

# MINUTES OF THE REGULAR MEETING OF THE PORT OF EPHRATA COMMISSIONERS February 10th, 2025

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on February 10th, 2025, in the Port conference room. Commissioner Mary Rathbone called the meeting to order at 4:03p.m.

**PRESENT:** Commissioners: Mary Rathbone, Shelly Rivard Detrick and Nicholas Moore; Staff: David Lanman, Executive Director; Guest: Garrett Clemetson, Civil Air Patrol,

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on February 3rd, 2025 (N/S: Nicholas Moore / Shelly Rivard Detrick).

**VOUCHERS:** None

## **OLD BUSINESS:**

**Resolution 2025-001:** Awarding Bid to Frontier Roofing re: Building 405 roof repair work; Unanimously PASSED by the Board of Commissioners of the Port of Ephrata awarding the bid to Frontier Roofing in the amount of \$158,000 for roof repairs on Building 405 (M/S: Nicholas Moore / Shelly Rivard Detrick)

The commissioners asked Director Lanman to confirm whether a building permit will be required by the City of Ephrata or not. Director Lanman will comply and secure an answer from the Building Official. Director Lanman stated that Frontier Roofing felt that no permit was required since it was an application of a sealant not requiring any construction or physical repairing of the structure.

**Building 1 Heater Installation Project:** Director Lanman presented a proposal for work to be performed by VECA Electric (VECA) and a copy of a quotation from King Smart Heating Solutions (King) re: the seven heater units to be installed. As per RCW and Port policy, the Port will proceed however to put out a Request for Proposal (RFP) to ensure that the best price for equipment and labor is secured. The RFP will include Scope of Work (SOW) for both Buildings 1 and 2. VECA and King will be invited to participate in the RFP. The commissioners want an annual inspection of the equipment to be included in the bids to ensure on-going proper operation and care.

**Building 2 Damage:** The commissioners also asked Director Lanman to secure the total amount of current damage to Building 2 so that a claim for damages can be filed with the insurance carrier since the tenant i.e. MDJ Contractors defaulted on the lease and left the Port with this issue. Director Lanman confirmed that there was damage to include a roll-up door bottom panel being bent and curved to the outside; and several doors needing seals/adjustments. Director Lanman will secure actual costs to repair/replace and submit a claim.

**NEW BUSINESS:** None

**PUBLIC/TENANT INPUT:** None

**OPERATIONS and MAINTENANCE:** None

**FINANCIAL UPDATE:** None

**FROM THE OFFICE:** None

- a. Next Regular Meeting: Tuesday, February 18<sup>th</sup>, 2025
- b. Travel & Meetings: None

**ADJOURNMENT TO EXECUTIVE SESSION:** Commissioner Rathbone adjourned the regular meeting at 4:26 pm to Executive Session for approximately thirty (30) minutes to discuss potential litigation issues.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Rathbone reconvened to regular meeting at 4:56pm.

**COMMISSIONER INPUT:** None

**ADJOURNMENT:** There being no further business to conduct, Commissioner Rathbone declared the meeting adjourned at 4:59 pm.

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Mary M. Rathbone, President

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Shelly Rivard Detrick, Vice President

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Nicholas Moore, Secretary

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

David Lanman – Executive Director

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