

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
February 16, 2021**

The Board of Commissioners for the Port District No. 9 of Grant County met via Zoom on February 16, 2021 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Karen Moore, (Via Zoom) George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer; Guests: (Via Zoom) Abbi Russel and Lisa Parks, Maul Foster and Alongi.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of February 1, 2021 (M/S: Shelly Rivard Detrick / George Sisson).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #17900 - 17904 Totaling \$9,886.62
Vouchers # 17905 - 17917 Totaling \$18,067.77

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

OLD BUSINESS:

Director Transition Presentation, Maul Foster & Alongi (MFA): Abbi Russel and Lisa Parks went over their progress so far, as well as what the next steps are. They proposed an ad budget of \$3,355.00 and the publications that would be the most effective. Mike clarified that there is \$5,000 in our advertising budget (general fund) to cover those costs that are external to the consultant agreement. The ads will begin March 1st. MFA will sort through the applications that come in and have any that meet our criteria up for commissioner review.

They will do another update at our March 15th commissioner meeting.

Resolution 2021-001: Adopting the regulations contained in Revised Code of Washington (RCW) 14.08.122 to assist in collection of delinquent airport fees. MOTION CARRIED unanimously to adopt resolution 2021-001 (M/S George Sisson / Shelly Rivard Detrick).

Feb 1 Covid Updates Pertaining to Public Meetings (MRSC): We have now been approved to move to Phase II and can have in-person meetings as long as we continue to provide alternatives as well. Mike proposes to have in-person meetings every 3rd meeting and the other meetings via zoom or phone. The commissioners decide to have in-person meetings for the first meeting of each month (with zoom as an additional option) and zoom only or phone meetings, for the second.

NEW BUSINESS:

Commissioner 2021 Audit Entrance Interview Preference: The commissioners were given the option to waive the audit entrance interview. They agreed to waive the entrance interview (M/S: Shelly Rivard Detrick / George Sisson).

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Chevrolet 1 ton: During service we had noticed engine oil by the lower portion of the radiator. After removing the inspection covers, we discovered engine oil cooling lines to the radiator were leaking. We replaced both of the cooling lines from the engine block to the radiator which fixed the problem.

International Snow Plow: The instrument cluster on the street plow was replaced due to a short in the printed circuit board. We installed a refurbished instrument cluster from International and it is ready for operation.

John Deere Tractor: It has finally arrived. We will be setting the tractor up for the pull sprayer as soon as the shop gets cleared of vehicles already in for maintenance.

Dodge 150: The Dodge pickup has been serviced. During inspection a front tie rod was found to have a lot of movement and it will require replacement and a front-end alignment.

Hyster Forklift: The Hyster forklift brakes were inspected by Pape' machinery. Front bearing hub seals were replaced along with emergency brake cables and the brakes are now good to go. We also serviced and greased the forklift while it was in the shop.

TCM Forklift: Our warehouse forklift has been serviced and inspected.

Ford Service Truck: This truck has been serviced and inspected.

FROM THE OFFICE:

- a. Travel & Meetings: For clarification purposes, when Kurt went to go look at the tractor in Montana, we were in Phase I of COVID lockdowns and Gordy was unable to ride in the truck with Kurt. Mike felt it was important that Kurt not make the trip alone, so he authorized Kurt to bring his adult daughter along. The additional costs incurred were covered in this case as an exception to our normal policy since COVID restrictions prevented Gordy from going. This was a one-time exception and the Port incurred minimal expenses (meals) as a result. The commissioners understood and agreed with the policy exception.
- b. Next Regular Meeting: Mar 1 (in person in the conference room)

COMMISSIONER INPUT: None

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:48 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

2021