

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 19th, 2016**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 19th, 2016 in the Port conference room. Commissioner George Sisson called the meeting to order at 4:02 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.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of September 6th, 2016 (M/S: Karen Moore / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #16111 - 16115 Totaling \$8,420.31

Vouchers # 16116 - 16130 Totaling \$27,528.91

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

OLD BUSINESS:

Fire Suppression System: We had two bids; one for \$887,807.52 from Inland Fire Protection and one for \$521,138.00 from Fire Control Sprinkler Systems CO., Inc. Mike has reviewed the bid documents and various state requirements for eligibility. Mike recommends the award of the contract to Fire Control Sprinkler Systems CO., Inc.

- i. Resolution 2016-006: Awarding contract to Fire Control Sprinkler Systems CO., Inc. for \$521,138. MOTION CARRIED unanimously to award the contract to Fire Control Sprinkler Systems CO., Inc. (M/S Shelly Rivard Detrick / Karen Moore).

Wildlife Hazard Management Plan: A biometric safe was purchased and installed and a lock will be installed on the door to that room. The firearms have been purchased and will be brought in once the safety preparations have been completed.

- i. Firearm Policies in Work: Mike created a Wildlife Hazard Management Lethal Control policy for the commissioners to look over. The commissioners asked a few questions for clarification, but felt that it was a great start to an important policy that will hopefully last long after they are gone.

2014-15 Audit: The audit start date has been pushed back a week and the entrance interview is optional for the commissioners. They decided to forgo the entrance interview and will wait for the exit interview.

Industrial Buildings 1 & 2: Negotiations are continuing with IEDS and their potential leasing of these buildings. The commissioners are firm on what they are willing to invest in order to make this lease happen. Since our goal for the long-term use of these buildings is production and job

creation, and not just storage, they do not want to modify the buildings to the extent that they will be limited in their future use.

NEW BUSINESS:

2016 Budget Review: Mike went over a few points on the budget and noted that the budget is looking really good as of the end of August.

2017 Budget Schedule: The preliminary budget will be finalized by October 17th with the final budget being filed with the county by December 5th.

Grant County SIP Program: The Board of County Commissioners has decided to suspend new requests for this program effective January 2017 until after June 7th when they will know if funding will be available.

Preparing to Surplus Items: Kurt is getting a list of items ready that we want to surplus. We will be using the Washington State Department of Enterprise Services to do the sales. They require that we establish an Interagency Agreement with them. The commissioners approved Mike entering that agreement.

Stoneway Electrical Supply: They are one of the contractors involved in one of the data center expansion projects happening in Quincy. They will lease building 526 on a month to month basis starting October 1st.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Mowing: We have mowed our industrial lots, along the bike paths and sidewalks, runway safety zones, EVOC training course edges and the abandoned taxiways.

Buildings 1 and 2: Work continues on making these facilities ready for a new tenant.

Roof repair: We have repaired the roofing on building #526.

Building 4782: Demolition of this building should happen in October.

FROM THE OFFICE:

a. Travel & Meetings:

- i) WPPA Exec Meeting, Oct 19 (Teleconference)
- ii) WPPA Small Ports, Oct 20-21 (Leavenworth)
- iii) WSCAA Meeting, Oct 28-29 (Leavenworth)
- iv) Grant County Ports, Nov 2 (Conference Rm)
- v) WPPA Annual Mtg, Nov 16-18 (Tacoma)

b. Next Regular Meeting: Oct 3

COMMISSIONER INPUT:

Commissioner Moore talked about her trip to Washington D.C. as part of the WPPA delegation saying it was very productive and important for them to be there.

Commissioner Rivard Detrick asked what response we have had regarding the new entryway sign. The input has been minimal, but all has been positive.

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:42 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Karen Moore, Secretary

ATTEST: _____

Michael G. Wren

2016