

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
December 4, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on December 4, 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, Nicholas Moore and Mary M. Rathbone;
Staff: Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Finance Officer.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on November 27th, 2023 (M/S: Nicholas Moore / Mary M. Rathbone).

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

Airport Fund: Payroll Warrant #19053 - 19062 Totaling \$18,762.57

Vouchers # 19063 - 19067 Totaling \$7,774.26

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S Nicholas Moore / Mary M. Rathbone).

OLD BUSINESS: Deferred

NEW BUSINESS: Deferred

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

S-80: The Genie lift engine has been installed along with all electrical and hydraulic connections. We completed this rebuild for around three-thousand dollars. To outsource this job the price tag would have been ten thousand dollars plus.

Railroad repair: During a recent inspection four joint bars that connects the track had to be replaced. The bars were completely broken in half. Cold weather is likely the culprit.

Litter: A litter patrol was performed on our roads and property at the Port. Seven thirty-three garbage sacks, along with loose automotive debris from cars in the ditch were filled at the end of the day.

Building four repairs: A toilet was repaired at building four bathhouse. Two doors received weatherstripping.

FINANCIAL UPDATE: Charla Informed the commissioners that the RW 4/22 project has passed the first approval for closeout. It is now in the second level of approval. Once it passes that point, we will be able to apply for the final grant money in the amount of \$532,376.31.

FROM THE OFFICE:

- a. Next Regular Meeting: Dec 11th
- b. Travel & Meetings:
 - a. Meeting w/ Rep. T.J. Wilcox and several State Legislatures – Olympia, WA, December 5th (Dave)
 - b. Aviation Caucus Meeting – Renton, WA, December 13th, (Dave)

COMMISSIONER INPUT:

The commissioners discussed the job descriptions of office staff and would like to see the division of duties cleaned up to match the job descriptions. They will monitor this and discuss it further in the next few meetings.

They would like to have a standing executive session added to future meetings for the purpose of reviewing the performance of a public employee.

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:18 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

Mary M. Rathbone, Secretary

ATTEST: _____

_____ 2023

David Lanman – Executive Director