

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
June 21, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on June 21, 2022, in the Port conference room. Commissioner George Sisson called the meeting to order at 4 p.m.

PRESENT: Commissioners: George Sisson and Shelly Rivard Detrick. Staff: Greg Becken, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer; Jordan Shaw, Administrative Assistant, Nick Moore; Guest

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting with the capitalization of Trout Lake Farms on (M/S: Shelly Rivard Detrick / George Sisson).

MINUTES: MOTION CARRIED unanimously to approve the minutes of the Special meeting on (M/S: Shelly Rivard Detrick / George Sisson).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #18462 - 18468 Totaling \$9,672.10
Vouchers # 18461,18469 - 18477 Totaling \$46,759.73

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

OLD BUSINESS:

- a. Building 2 Ground Rental – Greg will be working with them to lease some of the ground outside of the building with the area they are utilizing. Greg will get plans together for an amendment to the original lease with the approximate ground measurements of the extra land that they are using. Greg clarified that the lease of the cranes comes with the lease of the building and explained the work he had done with Seth regarding inclusion of the cranes in the lease and the cost of their maintenance. Shelly asks about the status of the light installation, so that the expectation of installation time would be agreeable to our maintenance staff. Greg will look over the established timeline and report back via email. Shelly also questioned the status of the amended lease and if it had been signed. Greg has not yet approached MDJ construction with the new amended version of the lease to include the increased damage deposit. Commissioners continued to discuss briefly and stated that the lease that was already executed with the original damage deposit amount should stand as is without any proposed amendments to the lease security deposit.
- b. Salcido Ground Lease – Greg informed the commissioners that building permit had a requirement that they build a berm to manage the flow of water from the road. Greg added some information about the Port and City easement agreement and the language. Kurt informed the commission that the city installed a new water service to the North that required them to cut the road and didn't notify Port Maintenance prior. George asked if legal should be questioned about what the city has already done and what their future plans are.

NEW BUSINESS:

- a. Fuel Contract – When Greg visited Othello, he discovered they were buying their fuel .50 cheaper than we are. Greg is researching out to another company based out of Ellensburg. One of the differences discovered thus far is our fuel company does handle our Credit card transactions. Port staff will be investigating the process to switch fuel suppliers further. Shelly will assist in looking into Heartland and ask Greg to look as well for hidden fees and contractual obligations/cancellations. There was discussion about the use of credit cards to pay rent and the pros and cons. Nick Moore commented on the implementation of more ways to keep the credit card line usable with cell phones etc. In the case of the phone lines being down. The goal is to be more competitive with our fuel prices. Shelly emphasized the importance of comparing the services and the stipulations of the contract.

EXECUTIVE UPDATE:

- a. T-Hangar Leases – All but 2 leases have been sent, signed and returned. Our legal team has been in touch with Randy Niessner’s attorney but has not heard back. Commissioners agreed that at some point they will need to be put on public notice. Staff will make their best efforts to track down the owners. Greg will be in touch with legal regarding moving forward with an appropriate course of action.
- b. CARB Loan and hangar construction update – The application has been filed, Greg has requested an ROI from the state, they did not have that type of document but offered to provide him with a financial calculator that we can use to generate a spreadsheet. Shelly suggested Greg reach out to the Economic Development Council (EDC) for a more comprehensive tool to provide a clearer investment prospectus. The loans will not be awarded until the end of next month. Shelly would like to see the Ports Cashflow in a 6 mo., 12 mo. and beyond to keep track of future expenses.
- c. Senator Judy Warnick Site visit July 18th – The Senator will be here at 2 pm, this is also a commissioner meeting day. Greg will be formally reaching out to Tom Dent to join as well. One if not both Commissioners will try to be in attendance.

PUBLIC/TENANT INPUT:

- a. Nick Moore’s question about Ephrata City Ordinance 22-10 – Wondering if the Port of Ephrata had been consulted by the city regarding the new ordinance and its potential impact on any Port projects. Nick felt that the lack of collaboration with the Port and the county made for a rushed decision that could potentially have affected upcoming Port projects. Commissioners questioned how we attempt to avoid this situation in the future.

FINANCIAL UPDATE:

- a. N/A

OPERATIONS and MAINTENANCE:

- a. Building 2 bathhouse: We have removed the plastic skirting around this mobile, we are in the process of replacing the skirting with new metal. A new wood frame was built for a secure attachment. Non-compliant outside electrical outlets were removed, and a new frost-free outside water spigot was installed. The steps were repaired and installed correctly. The framing has been built; C metal trim installed. We are approximately one-third completed with the installation of the new skirting.
- b. PUD Truck: We have taken ownership of our new lift truck. Gordy and I went down to procure it on Tuesday the 14th of June. The truck is a 2004 Ford 550 with

a diesel engine. It only has 15,630 miles. It has a reach of thirty-eight feet. This truck will be an asset for the Port district and a frequently used piece of equipment.

- c. Tagging: We have experienced tagging on our ecology blocks the last few weeks that border our vacant lots. They have been covered with paint as soon as we are notified or discover them.

FROM THE OFFICE:

- a. Next Regular Meeting: July 5th (TUESDAY)
- b. Special Meeting June 22nd at 6:00 pm
- c. EDC All Ports Meeting, August 25 (Thursday) - This will be hosted here at the Port of Ephrata and the interim director for WPPA Patsy Martin will be in attendance. Greg is hoping that she will be able to give an update on WPPA.

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:50 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

ATTEST: _____

_____ 2022

Michael G Wren