

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 6th, 2016**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 6th, 2016 in the Port conference room. Commissioner George Sisson called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: George Sisson, Shelly Rivard Detrick and Karen Moore. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Analyst; Frank Chmelik, Seth Wilson and Tim Schermetzler, Legal Counsel members.

ADJOURN TO 60 MINUTE EXECUTIVE SESSION: Commissioner Sisson adjourned the meeting to executive session to discuss potential litigation at 4:00 p.m. At 5:00 p.m. At 5:00 pm, Commissioner Sisson extended the executive session for an additional 10 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Sisson reconvened from executive session at 5:10 p.m. No decisions were taken

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of August 15th, 2016 (M/S: Karen Moore / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #16094 - 16102 Totaling \$10,786.29

Vouchers # 16092, 16093, 16103 - 16110 Totaling \$19,089.03

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

OLD BUSINESS:

Fire Suppression System: We had the pre-bid walk through on Thursday but only one company showed. We open bids on Thursday September 8th.

Inland Empire Distribution Systems (IEDS): They finally got approval from International Paper for additional warehouse space so they are now trying to decide between our buildings and ASPI Group. They are coming over on Thursday to negotiate terms, although we thought terms were already discussed. The commissioners agreed to a potential 5-year lease and would approve IEDS installing 2 loading docks per building provided that they were co-located and didn't adversely impact traffic flow around the buildings. Regardless of how many docks they want to install, the Port would only contribute \$10,000 towards those costs.

Gray and Osborn engineers are coming to evaluate the floor to see what can be done with the multiple pits (holes) that need to be filled.

Wildlife Hazard Management Plan: Purchase of firearms for lethal control: As part of our WHMP, it is recommended that the Port have firearms on hand in the event that lethal control should be needed to ensure flight safety. The commissioners approved the purchase of a .22 & .223 rifle along with a 12ga shotgun. They are to be locked in a bio-safe that will be accessed only by Mike at this time. Policy additions are to be put in place immediately for the security of the weapons, the qualifications of those authorized access, as well as the operational aspects of lethal control.

NEW BUSINESS:

2014 -2015 Audit: We are tentatively scheduled to begin our audit on September 19th and could possibly do the entrance interview before our next commissioner's meeting.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Industrial Building # 1:

We have been clearing this building of more potential safety issues. This includes grinding protruding bolts installed in the floor, removal of abandoned control circuits mounted on walls, removal of electrical disconnects that were mounted on interior walls, repairing insulation and preparing patches on outside metal where pipes and conduits were removed.

FROM THE OFFICE:

a. Travel & Meetings:

- i) WPPA Small Ports, Oct 20-21 (Leavenworth) George unable to attend but Karen, Shelly and Mike will drive up for the 20th only.
- ii) Grant County Ports, Nov 2 (Port of Ephrata Conference Rm)
- iii) WPPA Annual Mtg, Nov 16-18 (Tacoma) Shelly is unable to attend but Karen, George and Mike will be attending.

b. Next Regular Meeting: Sep 19

ADJOURN TO 10 MINUTE EXECUTIVE SESSION: Commissioner Sisson adjourned the meeting to executive session to discuss potential litigation at 5:44 p.m.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Sisson reconvened from executive session at 5:54 p.m.

COMMISSIONER INPUT: Commissioner Sisson commented that Frank Chmelik brought up some potentially important issues for consideration and action and that there is no reason to wait until later for an additional evaluation of the facts to occur.

MOTION CARRIED unanimously to proceed with Frank Chmelik's recommendation to seek the opinion of an additional attorney regarding the WTC litigation (M/S: Karen Moore / Shelly Rivard Detrick).

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 5:58 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Karen Moore, Secretary

ATTEST: _____

2016

Michael G. Wren