

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
April 21, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on April 21, 2025, in the Port conference room. Commissioner Mary Rathbone called the meeting to order at 3:59 p.m.

PRESENT: Commissioners: Mary Rathbone, Shelly Rivard Detrick and Nicholas Moore; Staff: David Lanman, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Finance Officer; Guests: CAP: Garrett Clemetson, Roger Patry, Col. David Maxwell; City of Ephrata: Ray Towry; Ephrata Forward: Wendy Brzezny; Ephrata Fire Dept: Jeremy Burns; Eric Tannler.

ADJOURN TO EXECUTIVE SESSION: Commissioner Rathbone adjourned the regular meeting to executive session at 3:59 pm for twenty (20) minutes to discuss a potential litigation issue.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Rathbone reconvened from executive session at 4:20 pm and no decisions were made.

PORT POLICIES & PROCEDURES / COMMISSIONER MEETINGS: – Motion to Approve Adding a new Meeting & Guest Speaker Policy to “Port District Policies and Guidelines” Section V, Para. 4. Rules for Public Comment. MOTION CARRIED unanimously to approve adding the “Meeting & Guest Speaker Policy” to our “Port District Policies” (M/S Nicholas Moore / Shelly Rivard Detrick).

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on April 7, 2025, and the special meeting on April 15, 2025 (M/S: Shelly Rivard Detrick / Nicholas Moore).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19655 - 19660 Totaling \$16,465.50
Vouchers # 19661 - 19673 Totaling \$42,995.35

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

OLD BUSINESS:

IAC – Jerry Riedinger Memorial Bench – Request to install a memorial bench using epoxy glue – Guest: Jeff Phillips (IAC): IAC has decided to bring a portable bench during their events and remove it when the events are over.

Ephrata Forward Survey & Five-Year Plan – Request to contribute \$2,550 to help cover the cost of a marketing survey – Guest: Wendy Brzezny (Ephrata Forward): Wendy gave a presentation informing the commissioners about Ephrata Forward group and their goals. It consists of eight local entities and they are starting to build communication between them to help build relationships that will help our community grow and thrive. They are requesting \$2,550.00 to

help cover the costs of the survey that was recently distributed to the community to help them create a five-year plan. The data from the survey is being analyzed and will be available to the group.

Ray Towry from the City gave a brief comment in support of Ephrata Forward. He stated that anytime you can get input from your constituents it is a good thing.

The commissioners had several questions for Wendy. Commissioner Detrick asked what the groups Project, Plan and Drive? Wendy replied that that is what they are hoping to create based upon the results of the survey. Commissioner Rathbone asked if the survey had already gone out and how was it distributed? Wendy stated that yes it had been distributed through Facebook, various websites, local restaurants, etc. and they received input from approximately three percent of the community. Once the analyst compiles the data, they will focus on what is next.

Wendy also stated that the commissioners are always welcome to come to one of the Ephrata Forward meetings and that she is more than willing to come to another Port Commission meeting to keep the commissioners informed on how things are progressing.

The commissioners thanked her for coming and giving a presentation.

MOTION CARRIED unanimously to authorize payment of \$2,550.00 to Ephrata Forward for a portion of the survey (M/S Nicholas Moore / Shelly Rivard Detrick).

NEW BUSINESS:

City Council/Port Commissioner “Workshop” – Discussion re: a proposed “workshop” meeting between the City Council and Port Commissioners – Guests: Ray Towry, City Administrator: Ray Towry requested that the City of Ephrata and The Port of Ephrata have a combined workshop to bring the entities together to help our community. He stated that although we both build our own silos, they affect each other. He would like both entities to understand what the other is going through so that they can work together.

Commissioner Moore asks if The City has a date picked out yet. Ray responded that he would go back to The City and see what dates could work for everyone. He would like to see this become a regularly occurring thing with a potential of two to four workshops a year.

Commissioner Rathbone asks about the time length of these workshops. She suggested they be one to one and a half hours for the first time.

Ray continued that The City has invested eight hundred thousand dollars (\$800,000) into the purple pipe project and has additional funds to continue bringing the project out to The Port but needs to know what we need in order to use the reclaimed water. He would like to see the two entities combining resources to make this work. He stated that we need to look at antiquated procedures to try and create new ways of doing things.

The Commissioners thank Ray for coming and giving a presentation and commit to working with The City.

Re-Fueler On-Site Equipment Training – Request to cover the cost of training two (2) employees by a certified trainer with Mascott Equipment re: Fuel Tank Farm Complex: Since we lost our previous Re-Fueler and are bringing on a new employee for that position, Director Lanman

requested the funding to bring Mascott on-site for the training of two (2) employees. Commissioner Rathbone asks if they can certify one of our employees to be the on-site trainer going forward. Director Lanman said that yes, that is the plan.

MOTION CARRIED unanimously to approve the cost of onsite training for two employees (M/S: Shelly Rivard Detrick / Nicholas Moore).

CAP Building 627 Update – Col. David Maxwell – Bldg. Water leak: Col. David Maxwell informed the commissioners that Tuesday of last week they found that a toilet flush valve had broken, and the building was flooded with an inch of water. They quickly started to remove the water and called Service Master to come out. Service Master spent a couple of days removing the rest of the water and drying the building out. There was no damage to the building and it got a good cleaning.

The Commissioners ask if there is anything that they need from The Port. David replies that they have it all under control. He also gave The Port a copy of their building insurance to have on file.

Commissioner Detrick thanks the CAP for all that they do and states that she heard from a friend about her wonderful experience with the CAP.

Commissioner Rathbone encouraged the CAP to attend the schools meeting on gang activity on May 8th.

PUBLIC/TENANT INPUT:

Garrett Clemetson asked a few questions for clarification on the new public comment policy and thanked The Port for how open and available they have always been on allowing public comment.

OPERATIONS and MAINTENANCE:

Lawn-Care: Our sprinkler systems for our lawns have run a couple of days. Repair and replacements were necessary for quite a few of our sprinklers. Adjustments were also made to some of the sprinklers for spray pattern. Our automated sprinkler systems for the green belt and the terminal are working well.

Weed Control: We have been spraying noxious weeds. We've spot sprayed our safety zones of our active runways. This process is moving along better than last year. Due to aerial spraying over our problem areas last fall. The grass looks fantastic in this area, which is vital for any weed control program in the form of competition for undesirable plants. The ground sprayers have been put up for the year. Our nurse tank and the transfer pump have been winterized as well.

FINANCIAL UPDATE:

2024 Annual Report Reviews and Approval: The Commissioners ask for more time to look this over in detail. This item is deferred until the next regular meeting.

Charla also gave the Commissioners a copy of the profit and loss through today and told them that although it does not look good at the moment, we are still waiting for CARB loan and FAA money to come in.

FROM THE OFFICE:

- a. Special Meeting: April 28, 4:00pm
- b. Next Regular Meeting: May 5th
- c. Travel & Meetings:
 - a) **Grant County EDC Annual Banquet**, Thursday, May 1st, 2025, Masto Conference Center, BBCC 11:30am – 1:30pm (Commissioners Rathbone & Detrick, Director Lanman)
 - b) **WPPA Spring Conference**, Wednesday, May 14th thru Thursday, May 15th, 2025, Historic Davenport Hotel, Spokane, WA 8:00am start (Commissioners, Director)

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Mary Rathbone declared the meeting adjourned at 5:08 p.m.

Mary M. Rathbone, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

David Lanman – Executive Director

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