



# Port of Whitman County Commission Meeting Agenda

February 4, 2021 | 10 a.m. | Colfax, WA

## NOTICE

Washington Governor Jay Inslee's Proclamation 20-28, prohibiting in-person public meetings, remains in effect throughout the declared pandemic state of emergency. Therefore, this meeting will be online only 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
- Consent Agenda: Minutes and Vouchers and Receivables
- Commissioner and Staff Updates
- Old Business
  - Resolution 21-05 – Employee Manual Revision
- New Business
  - 2021 Snake River Family Festival
  - Palouse Knowledge Corridor Membership
- Additional Items
- Upcoming Meetings
  - Spokane Ag Show (Pacific Northwest Farm Forum), February 23-25 (revised date) via Zoom
  - Pacific Northwest Waterways Association Inland Empire Regional Meeting, March 2 via Zoom
  - Pacific Northwest Waterways Association Mission to Washington, March 15-18 via Zoom
- Public Comment Period
- Executive Session
  - Review Performance of a Public Contract RCW 42.30.110(d)(g)
- Adjourn

**Subject/Commission Action**

RESOLUTION 21-05 ADOPTING THE PORT EMPLOYEE MANUAL.

**Overview/Background**

At its January 21, 2021 meeting, the Commission agreed to revise the Port Employee Manual to offer supplemental benefits to Port employees to supplement the benefit paid by Washington Paid Family Medical Leave.

The revised Employee Manual with the change is attached to the Resolution as Exhibit “A” and the relative portion is as follows:

**5. Washington Paid Family and Medical Leave**

Washington Paid Family and Medical Leave (WPFML) is a mandatory statewide insurance program that provides almost every Washington employee with paid time off to give or receive care if they qualify. The program is administered by the Washington State Employment Security Department (ESD) and employees are directed to the program website (<https://paidleave.wa.gov/>) for an overview of the program, current premium rates, qualifications, benefits, and procedures.

The employee portion of the premium is withheld from the employee’s wages at the rate set by the ESD.

WPFML allows an employer to offer a supplemental benefit option, which is a payment from an employer to an employee to make up the difference between the benefit paid by WPFML and the employee’s regular wage. The Port allows an employee to use accrued vacation leave, sick leave, compensatory leave, and administrative leave to supplement the benefit paid by WPFML. It is the employee’s choice to accept the supplemental benefit option.

**Next Steps**

N/A

**Recommendation**

Staff recommends adoption of Resolution 21-05.

RESOLUTION 21-05

A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF WHITMAN COUNTY, WASHINGTON, PROVIDING FOR ADOPTION OF A PORT EMPLOYEE MANUAL.

WHEREAS, by Resolution of the Port Commission on the 5<sup>th</sup> day of May 2005, (Resolution No. 05-06), the Port Commission adopted an employee manual, and

WHEREAS, by Resolution of the Port Commission on the 17<sup>th</sup> day of March 2011, (Resolution No. 11-05), the Port Commission revised said employee manual, and

WHEREAS, by Resolution of the Port Commission on the 21<sup>th</sup> day of March 2019, (Resolution No. 19-04), the Port Commission revised said employee manual, and

WHEREAS, by Resolution of the Port Commission on the 9<sup>th</sup> day of March 2020, (Resolution No. 20-07), the Port Commission revised said employee manual, and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE COMMISSION OF THE PORT OF WHITMAN COUNTY AS FOLLOWS:

The Employee Manual attached hereto as Exhibit "A" is hereby adopted in full and in accordance with the terms and provisions thereof as the Employee Manual of the Port of Whitman County, and all prior Employee Manuals are hereby revoked and shall have no further force or effect.

The foregoing Resolution of the Port of Whitman County was duly adopted by its Board of Commissioners at its meeting of the 4<sup>th</sup> day of February, 2021.

DATED AND SIGNED this 4<sup>th</sup> day of February, 2021.

THE PORT OF WHITMAN COUNTY,  
BOARD OF COMMISSIONERS

By \_\_\_\_\_  
TOM KAMMERZELL, President

By \_\_\_\_\_  
KRISTINE A.K. MEYER, Vice President

By \_\_\_\_\_  
KARL WEBBER, Secretary

# EMPLOYEE MANUAL

*ADOPTED BY RESOLUTION 21-05  
FEBRUARY 4, 2021*



**Port of  
Whitman  
County**

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# Introduction

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## 1. Welcome

Welcome to the Port of Whitman County. The Port is committed to improving the quality of life for all citizens of Whitman County through industrial real estate development, preservation of multi-modal transportation, facilitation of economic development and provision of on-water recreational opportunities. Our emphasis on teamwork encourages cooperative decision-making among employees and management.

## 2. Purpose of Employee Manual

This Employee Manual has been prepared as a guide and reference to acquaint you with the policies and procedures of the Port of Whitman County (“Port”). The policies and procedures described in this Employee Manual are not conditions of employment and do not constitute a promise of specific treatment in specific situations. The Port may, in its sole discretion, change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time with or without prior notice or reason. In addition to your personal copy, a copy of this Employee Manual is available for review and reference at the Port of Whitman County office.

**This Employee Manual and its policies do not constitute an employment contract or a guarantee of employment for any specific period of time. Unless an employee has a written employment contract with the Port for a specific period of time, employees of the Port are employed at-will, and either the employee or the Port may terminate the employment relationship at any time, with or without reason or notice. Only the Board, in writing, can alter the at-will status of an employee’s employment.**

After reviewing the manual, please sign the Receipt and Acknowledgment of the Port of Whitman County Employee Manual form included at the end of this Manual confirming that you have received and understand the contents of the Port of Whitman County Employee Manual. This employee manual supersedes any and all previous versions.

## 3. History/ Philosophy

In 1958, the people of Whitman County formed the Port to do three specific things:

- Provide access to slack water navigation on the Columbia/Snake River system.
- Promote industrial development, and
- Provide recreation opportunities on the Snake River.

The Port is governed by a three-person Board of Commissioners. The Port is committed to excellence of service and the fair treatment of its employees and the citizens of Whitman County.

#### **4. Mission Statement**

The Port of Whitman County is dedicated to improving the quality of life for all citizens of Whitman County through industrial real estate development, preservation of multi-modal transportation, facilitation of economic development and provision of on-water recreational opportunities.

