

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
November 16th, 2015**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on November 16th, 2015 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:02 p.m.

PRESENT: Commissioners: Karen Moore, George Sisson (via phone) and Shelly Rivard Detrick. 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 November 2nd, 2015 (M/S: Shelly Rivard Detrick / Karen Moore).

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

Airport Fund: Payroll Warrant #15762 - 15765 Totaling \$6,512.87

Vouchers #15766 - 15778 Totaling \$17,177.29

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

OLD BUSINESS:

Service Steel: We have received the completed settlement agreement and have gained access to the buildings. Though there was a lot of trash left behind in the buildings and on the grounds, overall, the buildings are in pretty good shape. The breakroom will need significant clean-up and repair.

Port Entry Sign: This project is ready to go out for bid.

Gun Range: Wes and Mike met with the adjacent property owner and will keep us informed of future developments.

Hangar 304: Mike has a meeting with Karen Miles from the FAA on the 19th to discuss the use of this hangar for the Big Bend Community College drone training program. Right now, we only use about 31% of the hangar space due to inefficiency caused by airplane storage. Being able to use 100% of the building for an aviation-related business would increase The Port's revenue tremendously. If this is approved and implemented, we would build a T-hangar to make up for the lost aircraft storage provided we had at least 4 committed tenants on a waiting list.

ADJOURN TO EXECUTIVE SESSION: Commissioner Karen Moore adjourned the regular meeting to executive session at 4:10 p.m. to discuss personnel performance for 15 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Karen Moore reconvened from the executive session at 4:25 p.m.

2016 Budget:

- a) Establish 2016 Tax Levy
 - i. Resolution 2015-005 MOTION CARRIED unanimously to establish the 2016 tax levy (M/S George Sisson / Shelly Rivard Detrick).
- b) 2016 Budget Review/Approval
 - a. Resolution 2015-006 MOTION CARRIED unanimously to approve the 2016 budget (M/S George Sisson / Shelly Rivard Detrick).

NEW BUSINESS: NONE

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Recertification Credit Hours:

Last week Kurt attended 3 days of pesticide certification credit classes in Wenatchee. The classes were both informative and interesting. He verified that the products we are using are the most safe and effective available at this time.

Buildings 1 & 2:

They have begun to survey and prioritize what will be necessary to get the facilities operational. They dug up the bathroom waterline and are replacing the broken main shutoff valve. Electrical power was turned on Tuesday. A locksmith was brought in on Thursday to rekey all the locks on the buildings. A 40 yard dumpster will be brought in to help with the cleanup.

ADJOURN TO EXECUTIVE SESSION: Commissioner Karen Moore adjourned the regular meeting to executive session at 4:35 p.m. to discuss potential litigation and written input from WPPA General Counsel, Frank Chmelik for 15 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Karen Moore reconvened from the executive session at 4:50 p.m.

FROM THE OFFICE:

- a. Travel & Meetings:
 - i) WPPA Executive Board Meeting, Nov 17 (Karen)
 - ii) WPPA Annual Meeting, Nov 18-20 (Mike & Karen)
 - iii) Port Christmas Potluck, Dec 7th (after regular meeting)
- b. Next Regular Meeting: Dec 7th

COMMISSIONER INPUT:

WPPA Legislative Day:

Commissioner Moore informed us that it will be held in Olympia Jan 27, 2016.

Commissioner PERS Participation: Katherine had sent out an email ensuring that we notified the commissioners of the PERS participation eligibility. To make sure they have proper context for a decision, Mike will give a presentation next meeting clarifying costs and potential benefits.

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:55 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

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