

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
September 3, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 3, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:00 p.m.

**PRESENT:** Commissioners: Nicholas Moore, and Shelly Rivard Detrick; Staff: David Lanman, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Finance Officer.

**MINUTES:** Special Meeting August 20<sup>th</sup>, 2024 MOTION CARRIED unanimously to approve the minutes of the special meeting on August 20, 2024 (M/S: Shelly Rivard Detrick / Nicholas Moore).

Regular Meeting August 26<sup>th</sup>, 2024 MOTION CARRIED unanimously to approve the minutes of the regular meeting on August 26, 2024 (M/S: Shelly Rivard Detrick / Nicholas Moore).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Vouchers # 19366 - 19374 Totaling \$15,832.95

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

**OLD BUSINESS:**

Director's Report: Director Lanman deferred his report to the next meeting in favor of giving more time to the Financial Officer and Operations Supervisor to give their reports due to timing constrictions.

**NEW BUSINESS:** Deferred

**PUBLIC/TENANT INPUT:** NONE

**OPERATIONS and MAINTENANCE:**

Servicing: Routine maintenance was performed on the following vehicles. Chevrolet 1998 one ton, Ford 2001 one ton, Dodge half ton 2001. Oils and filters were exchanged, chassis were greased. Fluids were all topped off and the vehicles were safety inspected.

Dodge 2001: The half ton Dodge pickup had brake cylinders leaking and had to be replaced. We caught these cylinders before they ruined the brake shoes. The brake system was bled and performing as it should.

Bathroom: Work continues on the bathroom.

Antifreeze Levels: The coolant level in all the equipment and vehicles has been checked for freeze protection and nitrogen content.

Aerial Spray Chemicals: Kurt is requesting an additional five thousand dollars (\$5000.00) in chemicals to spray a one hundred sixty-acre area of hard-to-reach port property that is becoming overrun with myrtle spurge. The commissioners discuss the importance of finding alternative ways to control weeds without using harsh chemicals and that is less expensive. Kurt agrees to look for areas on the port where other options can be used next year to help cut down on costs.

MOTION CARRIED unanimously to authorize the purchase of aerial spray chemicals in the amount of five thousand dollars (\$5,000.00) (M/S Shelly Rivard Detrick / Nicholas Moore).

**FINANCIAL UPDATE:**

2025 Budget Review: Charla presented the updated draft budget with the changes that were discussed at the previous meeting. She also asked if two new line items could be added into the 2025 budget for training and marketing. The commissioners agree to add the two new line items with a dollar amount of twenty-five hundred dollars (\$2,500.00) each. Charla will move any training from the recurring expense category to the new training line item. She will also check with the courthouse to see what needs to be done to obtain new vouchers to be able to access the general fund.

**FROM THE OFFICE:**

- a. Next Regular Meeting: September 9<sup>th</sup>, 2024
- b. Travel & Meetings:
  - a) **WPPA Small Ports Seminar**, Campbells Resort, Lake Chelan, WA, October 23<sup>rd</sup> – 25<sup>th</sup> (Commissioners and Director)
  - b) **WSCAA Annual Conference**, Icicle Village Resort, Leavenworth, WA, October 28<sup>th</sup> – 30<sup>th</sup>, 2024 (Director)

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 4:47 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