#### **5. Scope and Application**

This manual relates to matters of personnel management and procedures as covered herein. The Port reserves the right to adopt other procedures, standard practices, standing orders or other technical matters.



# Employment Policies

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## 1. At-Will Employment

Employment with the Port of Whitman County is at-will, which means that either you or the Port may terminate the employment relationship at any time with or without a reason or notice. This at-will relationship can be modified only by a writing signed by the Board. The at-will relationship cannot be modified by any oral statements or promises, by anything in this Employee Manual or in any other manuals, or by any other materials except a writing signed by the Board.

## 2. Introductory Period

All newly hired employees or newly promoted employees work on an introductory basis for the first six (6) months after their date of hire/promotion. If the Port determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended solely at the discretion of the Port. The introductory period is intended to give new employees or newly promoted employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Port uses this period to evaluate employee capabilities, work habits, and overall performance. This introductory period does not create a contract or a guarantee of employment for any specific period of time and as set forth above, either the employee or the Port may end the employment relationship at will at any time during or after the introductory period, with or without a reason or notice.

During the introductory period, new employees and newly promoted employees are eligible for those benefits that are required by law or by the Port's benefit programs or plans. Employees should read the information for each specific benefit program for the details on eligibility requirements.

## 3. Personnel Records

Personnel records are maintained on all Port employees and are the property of the Port of Whitman County.

An employee's personnel records are confidential, and may only be examined by the employee, the employee's supervisor, the Port Executive Director, and/or other appropriate Port officials, such as the Board and the Port's legal counsel, unless otherwise required by law. The Port Executive Director bears responsibility for the employees of the Port, and consequently Board members, individually, should not take any direct action

relative to an employee. Rather, if the Board as a whole determines that some personnel action is appropriate, the Board will issue instructions to the Executive Director.

Employees may review their own personnel file upon request in the presence of their supervisor or Port Executive Director, provided any information in the file received by the Port in confidence (such as information from a prior employer received pursuant to a waiver of disclosure by the employee) shall not be subject to review by the employee.

Employees may not remove anything from the file. Copies of documents which are not confidential as to the employee may be requested.

Confidential personnel records shall not be released to any unauthorized individuals except with the written consent of the employee or in response to valid court orders or government requests.

#### **4. Equal Employment Opportunity**

The Port is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, honorably discharged veteran's status, marital status, sexual orientation, physical or mental disability, or any other basis prohibited by applicable state, federal or local laws.

#### **5. Accommodation**

The Port will make reasonable accommodations for the known physical or mental disabilities of an employee, unless undue hardship would result. The employee should advise the Executive Director of any accommodations he or she believes are medically necessary in order to perform the job. The Port may request medical certification from the employee's health care provider and the Port will determine what, if any, reasonable accommodation may be appropriate. The Port may take other action regarding employee accommodation, as appropriate, in accordance with state, federal or local laws.

#### **6. Anti-Harassment and Non-Discrimination Policy**

The Port prohibits any form of unlawful harassment or discrimination in the workplace. Harassment or discrimination based on an individual's sex, race, color, national origin, religion, age, sexual orientation, marital status, honorably discharged veteran's status, physical or mental disability, or any other characteristic protected by state, federal or local law is unacceptable. Conduct that demonstrates mutual respect is expected of all employees in the workplace. Retaliation against any person who complains of harassment or discrimination in good faith, or who participates in an investigation in good faith, is also prohibited.

Sexual harassment is one form of unlawful harassment. Sexual harassment can be, but does not have to be, “sexual” in nature. Rather, sexual harassment is harassment that would not occur but for the gender of the person to whom it is directed. Sexual harassment may include requiring a person’s submission to, or rejection of, sexual advances and/or sexual harassment may alter that person’s terms or conditions of employment. Sexual harassment also includes a sexually abusive, intimidating, hostile, or offensive work environment. Such an environment can be created by unwelcome sexual advances, requests for sexual favors, gender harassment, the display of sexually suggestive objects or pictures or emails, or any other verbal or physical conduct that would not exist but for the gender of the person at whom it is directed and which has the effect of unreasonably interfering with an employee’s work performance.

Other conduct that is not sexual in nature but is unacceptable in the workplace includes derogatory slurs, remarks or jokes about an individual’s race, national origin, religion, age, sexual orientation, marital status, honorably discharged veteran’s status, physical or mental disability, or any other characteristic protected by federal, State or local law.

### **Reporting Discrimination and Harassment of Any Type**

1. Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.

2. Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it immediately to the Executive Director. If the Executive Director is person engaging in the discriminatory conduct, the employee must report the conduct to the President of the Board.

3. Each reported incident of unlawful harassment or discrimination will be investigated. Although we cannot guarantee confidentiality, reasonable efforts will be made to disclose information only as needed to investigate and resolve a complaint. If it is determined that a complaint is valid, appropriate remedial action will be taken promptly. When appropriate, the employee will be informed that remedial action has been taken but may not be told information that the Port deems to be confidential.

4. Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure. An employee who has been found after thorough investigation to have intentionally fabricated a complaint of harassment against another employee will be subject to appropriate disciplinary action, up to and including termination.

Supervisors and/or managers must promptly report any incidents, or reports of incidents, of harassment or discrimination to the Executive Director. If the Executive Director is the

person engaging in the discriminatory conduct, the conduct should be reported to the President of the Board.

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

## 7. Discipline and Termination of Employment

The Port, in its sole discretion, may take disciplinary action up to and including the termination of an employee's employment. Employee misconduct or other concerns by the Port may result in an oral warning, a written warning, a probationary period, immediate suspension without pay, demotion, termination, or any other discipline the Port, in its sole discretion, deems appropriate, including the termination of the employee's employment. The Port has the option to skip one or all of the previously mentioned steps.

Employees are requested, but not required subject to the provisions of Paragraph 3 of the Benefits Section, to give at least thirty (30) days' written notice when planning to leave employment with the Port.

## 8. Severance Pay

Full-time and part-time regular employees are eligible for severance pay if involuntarily terminated from employment by the Port, except when the involuntarily termination is a result of employee dishonesty or violation of Port rules or policies. Employees who voluntarily terminate employment with the Port are not eligible for severance pay.

