

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
February 18, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on February 18, 2025, in the Port conference room. Commissioner Mary Rathbone called the meeting to order at 4:05 p.m.

PRESENT: Commissioners: Mary Rathbone and Shelly Rivard Detrick; Staff: David Lanman, Executive Director; Charla Bomstad, Finance Officer; Guests: Garrett Clemetson, CAP; Jeremy Burns, City of Ephrata Fire Dept; Ila Rathbone, Simon Rathbone.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on February 10, 2025 (M/S: Shelly Rivard Detrick / Mary Rathbone).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19569 - 19578 Totaling \$20,727.85
Vouchers # 19579 - 19587 Totaling \$156,246.03

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

OLD BUSINESS:

Motion: Commissioner Meeting Schedule – *Revert back to 1st and 3rd Mondays each month effective immediately:* MOTION CARRIED unanimously to authorize reverting back to holding commission meetings on the 1st and 3rd Mondays of each month (M/S Shelly Rivard Detrick / Mary Rathbone).

Motion: Building 2 Damage – *Requesting approval of funds to cover the repairs:* This was deferred until an itemized list of actual damages that will need to be repaired along with the bids for the work have been collected.

NEW BUSINESS:

Motion: Building 2 Lease Security Consideration Worksheet – *Deposit amount for lease proposal:* Director Lanman met with potential tenants of building 2 and Trout Lake Farm will be taking the building beginning March 1, 2025, with the intention of moving into the building next year. They will continue to lease building 734 until such time as they can completely move out and clean and repair the building up to the requirements of their lease.

Director Lanman recommends setting the lease security amount to one month lease amount including leasehold tax. The commissioner would like to schedule a special meeting for Monday February 24th at 4:00 pm so that all commissioners can vote on this.

PUBLIC/TENANT INPUT:

Jeremy Burns is here as a representative of the City of Ephrata.

OPERATIONS and MAINTENANCE: NONE

FINANCIAL UPDATE:

Charla informed the commissioners about the status of the Records Retention Management that she has been working on.

FROM THE OFFICE:

- a. Special Meeting: Monday Feb. 24
- b. Next Regular Meeting: Monday Mar 3
- c. Travel & Meetings:

COMMISSIONER INPUT:

Commissioner Rivard Detrick asked about the status of one of the Port’s Tenants. Director Lanman gave them a brief update and will provide more detailed information when the matter can be put on the agenda of a future meeting.

ADJOURNMENT: There being no further business to conduct, Commissioner Mary M. Rathbone declared the meeting adjourned at 4:43 p.m.

Mary M. Rathbone, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

_____ 2025

David Lanman – Executive Director