

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
November 3, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on November 3, 2025 in the Port conference room. Commissioner Mary Rathbone called the meeting to order at 4:08 p.m.

PRESENT: Commissioners: Mary Rathbone and Nicholas Moore; Staff: David Lanman, Executive Director; Charla Bomstad, Finance Officer; Guests: Phil Borck, City of Ephrata Commissioner; Ray Towry, City of Ephrata Administrator.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on October 20, 2025 (M/S: Nicholas Moore/Mary Rathbone).

MOTION CARRIED unanimously to approve the minutes of the special meeting on October 27, 2025 (M/S: Nicholas Moore/Mary Rathbone).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Vouchers # 19896 - 19903 Totaling \$12,279.58

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S Nicholas Moore/Mary Rathbone).

OLD BUSINESS:

1. 2026 Annual Budget - Approval
 - a) Resolution 2025-008 Establishing the 2026 Tax Levy: MOTION CARRIED unanimously to approve resolution 2025-008 Establishing the 2026 Tax Levy (M/S: Nicholas Moore/Mary Rathbone)
 - b) Resolution 2025-009 General Operation Budget 2026: MOTION CARRIED unanimously to approve resolution 2025-009 adopting the General Operation Budget for FY 2026 (M/S: Nicholas Moore/Mary Rathbone).
2. Policy Governing Authority to Enter into Non-Disclosure Agreements – *Motion for Approval* MOTION CARRIED unanimously to approve the Authority of the Executive Director to enter into Non-Disclosure Agreements on behalf of the Port and wording to be added into the Executive Director’s Delegation of Authority (M/S: Nicholas Moore/Mary Rathbone).

NEW BUSINESS: Deferred

OPERATIONS and MAINTENANCE: NONE

FINANCIAL UPDATE: Staff informed the commissioners about the current status of the Port’s financial accounts.

PUBLIC/TENANT INPUT: NONE

FROM THE OFFICE:

- a. Next Regular Meeting: Monday, November 17th, 2025
- b. Travel & Meetings: Grant County LEAD Summit – Moses Lake, WA
Moses Lake Fairgrounds (9:00am – 2:00pm)
Thursday, November 6th (Director Lanman)

COMMISSIONER INPUT: NONE

ADJOURN TO EXECUTIVE SESSION: Commissioner Mary Rathbone adjourned the regular meeting at 4:22 p.m. to executive session for approximately 10 minutes to consider the minimum price at which real estate will be offered for lease.

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 4:42 p.m. No decisions were made.

ADJOURNMENT: There being no further business to conduct, Commissioner Mary 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