

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
October 20th, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on October 20th, 2025 in the Port conference room. Commissioner Mary Rathbone called the meeting to order at 4:00 p.m. Commissioner Rathbone Passed the Meeting Over to Commissioner Rivard Detrick.

PRESENT: Commissioners: Mary Rathbone (Via Phone), Shelly Rivard Detrick and Nicholas Moore; Staff: David Lanman, Executive Director; Gordon Grenier, Operations and Maintenance; Charla Bomstad, Finance Officer; Guests: Tyler Chase, Candidate Commissioner; Jeremy Burns, Fire Chief; Eric Tannler, Port Staff.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on October 6th, 2025 (M/S: Nicholas Moore / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19873 - 19878 Totaling \$13,577.98
Vouchers # 19879 - 19895 Totaling \$511,660.45

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

ADJOURN TO EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick adjourned the regular meeting at 4:55 p.m. to executive session for approximately 20 minutes to review the performance of public employees.

EXTEND EXECUTIVE MEETING: Commissioner Shelly Rivard Detrick extended the executive meeting for an additional 60 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick reconvened to regular meeting at 5:25 p.m. The commissioners request that Director Lanman update the job descriptions before any decisions are made.

OLD BUSINESS:

FY 2026 Employee Wage Scale: A special meeting will be scheduled for Monday, October 27th to discuss wages for the 2026 budget.

NEW BUSINESS: Deferred

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Building Maintenance: The fire suppression systems have been drained and air compressors serviced in Buildings 1 and 2. Building #2 has been experiencing some leaks in a section of the roof. 700 screws were replaced in the roof panels.

All irrigation systems have been blown out and ready for winter.

Heaters in Building #1 are completed.

FINANCIAL UPDATE:

2026 Budget Tax Levy Update and Item Discussion: Commission Devices: Staff informed the commissioner that the updated tax levy amount is \$288,156. It was also discussed that if the commissioners want to replace their laptops with other Surfaces, then the budget will need to be changed from \$2,000 to \$4,500 and that it was recommended not to purchase them until the second quarter of 2026. If they switch to iPads with keyboards, they can keep the budget at \$2,000.

The commissioners requested information on how much the Surfaces cost the Port each month for connectivity.

FROM THE OFFICE:

- a. Next Regular Meeting: Monday, November 3rd
- b. Travel & Meetings:
 - a) **WPPA Small Ports Seminar** – Lake Chelan, WA
Campbells Resort Thursday, October 23rd – Friday, October 24th
(Commissioner Rivard-Detrick, Commissioner Moore, Director Lanman)
 - b) **WSCAA Fall Conference** – Leavenworth, WA
Icicle Village Resort Wednesday, October 29th
(Director Lanman)
 - c) **Grant County LEAD Summit** – Moses Lake, WA Moses Lake Fairgrounds
Thursday, November 6th (Director Lanman)
 - d) **WPPA Annual Meeting** – Tacoma, WA Marriott Tacoma Downtown
Wednesday, November 19th – Thursday, November 20th (TBD)

COMMISSIONER INPUT: NONE

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: _____

2025

David Lanman – Executive Director