

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
October 3, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on October 3, 2022, 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 Nicholas Moore. Staff: Michael Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on September 19, 2022 (M/S: Shelly Rivard Detrick / Nicholas Moore).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrants #18582 - 18590 Totaling \$13,946.70
Vouchers # 18591 - 18595 Totaling \$13,857.86

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

OLD BUSINESS:

Runway 4/22 Project: The project is on hold for two weeks. The rock used in the runway base had missed a test required by the FAA. Work has stopped so that the test can be done, which takes about 2 weeks best case. Mike is concerned that we are running out of good weather. Hopefully, the paving can be completed before it gets too wet/cold.

Airport Street and Grumman Ave "Ownership": Mike had a lunch meeting with Ron Sell (City Planner) and Bill Sangster (Public Works Director) from the City to discuss this issue. It was determined that due to the documents Mike Provided (Interlocal agreement and Port Resolution 446) that the City is the owner of these roads and is therefore responsible for the maintenance and upkeep of them. The discussion then moved to remind the port of potential development requirements along these roads since they do not currently meet the City Road Standard as defined in the city code. Future developers along these roads may be required to construct curbs, gutters, and sidewalks.

NEW BUSINESS:

Removal of Items from Inventory: Mike asks to remove an inoperative Dell 2330 printer (D0C8SG7) and an AT&T iPhone 8 (FFMVL1FCJC67) from the inventory. MOTION CARRIED unanimously to remove the printer and iPhone from the inventory list (M/S: Shelly Rivard Detrick / Nicholas Moore).

Out-of-Cycle Payment Authorization for Runway 4/22 Work: Once we receive payment requests from the construction contractors, we will need to pay them. These will be quite large, and Mike is requesting permission to pay them out of cycle if necessary. Payment documentation will be available at the next commission meeting following payment. MOTION CARRIED unanimously to authorize Mike to pay any Runway 4/22 related pay requests that come in out of cycle (M/S: Shelly Rivard Detrick / Nicholas Moore).

PUBLIC/TENANT INPUT:

Commissioner Nick Moore let the commission know that some students might attend our commission meeting soon to fulfill a class assignment.

FINANCIAL UPDATE: NONE

OPERATIONS and MAINTENANCE:

Outside Security Lighting: We surveyed all our buildings outside security lighting. We had five lights that needed replacement. Those lights were replaced with newer-style LED fixtures

Mowing: We have begun the mowing process of our fields. We have already mowed up Division Ave. along the sidewalks and fire hydrants. The fields North of Division also have been mowed. The airfield mowing will take place later. Things are a little green out there still.

Building #1: Previously we had replaced most of the overhead lighting, but we were unable to control them from the switches next to each personnel door. An electrician was called to repair the lighting controller and the four-way switches. The lights are now controllable by the switches instead of at the panel via the breakers.

FROM THE OFFICE:

- a. Next Regular Meeting: Oct 17
- b. Travel & Meetings:
 - a) WSCAA Conference, Leavenworth, Oct 19 (Mike)
 - b) WPPA Small Ports, Leavenworth, Oct 20-21 (Oct 20 reservations made)
 - c) WPPA Annual Meeting, Tacoma, Dec 7-9

WPPA Life Membership: We received a request from the WPPA to consider nominating Karen Moore for life membership. The commissioners agreed that was an appropriate nomination to make. MOTION CARRIED to nominate Karen Moore as a Life Member of the WPPA (M/S: Shelly Rivard Detrick / George Sisson). Nick Moore abstained. Mike will write up the nomination, have Commissioner Sisson sign it, then forward it to the WPPA for consideration.

DRS Audit Employee Back Pay: Mike contacted legal counsel Seth Woolson regarding whether the Port could forgive part of the employee's PERS obligation since it was caused by a Port error. Seth says that we cannot just forgive all or part of the back pay unless there is a clear benefit to the Port. He suggests/provided a contract to be signed between the Port and the employee agreeing that a portion of the debt would be forgiven and that the employee will continue to work for the Port for a specified period. The commissioners are in favor of this

arrangement. Mike will make the adjustments to the agreement Seth wrote up to include the payment amount and schedule along with the proposed employment obligation period.

COMMISSIONER INPUT:

Commissioner Sisson stated that he attended the CIAW board retreat and wants the commission to know that we have resources available from CIAW for things like employee mitigation.

Public Records Act Training (MRSC Video): The commission and staff completed the PRA Training and certificates were added to everyone's file.

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 5:12 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

Michael Wren

2022