

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
November 21<sup>st</sup>, 2016**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on November 21<sup>st</sup>, 2016 in the Port conference room. Commissioner George Sisson called the meeting to order at 4:00 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 November 7<sup>th</sup>, 2016 (M/S: Shelly Rivard Detrick / Karen Moore).

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

Airport Fund: Payroll Warrant #16192 - 16196 Totaling \$8,420.31

Vouchers # 16197 - 16208 Totaling \$30,060.13

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

**ADJOURN TO EXECUTIVE SESSION:** Commissioner George Sisson adjourned the regular meeting at 4:01 p.m. to executive session for approximately 15 minutes to evaluate personnel performance.

**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 4:21 p.m.

**OLD BUSINESS:**

2017 Budget Approval:

- a. Resolution 2016-007 Establishing Tax Levy: MOTION CARRIED unanimously establishing the 2017 tax levy (M/S: Karen Moore / Shelly Rivard Detrick).
  
- b. Resolution 2016-008 Approving 2017 Operating Budget: Mike added funds for the removal/replacement of the old maintenance sheds and funds for filling in the pits in the manufacturing building floors. The Commissioners directed a 1.3% wage increase be given to all employees. MOTION CARRIED unanimously to approve the 2017 operating budget with the above changes (M/S: Shelly Rivard Detrick / Karen Moore).

Clean Air Authority Proposal: Mike revisited this proposal from the Port of Moses Lake to ensure Commissioner Rivard Detrick was informed of the initiative. Mike had contacted Johnathan Smith of the Yakima EDC to see if he had any input on how efficient this concept is

since Yakima established their own Clean Air Authority. He was not very familiar with it in his short tenure there but had not heard anything negative about it.

Fire Suppression System, Change Orders: Mike received the breakout of the previously approved change order and the total amount to include the bond and sales tax was actually \$13,025.32. A second change order was requested for \$2,333.19 to increase the size of the riser room in building 1 due to the additional valve system. Both change orders were approved.

**NEW BUSINESS: NONE**

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

Winterization: We have put water with an additive in the bathroom drains of our unoccupied buildings. Without this treatment over time they may freeze or dry out, causing sewer gases to escape into the building. Buildings treated were 3005, 2003, 801, Industrial building bathhouse/break room.

Genie Lift: The 80' Genie lift is being troubleshot for operational functions and engine problems. The carburetor has been rebuilt and the engine will receive a full tune up. We have made significant progress but there are still items that need troubleshooting. We have purchased service manuals and electrical schematics for the lift that will aid in the repairs.

Ford L-9000: Complete fluid, filter service and safety inspection.

**FROM THE OFFICE:**

- a. Travel & Meetings:
  - a) WPPA Ports Day, Jan 31(Olympia) All the commissioners will attend this meeting and asked that Mike check on the availability of hotel accommodations where they stayed last year.
  - b) WPPA Spring Meeting May 17<sup>th</sup> – 19<sup>th</sup> (Cle Elum)
  - c) WPPA Annual Meeting Nov 14<sup>th</sup> – 17<sup>th</sup> (Seattle)
- b. Next Regular Meeting: Dec 5

**COMMISSIONER INPUT: NONE**

**ADJOURN TO EXECUTIVE SESSION:** Commissioner George Sisson adjourned the regular meeting to executive session at 5:00 p.m. for approximately 20 minutes to discuss possible litigation via TELECON with Attorney Frank Chmelik.

**EXTEND EXECUTIVE SESSION:** Commissioner George Sisson extended the executive session for another 15 minutes.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner George Sisson reconvened to regular meeting at 5:35 p.m.

**ADJOURNMENT:** There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 5:36 p.m.

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George Sisson, President

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Shelly Rivard Detrick, Vice President

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Karen Moore, Secretary

ATTEST: \_\_\_\_\_  
Michael G. Wren

\_\_\_\_\_ 2016