

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 18, 2017**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 18, 2017 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:02 p.m.

PRESENT: Commissioners: Shelly Rivard Detrick, Karen Moore and George Sisson. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of September 5, 2017 (M/S: Karen Moore / George Sisson).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #16540 - 16544 Totaling \$8,645.50
Vouchers # 16545 - 16558 Totaling \$86,533.48

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

OLD BUSINESS:

Perimeter Fence/Post Installation: The contractor has requested a change order to extend the completion date to the 27th. There was no request for additional payment for the extension. The request was made due to difficulty in removing rocks within the paved path section and continual collapsing of the post holes in the bare ground area. I have coordinated with the FAA and do not expect any disagreement in getting approval.

Buildings 1 & 2 Concrete Repairs: These repairs are complete and the contractor did an excellent job with the work.

IRS Determination (941 penalties): The IRS determined that though we did exactly as directed by them via their letter telling us to change to monthly deposits, we “should have known” that our requirement was to deposit every two weeks instead of monthly. We made our case and lost. We have paid the penalties and switched back to 941 deposits every two weeks, as we were doing prior to their direction.

NEW BUSINESS: NONE

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Crack Sealing Machine: We spent a few days cleaning up the crack sealing machine after completing the crack sealing of our airfield pavement. We replaced hydraulic hoses that were beginning to leak, serviced the hydraulic system with fresh oil and replaced the filters.

Auction Items: Our surplus equipment has all been sold and the new owners have been loading out this past week. The auction was very successful.

Cleanup: We have been washing the outsides of several of our warehouses ridding them of cobwebs and bird droppings. Buildings 2001, 2006, 2005 & 406 are completed.

Building 2001: We are in the first phase of repainting this building. We have washed the building, tightened loose metal and removed damaged trim.

Lane Reynolds Cleanup: We took the big loader and dump truck to the property line and removed the large boulders that had been dug out along with 2 trees and various shrubs that were on our side of the property line. We then brought in extra dirt to smooth and level the area.

FROM THE OFFICE:

a. Travel & Meetings:

- i) WPPA Environmental Sept 21-22, Vancouver
- ii) WPPA Small Ports Seminar, Oct 26-27 Leavenworth
- iii) WSCAA, Conference, Oct 26-27, Leavenworth
- iv) WPPA Annual Meeting, Nov 15-17, Seattle

- b. Next Regular Meeting: Oct 2 Karen will be gone next meeting and George may be gone.

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 4:16 p.m.

Shelly Rivard Detrick, President

Karen Moore, Vice President

George Sisson, Secretary

ATTEST: _____

2017

Michael G. Wren