

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
November 19, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on November 19, 2018 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:06 p.m.

**PRESENT:** Commissioners: Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Executive Director; Charla Bomstad, Financial Officer.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting of November 5, 2018 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #17025 - 17029 Totaling \$9,023.05

Vouchers # 17030 - 17047 Totaling \$69,075.81

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

**ADJOURN TO EXECUTIVE SESSION:** Commissioner Karen Moore adjourned the regular meeting at 4:07 p.m. to executive session for 20 minutes to review personnel performance.

**EXTEND EXECUTIVE SESSION:** Commissioner Karen Moore extended the executive session for an additional 10 minutes.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Karen Moore reconvened to regular meeting at 4:37 p.m.

**OLD BUSINESS:**

2019 Budget:

1. Resolution 2018-003: Adopting the General Operation Budget for 2019. The Commissioners adopted the proposed budget after establishing the 2019 staff salaries.

MOTION CARRIED unanimously to adopt the 2019 budget as submitted with the salary changes (M/S George Sisson / Shelly Rivard Detrick).

2. Resolution 2018-004: Establishing the 2019 Tax Levy. The commissioners agree to establish the 2019 tax levy which represents an increase of approximately 1.0% from 2018.

MOTION CARRIED unanimously to establish the 2019 Tax Levy (M/S: Shelly Rivard Detrick / George Sisson).

## **NEW BUSINESS:**

Disposal of Obsolete Equipment: Mike proposed disposal of obsolete computer equipment which included a HP CPU purchased in 2006, a Dell CPU purchased in 2009 that is experiencing video display problems and a Dell laptop purchased in 2010 that is meant for presentations either in our conference room or portable that does not have the processor/memory capacity to run video. The commissioners concurred with the proposal to dispose of the equipment.

Resolution 2018-005: Authorizing participation in the Department of Retirement Systems Deferred Compensation Program (DCP). Mike proposed that the commission authorize the Port to participate in the state-managed DCP. This gives all employees another option for investing at no cost to the Port.

MOTION CARRIED unanimously to authorize participation in the Deferred Compensation Program (M/S George Sisson / Shelly Rivard Detrick).

Stoneway Electric Proposal to Lease Space in Building 1: Stoneway has been exploring several options to fill a relatively short-term (6-18) months need for storage in support of VECAs work on the data center expansion in Quincy. Executives from the Seattle office will be here on Tuesday to look at the building and determine exactly how much space they believe they need.

VECA Building Improvements: They are now done with the electrical and office improvements and are ready to change from a month to month lease to a 1-year lease with two 1-year options.

Land Appraisal: We received the first appraisal on the commercial lot that Westland Development was interested in purchasing. The lot appraised at \$183,000.00 for the sale. Mike will send this information out to Westland. If they decide to move forward with the process, they will need to pay us a deposit of \$3,250.00 which is the cost of the second appraisal required by RCW for sale. The final sale price will be the average of the two appraisals. The deposit will be credited towards the purchase price if they decide to complete the sale. If they do not follow through with the sale, the deposit will be surrendered to the Port.

## **PUBLIC/TENANT INPUT: NONE**

## **OPERATIONS and MAINTENANCE:**

Road Grading: The Lenroc access road and the old Walker paving road were graded for the final time of the year.

Terminal Parking lot: We removed the broken and rusted lights from the steel pole at the edge of the terminal parking lot in the anticipation of a new street light being installed by Grant County PUD.

Building 2004: We have installed a new entry door in this building for added security.

Division Street: We mowed up division street alongside of the sidewalk taking care of some troublesome plants.

New Truck: We have the newly acquired service truck at a repair shop. The engine has a rear main seal that is leaking. We do not have the proper equipment to safely remove the transmission/transfer case for the repair so will need to have the work done.

Building 2001: We repaired outside security lights that were not functioning properly.

Industrial Building #1: New lighted exit signs were installed for potential tenants.

**FROM THE OFFICE:**

- a. Travel & Meetings: WPPA Annual Meeting, Dec 5-7
- b. Next Regular Meeting: Dec 3

Annual Port Dinner: Dec 17<sup>th</sup> at the Moore's

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:56 p.m.

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Karen Moore, President

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George Sisson, Vice President

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Shelly Rivard Detrick, Secretary

ATTEST: \_\_\_\_\_

Michael G. Wren

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