Where applicable, severance pay will be provided as follows:

All regular full-time employees and all regular part-time employees employed for more than six months with the Port after the date of adoption of this manual, at current salary (pro-rated to average hours worked in a month for regular part-time employees) upon termination as follows:

<b>Years of Service</b>	<b>Severance Pay</b>
6 months – 5 years	1.5 months
6 years – 10 years	3 months
11 years – 15 years	4 months
16+ years	6 months

## **9. Performance Evaluation**

One tool the employer will use for communicating with you is a performance review. As a new employee, you may receive a performance review at the completion of your first six (6) months of employment, as set out above. In addition, if you are promoted, demoted or receive a significant job change, you may receive a performance review at the completion of your first six (6) months of that new job. The completion of the period of review does not alter or change the at-will status of the employee's employment.

The Port strives to review employees on a yearly basis. Generally, we attempt to conduct those reviews during December, although dates and times of employee reviews may be conducted at any time, in the sole discretion of the Port. Generally, the Executive Director will complete the evaluation form and provide a copy to the employee. The Executive Director and the employee will then meet to discuss the evaluation and develop appropriate goals for the next year. Should an employee disagree with the Executive Director's assessment, the employee may write a rebuttal to be placed in the employee's personnel file.

## **10. Communications with the Board of Commissioners**

The Board of Commissioners for the Port of Whitman County is responsible for the broad oversight of the Port and setting general Port policies. The Port Executive Director is responsible for managing the day-to-day operations of the Port, advising the Board of issues at the Port as appropriate, and carrying out the directives of the Board. Generally, employees should not address workplace issues directly with the Board, but rather should follow the supervisory chain of command as described below.

The Port believes that believes that communication is at the heart of good employee relations. Employees should share their concerns, seek information, provide input, and resolve work-related issues by utilizing the proper professionally discussing them with their supervisors until they are fully resolved. It may not be possible to achieve the results an employee wants, but the supervisor should attempt to explain in each case why a certain course of action is preferred.

If an issue cannot be resolved through discussion with the supervisor, or if the employee is uncomfortable discussing the issue with the supervisor, the employee is welcome to discuss the issue with the Executive Director. If the employee's concern is not resolved through a discussion with the Executive Director, the employee may ask the Executive Director to put the issue on the board agenda for discussion. The Board is not involved in the day-to-day personnel matters for the Port and accordingly, employees must attempt to resolve the issue by following the above described procedure. The Board will not address personnel matters that have not first been addressed by the Executive Director

and have been added as a topic on the Board's agenda so that all parties have an equal opportunity to be prepared to discuss the issue.

If an employee has a concern about discrimination and/or harassment, the Port has specific procedures to report and address those issues. The proper reporting procedures are set forth in the Port's Anti-Harassment and Non-Discrimination policy as set forth in Section 8 and employees should follow those procedures for those types of complaints or concerns.

If an employee has a concern about improper government misconduct, the employee should follow the procedures set forth in the Policy on Reporting Government Misconduct as set forth in Section 10.

Nothing in this section should be construed to restrict the Finance/Auditor from reporting to the Board about the financial health of the Port.

# Hours of Work and Compensation

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## 1. Employee Classifications

In order to clarify employment status and benefits eligibility, all employees are classified as either “exempt” or “non-exempt” from overtime compensation according to the overtime provisions of state and federal laws. In addition, all employees fall into one of the following categories:

1. Regular part-time: An employee who is normally scheduled to work less than forty (40) hours per week, but at least twenty (80) hours per month. Regular part-time employees may be eligible for some benefits offered by the Port, subject to the terms, conditions, limitations and eligibility requirements of each benefit program.

2. Regular full-time: An employee who is normally scheduled to work a standard forty (40) hours or more each work week. Generally, if you are a regular full-time employee, you are eligible for the Port’s benefits package, subject to the terms, conditions, limitations and eligibility requirements of each benefit program.

3. Temporary: An employee who is hired for a specific period of time and is not expected to establish a continuity of service. It is expected that a temporary employee should not remain in temporary job status longer than six (6) months and is generally not eligible for benefits offered by the Port.

## 2. Hours of Work

The standard workweek at the Port is 40 hours. The standard workday is 8 hours for non-exempt employees. However, various factors such as workload, operational efficiency, and staffing needs may require variations in the employee’s starting and quitting times and total hours worked each week.

Workday lengths for exempt employees are determined primarily by their current workloads although general working hours are from 7:30 a.m. to 4:30 p.m. daily. The workweek commences on Sunday morning at 12:00 a.m. and ends the following Saturday evening at 11:59 p.m.

Non-exempt employees are entitled to two (2) ten-minute rest breaks each day. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon. At least a thirty (30) minute unpaid meal period is provided to any non-exempt employee who works a minimum of five (5) hours per day. Non-exempt employees are expected to take their full allotted time for lunch. In the event that non-exempt employees are requested to work

beyond eight hours, they may be entitled to a second meal break or another rest period. Exempt employees should schedule their lunch to accommodate the needs of the Port.

### **3. Attendance**

Regular and timely attendance is essential for the Port to function productively. Absences and tardiness (or leaving early) are disruptive to the efforts of your colleagues and the Port. Unexplained absences and excessive tardiness, or leaving early, will not be tolerated and may lead to disciplinary action, up to and including termination of employment. The Port may require employees to provide medical certification from a health care provider for absences due to illness or injury.

If you are not able to attend work, or if you will need to arrive to work late or leave earlier than your normally scheduled shift, you are required to contact your supervisor prior to start of the scheduled shift (notifying another co-worker is not sufficient), and as far in advance as possible. You should indicate the reason for your absence or lateness and when you expect to be at work. Employees who do not report to work on time and do not call may be subject to disciplinary action, up to and including the termination of employment.

### **4. Payday**

The Port pays employees once per month. Employees will receive their pay via direct deposit on the fifth of the month for the previous month's work. If the fifth falls on a weekend or holiday, the deposit will occur on the business day closest to the fifth.

Federal tax, social security, worker's compensation, retirement, and other mandatory or elected withholdings are deducted from an employee's monthly earnings.

### **5. Employee Expenses**

Any expenses to be reimbursed to employees while traveling on Port business must first be approved by the Port Executive Director. If expenses are to be reimbursed, the employee must submit a Travel Expense Voucher form and receipts for out-of-pocket expenses to the Port Bookkeeper by the end of the month. Exceptions must be approved by the Port Executive Director. The Port will repay said expenses on or after the first Thursday of each month.

