

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
May 3, 2021**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on May 3, 2021 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:00 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; Guests: Civil Air Patrol, Jerome Bonneville and David and Kathy Maxwell.

REGULAR MEETING MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of April 19, 2021 (M/S: Shelly Rivard Detrick / George Sisson).

SPECIAL MEETING MINUTES

- a. MOTION CARRIED unanimously to approve the minutes of the special meeting of April 20, 2021 (M/S: George Sisson / Shelly Rivard Detrick).

- b. MOTION CARRIED unanimously to approve the minutes of the special meeting of April 21, 2021 (M/S: George Sisson / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #17990 - 17998 Totaling \$13,198.53

Vouchers # 17999 - 18002 Totaling \$4,571.33

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

PUBLIC/TENANT INPUT:

Civil Air Patrol Presentation/Lease Consideration: Jerome Bonneville gave a presentation showing how much the CAP does in our area as well as nationwide. He also talked about how their training of young people is impacting the next generation of leaders. They have committed a significant financial investment into the facility over the years and would like to see that trend continue. In light of these factors, the CAP is requesting a 6-year lease duration for their upcoming lease renewal.

The commissioners thanked them for coming and directed Mike to add it to next meeting agenda for discussion and possible action.

OLD BUSINESS:

Building 2 Rental: The PUD is moving forward with renting Building 2. They are expecting commission approval in time to begin occupancy as soon as June 1. Mike indicated there were some improvements/repairs that will need to be completed. He and Kurt will evaluate them for discussion at the next meeting.

NEW BUSINESS: NONE

OPERATIONS and MAINTENANCE:

Reroofing #727 & 731: Our department’s goal is to get these two buildings roofed before the weather becomes hot. We had the city building department out to evaluate the roofs. They determined that a strip off of the existing material was not necessary since there was a single layer of three-tab shingles over the roof sheathing. Metal has been ordered and city building permits are issued. We are anticipating metal to arrive the first part of May.

New safety cage: During the winter we fabricated a new forklift-mounted safety cage for assisting in getting personnel and materials on to roofs etc. We waited until spring to apply a new coat of safety yellow so it could be primed and painted outdoors. The primer coat has already been completed and we are waiting for favorable weather to complete this project.

FROM THE OFFICE:

- a. Travel & Meetings:
- b. Next Regular Meeting: May 17, 2021 (Remote)

COMMISSIONER INPUT:

Director Transition Update: The commissioners discussed the Employment Agreement Letter example that was given to us by our legal counsel Frank Chmelik. They agreed on a starting salary of \$72,000.00 and a beginning vacation balance of 5 days. Mike will communicate those specifics to Frank and will get the finalized letter to the commissioners to sign once it is complete. MOTION CARRIED unanimously to approve the Employment Agreement Letter as discussed above (M/S: Shelly Rivard Detrick / George Sisson).

Letter of Delegation: Mike reminded the commissioners that they need to look over the current letter of delegation and make adjustments as they feel necessary. The commissioners ask Mike to send them a copy again and add it to next meeting agenda for discussion. They also want to discuss performance evaluations.

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:47 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2021

Michael G. Wren