

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 20, 2021**

The Board of Commissioners for the Port District No. 9 of Grant County met in a regular session on September 20, 2021, in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:00 p.m. Commissioner Moore also stated that she would like to have an executive session at the end of the meeting for approximately 30 minutes, in compliance with RCW [42.30.110](#) to review the performance of a public employee.

PRESENT: Commissioners: Karen Moore, George Sisson, and Shelly Rivard Detrick. Staff: Greg Becken, 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 September 7, 2021 (M/S: George Sisson / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #18142 - 18147 Totaling \$13,563.76
Vouchers # 18148 - 18154 Totaling \$47,983.67

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

OLD BUSINESS:

Runway 11-29 and Taxiway B/B1 Project Update: The contractor has come and gone, but there are many issues that they need to come and fix. During the project, Greg and Mike inspected the work being done and noted several issues that needed to be fixed before fogseal could be completed. Those issues included cracks not filled and paint that was not completely ground off. These issues were brought to the attention of the engineer and contractors, but the issues were not corrected before the fogseal was sprayed and the lines were painted. Now some spots are missing fogseal and have crooked paint lines, as well as the issues underneath. T.O Engineers has been contacted and came out and looked at the project and has assured us that they will take care of the issues and make sure all is redone to specification.

NEW BUSINESS:

Airport Road Patched: Kurt received a bid from Grant County Public Works to fill potholes on Airport Street in the amount of \$12,000.00 and would like approval to go ahead and get that done this year. MOTION CARRIED unanimously to approve spending \$12,000.00 to have Grant County Public Works fill potholes on Airport Street. (M/S: George Sisson / Shelly Rivard Detrick).

Draft Budget: We received the levy information today so those numbers will be added to the draft.

Budget Discussion: All the big hangar buildings need to have their roofs repaired/replaced soon. Greg recommended using this year's budgeted funds to do a survey on the roof and see what needs to be done. Greg estimates that it will cost around \$200,000 to replace each roof but if we can do a different type of repair, such as coating the existing roof, maybe it will cost us substantially less money. The commissioners agree to use money from this year's budget to survey the building 734 roof.

Other buildings that need to have roof work done are building 2 bathhouse and building 526. The commissioners agreed to put \$150,000 into next year's budget to address roof repairs.

Commissioner Rivard Detrick would like a line item added to the budget for marketing, and on that issue, Greg will update the flyers and present them at the next meeting. He would also like to use the resources of the Economic Development Council more. He will be doing a building assessment in the spring to use in future marketing.

Employee Benefits Discussion: In regards to the State's long-term care tax that will start in January of 2022, Greg did some research and found one company that is still offering policies in place of the state-mandated one. We would need to have the Port sign up and offer it to our employees and we would need at least 5 employees to sign up. Greg will check into this more and get estimates of the cost and present at the next meeting.

EXECUTIVE UPDATE:

1. Current Projects:
 - a. The runway project was the main focus these last two weeks.
 - b. The commissioners would like Greg to keep up on the county blog. Greg is also scheduled to meet with Commissioner Jones in two weeks.
2. MAI Appraisals: Greg would like to use budgeted funds to have 4 sites appraised this year. The commissioners agree and ask Greg to see about scheduling that.
3. Laptop or Portable Device: The current laptop we have is super slow to start up and if we need to use it for meetings or presentations it causes delays. Greg would like to look into a basic solid-state drive device to replace this laptop.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Re-roof 727: We have completed the installation of the gable trim and ridge cap on this building. The re-roof project is now completed.

Lawn Care: We have fertilized our lawns for the last time this year. The grass should go into the winter healthy with the application of fertilizer and a select herbicide treatment to control weeds in the lawns.

Getting ready for winter: We are getting ready for winter; some seasonal equipment is being put up for winter. Equipment and vehicles have all been winterized for levels of antifreeze protection. Spray equipment has been all rinsed and ready to be stored.

FROM THE OFFICE:

- a. Next Regular Meeting: October 4th, 2021
- b. Travel & Meetings:
 - a) WSCAA: October 20-21 Greg has signed up for these two meetings
 - b) WPPA: October 21-22 and booked rooms.

COMMISSIONER INPUT: NONE

ADJOURN TO EXECUTIVE SESSION: Commissioner Karen Moore adjourned the regular meeting at 4:58 p.m. to executive session for approximately 30 minutes for evaluations of employee performance.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Karen Moore reconvened to the regular meeting at 5:33 p.m.

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 5:33 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2021

Gregory W Becken