

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
March 15, 2021**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on March 15, 2021 Via Teams & Zoom, as well as in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Karen Moore, Shelly Rivard Detrick and (Via Zoom) George Sisson. Staff: Mike Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor.

OLD BUSINESS:

2021 Audit Exit Presentation: Representatives from the Washington State Auditors Office briefed the commissioners on the audit that they just completed covering 2018-2020 on the Port of Ephrata. There were no findings or management letter items. There were two recommendations. One was to ensure that any sick leave conversions get adjusted if sick leave is taken between the time the conversion was done and the end of the year. The second recommendation was to ensure that any market research done for large purchases (in this case the overhead cranes in buildings 1 & 2) is filed as part of the purchase paperwork. The auditor also did a more extensive review of the Port's overall financial health since Mike is leaving. Without exception, the Port met or exceeded every metric tested. Finally, the auditor thanked the Port staff for the excellent working relationship that has been established and maintained over the years.

Director Transition; Presentation by MFA: Abbi Russel gave a quick progress report on receiving resumes for the director position. At this time, there have been approximately 20 applications received and reviewed for potential hiring. The published "preferred by" date is March 21 and the final cutoff is March 31. Everything appears to be going as planned to this point.

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

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

Airport Fund: Payroll Warrant #17932 - 17936 Totaling \$9,886.32

Vouchers # 17931 & 17937 - 17945 Totaling \$19,806.91

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

NEW BUSINESS:

Remove 3ea Gen 3 IPADS (Obsolete) from Inventory: These IPADS cannot run any of the new apps; specifically, some of the required video conference applications. They will be replaced with new ones.

Remove IPAD Keyboards (2ea) from Inventory: These keyboards are no longer viable and are obsolete as well.

MOTION CARRIED unanimously to remove the obsolete IPADS ad keyboards from the inventory list (M/S: Shelly Rivard Detrick / George Sisson).

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Runway Sweeping: We inspected and greased the runway sweeper. We serviced and inspected the Ford tractor. After completing these inspections, the two were joined and the sweeper controls were installed in the cab. We then swept the glider runway.

Spray season: Weed control season is almost upon on us. Chemical has been delivered. The pull sprayer cart has been inspected. Pump motors have been serviced, pump and controls have been inspected and tested. The 40-foot boom sprayer has been inspected and the foam marker and pump have been installed. We have hooked it up to our new John Deere 7130 and are installing sprayer and foam marker controls in the cab.

Gator: The John Deere Gator and spray tank has been serviced and inspected; it is ready for operation.

FROM THE OFFICE:

- a. Travel & Meetings:
- b. Next Regular Meeting: April 5 (In Person)

COMMISSIONER INPUT:

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:49 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

2021

Michael G. Wren