### **6. Overtime for Non-exempt Employees and Administrative Leave for Exempt Employees**



From time to time, it may be necessary for employees to perform additional or overtime work in order to complete a project or duty. Non-exempt employees will be paid overtime for hours worked in excess of 40 hours a week. The work week starts on Sunday and ends on Saturday. All non-working leave/time off is excluded when calculating overtime hours. Holidays are excluded when calculating overtime hours unless employees are required to work on the holiday due to an emergency or other business needs. When it is necessary to work overtime, non-exempt employees must obtain written approval from their supervisor or manager prior to working the overtime hours. Failure to obtain prior approval for overtime hours may result in disciplinary action, up to and including termination of employment, but payment will be made for the hours worked nonetheless.

Overtime hours will be paid at the rate of one-and-one-half (1.5) times the employee's regular rate of pay. An employee may request compensatory (comp) time off at the rate of an hour and a half for each overtime hour worked in lieu of overtime pay. Hours over forty (40) that are not qualified as overtime will be paid or accrued as comp time as additional straight time hours. Employees are encouraged to use approved comp time off in the month in which it is earned. However, an employee may accrue no more than 120 hours of comp time (pro-rated for part-time employees). Overtime hours exceeding the maximum accrual of 120 hours will be paid at the overtime rate.

Exempt employees are not subject to the overtime laws. However, each exempt employee shall be entitled to forty-eight (48) hours of paid Administrative Leave per calendar year in addition to other leave benefits. This leave will be pro-rated for exempt employees working less than a full calendar year. Accrued but unused leave will not be carried over into the next calendar year and may not be cashed out, even on termination of employment.

Some employees may be required to be available to respond to an emergency outside of normal work hours. Such employees will be compensated in the event the employee actively responds to any emergency. Employees are not required to be at any particular location while being available to respond to an emergency and are free to engage in their own activities.

## **7. Wage and Salary Review**

The Port attempts to pay employees a competitive wage that reflects the employee's job position, experience and job performance. The Port endeavors to review wages and salaries at intervals and, where business interests allow, make adjustments to reflect an employee's performance or other factors the Port considers appropriate.

# Benefits and Leaves of Absence

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## 1. Holidays

The following ten and one-half holidays will generally be observed as holidays for the Port's regular full-time and part-time employees:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Presidents Day (observed)
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Veteran's Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Eve (half day)
- Christmas Day

If any of these above holidays fall on a Saturday, the holiday will be taken on the Friday before the holiday. If any of these above holidays fall on a Sunday, the holiday will be taken on the Monday after the holiday.

The Port also allows all regular full-time and part-time employees to observe one floating holiday per year.

Eligible full-time and part-time regular employees can take the holiday hours off on the day the holiday falls, be paid for the holiday hours, or may, at the option of their supervisor, credit the holiday hours to be taken at a later date when the work load permits. Employees must contact their immediate supervisor for approval to use their holiday hour credits or floating holiday. Holiday hours earned, including the floating holiday, must be used or paid within the same year earned and cannot be accumulated into the next year.

Except for any holidays mandated by state or federal law, holidays observed by the Port are subject to change at the sole discretion of the Port.

## 2. Vacations

Vacation time with pay is available to eligible regular full-time employees. The amount of vacation time employees receive each year increases with the length of the employee's

employment. Vacation time begins to accrue with the employee's first full pay period. Vacation time accrues for regular full-time employees as follows:

<b>Length of Service</b>	<b>Accrual Rate Per Month</b>	<b>Accrual Rate Per Year</b>
0-5 years	8 hours	12 days (96 hours)
6-10 years	10 hours	15 days (120 hours)
11-15 years	13.33 hours	20 days (160 hours)
16+ years	14 hours	21 days (168 hours)

A full month of service will be credited for vacation purposes if an employee is placed on the payroll on or before the fifteenth (15<sup>th</sup>) of the month or terminates after the fifteenth (15<sup>th</sup>).

Vacation will be scheduled subject to approval by the Port Executive Director and/or Assistant, consistent with the efficient operation of the Port. The person in charge shall endeavor to schedule vacations according to employee's length of service and choice of dates.

Although vacation time is earned from the date of employment, eligible new employees will not be allowed to draw upon this benefit until they have completed the introductory stage. Employees who do not complete the introductory stage satisfactorily do not accumulate any vacation time.

Vacations are to be scheduled with the employee's immediate supervisor as far in advance as possible.

No more than 240 hours (30 days) of vacation credit can be accumulated. If employment is terminated, no more than a maximum accumulated vacation hours of 240 working hours shall be paid. In the event of voluntary termination by the employee, this accumulated vacation will only be paid if the Port is given 30 days written notice of the employee's intent to leave employment with the Port.

Employees are encouraged to use accrued vacation time for rest, relaxation, or personal pursuits. In addition, employees may elect to take accrued vacation time to care for: (1) a child of the employee with a health condition that requires treatment or supervision; or (2) a spouse, parent, parent-in-law, or grandparent of the employee with a serious health condition or an emergency condition. Exempt employees must take vacation time in whole day increments. Non-exempt employees must take vacation in at least one hour increments.

### 3. Sick Leave

The Port provides paid sick leave benefits to all employees for periods of temporary absences due to illnesses or injuries. Employees may elect to use accrued sick leave for the following reasons:

1. The employee’s absence, diagnosis, care or treatment of a mental or physical illness, injury or health condition;
2. The employee’s need for preventative medical care;
3. To allow an employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;
4. When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason; and
5. For absences that qualify for leave under the state’s Domestic Violence Leave Act.

Under state law, all employees, including part time, temporary and seasonal are entitled to accrue a minimum of one hour of sick leave for every forty hours worked.

Eligible full-time employees accrue (8) hours per month paid sick leave and can accumulate up to 960 hours. A full month of service will be credited for sick leave purposes if an employee is placed on the payroll on or before the fifteenth (15<sup>th</sup>) of the month or terminates after the fifteenth (15<sup>th</sup>).

