

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
July 15, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on July 15, 2024 in the Port conference room. Commissioner Mary Rathbone called the meeting to order at p.m.

**PRESENT:** Commissioners: Mary 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 July 8, 2024 (M/S: Shelly Rivard Detrick / Mary Rathbone).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Vouchers # 19307 - 19321 Totaling \$47,077.58

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

**OLD BUSINESS:**

**Motion:** QT Pod addition to Avgas/Tank: Director Lanman answered the questions the commissioners had about the system and operating software. MOTION CARRIED unanimously to authorize adding the purchase of the QT Pod to the Jet-A fueling project (M/S Shelly Rivard Detrick / Mary Rathbone).

Port District Policies and Guidelines Section V, para. 1 thru 4 new language – Discussion: Deferred

Jet-A Fuel Tank Project – Update: The project is moving forward. We have received the permit from the city and all clear from the fire department. The opening of the contractor bids will be this week on July 18<sup>th</sup> at 2:00 pm here at the Port office. The Project is still scheduled to start in August and the tank is ready to be delivered in August as well.

Building 4 Roofing/Siding Project – Update: Director Lanman is working with MRSC to make sure we are following the new bidding and small works roster requirements that went into effect on July 1, 2024.

**NEW BUSINESS:** Deferred

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

Bathhouse: Materials have been purchased to re-roof the bathhouse located by building #2. We will begin this process after preparing the roof for an extended overhang. Which involves attaching a 2X6 along the entire roof edge. Preparation is in progress of stripping off the existing fascia and drip edge.

J.D. Gator: The John Deere Gator has been serviced, differentials checked, chain adjusted and inspected.

J.D. Mower: The riding lawn tractor has been serviced, fluids checked, and blades sharpened.

**FINANCIAL UPDATE:**

Budget Review: Deferred

Charla presented the commissioners with the Summary Schedule of Prior Audit Findings for them to review. She also let them know that the first three invoice vouchers have been submitted to WSDOT and have been approved as payout from the CARB loan. We should see around \$106,000 coming in towards our expenses on the Jet-A Fueling Station project.

**ADJOURN TO EXECUTIVE SESSION:** Commissioner Mary Rathbone adjourned the regular meeting at 4:14 p.m. to executive session for approximately 20 minutes to discuss land acquisition/sale and lease opportunities.

**EXTEND EXECUTIVE SESSION:** Commissioner Mary Rathbone extended the executive session for another 20 minutes.

**EXTEND EXECUTIVE SESSION:** Commissioner Mary Rathbone extended the executive session for another 15 minutes.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Mary Rathbone reconvened to regular meeting at 5:01 p.m.

Commissioner Rivard Detrick asked Director Lanman to write an informal letter to the CAP showing our support to their efforts and to C.C. Representative Dent and Senator Warnick on the letter.

**FROM THE OFFICE:**

- a. Next Regular Meeting: July 22, 2024
- b. Travel & Meetings:
  - a) **WPPA Small Ports Seminar:** Campbells Resort, Lake Chelan, WA, October 24<sup>th</sup>-25<sup>th</sup>, 2024  
(Commissioners and Director)
  - b) **WSCAA Annual Conference:** Icicle Village Resort, Leavenworth, WA, October 28<sup>th</sup>-30<sup>th</sup>  
(Director)

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Mary Rathbone declared the meeting adjourned at 5:04 p.m.

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Nicholas Moore, President

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Mary M. Rathbone, Vice President

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Shelly Rivard Detrick, Secretary

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

\_\_\_\_\_ 2024

David Lanman – Executive Director

071524 Meeting Minutes