

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS**

Nov 7, 2011

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on November 7, 2011. Commissioner Rivard Detrick called the meeting to order at 4:00 p.m.

PRESENT: Commissioners Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Port Manager; Janice Hunter, Financial Analyst.

MINUTES: MOTION CARRIED to approve the minutes of the regular meeting of Oct 17, 2011 (M/S: George Sisson / Karen Moore).

VOUCHERS: MOTION CARRIED to authorize payment of vouchers from the Airport Fund:

Payroll Warrant #13893- 13899 & 13923 Totaling \$10,347.06

Vouchers #13900 - 13922 Totaling \$15,833.23 (M/S Karen Moore / George Sisson).

PUBLIC/TENANT INPUT: NONE

ADJOURN TO EXECUTIVE SESSION:

Commissioner Rivard Detrick adjourned the meeting to an Executive Session at 4:17 pm to discuss staff personnel performance for an estimated 15 minutes.

RECONVENE FROM EXECUTIVE SESSION:

The meeting was reconvened from executive session at 4:40 pm. No decisions were taken during the executive session.

OLD BUSINESS:

Budget 2012: The comment period for the proposed 2012 budget is open. Commissioner Rivard Detrick proposed a 3% salary increase for each employee for 2012. MOTION CARRIED to include a 3% salary increase for each employee in the 2012 budget, (M/S: Karen Moore / George Sisson).

Hangar 304: The Lighting upgrade for Hangar 304 would cost \$15,260 with a rebate of just under \$4,000. The Commissioners agreed this would be a good project to have completed now since Katana is not currently in operation. MOTION CARRIED to move forward with the lighting upgrade in Hangar 304. (M/S: Karen Moore / George Sisson).

NEW BUSINESS:

Electronic Records Compliance: In light of presentations given during the WPPA Small Ports seminar last month relating to electronic public records, Mike has implemented the following new procedures: To ensure that business related emails and documents that are accessed outside of the Port offices are properly retained on Port equipment, Mike and The Commissioners were each issued an iPad. This will prevent them from having to access Port email and documents from privately owned computer systems. Mike also started including his Port email address as a recipient on any emails sent from his phone to ensure that they ultimately end up on the office desktop which is backed up on a regular basis. Since the Washington State guidance

recommends not using optical media (CD/DVD) as archival storage for electronic data, Mike purchased a portable hard drive and flash drives to use for the weekly data backups that are stored off site. Finally, The State has issued updated records management guidelines. We will be reviewing the guidance and updating our processes to incorporate the new guidelines over the next few months.

OPERATIONS and MAINTENANCE:

Commissioner Rivard Detrick wanted to thank Kurt for providing the information on the lighting project in such a way as they were well informed of the situation and could act in a timely manner.

FROM THE OFFICE:

Travel & Meetings:

Mike traveled to Seattle last week to meet with representatives of the State Department of Commerce, The Grant County Economic Development Council and a steel pipe manufacturer looking at the possibility of constructing a plant in the area. Their initial land purchase request was 100 acres and was situated on the property that is currently not sellable until we receive a determination by the courts on the status of the Washington Tire contract. The pipe manufacturer changed its request to 400 acres, which appears to dramatically exceed the amount of land needed for the operation they described. Mike communicated that their best option would be to pursue purchase of the industrially zoned property just to the North of our boundaries. It would be a much quicker and less restrictive process since it would not require FAA approval. The Port would still be committed to support the project any way possible to help in its success.

Mike received updated water and waste water system capacities from the City. According to a study by their engineers, there is an additional capacity of 616,000 gallons of water available per day as the system is currently configured. This number is much lower than Mike had expected and stated that it could potentially be a limiting factor for project development. The study also broke down the capacity of the wastewater system. It clarified that capacity is not only dictated by volume, but also by content of the waste stream. This elevates the importance of us working more closely with the city and potential projects to ensure that everyone properly defines and understands the project requirements and impacts.

WPPA has been seeking more Eastern Washington representation on their executive board. They asked Mike if he would be willing to take on the duties of Treasurer for The Association. The term is for 2 years. Mike would need to attend the Spring and Annual meetings as well as 3 other meetings that would be scheduled for the purpose of executive board business. Mike felt like there was enough staff time available to support the request and that it would be a good opportunity to represent participation by the Port of Ephrata. The commissioners agreed and directed Mike to inform the WPPA of his acceptance of those responsibilities.

Mike will be attending the WPPA Annual Meeting December 6 through the 9th.

Commissioner Sisson will be attending the WPPA New Commissioner Seminar December 6-7.

COMMISSIONER INPUT:

The annual Port staff Christmas party will be at Commissioner Sisson's home after the Dec 5th public meeting.

ADJOURNMENT: There being no further business to conduct, Commissioner Rivard Detrick declared the meeting adjourned at 5:15 p.m.

Shelly Rivard Detrick, President

Karen Moore, Vice President

George Sisson, Secretary

ATTEST: _____

DATE _____ 2011