

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
October 9, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on October 9th, 2023 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:00 p.m.

**PRESENT:** Commissioners: Shelly Rivard Detrick and Nicholas Moore. Staff: David Lanman, Executive Director; Charla Bomstad, Financial Officer. Guests: Jake Santistevan, Josiah Milner and Julie Zamudio, Washington State Auditor's office; Dave Maxwell and Roger Patry, CAP; Tim Ike, JUB Engineers; Mary Rathbone, Commissioner Nominee.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on October 2, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Vouchers # 18996 - 19000 Totaling \$5,722.41

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

**OLD BUSINESS:**

Washington State Auditor's Office, Exit Conference: Jake Santistevan and Josiah Milner from the Auditor's Office, went through the 2021 – 2022 accountability audit results and the 2022 Financial Statement and Federal Grant Compliance audit results. Overall, the Port is doing good with their accountability and financial statement audits with only a couple of Management Letter items.

The Federal Grant Compliance audit results showed that the Port failed to ensure that the engineer was collecting the certified payroll reports in a timely manner prior to the Port making payments to the contractor.

The Port has already implemented procedure changes to ensure this oversight on our part will not happen again.

The commissioners thanked the auditors for their work and helpful feedback.

**NEW BUSINESS:** Deferred

**PUBLIC/TENANT INPUT:**

CAP Update: David Maxwell stated that they had a successful weekend of training and had five training flights for cadets. They have another training event scheduled for next month. He asked if their project manager could meet with David Lanman next Friday.

AWAA Fly-In: David Lanman stated that the fly-in was deemed a success and they had about 60 people in attendance. Now that the bugs have been worked out, they are looking forward to holding this event again here next year.

**OPERATIONS and MAINTENANCE: NONE**

**FINANCIAL UPDATE:**

Charla informed the commissioners that the final payment to the contractor for RW 4/22 project in the amount of two hundred and fifty-two thousand will be on the next voucher list. She expects us to receive another four hundred thousand plus in reimbursements by the end of the year.

Charla also informed the commissioners that she will be asking for reimbursement of the Federal Audit Costs on the RW 4/22 grants.

**FROM THE OFFICE:**

Commissioner Rivard Detrick brought up the janitorial search and Charla informed her that she contacted the City and the PUD asking who they use for janitorial services. The City has an in-house employee who does theirs and the PUD uses Del-Sol out of the Tri-Cities. Commissioner Detrick would like to have a deep clean in late October or November to get the building back to a good starting point so that the new maintenance tech that we will be hiring in December can start from there. Charla will call Del-Sol and ask them to come and give us a bid for a deep cleaning of the building.

Charla mentioned the confusion at the last meeting regarding whether the Port is open on Columbus Day and stated that she believes the Port does not take that Federal Holiday off because we receive the day after Thanksgiving instead. She asked if the Commissioners would like to change this. Commissioner Detrick stated that she would like to address this once we have a full commission again. This discussion was tabled until a future meeting.

- a. Special Meeting, October 11<sup>th</sup>
- b. Next Regular Meeting, October 16<sup>th</sup>
- c. GCEDC Partners in Prosperity 5-Year Campaign Kickoff  
October 18<sup>th</sup> 4:00pm-6:00pm Moses Lake, WA
- d. WSCAA Fall 2023 Conference – Icicle Village Resort, Leavenworth, WA  
October 25<sup>th</sup> Dave only
- e. WPPA Small Ports Seminar – Campbells Resort, Lake Chelan, WA  
October 26<sup>th</sup> – 27<sup>th</sup> Shelly, Nick, New Commissioner & Dave
- f. GCEDC All Ports Meeting, Nov 17<sup>th</sup> Port of Moses Lake

David stated that there will also be a Revitalize Ephrata meeting on October 20<sup>th</sup> and that we will eventually be asked to host one of these meetings.

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 4:52 p.m.

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Shelly Rivard Detrick, President

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Nicholas Moore, Vice President

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, Secretary

ATTEST: \_\_\_\_\_

David Lanman

\_\_\_\_\_ 2023