

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
November 25, 2024**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on November 25, 2024, in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:00p.m.

PRESENT: Commissioners: Nicholas Moore (Via Phone), Mary Rathbone and Shelly Rivard Detrick; Staff: David Lanman, Executive Director; Charla Bomstad, Finance Officer; Guests: Garrett Clemetson and Ila Rathbone.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on November 12, 2024 (M/S: Shelly Rivard Detrick / Mary M. Rathbone).

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on November 18, 2024 (M/S: Shelly Rivard Detrick / Nicholas Moore).

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

Airport Fund: Payroll Warrant #19457 - 19462 Totaling \$14,665.91

Vouchers # 19463 - 19480 Totaling \$42,540.36

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

OLD BUSINESS:

Motion: Runway 3-21 & Taxiway A Crack/Fog Seal Project Work Order 24-02 – Approval:

MOTION CARRIED unanimously to approve Work Order 24-02 with Ardurra for Runway 3-21 and Taxiway A Rehabilitation (M/S Shelly Rivard Detrick / Mary M. Rathbone).

Track Inspection Report (Coast Rail): Director Lanman spent two hours on Friday walking the entire track with the inspector from Coast Rail. Overall, the rail track is in good condition with only minor repairs needed. Track Assessment Report due by December 4th.

Building 405 Roof Replacement – Discussion: Building 405 has been leaking again and the Port has learned about a new formula that can be used to coat the existing roof without having to replace the entire roof. Frontier Roofing, the contractor used to repair previous leaks, is estimating that they can repair the existing membrane roof for about a third of the cost to replace. The Port is in the process of developing a Scope of Work so that the project can go out to bid.

NEW BUSINESS:

Property Insurance – Notice of Intent to Terminate from CIAW: Director Lanman has sent this notice in so that we can start shopping around for other options next year. The one (1) year notice is a CIAW requirement. Both commissioners Rivard Detrick and Rathbone would need to abstain from any decisions regarding CIAW. The By-Laws will be checked to see what action would need to be taken if we do not have a quorum needed to vote on an action.

PUBLIC/TENANT INPUT: Garrett Clemetson informs the commissioners that he might know of someone who would be able to put a bid in for the building 405 roof repairs. It was explained to him that if so, any recommended contractor would have to follow requirements per RCW via a RFP (Request For Proposal) process.

OPERATIONS and MAINTENANCE: NONE

FINANCIAL UPDATE: NONE

FROM THE OFFICE:

- a. Next Regular Meeting: December 9th The meeting scheduled for December 2nd has been cancelled due to the holidays and the short week prior.
- b. Travel & Meetings: NONE

ADJOURN TO EXECUTIVE SESSION: Commissioner Nicholas Moore adjourned the regular meeting at 4:20 p.m. to executive session for approximately 10 minutes to discuss land acquisition/sale opportunity.

EXTEND EXECUTIVE SESSION: Commissioner Nicholas Moore extended the executive session for another 25 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Nicholas Moore reconvened to regular meeting at 4:45 p.m.

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 4:45p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2024

David Lanman – Executive Director