

MINUTES OF THE SPECIAL MEETING OF THE PORT OF EPHRATA COMMISSIONERS October 27, 2025

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on October 27, 2025, in the Port conference room. Commissioner Mary Rathbone called the meeting to order at 4:01p.m.

PRESENT: Commissioners: Mary Rathbone, Shelly Rivard Detrick and Nicholas Moore; Staff: David Lanman, Executive Director; Guests: Ray Towry, City of Ephrata

UPDATED AGENDA: Director Lanman requested that an amended Meeting Agenda be used instead of the original one.

MOTION CARRIED unanimously to authorize the amended agenda to be used (M/S Shelly Rivard-Detrick / Nicholas Moore).

OLD BUSINESS:

City of Ephrata SWOT Analysis re: CERB Grant Application: Commissioners decided to put together a single SWOT Analysis representing the Port of Ephrata's Board of Commissioners as a single unit, versus submitting individual SWOT Analysis. The commissioners proceeded to discuss and address each category i.e. strengths, weaknesses, opportunities, and threats relating to the Port. Director Lanman participated as well. The SWOT Analysis was completed and will be presented to Ray Towry, City Administrator.

Maintenance Supervisor Formal Title/Salary & Job Description: Commissioners discussed and decided to make some adjustments to the maintenance department's personnel titles, salaries and job descriptions which will go into effect immediately. The lead technician's title will be changed from that of "Operations & Maintenance Supervisor" to "Maintenance Lead". This position will be non-exempt and salaried based on a forty (40) hour work week. It was determined that the department did not need a "supervisor" as that role will be handled by the Executive Director. The Job Description wording was altered in a few places to include that which was previously referred to "supervises" to be replaced with "implement". In addition, the previously titled "Operations & Maintenance Assistant 1" position was re-named to "Maintenance Tech 2" (MT2). The pay amount was re-confirmed, and it was acknowledged that on November 25, 2025, the MT2 will have a "90-day Review" which could impact the salary amount for 2026. It was also noted that all maintenance employee reviews, as with the finance and future administrative positions, will be conducted by the Executive Director only. Policies and procedures to be utilized in the maintenance department will be the responsibility of the Executive Director as well. Salary adjustment for the Maintenance Lead was approved to reflect the promotion to the new position by the employee.

MOTION CARRIED unanimously to authorize the above stated adjustments (M/S Shelly Rivard Detrick / Nicholas Moore).

FY2026 Employee Wage Scale: Commissioners approved an Employee Wage Scale for FY2026.

MOTION CARRIED unanimously to authorize the adjustments (M/S Nicholas Moore / Shelly Rivard-Detrack).

NEW BUSINESS:

Executive Director authority to sign Non-Disclosure Agreements (NDAs): Director Lanman presented a request to the commissioners to secure the authority to sign NDAs without commissioner approval. The concern, supported by legal counsel, is that without this authority, the Port would not have the ability to keep confidential information private (subject to a PRA i.e. Public Records Act request) which could have a negative impact with respect to having the ability to work with private companies/capital (including other ports and municipalities) looking into investing in the Port e.g. land, leases, utilization of infrastructure, Public Private Partnerships (PPPs), CERB loans, etc. Without the ability to keep sensitive information of candidate project partners and tenants confidential, the Port's opportunity to grow could be jeopardized. Director Lanman emphasized that any NDA signed would be developed and reviewed by the Port's legal counsel prior to signature. The language that Director Lanman and the Port's legal counsel is asking to be put into the Executive Director's Delegation of Authority states: *"The Executive Director is authorized to enter into non-disclosure agreements on behalf of the Port, provided that the non-disclosure agreement is first reviewed by legal counsel to ensure compliance with applicable law, including laws relating to public records and open public meetings."* Commissioner Rathbone asked Director Lanman to check back with legal counsel to seek further opinion re: port policy procedure on this matter beyond that which has already been provided to ensure all bases are covered. The subject will be put on the November 3rd, 2025, meeting agenda for a motion as there are projects on hold pending approval re: Executive Director authorization.

OPERATIONS and MAINTENANCE: NONE

FINANCIAL UPDATE: NONE

PUBLIC/TENANT INPUT: Ray Towry provided some insight into the discussions above regarding NDAs and employee pay.

DIRECTOR INPUT: NONE

COMMISSIONER INPUT: Commissioner Rathbone asked Director Lanman to develop a summary overview of what was covered at the recent WPPA (Washington Public Ports Association) Small Ports Conference that he, Commissioner Rivard-Detrack and Commissioner Moore attended. The summary will be reviewed/discussed during the November 17th, 2025, meeting.

FROM THE OFFICE:

- a. Next Regular Meeting: *November 3rd, 2025*
- b. Travel & Meetings:
 - WSCAA Fall Conference** – Leavenworth, WA
Icicle Village Resort - Wednesday, October 29th
(Director Lanman)
 - Grant County LEAD Summit** – Moses Lake, WA
Moses Lake Fairgrounds – Thursday, November 6th, 2025
(Director Lanman)

ADJOURNMENT: There being no further business to conduct, Commissioner Mary M. Rathbone declared the meeting adjourned at 5:27p.m.

Mary M. Rathbone, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

David Lanman – Executive Director

2025