

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
May 17th, 2021**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on May 17, 2021 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Karen Moore and Shelly Rivard Detrick. Staff: Mike Wren, Executive Director.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of May 3, 2021 (M/S: Shelly Rivard Detrick / Karen Moore).

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

Airport Fund: Payroll Warrant #18003 - 18007 Totaling \$9,886.62

Vouchers # 18008 - 18022 Totaling \$14,173.56

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

OLD BUSINESS:

Civil Air Patrol Lease Consideration: The Commissioners agreed to a 5-year lease extension.

MOTION CARRIED unanimously to give the Civil Air Patrol a 5-year lease extension (M/S Shelly Rivard Detrick / Karen Moore).

Joint Meeting on Proposed Jail Construction: Mike will call to see if they can set up the meeting on June 3, 8, 10 or 15 at 7 pm.

NEW BUSINESS:

Director Letter of Delegation: Mike will write up an initial letter based upon the discussion with the commissioners and will have it available at the next meeting for approval.

Building 2 Maintenance Items Prior to PUD Occupancy:

1. Overhead Circulation Fans: MOTION CARRIED unanimously to purchase and install new overhead circulation fans (M/S Shelly Rivard Detrick / Karen Moore).
2. Replacement Light Fixtures: MOTION CARRIED unanimously to purchase and install new light fixtures (M/S Shelly Rivard Detrick / Karen Moore).
3. Mini Split Unit for Office Space: The Commissioners agree to send this out for quote.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Building #2: An overall inspection of industrial building two was completed. During the inspection, we found sixteen 1000-watt metal halide lights that were inoperable (ballasts were burned out). It would be a more cost-effective repair to replace these with LED lights. The two 20ft diameter overhead ceiling recirculation fans were not operational. An in-depth inspection found the controllers on both fans were not functioning due to harmonic vibration from the three-phase motor. I suspect that this was the reason for the wiring being disconnected to the controllers initially. I contacted the manufacturer about parts availability, unfortunately they no longer manufacture parts or motors for these particular fans.

Craftsman Mower: The mower was serviced and new cutting blades were installed.

Safety Cage: The cage received a final coat of paint and is ready to be used.

Taxi-way Signs: The remaining new taxi-way signs were installed.

FROM THE OFFICE:

Point of Clarification, Covid Leave: The Commissioners agree that all Covid-related leave will be additional paid leave granted by the Port at this time. Because payroll had already been completed prior to this decision, one week of sick leave will be credited back to Gordy.

- a. Travel & Meetings: Jail Construction: TBD
- b. Next Regular Meeting: June 7

COMMISSIONER INPUT:

Director Transition Update: Greg has signed the letter of employment. There will be a 90-day transition.

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:57 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2021

Michael G. Wren