

**MINUTES OF THE SPECIAL MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
October 20-21, 2022, WPPA SMALL PORTS SEMINAR
ENZIAN INN, LEAVENWORTH, WA**

The Board of Commissioners for the Port District No. 9 of Grant County met in special session on October 20th, 2022 at the Enzian Inn, in Leavenworth, WA as part of the WPPA Small Ports Seminar. The Presentations began at 1 pm.

PRESENT: Commissioners: George Sisson, Shelly Rivard Detrick, and Nicholas Moore. Staff: Michael Wren, Director.

COMMISSIONER INPUT: The Commissioners were present for the scheduled sessions in the afternoon (See attached WPPA agenda). In addition to the agenda items, the following Port of Ephrata-specific items were discussed:

- Budget discussion to factor in the starting salary of the new Port Director when hired. An increase to the existing starting salary, depending on experience, is likely to be necessary to be competitive in a tight labor market.
- In discussions to set an adjusted starting salary range, wage adjustments for existing staff positions were reviewed and will need to be finalized before the final budget approval.
- The Commission requested budget information with current rents and a division of short-term versus long-term leases to better ascertain the impact of salary/wage increases.
- To further support career growth and depth of knowledge, the Port Director will work with the Finance Officer to present monthly updates to the Commission on the budget.
 - Reporting: Budget versus actual for income and expenses
 - Reporting: Updates on financing for current projects
- The process of hiring a new Port Director was discussed. It was agreed that the Commission can rely on the work that was provided by Maul Foster and Alongi while considering adding components from the City's search for the new City Administrator that was seen as beneficial. This may include an open house, a meet and greet of the candidates considered for final selection as well as a brief survey provided for input.

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 7:15 p.m.

RECONVENE MEETING OCTOBER 21st, 8:30am

Since the final session of the seminar had to do with the Delegation of Authority document, and the presenter was the author of the delegation that we use, we left the seminar without further participation.

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 8:32 am.

George Sisson, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

Michael Wren

2022