

**MINUTES**  
**PORT OF PEND OREILLE**  
**BOARD OF COMMISSIONERS MEETING**  
**Date: December 20, 2024**

**Call to Order:**

Chair Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:01 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Chair Kiss, Commissioner Gentle, and Port staff members Kelly Driver, Susan Bluff, Corey Ives, Jessica Garza, and Sarah Reaveley (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 Gentle moved to approve the minutes of December 10, 2024. Motion seconded and so ordered by Chair Kiss.

**Comments:** None.

**Correspondence:** None.

**Old Business:**

**1. Website RFP:**

**A. Discussion:** Two submissions were received in response to the revised RFP for website design. Both proposals were very similar. The bid from Keokee was \$33,264, the bid from Cyberstream was \$46,150. Staff recommended negotiating a contract with Keokee for the Port's website design.

**B. Action:** Commissioner Gentle moved to approve the bid from Keokee and allow staff to enter into an agreement for website design. Motion seconded and so ordered by Chair Kiss.

**2. Pend Oreille Representatives Meeting:**

**A. Discussion:** The revised agenda provides more organization and structure to the meeting.

**3. Employee Safety Dinner:**

**A. Discussion:** Options for dates was discussed. Kelly will look for a March open date at the American Legion in Cusick.

**4. EDAC Bylaw Changes:**

**A. Discussion:** Jessica presented information on the updated bylaws for board consideration. Commissioner Gentle asked that a list of members be provided at the January meeting. She also suggested that a link to the RCW's be on the website for the ADO designation.

**B. Action:** Commissioner Gentle moved to approve the new bylaws as presented. Motion seconded and so ordered by Chair Kiss.

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

**New Business:**

**1. Assistant Grant Writer:**

**A. Discussion:** Interviews were completed and the position for the assistant grant writer has been offered to and accepted by Tara Bowden at a rate of \$25 per hour. Discussion followed

regarding organizing community needs, watching for grants, prioritizing projects, and legwork by entities requesting services.

**2. Corrected Salary Schedule:**

**A. Discussion:** Kelly stated she forgot an employee's stipend on the previously approved salary schedule, so it has been corrected. Additionally, Tara Bowden has been added for the Assistant Grant Writer position; the salary for this position is reimbursable by the Department of Commerce.

**B. Action:** Motion to approve the salary schedule as presented made by Commissioner Gentle, seconded and so ordered by Chair Kiss.

**3. Policy 3005 – Personnel Protective Equipment:**

**A. Discussion:** A revised policy was distributed to the Board to include prescription eye wear as a reimbursable expense provided that the glasses have side shields or wrap around lenses.

**B. Action:** Motion made by Commissioner Gentle to approve the policy as written. Motion seconded and so ordered by Chair Kiss.

**4. PUD BEAD Grant Applications Letter of support:**

**A. Discussion:** Kelly stated Jim Cupples asked for a letter of support from the Port for the PUD's BEAD application. Kelly requested more information but gave a general indication that a letter would probably be provided.

**5. Other New Business:**

**A. EV Chargers:**

**1. Discussion:** Discussion was held on EV chargers including on-going maintenance, costs, and reliability of the equipment.

**Records for Approval:**

1. Time and Expense sheets – approved as submitted.

2. Transmittal sheets:

Port warrants 54055-54107 Totaling \$113,213.12

ADO warrants 2563 – 2566 Totaling \$769.88

Approved as submitted.

**Executive Session:** An Executive session was called at 10:01 a.m. by Chair Kiss regarding real estate matters (RCW 42.30.110(b)) for approximately 2 hours. At 11:50 a.m. Chair Kiss brought the regular meeting back to order stating no decisions were made in the executive session and no final action is necessary.

**Adjourn:** There being no further business Chairman Kiss adjourned the meeting at 12:00 p.m.

  
Ryan Kiss, Chair

  
Kelly J. Driver, Executive Director

  
Date Approved