

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
December 5<sup>th</sup>, 2016**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on December 5<sup>th</sup>, 2016 in the Port conference room. Commissioner George Sisson called the meeting to order at 4:04 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 21<sup>st</sup>, 2016 (M/S: Karen Moore / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #16209 - 16218 Totaling \$11,167.43

Vouchers # 16219 - 16228 Totaling \$41,981.02

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

**OLD BUSINESS:**

Commissioner L&I Insurance: It was agreed that we will start paying L&I insurance on the Commissioners for December and include them on the 4<sup>th</sup> quarter 2016 L&I report.

**NEW BUSINESS:**

2016 Policy Changes: There was 1 change proposed for the Port Policies addressing lethal control of wildlife per the Wildlife Hazard Management Plan. There was also 1 change proposed to the Personnel Policies changing the month for the submission of annual leave cash outs to December instead of January. The commissioners approved the policy changes as proposed.

Insurance Initiation: Mike just had an initial orientation with our new insurance provider. Mike says that they appear to be very efficient. They want to conduct a risk assessment walk-thru of each building beginning in January. They also provide several types of training locally that we will want to take advantage of.

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

Genie Lift: The 80' Genie lift is now operational. After extensive troubleshooting and schematic research, it is now functioning properly and safely.

Maintenance shed: We have moved all of the small lawn and garden equipment out of the two metal sheds. We then disassembled the sheds and hauled out the wood decks that the sheds were on. The site was all cleaned up and construction on a replacement building has begun.

Sign post replacement: We replaced the traffic revision sign post on Airport that had snapped off at ground level.

**FROM THE OFFICE:**

- a. Travel & Meetings: WPPA Ports Day, Jan 31 in Olympia. Mike has initiated contact with our representatives and will check back in January. Reservations have been made.
- b. Kyle Lynch (Legislative Assistant to Sen Judy Warnick) Funeral: Mike will attend on Saturday the 17th
- c. Next Regular Meeting: Dec 19

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:16 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

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