Upon termination of employment, except for disciplinary termination, the employee’s accrued sick leave will be paid for under the following schedule:

<b>Years of Service</b>	<b>Maximum Paid Hours</b>
0 – 5 years	None
6 years – 10 years	40
11 years – 15 years	80
16+ years	120

If the employee terminates employment, the employee must give 30 days’ written notice of his or her resignation to receive payment for sick leave. Sick leave is to be used only for the allowed reasons set forth above. Using sick leave to supplement vacation time is strictly prohibited. Employees found to be abusing sick leave will be considered to have

been absent excessively; this may result in appropriate disciplinary action, up to and including termination.

Unless other arrangements are made, employees are expected to call their supervisor each day until returning to work. If absences for sick leave are for more than three days, the employee may be required to submit a note from his or her physician to the Port Executive Director upon return to work.

#### **4. Maternity Leave**

A leave of absence will be granted to an employee for the period of time that she is actually ill or disabled due to pregnancy or childbirth. The employee shall provide medical documentation from her physician setting forth the medical necessity for the leave and the expected duration of the leave.

An employee taking a leave of absence for the period of disability relating to pregnancy and childbirth has the right to return upon expiration of such leave to the same position, or a similar position of comparable pay and benefits, unless business necessity prevents the Port from returning the employee to such position. If an employee extends her pregnancy-related leave beyond the period of actual disability, the employee has no right to return to the same or similar position upon expiration of such leave.

Maternity leave is unpaid but an employee may elect to use all accrued sick leave and accrued vacation time during maternity leave. The Port may request that the employee pay employee benefits during leave.

The request for maternity leave should be made in writing to the Executive Director at the earliest possible date.

Employees returning to work after childbirth who wish to express breast milk will be provided a reasonable break time in a private, secure location other than a bathroom in which to do so pursuant to the provisions of the Fair Labor Standards Act. Employees interested in this benefit should contact the Executive Director.

#### **5. Washington Paid Family and Medical Leave**

Washington Paid Family and Medical Leave (WPFML) is a mandatory statewide insurance program that provides almost every Washington employee with paid time off to give or receive care if they qualify. The program is administered by the Washington State Employment Security Department (ESD) and employees are directed to the program website (<https://paidleave.wa.gov/>) for an overview of the program, current premium rates, qualifications, benefits, and procedures.

The employee portion of the premium is withheld from the employee's wages at the rate set by the ESD.

WPFML allows an employer to offer a supplemental benefit option, which is a payment from an employer to an employee to make up the difference between the benefit paid by WPFML and the employee's regular wage. The Port allows an employee to use accrued vacation leave, sick leave, compensatory leave, and administrative leave to supplement the benefit paid by WPFML. It is the employee's choice to accept the supplemental benefit option.

## **6. Bereavement and Emergency Leave**

The Port allows employees up to three days of paid bereavement leave for the death of an employee's immediate family. For purposes of bereavement leave, the employee's immediate family is defined as the employee's spouse, child, grandchild, parent, brother, sister, in-laws, grandparents, guardian of the employee, or the death of any person residing with or legally dependent upon the employee.

The Port may also allow an employee a leave of absence for an overriding personal emergency. Please refer to paragraph 11 regarding leaves of absence.

## **7. Jury Duty**

The Port allows all employees who are called to serve on jury duty to take the time required to serve. Employees who are summoned for jury duty or who are subpoenaed to appear in court or in deposition should present a copy of the summons or subpoena to your supervisor or manager. Employees who are dismissed from jury duty or are not required to remain in court must report to work during regular work hours. The Port will pay employees their normal wages while serving jury duty.

## **8. Military Leave**

It is the policy of the Port to comply with state and federal laws regarding leave for military service. If you have any questions about your rights under state and federal law for military leave, please see the Executive Director.

## **9. Personal Leave**

Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, vacation leave, etc.). Generally, this leave is only for extraordinary

circumstances, and the decision about whether an employee will be granted such a leave is at the sole discretion of the Executive Director. The leave is unpaid.

## **10. Benefits**

The Port offers benefits to its eligible employees, to assist with health care coverage and related expenses. Eligible employees will receive information about these programs and eligibility requirements on a periodic basis. In the event you have questions regarding eligible benefits or need information, please contact the Executive Director. Currently, the Port participates in the following benefits programs:

- a. Public Employees Retirement System (PERS)
- b. Public Employees Health Insurance
- c. Public Employees disability, life and accidental death insurance
- d. Public Employees Deferred Compensation

Port Health Insurance benefits include coverage for the employee and a spouse.

## **11. Leave of Absence**

Long-term leaves of absence are discretionary and must be approved by the Port Commission. Leave of absence may be granted, for example, to an employee expecting the birth or adoption of a child, or an employee requiring a course of medical treatment exceeding accumulated sick leave. A long-term unpaid leave of absence shall be granted, if at all, after accumulated sick leave, vacation time and/or compensatory time is exhausted.

## **12. Notice of Changes**

Any change in name, address, telephone number, marital status or number of exemptions an employee is claiming must be reported to the Port. It is the employee's sole responsibility to notify the above person of the necessary changes for tax and benefit purposes.

## **13. Tuition Reimbursement**

Full-time employees who have completed twelve months of continuous employment are eligible to apply for tuition reimbursement subject to Resolution 17-15 Tuition Reimbursement Policy.

# Miscellaneous

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## 1. Employment of Relatives

Members of an employee's immediate family, to include spouse, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, grandparents of the employee and relatives living in the employee's household, and the step and foster children living in the employees home, and the spousal equivalent in a cohabitative relationship, shall not be employed in positions where a family member supervises the other or audits his or her work, or where family members are in direct competition with each other. The terms supervising and auditing will be liberally construed to include such functions as evaluations, signing pay sheets, emergency service dispatching, directing work assignments, and other activities or direct impact. When a violation of this policy would occur as a result of a marriage or change in living arrangements of two (or more) Port employees, the Port will require the resignation of one of the parties to the marriage (or spousal equivalent.)

## 2. Cell Phones, Electronic Communication and Technology

Personal communications during work hours, including emails, landline and cell phone calls should be limited in number and kept short in duration. Use of Port telecommunication equipment or facilities for personal communication which result in a direct additional charge to the Port are authorized only in an emergency, and such charges shall be subject to reimbursement.

