

MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: November 9, 2021

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:02 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Commissioner Kiss, Commissioner Peterson, Commissioner Gentle and Port staff members Kelly Driver, Corey Ives, and Susan Bluff. There were no participants via Zoom.

For purposes of clarification, the minutes are presented as listed on the agenda, not necessarily in the order they were discussed.

Minutes:

Commissioner Peterson moved to approve the minutes of October 12, 2021. Motion seconded by Commissioner Gentle and so ordered by Chairman Kiss.

Comments: None at this time.

Correspondence: None at this time.

Advertised Item: 2022 Final Budgets / Resolution 2021-03

A. Discussion: The 2022 budgets for the Operating Expense Fund, Capital Improvements Fund and Insurance Reserve Fund were discussed.

B. Action: Commissioner Gentle moved to approve Resolution 2021-03 and the Salary Schedule as presented. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

Old Business:

1. Other Old Business:

A. Personnel Policy Updates:

1. Discussion: Kelly presented proposed changes to the Port's personnel policy with discussion following. Changes will be made, and a final copy presented for the December meeting.

New Business:

1. Food Bank Sponsorships:

A. Discussion: Kelly stated a request was received from the Cusick Food Bank to assist with providing meals to area families.

B. Action: General consensus of the Board was to continue the annual contribution in the amount of \$150 as a public relations benefit to the District.

2. Request for Sponsorship:

A. Discussion: Kelly presented a request for assistance with the cost of installation of lighting at the tennis courts for Newport School District.

B. Action: Not enough information was provided for the Board to make any kind of informed decision.

3. Policy 3008 changes:

A. Discussion: Board and staff discussed changes to policy wording due to 2022 changes in medical insurance.

B. Action: Kelly will prepare final policy for the December meeting.

4. Other New Business:

A. TEDD Membership:

1. Discussion: Kelly reported receiving a letter requesting \$1,525.00 for 2022 membership dues from the Port for TEDD.

2. Action: Kelly will send a letter informing TEDD that the Port will not be participating in 2022.

Board Travel Plans/Meetings: None planned at this time.

Reports:

1. Board of Commissioners:

None at this time.

2. Manager, Kelly Driver:

- Discussed an on-the-job injury.
- Fire District 5 inquiry on property availability near Blueslide.
- Following County discussions on establishing new Commissioner District boundaries.
- New copier ordered under State contract.
- Due to shoulder surgery her signature and initials on documents are obviously different due to signing left-handed.

3. Roadmaster, Corey Ives:

- Car repairs for October \$29,209 with a year-to-date total of \$345,059 billed.
- Two (2) carloads of ties were received.
- Regulating for the season is just about done, one area left to do.
- Crews are tamping track today.
- Slow order on the bridge at Priest River; ties need to be replaced.
- Training for all employees will start soon, must be completed by end of year.
- Attended the October EDC meeting reported on discussions which included shovel ready sites, the infrastructure bill, grant money for a business park.

4. Auditor – Susan Bluff:

- She distributed financial report information for the month ending October 31st. Discussion on license fees.

5. Chief Mechanical Officer-Myles Keogh: (Absent)


Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

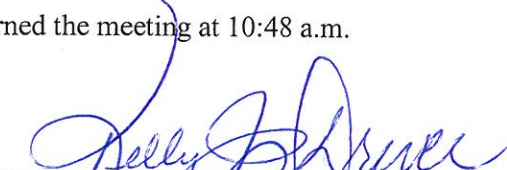
B. Warrants: Operating Expense warrants 50314-50410 totaling \$ 153,416.03 approved as submitted.

Executive Session: Tabled until December meeting.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 10:48 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: 12-14-21