

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
July 8, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on July 8, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Nicholas Moore, Mary Rathbone (via phone) and Shelly Rivard Detrick; Staff: David Lanman, Executive Director

MINUTES: Meeting Minutes for June 24, 2024 and July 1, 2024 MOTION CARRIED unanimously to approve the minutes for June 24, 2024 and July 1, 2024 (M/S Shelly Rivard Detrick / Mary M Rathbone).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Vouchers # 19297 - 19306 Totaling \$19,195.64

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

OLD BUSINESS:

CARB Loan Agreement – RESOLUTION 2024-001: The Resolution re: CARB Loan Agreement was approved unanimously. This approval authorizes Director Lanman, on behalf of the Port of Ephrata, to sign and consummate the agreement with CARB, activating the loan.

MOTION CARRIED unanimously to approve Resolution 2024-001 (M/S Shelly Rivard Detrick / Mary M Rathbone).

Port District Policies and Guidelines Section V, para. 1 thru 4: Director Lanman is asking for more general language to be developed so that the Port is not restricted in negotiating and to work out purchase/sale and lease terms other than being within “market valuation”. This will provide a more realistic set of parameters in which the commissioners will base their final decision on per a proposal being presented for a motion. The commissioners asked Director Lanman to write up new language for consideration and approval for use.

Building 4 Roofing/Siding Project – RFP & Scope of Work: Director Lanman informed the commissioners the Scope of Work for the project and that the process for the RFP has begun via MRSC “Small Works Roster”. The roofing will be performed via Port Maintenance while the siding work will be contracted out per the terms set in the RFP. The commissioners asked to check into the possibility of the Port Maintenance team having the ability to perform the siding as well as a cost-saving measure. Director Lanman will discuss this with the Operations and Maintenance Supervisor and report back to the commissioners.

NEW BUSINESS:

QT Pod Addition to Avgas Tank: Director Lanman presented a request for a motion to approve the purchase and installation of a QT Pod credit card processing system for the Avgas tank as a replacement for the existing FuelMaster system due to recent problems in processing/utilizing credit cards to purchase fuel. Furthermore, the current system is quite old i.e. around fifteen years old and as such its lifespan is nearing an end. The concern is that the system will break down in total during an event that if so, could create a loss of revenue not to mention a significant inconvenience to the participants/users should such occur. The commissioners were generally in favor of making the move subject to confirming that the unit/system to be purchased is not a

version that will soon be replaced and that it is credit card “tap enabled”. Director Lanman will confirm the answer to these questions and provide that information at the next meeting. In the meantime, the motion was put on hold until then.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE: NONE

FINANCIAL UPDATE: NONE

ADJOURN TO EXECUTIVE SESSION: Commissioner Nicholas Moore adjourned the regular meeting at 4:50 p.m. to executive session for approximately 20 minutes to discuss land acquisition/sale and lease opportunities.

EXTEND EXECUTIVE SESSION: Commissioner Nicholas Moore extended the executive session for another 20 minutes.

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RECONVENE FROM EXECUTIVE SESSION: Commissioner Nicholas Moore reconvened to regular meeting at 5:30p.m.

FROM THE OFFICE:

a. Next Regular Meeting: July 15th

b. Travel & Meetings:

a) **WPPA Small Ports Seminar**, Campbells Resort, Lake Chelan, WA, October 24th – 25th
(Commissioners and Director)

b) **WSCAA Annual Conference**, Icicle Village Resort, Leavenworth, WA, October 28th – 30th
(Director)

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:38 p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2024

David Lanman – Executive Director