

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
March 1, 2021**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on March 1, 2021 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:01 p.m.

PRESENT: Commissioners: Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Mike 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 of February 16, 2021 (M/S: Shelly Rivard Detrick / George Sisson).

VOUCHERS: The following Vouchers/Warrants were approved for payment.

Airport Fund: Payroll Warrant #17918 - 17926 Totaling \$12,432.20

Vouchers # 17927 - 17930 Totaling \$1,745.40

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

OLD BUSINESS:

Director Transition; District Residency Requirement Consideration:

1. For Hiring New Director: The Commissioners agree that they strongly prefer the new director to live within the Port District boundaries, but do not believe it should be a requirement in the hiring process or ongoing policies.
2. Include in Personnel Policies: Nothing will be added to the policies at this time.

2021 Audit Update:

1. Management Representations Letter: Information Only: The letter that the office staff signed was included in the commissioner's packets for their information.
2. Audit Exit Interview, March 15: The Auditor's Office would like to hold this meeting via Microsoft TEAMS. Mike will look into options for this meeting since we are also supposed to hold this meeting via Zoom for an update on the ED search. There were no findings communicated to Mike as a result of this audit. The commissioners agreed to be available for the Audit Exit Interview at 4pm on the 15th.

NEW BUSINESS:

Request to Consider Construction of 3-5, 36'x100' Storage Units on Port Property by Steve Boyd: The commissioners unanimously agree that this project would not fall within The Port's mission of economic development/job creation. Mike will communicate that decision back to the requestor.

Expected CARES Grant 2.0: We were offered a second CARES-type grant in the amount of \$13,000.

1. Authorization to Sign Grant Acceptance: MOTION CARRIED unanimously to authorize Mike to sign documentation accepting the grant when offered (M/S George Sisson / Shelly Rivard Detrick).

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Chevy one ton: Replaced the water pump.

Snow plow: During the recent snow storms the roads were plowed twice. The runways and taxiways were cleared once.

Courtesy Van: During inspection, we found that the water pump has been leaking and will need replaced along with upper and lower radiator hoses (ordered). The rack and pinion has a leak and needs replacement as well (ordered). The engine has been serviced and one tire has been repaired. We are anticipating it will be back in service in a few days. This van has been in service as the courtesy van for approximately 14yrs and is beginning to show its age. Kurt recommends beginning the process of looking for a replacement for the van. The commissioners mentioned possibly moving the Dodge Journey into that role, then authorizing the new director to purchase a newer vehicle. It was agreed to keep an eye out for options and address this again at a later meeting.

FROM THE OFFICE:

- a. Travel & Meetings:
- b. Next Regular Meeting: March 15, (Remote)

COMMISSIONER INPUT:

Director Transition Update: None

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

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

2021

Michael G. Wren