

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

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on November 21, 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 November 7, 2022 (M/S: Nicholas Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #18640 - 18644 Totaling \$10,202.78  
Vouchers # 18639, 18645 - 18653 Totaling \$130,884.24

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

**OLD BUSINESS:**

Niessner T-Hangar: Upon checking with the courthouse, Mike found that the ownership of the T-Hangars was not changed from Niessner to The Port. Mike sent the documents that need signed to Seth Woolson, our legal counsel, and he has forwarded them to Niessner's lawyer. We had to pay the past-due property taxes for 2022 since the change had not been made.

Port T-Hangar Project: The CARB loan application was submitted last week, and we should hear back from them by the second week of December.

Tower Lease Buyout: This buyout has been approved and signed and we should receive a check in the amount of \$225,680.00 next week.

**NEW BUSINESS:**

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

Repairing the crack sealer: We have completed the necessary repairs on the crack sealing machine. Repairs included replacing the hydraulic pump and motor that drives the mixing paddle and the pump that expels the material. Both motors were leaking excessively. The sprockets and drive chains were also replaced. We were hoping to put down sealant this fall, but the weather and the wait for parts will delay us until next year.

Results of Yarbrow auction: Our six items that were surplus and sold netted us approximately \$14,730.

Terminal: The women's bathroom heater failed and had to be replaced.

Shop cleanup: We have been deep cleaning and organizing our shop.

**FINANCIAL UPDATE:**

Budget Status Review:

Charla went over the budget report ending October 31. She commented on the high cost of next year's insurance premiums which are over twice what was budgeted. Mike suggested that he set up a meeting with the insurance company to discuss raising our deductibles and changing from replacement cost to a set value instead. That issue aside, the budget is in good shape for the year.

Commissioner Shelly Rivard Detrick would like Mike to also check on our cyber security insurance rider.

Charla also commented that we intend on having Computer Solutions come out and help us get our systems back into a fully functioning state with new computers that are all capable of running the same operating system (Windows 11).

**FROM THE OFFICE:**

- a. Next Regular Meeting: Dec 5
- b. Travel & Meetings: WPPA Annual Meeting, Tacoma, Dec 7-9 Mike plans to attend on the 8<sup>th</sup> and stay through the awards ceremony on the 9<sup>th</sup> to pick up Karen Moore's Lifetime Membership award.

**COMMISSIONER INPUT:** The Port Christmas gathering will be scheduled for January.

**ADJOURNMENT:** There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:34 p.m.

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George Sisson, President

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Shelly Rivard Detrick, Vice President

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Nicholas Moore, Secretary

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

\_\_\_\_\_ 2022

Michael Wren