



# Port of Whitman County Commission Meeting Agenda

September 17, 2020 | 10 a.m. | Colfax, WA

## NOTICE

The Governor's Proclamation 20-28.9 allows public agencies holding public meetings in counties currently in Phase 3 to include an in-person component to a public meeting, in addition to remote meeting elements.

This meeting will be held in person, online and by teleconference. Participation can be in-person, online, by phone or a combination of these options.

In-person meeting participants must wear a mask or face covering. To maintain social distancing, members of the public will participate via phone from a separate room in the Port office.

The meeting will be online at <https://us02web.zoom.us/j/86590903284>.

The call-in number is **1 253 215 8782**. The meeting ID is **865 9090 3284**.

If you join the online meeting you can use your computer speaker and microphone **OR** call-in.

Members of the public will be "muted" during the meeting except during public comment periods.

- Changes to/Approval of Agenda
- Public Comment Period (three minute time limit per person)\*
- Minute
- Vouchers
- Commissioner and Staff Updates
- Old Business
  - District 1 Commissioner Search Update
  - CFTA and Pomeroy Grain – Sale of Assets and Assignment of Lease
    - Port Attorney and Port Commission Motion Discussion
  - Policy Project Update – Travel and Business Expense
  - Pioneer Ports Meeting Update
- New Business
  - Sponsorship for PNWA Annual Meeting
- Upcoming Meetings
  - Inland NW Partners Virtual Fall Meeting, September 23, 9:00 -11:00 a.m. (If previously registered for the INP Spring meeting, you have been automatically re-registered)
    - 2020 Regional Economic Forecast: Economic Implications of the Unimaginable
  - WPPA Environmental Seminar, Sep 24 & 25, Online Zoom meeting

\*PLEASE NOTE: If you wish to address the Commission, please raise your hand to be recognized by the Chair during the public comment period. When you have been recognized, please give your name and address before your comments. The Port of Whitman County Commissioners are committed to maintaining a meeting atmosphere of mutual respect, and speakers, when making public comments, are expected to honor this principle.

[Disclaimer: Agenda is subject to change]



# Port of Whitman County Commission Meeting Agenda

September 17, 2020 | 10 a.m. | Colfax, WA

- PNWA Annual Meeting, October 6-8, General sessions 1:00 - 3:00 p.m., via Zoom meetings and webinar
- Inland NW Partners Virtual Fall Meeting, October 28, 9:00 -11:00 a.m. (If previously registered for the INP Spring meeting, you have been automatically re-registered)
  - The Importance of Digital Inclusion
- Public Comment Period (three minute time limit per person)\*
- Executive Session
  - Personnel
  - Real Estate
  - Security
- Adjourn

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## COMMISSION UPDATE – September 17, 2020

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**SUBJECT:** District 1 Commissioner Search Update

### **Background**

As of 09-14-20, three applications have been received. All 3 individuals have been verified as living in District 1. All applications are due by 5:00 p.m. on Wednesday, September 16.

### **Next Steps**

Copies of all of the applications received will be given to the Commission during the meeting on 9-17-20.

### **Recommendation**

Review applications and direct staff to facilitate an interview schedule during the next regular meeting on October 1, 2020.

### **Request for Commission Action**

Review applications and direct staff to facilitate an interview schedule on October 1, 2020.

## COMMISSION UPDATE – September 17, 2020

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**SUBJECT:** Policy Project Update – Travel and Business Expense

### Background

This update is in regards to a Travel and Business Expense policy resolution for the policy project that is underway.

**The draft of Resolution 20-14 Travel and Business Expense will be provided at the meeting.**

Previously provided information:

Travel and Business Expense	REVISIONS REQUIRED	Resolution No. 35 was adopted on 1/4/1968. The Employee Manual is consistent with this resolution. Staff is working to review the employee manual and current best practices to make recommendations to the Commission on 4/16/2020.  Recommended updated policy using MRSC and other resources.  Policy to be presented at 9/17/20 meeting.
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### Next Steps

1. Commissioners review policy and provide feedback
2. 2<sup>nd</sup> draft of resolution will be provided
3. Adopt Resolution 20-14
4. Staff will review adopted policy resolution with employee handbook and update as needed
5. Policy will be added to commissioner handbook

### Recommendation

None at this time.

### Request for Commission Action

Please review Resolution 20-14 and provide feedback to Brenda.

## COMMISSION UPDATE – September 17, 2020

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**SUBJECT:** Pioneer Ports Update

### **Background**

The Port of Whitman is hosting the Pioneer Ports meeting in late October via Zoom. Both Clarkston and Lewiston staff and commissioners are available on October 19, 20 or 21.

### **Next Steps**

Staff needs the Commission to choose a date and review the proposed draft agenda attached. The agenda will also need to be shared with the two other ports for input. The agenda must be finalized by Thursday, October 15<sup>th</sup> by 4:00 p.m. to allow port staff adequate time to post and distribute a special meeting notice.

### **Recommendation**

Choose a date, confirm meeting start time and suggest any additions to the draft agenda attached.

### **Request for Commission Action**

Choose a date, confirm meeting start time and suggest any additions to the draft agenda attached.



# Pioneer Ports Meeting Agenda

October ??, 2020 | 6:30 p.m.

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- Welcome and Introductions
- Old Business
- New Business
- Port Updates: Clarkston, Lewiston and Whitman
- Adjourn