

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: August 9, 2022**

**Call to Order:**

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:00 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Chairman Kiss, Commissioner Gentle and Port staff members Kelly Driver, Susan Bluff, Corey Ives, and Myles Keogh. Also in attendance, Jessica and Lieven Walston.

**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 July 12, 2022 as presented. Motion seconded and so ordered by Chairman Kiss.

**Comments:** None at this time.

**Correspondence:** None at this time.

**Old Business:**

**1. Other Old Business:** None at this time.

**New Business:**

**1. Personnel Policy Updates:**

**A. Discussion:** Discussion was held on the Port's Personnel Policy now that clarification has been received that the Port is subject to the federal Family and Medical Leave Act (FMLA), but Port employees are not eligible for FMLA since the Port has fewer than 50 employees. The State Paid Family and Medical Leave Act (PFML) was also discussed as were benefit contract language.

**B. Action:** Commissioner Gentle moved to approve the removal of the entire section on FMLA in the Port's current Personnel Policy and adopting the wording "As a public entity the Port is subject to FMLA. However, Port employees do not meet the requirements for leave under FMLA since the Port does not have more than 50 employees in a 75-mile radius."

Due to changes caused by the change in FMLA status, Commissioner Gentle moved to continue insurance coverage for the months of August and September for one (1) employee who went out on PFML prior to policy changes, and to protect that employee's job through October 31<sup>st</sup>. Motion seconded and so ordered by Chairman Kiss.

Kelly will follow up with a letter to the employee.

**2. PORTA Ad and Membership:**

**A. Discussion:** The Board and staff reviewed information from PORTA on membership options, advertising, and articles.

**B. Action:** Due to budget considerations it was the general consensus that the Port will decline at this time.

### **3. Salary Schedule:**

**A. Discussion:** Kelly provided an updated salary schedule adding the newly hired employee.

**B. Action:** Commissioner Gentle moved to approve the salary schedule. Motion was seconded and so ordered by Chairman Kiss.

### **4. Other New Business:**

#### **A. 2023 Budget:**

**1. Discussion:** General conversation was held regarding 2023 budget matters.

### **Board Travel Plans/Meetings August/September- Authorization:**

**A. Discussion:** There are currently no planned meetings or travel for the Board.

**B. Action:** None necessary.

### **Reports:**

**1. Board of Commissioners:** None at this time.

### **2. Manager, Kelly Driver:**

- Attended the July EDC meeting.
- Draft documents on leave policies.
- Website issues, she is continuing to try to figure them out.
- New hire paperwork
- CERB meeting at the County Courthouse, very informative.
- SEPA is done, she and Corey will meet with a forester later this week to work on the Forest Practice Application.
- Roger has an FRA audit on signals later this week.
- New copier finally arrived.

### **3. Roadmaster, Corey Ives:**

- Bridge inspections are complete with the exception of the diving. Reports should be received in September.
- A State UTC track inspector was on site for two (2) days. Minor repairs are to be made.
- He had a Part 240 and 242 audit on conductor and engineer certification; very good report, only one minor item.
- Car repair billing not completed for July due to inspectors being on site.

### **4. Auditor – Susan Bluff:**

- Distributed financial report and storage car information for the month ending July 31, 2022.

### **5. Chief Mechanical Officer-Myles Keogh:**

- 102 Generator is here.
- Project completed for the Selkirk School District.
- Kone Crane was on site for training and inspection of shop cranes.
- Rewire job in the shop and a paint job in the paint booth.
- Sprinkler system inspection completed.
- May be a meeting at the end of August on the Cummins engine.

### **Records for Approval:**

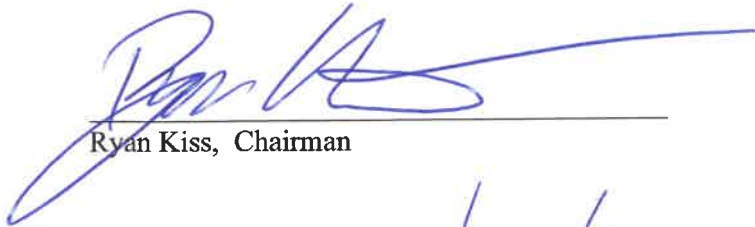
**A. Time and Expense Sheets:** Approved as submitted.

**B. Warrants:** Operating Expense warrants 51184-51273 totaling \$144,411.33 approved as submitted.

**Board Workshop:** None at this time.

**Executive Session:** An executive session was called at 11:11 a.m. for approximately 10 minutes under RCW 42.30.110(g) to discuss the performance of a public employee. At 11:20 a.m. Chairman Kiss brought the meeting back to order and stated no decision were made in the executive session and no final action was taken.

**Adjourn:** There being no further business Chairman Kiss adjourned the meeting at 11:20 a.m.



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Ryan Kiss, Chairman



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Kelly J. Driver, Manager

Date Approved:

09/13/22