 - 16964 Totaling \$356.46

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

OLD BUSINESS: NONE

NEW BUSINESS:

Washington State Paid Family and Medical Leave Program: We received information regarding this new program. Mandatory premium withholding from all employees begins January 1, 2019. The program is scheduled to begin providing benefits in January 1, 2020. This program is in the very early stages of implementation so we will continue monitoring information to ensure that the Port remains in compliance.

PUBLIC/TENANT INPUT: The commissioners thanked Ted Hile for attending the meeting.

OPERATIONS and MAINTENANCE:

Building 727: We are preparing this building for metal siding.

- All non-functioning vents were removed and OSB board installed in the opening.
- A new gable vent opening was installed.
- Fascia was all scraped, primed, caulked and painted.
- Abandoned exterior electrical was removed.
- New outside wiring was run for new security lights.
- Loose nails were pounded in.

We have installed metal on the lower portion of the north side. We are anticipating substantial completion by the end of September. Things will really slow down for us when metal installation height reaches forty plus feet.

80-foot Genie: We had a service call for repairs to our Genie lift. The necessary repairs were made and the lift functions properly. This piece of equipment is essential in our completion of the Building 727 project.

FROM THE OFFICE:

- a. Travel & Meetings: WPPA Exec Mtg, Sept 11, Kalama (Karen)
- b. Next Regular Meeting: Sept 17
- c. 2019 Preliminary Budget Complete, Oct 15
- d. WPPA Small Ports Seminar, Leavenworth Oct 18-19
- e. WSCAA, Leavenworth, Oct 25-26 (Mike)

COMMISSIONER INPUT: Commissioner Moore pointed out that there are a couple of spotlights out in the museum.

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:14 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

_____ 2018