

**MINUTES OF THE SPECIAL MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
June 7, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in special session on June 7<sup>th</sup>, 2022 in the Port Conference room. Commissioner George Sisson called the meeting to order at 6:00 p.m.

**PRESENT:** Commissioners: George Sisson and Shelly Rivard Detrick. Invited to the Executive Session to assist with Executive Director Performance Evaluation was Mike Wren.

**ADJOURN TO EXECUTIVE SESSION:** Commissioner George Sisson adjourned the regular meeting at 6:01 p.m. to executive session for approximately one hour to evaluate the qualifications of candidates for office to fill the newly open Port Commissioner position and to review the performance of public employees. At 7:00 pm. The executive session was extended 30 minutes.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner George Sisson reconvened to regular meeting at 7:30 p.m. No decisions were made in the executive session.

**New Business:**

Evaluation of Qualification of Candidates for Office: No decision was made on the commissioner replacement at this time.

Review the Performance of Public Employees: With the upcoming one-year anniversary of the Port's Executive Director hiring, the Commissioners discussed the process for a comprehensive employee evaluation of job performance to include a self-initiated audit of the Port of Ephrata. The following are steps as outlined and adopted unanimously.

1. To perform a self-initiated internal audit, Mike Wren is being retained as a part time employee at a rate of pay equal to his former hourly wage plus the 2022 COLA adjustment previously voted on the Commissioners in the 2022 budget, plus an allowance of up to \$1000 to purchase a laptop and associated accessories for the purposes of performing the audit.
2. Mike Wren is given full authority to access any information, personnel or Port assets needed to execute an independent internal audit for the purposes of assessing:
  - a. Employee(s) performance, including, but not limited to the Executive Director
  - b. Operational/programmatic soundness and compliance
  - c. Leases
  - d. Grant assurances
  - e. Project management
  - f. State audit preparation.
3. Upon completion, Mike Wren will deliver a final report directly to the Commissioners for review and consideration prior to it being released to staff.

**PUBLIC/TENANT INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 7:37 p.m.

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George, Sisson, President

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Shelly Rivard Detrick, Vice President

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, Secretary

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

\_\_\_\_\_ 2022

Mike Wren