The Port may issue mobile devices to Port employees who have a frequent need for mobile access. Each employee is responsible for the safekeeping, care, and custody of the assigned device. At the date of adoption of this policy, the Port's cell phone service contract provides for unlimited usage. This policy as to cell phones is based in part on the existing contract and may be changed by the Executive Director in the event of a change in the contract. Subject to the foregoing provision as to use during work hours, Port cell phones may be used for personal business. Employees will be responsible for additional costs incurred as a result of personal use of the cell phone. Employees are specifically advised that the courts have determined that using an employer provided cell phone for personal business exposes their personal business to review if a public records request is received.

Employees may not use the texting feature for Port business. Text messages have been construed as public records, and the Port is unable to capture text messages such that a proper response to a public records request could be made. Consequently, texting for Port business is prohibited.



The Port respects the individual privacy of its employees. However, employee privacy does not extend to employees' work-related conduct or to the use of Port-provided equipment or supplies. Employees should be aware that the following policy might affect their privacy in the workplace:

It is the policy of the Port to provide the communication services, computers, and other equipment necessary for the conduct of its business. It is the further policy of the Port to reserve the right to monitor its employees' use(s) of these communication services, computers, and other equipment to ensure that professional and business performance and conduct standards are maintained.

The Port's communication services, computers, and all other electronic systems are for the sole purpose of conducting the Port's business. These systems are not intended to be used by employees for conducting personal business, playing electronic or video games, storing personal documents, etc., or for any other personal reason. Inappropriate use of the Port's communications and/or computer systems may result in disciplinary action, up to and including termination of employment.

All information stored in the computers and other electronic record-keeping devices is the property of the Port. Specifically, but without limitation, all documents, data, software, hardware, tapes, taped messages, voice mail, electronic mail, etc., stored in the Port's communications and computer systems are the property of the Port and may be used and accessed by the Port at any time and in any manner it deems appropriate.

The Port reserves the right to access, alter, save, copy, recreate, print, and/or use this electronic data in any method not prohibited by law. The Port may monitor employee activity on its communications systems, its computers, its electronic record-keeping and/or storage systems as it deems necessary, without prior notification to the employees who customarily use these systems.

All electronically based computer programs and software are owned and licensed to the Port and may not be used or copied for personal use or for any non-Port business purpose. Employees are prohibited from installing any unauthorized software onto computers owned by the Port.

No employee, unless authorized in writing by the Executive Director or the Board, may remove or download any records or software maintained in the Port's computer systems or other electronic record-keeping, and/or storage devices to the employee's personal home computer, smart phone or electronic storage device.

All portable equipment provided for an employee's use, such as laptops, fax machines, and cellular phones, must be promptly returned to the Port when such equipment is no longer required or immediately upon the employee's departure from the Port. All

equipment must be returned in good condition. Any damage beyond reasonable wear and tear shall be the financial responsibility of the employee.

Employees may not use the Port's voice mail, electronic mail, desktop computers, fax machines or the Internet in any way that may be seen as insulting, disruptive, or offensive by other persons. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message or file that can be construed to be unlawful discrimination or harassment of others based on their race, color, national origin, religion, age, sex, sexual orientation, marital status, veteran's status, physical or mental disability or any other characteristic protected by state, federal or local law.

Employees are not to use Port postage for their personal mail.

Employees are not to post notices on Port property without permission from the Port Executive Director.

### **3. Use of Port Vehicles**

The Port owns motor vehicles which employees may use for Port business. Refer to Resolution 19-05 for specific policies related to the use of port-owned vehicles.

### **4. Social Media Guidelines**

Social Media such as Facebook, Twitter, LinkedIn, and blogging have an ever-increasing presence as a way to keep in touch with family and friends. With increased usage however, comes the increased potential for the accidental or intentional inclusion of inappropriate information. In some cases, information conveyed through social media has led to legal liability for the person posting the information. In recognition of the large role that social media plays in our society, the Port is providing these guidelines to assist you in utilizing social media in a safe and responsible manner.

Publication of false, defamatory facts about another individual on a social networking site that is viewable by others can give rise to a claim for libel, slander or defamation by the person discussed. Although it can be very tempting to vent about another person through a social networking site, extreme caution should be used when deciding what information to include.

Use of a social networking site to communicate inappropriately with or about a client or a coworker may lead to the filing of a claim for harassment with the Port. If, after an investigation, it is determined that harassment occurred, the posting individual may be subjected to discipline by the Port. The harassed individual could also seek a restraining order or start a legal proceeding against you.

Through your employment, you may have access to confidential information about clients and coworkers, such as medical conditions, home addresses and work schedules. Existing Port guidelines that restrict the disclosure of such confidential information apply with equal force to social media postings. Inclusion of confidential information about coworkers or the Port on a social networking site could lead to disciplinary action for violation of Port policies.

## **5. Health and Safety**

Safety is the responsibility of all employees at the Port. It is the policy of the Port to comply with all federal and state safety and health guidelines for the protection of its employees. Please report all injuries (no matter how slight) to your supervisor or manager immediately, as well as anything that needs repair or appears to be a safety hazard. Failure to adhere to the Port's safety standards and practices can result in disciplinary action, up to and including termination of employment.

## **6. Violence in the Workplace**

The Port is committed to maintaining a workplace that is free from violence and threats of violence. Employees should promptly report any acts of violence or threats of violence, including actions of coworkers and members of the public, to their supervisor or another manager. Employees who engage in acts of violence or make threats of violence are subject to discipline, up to and including the termination of employment.

## **7. Drug Free Workplace**

The Port of Whitman County recognizes alcohol and drug abuse as a potential health, safety, and security problem. The Port expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

1. The Port of Whitman County prohibits employees from the unlawful manufacture, dispensing, possession, use, distribution, or purchase of non-prescribed drugs and intoxicants on Port premises and from working while under the influence of alcohol, illegal drugs, or intoxicants.

2. Employees are required to report to their jobs in an appropriate mental and physical condition, ready to work. If an employee may be impaired because of taking medication according to a doctor's prescription, the employee is expected to discuss it with his or her supervisor before commencing work that day.

3. Any employee who is charged, whether by citation, information, indictment or in any other manner, with a criminal or traffic offence involving over-the-counter drugs, alcohol, or controlled substances, which offense occurred on Port property or within the scope of the employees duties, shall report the charge to his or her supervisor before the employee is next scheduled to work. The employee shall report the final disposition of the charge to his or her supervisor before the employee is next scheduled to work after the final disposition occurs.

