

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
June 7, 2021**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on June 7, 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; Guest: Joseph Akers, EDC.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of May 17, 2021 (M/S: George Sisson / Shelly Rivard Detrick).

MINUTES: MOTION CARRIED unanimously to approve the minutes of the special meeting of June 3, 2021 (M/S: George Sisson / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #18023 - 18031 Totaling \$12,212.78
Vouchers # 18032 - 18038 Totaling \$27,976.18

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

OLD BUSINESS:

County Jail Proposal: The special meeting at city hall was held Thursday the 3rd and was a good first step. Mike has talked to the FAA about whether a 500-bed facility is considered residential use and they are researching that issue. The land in question is part of a parcel that was actually federal government surplus so that release may be a bit more involved. Mike will also start working on some form of door knocker (flyers) that can be taken around to the neighboring houses that would be most affected. Part of the information for that would be 2 meeting dates for public input. If the commissioners would like some days and times that are outside the normal meeting schedule, please verify calendars so that we can establish those dates to be printed on the flyer.

Probationary Letter of Delegation: Mike made the changes that the commissioners requested and the commissioners approve the final draft. MOTION CARRIED unanimously to accept the probationary letter of delegation (M/S Shelly Rivard Detrick / George Sisson).

Personnel Review Forms: The commissioners approve the two different personnel review forms, Exempt and Non-Exempt, for future use on all personnel reviews of Port employees. MOTION CARRIED unanimously to approve the use of the two personnel review forms as submitted (M/S: George Sisson / Shelly Rivard Detrick).

Building 2 Occupancy/Maintenance: The PUD has pushed the date of decision about occupancy out to mid-June. We are moving forward with the installation of the fans and lighting. The upstairs offices need a heat pump installed. We have received one quote of \$13,717.00 from Basin Refrigeration and are waiting to get one back from Hochstetter Elec. The commissioners agreed to move forward with all 3 repairs into the building regardless of the PUD's decision.

NEW BUSINESS:

Auto Damage to Fence on Grumman Ave: On May 23rd, at approximately 1:20 am, a Mr. Koski failed to stop at the stop sign and drove through the fence/gate and ended up at least 50 ft into the enclosed area. Mike has sent out a certified letter to Mr. Koski asking him to contact us regarding the repairs to the fence.

Request for Easement from 282 to Gun Club for Fiber: Northsky contacted Mike requesting an easement to install fiber out to the Gun Club. The commissioners approve the easement as long as it is underground. Mike will go look at the proposed route and confirm with Northsky.

Director Transition: Mike gave the commissioners a proposed transition timeline that would start July 6th and end November 12th. This would include the use of both vacation and sick days for dependent care. Mike will be available to assist Greg on projects like the budget which will begin in September. The commissioners approved the transition plan as presented.

Mike will call the papers and invite them to come to the commission meeting and do a welcome piece for Greg on July 6th.

PUBLIC/TENANT INPUT:

Joseph Akers, EDC: Joseph Akers is the new Director of Business Retention and Expansion for the Economic Development Council. He introduced himself and gave a brief overview of what he has been doing since he started. He welcomes any comments or questions from the commissioners. The commissioners thanked him for coming and welcomed him to the EDC.

OPERATIONS and MAINTENANCE:

Bath house: The double wide that is used as bathroom facility for building two had the water turned on in preparation for the PUD occupancy. We found multiple issues to include the vacuum breaks in the men's urinals were not operating. They were either repaired or replaced. One sink faucet required replacement. Several toilet water level float valves had to be taken apart and cleaned. The water inlet valve that feeds the hot water tank required a new valve and supply lines installed. We spent a few days at this bath house making sure everything is functioning properly.

Building # 2: We removed two AC wall units that were used in the offices upstairs. After the wall units were removed, matching metal and insulation was installed to close up the opening.

Weed Control: We have taken a little time to apply select herbicide at various locations around the Port to control noxious weeds before they became too large to control by chemicals. Kurt mentioned that the areas that were aero sprayed last year look great this year.

FROM THE OFFICE:

The commissioners agree that all future meetings will be conducted in person, but still have the virtual/call-in availability for any public that wishes to attend remotely.

- a. Travel & Meetings: None
- b. Next Regular Meeting: June 21, 2021 Shelly will be out of town for this meeting and asks that the packet be sent to her work email and will call in.

COMMISSIONER INPUT: NONE

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: _____

Michael G. Wren

2021