

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
February 5, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on February 5, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Nicholas Moore, Mary M. Rathbone and Shelly Rivard Detrick;
Staff: David Lanman, Executive Director; Charla Bomstad, Finance Officer.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on January 29, 2024 (M/S: Mary M. Rathbone / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19130 - 19139 Totaling \$20,065.45

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

OLD BUSINESS:

Building 405 Maintenance/Equipment – Update: The pilots lounge is progressing nicely and we are at the point where we need to furnish the space. The commissioners would like Dave to price out two lounge chairs, a table, lockers, room darkening blinds, microwave and mini fridge from three local businesses and bring it back in for them to approve.

MOTION CARRIED to authorize Dave to obtain three quotes from local businesses for the above-mentioned items to furnish the pilots lounge in building 405(M/S Shelly Rivard Detrick / Mary M. Rathbone). Commissioner Moore abstained due to his affiliation with one of the local businesses.

The equipment we will need to accommodate the jets that will be hangered in building 405 will be obtained from Columbia Pacific Aviation due to this being the only local business in our area that can provide us with the rental equipment we will need such as a tug, ground power units and heaters.

Insurance Policy Adjustments re: T-Hangar/Jet-A Projects: We received an updated quote for these items but since that time we were informed that the truck we will be renting is a used truck and not a new truck, so the monthly rental amount has been decreased from \$3800.00 a month to \$1650.00 a month. This should decrease the adjustment to our insurance, Dave will get back to the commissioners once the change is known. The annual adjustment to our CHUBB airport insurance for the Jet-A should be around \$600.00 annually.

We are scheduled to receive the truck on the 15th of March, and we will have a training person available to us for several days to make sure everyone is familiar with safe operations of the

truck and equipment. This training will cost the Port a one-time fee of \$2500.00. The commissioners would like to make sure each employee who goes through the training receives some type of training certificate or form to have on file.

Sexual Harassment Procedures: Dave obtained an Unlawful Harassment sample from our legal council Seth Woolson but also showed the commissioners the Anti-Harassment policy we already have in place. Commissioner Mary Rathbone clarifies that she was talking about an Anti-Harassment policy to be put into the Port District Policies & Guidelines that is specific to employees of the Port District towards the public in regard to our status as a place of Public Accommodation. The commissioners ask Dave to go back to Seth and get some clarification as to whether this is something the Port needs to add.

Policies and Procedures to be Implemented:

Personnel Policies:

0.1 Paydays: The commissioners discussed the policy regarding paydays and would like the pay periods and payday policy to be reworded so that no paychecks are being distributed prior to the work actually being performed. This will be presented and discussed at the next meeting.

8.2 Vacation Leave Regular Part-Time Employees: It was discussed whether to increasing the amount of vacation leave a part-time employee can carry over to the next year from 40 hours to 100 hours; half of what the full-time employees receive. The commissioners would like to discuss this in the next meeting.

0.10 Holidays: It was discussed whether to change policy limiting employees to the federally declared holidays only thus eliminating one day off annually from current policy. The commissioners would like to discuss this in the next meeting.

Port District Policies & Guidelines:

Section III, para. 29 Camping on Port Property: The commissioners would like the policy to be re-worded to highlight the Port's legal authority, as is currently the case, to have final discretion as to whether to deny overnight stays on port property by any person, group, company, organization, tenant, etc. in temporary and/or permanent structures. Dave will re-word the policy, and this will be discussed at the next meeting.

NEW BUSINESS: Deferred

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE: NONE

FINANCIAL UPDATE: NONE

ADJOURN TO EXECUTIVE SESSION: Commissioner Nicholas More adjourned to Executive Session at 5:24 pm for approximately 15 minutes for the purpose of reviewing land Acquisition/Sales opportunity and reviewing the performance of a public employee.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Nicholas Moore reconvened from Executive Session at 5:39 pm. No decisions were made.

FROM THE OFFICE:

- a. Next Regular Meeting: Feb 12
- b. Travel & Meetings: Annual WAMA Conference at Muckleshoot, WA, May 6th-8th

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:42 p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

David Lanman – Executive Director

_____ 2024