4. Employees who have an alcohol or drug abuse problem are strongly encouraged to seek assistance through any programs offered through the Port's health carriers or any other program. Any violation of this substance abuse policy will result in appropriate disciplinary action, up to and including termination.

**NOTICE REGARDING MARIJUANA USE AND POSSESSION.** On November 6, 2012, Washington voters passed Initiative 502 legalizing the recreational use of small amounts of marijuana under Washington state law. The law became effective on December 6, 2012. However, under federal law, marijuana remains a controlled substance, and possession or use of the drug constitutes a federal crime. The federal and state governments have not yet determined how to resolve this conflict between state and federal law. However, the Port will follow federal law.

## 8. Confidential Information

Employees of the Port will receive and have access to information that is confidential in nature to the Port, its consumers and vendors. Employees are not to disclose any such confidential information to (a) any other person in the Port unless there is a legitimate business reason for doing so; or (b) any person outside the Port unless the Executive Director, Board or Port Attorney has expressly stated that the information can be disclosed to that person. This obligation exists even after the employee leaves the organization. Compliance with the Public Disclosure Requests must be handled according to the law and by following the Port's policy for dealing with such requests.

## 9. Ethics and Conflicts of Interest

1. The Port prohibits fighting; abuse or destruction of property, possession of firearms on the premises without the consent of the Port Executive Director; falsification of Port reports, illegal, immoral, or indecent conduct or language; and removal from the premises of Port property without the permission of the Port Executive Director.

2. Port equipment and resources shall not be used for personal business.

3. The Port stresses an atmosphere of respect for each other's rights and privacy.

4. No Port employee or any member of his or her immediate family shall be involved in any contract, arrangement, understanding, or financial interest which may create actual or potential conflict of interest with respect to the Port.

5. No Port employee shall be engaged in any outside employment or hold any office in an outside concern which presents a conflict of interest, or the potential of a conflict of interest, with respect to the Port.

6. No Port employee shall use his or her position to secure special privileges for himself or herself or others.

7. No Port employee may disclose confidential information gained by reason of his or her position with the Port or use such information for his or her personal gain or benefit.

8. No Port employee may accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce him or her to disclose confidential Port information.

9. No Port employee may, directly or indirectly, accept any compensation, gift, reward, or gratuity from others with whom the Port transacts or might reasonably be expected to transact business, except as follows:

- a. Port employees may accept noncash incidental gifts of nominal value. Examples include pens, paperweights, mouse pads, calendars, notepads, hats, flowers or flower arrangements, food and beverages offered at hosted receptions, and tickets for civic, charitable, government, or community events.
- b. Port employees may accept airline mileage or other similar benefits granted by others for Port-reimbursed travel.

Questions regarding whether an action or an activity is prohibited by this policy should be directed to the Port Executive Director or the Port Attorney.

This is a non-exhaustive list of rules of conduct. Please use good sense as a representative of the Port of Whitman County.

## **10. Code of Conduct for Federal Grant –Funded Programs**

This policy applies to all Port employees, Commissioners, and agents engaged in the award or administration of contracts supported by federal grant funds.

1. No Commissioner, employee, or agent of the Port shall participate in the selection, award, or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, is involved. Such a conflict would arise when one or more of the following individuals has a financial or other interest in the firm selected for award:

- a. the employee, officer, or agent;
- b. any member of his/her immediate family;
- c. his/her partner; or
- d. an organization which employs, or is about to employ, any of the above individuals.

2. To the extent permitted by federal, state, or local laws and regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the Port's officers, employees, agents, contractors, or subcontractors.

3. The Ethics and Rules of Conduct set forth above in Part 5 of this manual shall apply to all Commissioners, officers, and agents engaged in the award and administration of contracts supported by federal grant funds.

## **11. Policy on Reporting Government Misconduct (Whistleblowing)**

This policy sets forth the procedures employees shall follow for reporting alleged improper governmental action.

### **Definition of "Improper Governmental Action"**

"Improper governmental action" means any action by a local government officer or employee (1) that is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within that person's employment and (2) that is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds.

"Improper governmental action" does not include personnel actions such as:

- employee grievances
- complaints
- appointments
- promotions
- transfers
- assignments or reassignments
- reinstatements, restorations, or reemployments
- performance evaluations
- reductions in pay

- dismissals
- suspensions
- demotions
- violations of the local government collective bargaining and civil service laws
- alleged labor agreement violations
- reprimands

### **Reporting Alleged Improper Governmental Action**

Every employee has the right to report to the appropriate person or persons information concerning alleged improper governmental action. The identity of the employee reporting such alleged improper governmental action shall be kept confidential to the extent possible, unless the employee authorizes the disclosure of his or her name in writing.

An employee who wishes to report alleged improper governmental action shall submit a written report to the Executive Director or the President of the Commission, stating in detail the basis for the employee's belief that an improper governmental action has occurred. The employee may also submit the written report to the county prosecuting attorney.

Except in the case of emergency, before an employee provides information regarding alleged improper governmental action to a person or an entity who is not a public official or a person listed in the preceding paragraph of this policy, the employee shall submit a written report, stating in detail the basis for his or her belief that an improper governmental action has occurred, to the Port. For purposes of this paragraph, an "emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

### **Protection Against Retaliatory Action**

Employees are protected from retaliation for good faith reporting of improper governmental action.

In order to seek relief against retaliation for good faith reporting of improper governmental action, an employee shall provide written notice of the charge of retaliation to the governing body of the Port. The notice shall (1) specify the alleged retaliatory action and (2) specify the relief requested.

The notice of the charge of retaliation shall be delivered to the Port no later than 30 days after the occurrence of the alleged retaliatory action. The Port then has 30 days to respond to the charge and request for relief.

When the charging employee receives the Port's response, or after the last day on which the Port could respond, the charging employee may request a hearing to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. The request for a hearing shall be delivered to the Port within 15 days of delivery of the Port's response or within 15 days of the last day on which the Port could respond.

Within five working days of receipt of the employee's request for a hearing, the Port shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove his or her claim by a preponderance of the evidence.

