

MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: December 14, 2021

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:06 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Commissioner Kiss, Commissioner Gentle, and Port staff members Kelly Driver, Corey Ives, and Susan Bluff. Commissioner Peterson arrived shortly after the start of the meeting. Participating via Zoom were Sonya Scaufaire from the Selkirk Sun and for the executive session, Port Attorney William Schroeder. NOTE: There were issues with Zoom quality and performance throughout the meeting which were not controlled by the Port.

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

Minutes:

Commissioner Gentle moved to approve the minutes of November 9, 2021. Motion seconded by and so ordered by Chairman Kiss.

Comments: Sonya Scaufaire expressed she did not know that Port meetings were public and that she would be joining in now that she knew; she had no specific concerns for today.

Correspondence: Thank you from the Cusick American Legion Auxiliary.

Old Business:

1. Personnel Policy Updates / Resolution 2021-04:

A. Discussion: Kelly presented the Port's personnel policy, with an updated Table of Contents, along with Resolution 2021-04 for finalizing the previously discussed updates to the policy.

B. Action: Commissioner Peterson moved to approve the updated policy and Resolution 2021-04 as presented. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

2. Policy 3008- Updated:

A. Discussion: Kelly presented the updated policy to the Board.

B. Action: Commissioner Gentle moved to approve Policy 3008. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

New Business:

1. Commissioner Districts:

A. Discussion: Kelly stated the Port Commissioner districts run the same boundaries as those set for the County Commissioners. She provided the updated district maps for the Board to review and commended the County for the work they have done to clean up lines as well as reducing the number of precincts. There was discussion regarding the County's Public Hearing scheduled for 11:00 a.m. which had the possibility of changing the suggested lines.

B. Action: Commissioner Gentle moved to accept the Commissioner Districts as approved by the County Commissioners. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

2. Board Organization for 2022:

A. Discussion: Conversation was held regarding any changes to the Chairman, Vice Chairman and Secretary roles for the Board members.

B. Action: By general consensus, it was agreed that all positions will continue to be held for 2022.

3. Lions Club Letter- request for sponsorship:

A. Discussion: Kelly presented a request from the North Pend Oreille Lions Club regarding their Christmas boards. Funds raised will be used by the Lions for projects including the Selkirk High School scholarship program. There is a precedent for Port participation in this type of sponsorship as the Newport Priest River Rotary Club previously did the same boards with funding Newport and Priest River scholarships.

B. Action: Commissioner Peterson moved to approve \$100 as a public relations benefit for the Port. Motion seconded by Commissioner Gentle and so ordered by Chairman Kiss.

4. Other New Business:

None at this time.

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

Reports:

1. Board of Commissioners:

None at this time.

2. Manager, Kelly Driver:

- Stated that the injured employee is back to work full-time.
- Zoom meetings with the State of Idaho for stakeholder meetings. Established a contact that may be able to assist with future funding assistance for Idaho projects.
- Updating insurance for employees for 2022 changes.
- Contacted brokers for storage cars; cars will be arriving within a couple of weeks.
- Updating FRA programs for year end.
- WPPA is increasing our dues amount for 2022, questioning our amount.
- Attending Zoom meetings on County redistricting.

3. Roadmaster, Corey Ives:

- Car repairs for November \$35,864.
- Purchased snow tires and rims for vehicles.
- Tamper repairs due to being towed without taking out of gear.
- Box car moved.
- Bridge inspections for 2021 completed. Shims will be added to bridge ends in 2022.
- Regulator is set up and ready to use for plowing snow.

4. Auditor – Susan Bluff:

- Distributed financial report information for the month ending November 30.

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

Records for Approval:


A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 50411-50508 totaling \$215,824.40 approved as submitted.

Executive Session: At 10:00 a.m. Chairman Kiss called for an executive session with the Port's attorney regarding potential litigation, session was expected to last for 30 minutes and would be immediately followed by performance evaluations of public employees for approximately 30 minutes.

At 11:08 a.m. Chairman Kiss brought the regular session back to order stating no decisions were made in executive session.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 11:08 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: January 11, 2022