

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 15, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on September 15, 2025 in the Port conference room. Commissioner Mary Rathbone called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Mary Rathbone, Shelly Rivard Detrick and Nicholas Moore; Staff: David Lanman, Executive Director; Gordon Grenier, Operations and Maintenance; Charla Bomstad, Finance Officer; Guests: David Maxwell, CAP; Bruce Reim, City Mayor; Ray Towry, City Administrator; Phil Borck, City Council; Jeremy Burns, Fire Chief.

MINUTES: MOTION CARRIED to approve the minutes of the regular meeting on September 2nd, 2025 (M/S: Shelly Rivard Detrick / Nicholas Moore). Commissioner Mary Rathbone abstained due to not being present at the meeting.

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19826 - 19836 Totaling \$26,404.22
Vouchers # 19837 - 19841 Totaling \$7,282.40

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

OLD BUSINESS:

City of Ephrata SWOT Analysis – Discussion: Ray Towry reminded the commissioners that this was discussed back in June at the joint workshop. The commissioners wanted clarification on the goal of the SWOT. Is it for the two entities to come together as units or for all individuals to express their personal opinions.

NEW BUSINESS:

CERB Planning Program Grant Joint Application w/ City of Ephrata – Discussion/Motion to approve: The City is requesting a joint effort with the Port to try and secure funds to hire an Economic Advisor to help both agencies create long-term plans to use in securing further funds for future large-scale projects. The expected cost to hire this advisor is one hundred thousand dollars (\$100,000) of which the City is asking for a commitment from the Port to invest ten thousand dollars (\$10,000) to be added to the City's ten thousand dollars (\$10,000). The City will then write up grant request to be submitted to CERB in the amount of the full one-hundred thousand dollars (\$100,000) as the twenty thousand dollars (\$20,000) joint deposit will be held as security. If approved for the grant, an RFP or RFQ will be put out seeking a qualified Advisor that will represent both agencies.

MOTION CARRIED unanimously to commit Ten Thousand dollars (\$10,000) towards applying for a CERB loan to hire an Economic Advisor (M/S Nicholas Moore / Shelly Rivard Detrick).

Building 1 Gutter Project – Motion to approve: The cement slab by the west side doors is not sloped and all the water funnels under the door and into the building. With all the electrical

equipment the tenant has inside it is causing issues and fears of damage. Three bids were obtained, and Continuous Gutter had the lowest of the three at fifteen hundred (\$1,500). Director Lanman requested that the Port go ahead with this project.

MOTION CARRIED unanimously to approve preceding with this project and awarding the bid to Continuous Gutter (M/S: Shelly Rivard Detrick / Nicholas Moore).

PUBLIC/TENANT INPUT:

David Maxwell from CAP informed the commissioners that they had a successful training weekend with around seventy people involved. They held a marksmen course at the gun range and had eleven flight orientations. He also thanked the Port for the paving next to the CAP building.

Mayor Bruce Reim asked the commissioners about the walking path and who was responsible for the maintenance of it. Staff informed him that the Port gave an easement for the land and that it is the Cities responsibility for maintenance.

OPERATIONS and MAINTENANCE:

Vehicle Maintenance: 80-foot genie was serviced. Lube, oil and filter.

Road Maintenance: Grant County Public Works resurfaced the intersection of Drummond and Corporate. They also covered a gravel area from Airport Street to the ramp next to Civil Air Patrol. This will help to limit the amount of gravel on the ramp. They also patched a large area on Railroad St. next to Stacey's Meats.

Building Maintenance: Building 405, painting on trim has been completed. Rollers on pockets doors have been greases and all locking bolts have been straightened and painted orange for visibility.

FINANCIAL UPDATE:

2026 Draft Budget: A Special meeting will be scheduled to finalize the preliminary budget.

FROM THE OFFICE:

- a. Next Regular Meeting: Monday, October 6th, 2025
- b. Travel & Meetings:
 - a. **WPPA Small Ports Seminar** – Lake Chelan, WA
Campbells Resort Thursday, October 23rd – Friday, October 24th
(Commissioners, Director)
 - b. **WSCAA Fall Conference** – Leavenworth, WA
Icicle Village Resort Wednesday, October 29th (Director)
 - c. **WPPA Annual Meeting** – Tacoma, WA
Marriott Tacoma Downtown Wednesday, November 19th – Thursday,
November 20th (TBD)

COMMISSIONER INPUT:

The commissioners request that Public/Tenant Input be moved below the Financial Update on the agenda and remove From the Office.

ADJOURN TO EXECUTIVE SESSION: Commissioner Mary Rathbone adjourned the regular meeting at 5:05 p.m. to executive session for approximately 20 minutes to discuss the performance of a public employee.

EXTEND EXECUTIVE MEETING: Commissioner Mary Rathbone extended the executive meeting for an additional 10 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Mary Rathbone reconvened to regular meeting at 5:35 p.m. No decisions were made.

ADJOURNMENT: There being no further business to conduct, Commissioner Mary M. Rathbone declared the meeting adjourned at 5:38 p.m.

Mary M. Rathbone, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

David Lanman – Executive Director

2025