Employees who fail to make a good faith attempt to follow this policy and procedure in reporting improper governmental action shall not be eligible for the protections outlined against retaliation.

**For employee complaints about harassment or discrimination, the employee should follow the Anti-Harassment and Non-Discrimination Policy of this Employee Manual.**



# Receipt and Acknowledgment of the Port of Whitman County's Employee Manual

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The Employee Manual is a guide intended to help you become acquainted with the Port of Whitman County and its policies and procedures. You understand that these policies and procedures described in this Employee Manual are not conditions of employment and do not constitute a contract for employment or a promise of specific treatment in specific situations. You further understand that the Port may, in its sole discretion, change, delete, suspend or discontinue or deviate from any part or parts of the policies in this Employee Manual at any time with or without prior notice or reason. Any such changes made by the Port will immediately supersede the current contents of this Employee Manual. You acknowledge that this Employee Manual is effective as of the date below and replaces and supersedes all previous employee Manuals.

**In addition, by your signature below, you further acknowledge that you understand that your employment with the Port of Whitman County is terminable at-will, either by yourself or the Port, and that nothing in this Employee Manual is intended to or does alter the at-will status of your employment. No one at the Port, other than the Board, and then only in writing, has the authority to enter into any employee agreement that in any way modifies the at-will status of your employment with the Port.**

Your signature below indicates that you have read and understood this statement and have received a copy of the Port of Whitman County Employee Manual. Your signature further acknowledges and agrees that you will read and familiarize yourself with its contents and follow the policies and rules indicated.

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Employee's Signature

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Employee's Printed Name

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Date

**Subject/Commission Action**

Discuss the 2021 Snake River Family Festival and provide feedback to inform next steps.

**Overview/Background**

February marks the first month of Snake River Family Festival planning each year. The 2021 festival is scheduled for May 22.

As of today, large outdoor events are still prohibited in Washington State. Once we enter Phase 2 of the Governor’s “Healthy Washington” plan, groups of 15 (limit 2 households per group) are allowed at outdoor entertainment establishments at a maximum of 200 people. There is currently no path forward for 500-person events. Based on this, staff drafted a potential alternative that brings people to Boyer Park & Marina and shares information about the river system in a socially distanced format.

The first 500 people to register for the 2021 festival via an online form would receive a coupon for free ice cream and a festival goodie bag at the Boyer Park & Marina convenience store, redeemable throughout the month of May. The goodie bags could be custom printed with the festival logo and include a variety of educational materials and kids’ activities. These could include river system and hydropower posters, a salmon life cycle board game with dice and pawns, a frisbee with the festival logo and a crossword puzzle with answers from the interpretive signs along the Snake River Trail. Here’s what these goodie bags might look like:



## COMMISSION UPDATE – February 4, 2021

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A rough budget is outlined below:

Giveaways (500 Custom Tote Bags and Frisbees, Playing Dice/Pawns, Golf Pencils, Etc.) – \$5,000

Ice Cream (500 Bars/Pints and Admin Costs) – \$2,500

Sammy Eubanks Contract\* – \$2,500

Advertising & Marketing – \$2,000

Printing & Laminating – \$2,000

Total: \$14,000

*\*Sammy Eubanks is unable to transfer the balance owed to him from the cancelled 2020 festival to 2022. He is owed \$2,500 per his contract.*

### **Next Steps**

Discuss the 2021 Snake River Family Festival and direct staff to begin planning the proposed alternative or make arrangements for a typical in-person festival in the hopes of loosened event restrictions by May 22. (This involves the risk of cancellations).

### **Recommendation**

Staff recommends moving forward with the proposed alternative to ensure the festival will take place this year and accomplish its mission.

## COMMISSION UPDATE – February 4, 2021

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### **Subject/Commission Action**

A motion to approve payment for 2021 to become a member of Palouse Knowledge Corridor (PKC)

### **Overview/Background**

The Port Commissioners have been briefed by Brian Kraft of Washington State University about the reorganization of the PKC. The first meeting of this new formation took place in January 2021. Commissioner Webber attended this meeting and was asked to serve on the executive board. I will defer to Commissioner Webber for an update on the meeting. An invoice for a \$25,000 donation to PKC has been submitted to the Port. If the Commission chooses to join the PKC and pay the requested donation, I will work with Brian Kraft on deliverables and a scope of work to define the use of the Port's funds. A brief overview of the PKC is listed below.

The PKC was formed in the early 2000s by the cities of Pullman, WA and Moscow, ID, along with the University of Idaho and Washington State University. PKC features clusters of interconnected businesses, suppliers and institutions that increase our productivity in the region so that we can compete nationally and globally. PKC drives innovation in agriculture, health, rec-tec and technology. It is an education-based economic development association.

Contributions to date are as follows:

**Washington State University:** \$37.5K/yr committed for 3 years

**University of Idaho:** \$37.5K/yr committed for 3 years

**Whitman County:** \$10K/year committed for 2 years

**Latah County:** \$12K/year committed for 1 year (They have been consistently investing in this effort so do not read much into the 1-year commitment).

In addition to the WSU and UI cash commitments, Brian Kraft has identified a total of seven specific individuals across the two institutions who are committed to operationally supporting the Corridor in events planning, purchasing, finance, communications and marketing. This is being memorialized in an internal memorandum I am working on between the two universities. It is this internal agreement that should create a sustained commitment that will survive changes in leadership at the universities.

Please see attached invoice.

### **Next Steps**

Discuss payment to become a member of Palouse Knowledge Corridor.

### **Recommendation**

Staff recommends approval of motion to join the Palouse Knowledge Corridor.



# PALOUSE KNOWLEDGE CORRIDOR

January 6, 2021

## INVOICE # 2021\_4

Bill To		Ship To	
<b>Customer</b>	Port of Whitman County	<b>Recipient</b>	Palouse Knowledge Corridor
<b>Address</b>	302 N Mill St. Colfax, WA 99111	<b>Address</b>	411 S Main Moscow, Idaho 83843

Description	Total
Palouse Knowledge Corridor 2021 Annual Support	\$25,000
<b>Total</b>	

**Thank you for your support of the Palouse Knowledge Corridor!**

Palouse Knowledge Corridor  
411 S Main Moscow, ID 83843  
palouseknowledgecorridor.com  
info@palouseknowledgecorridor.com