

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
November 7th, 2016**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on November 7th, 2016 in the Port conference room. Commissioner George Sisson called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: George Sisson and Karen Moore. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Analyst.

ADJOURN TO EXECUTIVE SESSION: Commissioner George Sisson adjourned the regular meeting to executive session for approximately 10 minutes to discuss possible litigation via TELECON with Attorney Frank Chmelik.

EXTEND EXECUTIVE SESSION: Commissioner George Sisson extended the executive session for another 5 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner George Sisson reconvened to regular meeting at 4:15 p.m.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of October 17th, 2016 (M/S: Karen Moore / George Sisson).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #16173 - 16181 Totaling \$11,526.31
Vouchers # 16172, 16182 - 16191 Totaling \$334,039.84

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

OLD BUSINESS:

Accountability Audit 2014-2015: We had the exit interview today with Mike and Commissioner Sisson attending. The most significant recommendations were relating to checking the accuracy of the retirement and year end payroll liabilities. Overall, they stated that we run a very efficient operation and were impressed with how much we get done with so few people. There were no findings for this audit.

Commissioners Sisson and Moore both thanked the office staff for representing the Port well during the audit.

2017 Draft Budget: The budget is out for advertising right now and the commissioners did not have any changes they want to make at this time.

Fire suppression System, Change Order for \$11,824: Due to the height and slope of the roof in the North building and the presence of cranes, they have to move the main piping further in towards the center which means they are incurring additional costs to ensure proper pipe drainage. Mike requested a breakdown of the costs and asked them to include sales tax.

MOTION CARRIED unanimously to approve the change order in the amount of \$11,824.00 (M/S Karen Moore / George Sisson).

NEW BUSINESS:

AT&T Request to Reduce Lease: Both commissioners agreed that the original lease was fairly negotiated on both sides and that AT&T's desire to reduce costs was insufficient justification for reducing the lease amount originally agreed upon. Mike will forward that response to AT&T.

Port of Moses Lake Clean Air Authority Proposal: The Port of Moses Lake proposed the potential creation of a Grant County Clean Air Authority during the county-wide port meeting held last week. This proposal is just in the beginning stages but in essence, this organization would become the approval authority for air quality issues in Grant County. The idea being that we would have local context and vested interest represented in the interpretation and enforcement of air quality regulations. This would be some level of replacement for Department of Ecology (DOE), depending upon what level of authority the DOE is willing to delegate. There are many details yet to be confirmed such as funding and a realistic look at what level of authority might be attained.

Commissioner Moore would like this addressed at the next meeting as well to insure Commissioner Rivard Detrick was informed on this proposal.

TriCan Lease: This lease expires on January 5th, 2017 and it states in the lease that the lessee needs to give us 120-day notice that they intend to exercise their 20-year lease option otherwise the lease expires. The commissioners agreed to waive the enforcement of the 120 days if the notification is received within 14 days of us sending notification that the deadline was missed. Mike will send it out first thing tomorrow.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Winterization: We have mowed all of the lawns for the final time this year. All automatic sprinkler and outdoor faucet systems have been shut down and blown out/drained. All motorized equipment has had fuel stabilizers added and inspected. Seasonal equipment such as sprayers, weed trimmers, mowers etc. have been winterized.

Hanger 304: We added additional bird block material in areas where we believe birds were still entering the hangar.

Hangar 405: We replaced several window panes at the hangar that were broken or missing.

FROM THE OFFICE:

- a. Travel & Meetings:
 - a) WPPA Annual Meeting: Nov 15-18 (Tacoma) Mike and Karen will be attending this meeting.
 - b) Annual Christmas Gathering: This has been tentatively set for Dec 5 at Commissioner Moore's house.

- b. Next Regular Meeting: Nov 21

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:39 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Karen Moore, Secretary

ATTEST: _____

Michael G. Wren

2016