

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: October 8, 2020**

**Call to Order:**

Vice Chairman D. Peterson 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 (arriving later in the meeting), Commissioner D. Peterson, Commissioner K. Peterson and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, Brad Byrd, and Corey Ives.

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

**Minutes:** Commissioner K. Peterson moved to approve the minutes of the regular meeting held on September 15, 2020 as presented. Motion seconded and so ordered by Commissioner D. Peterson.

**Comments:** Commissioner D. Peterson inquired about the Port's property at Metaline Falls, specifically the park area. Staff explained the park is leased by the Town of Metaline Falls on a fifty-year lease agreement.

**Old Business:**

**1. Grant Project Update:**

**A. Discussion:** Cliff reported the rail arrived and has been distributed along the line from the shop along Black Road to the crossing at Highway 20. 86 out of over 300 rails have been installed this week. Some of the summer help are back full-time others are working part time while going to college and we have lost some to college. Work will take three (3) to four (4) weeks then clean-up of another week.

**2. 2021 Budgets:**

**A. Discussion:** Questions on the 2021 budget, including specific line items, organization of the budget and other issues were covered. There was also discussion on freight revenue, car repairs and shop work and how they all relate to each other. Potential growth in the shop was discussed including the need for individuals qualified in electrical wiring with heavy equipment mechanical abilities, recruiting efforts; wages are an issue.

**3. Other Old Business:**

**A. Riverview Bible Camp:**

**1. Discussion:** Kelly reported she had received an email that the materials had been removed from Port property.

**New Business:**

**1. Resolution 2020-02 – Surplus Property:**

**A. Discussion:** Kelly presented the annual resolution which allows staff to dispose of property valued at \$10,000 or less.

**B. Action:** Commissioner K. Peterson moved to approve Resolution 2020-02. Motion seconded and so ordered by Commissioner D. Peterson.

**2. Ponderay Newsprint Site:**

**A. Discussion:** Based on talks in a business recruitment and development meeting, PUD General Manager, Colin Willenbrock, drafted a letter for the Port and County Boards of Commissioners to consider sending to the Ponderay Newsprint Bankruptcy Trustee. Conversation was held regarding

bonding, taxing authority, need for a business plan and more. Kelly will work on a draft and send to the Board for further consideration and signatures next week.

**3. Other New Business:** None at this time.

**Reports:**

**1. Board of Commissioners:**

Commissioner D. Peterson attended the September EDC meeting via Zoom.

**2. Roadmaster, Cliff Bauer:**

- Crews will be working on the public crossing at Laclede by IFG on Saturday installing concrete panels. A Saturday schedule works better to accommodate the trucks in and out of the mill site.
- Recertification rides completed on three (3) employees.
- McCloud Creek Trestle was rebuilt on the West side with new ties and stringers. Information will be submitted to the engineer to lift the weight restriction.

**3. Manager, Kelly Driver:**

- The new telephone system is installed.
- Firewall issues with the Exbabylon system.
- Mediation completed.
- Policy changes by December meeting with an effective date of January 1<sup>st</sup> is planned.
- Insurance on Cummins locomotive has been challenging, shop will need contracts from here forward for the insurance company.
- Ady Advantage meeting discussed.
- Working on renewal on employee benefit contracts.
- Scoring on county COVID grant applications.

**4. Auditor – Susan Bluff:**

- Presented the financial report information for the month ending September 30, 2020.

**5. Chief Mechanical Officer-Brad Byrd:**

- 1009 is waiting for billing.
- Cummins locomotive will be tested on our line next week.
- 4404 will be an engine replacement.
- Bidding on additional jobs.

**6. Track Foreman – Corey Ives:**

- 111 cars worked for around \$38,000. This is the third month with over 100 cars being worked.
- Unit 4 is derailing regularly on curves. Corey has a continuous string of emails on this matter with the dealer. The dealer will be on site on Tuesday, October 13, to look over the truck and determine the problem and to repair the issues.
- Pine Street Crossing work for the City of Newport.
- Working on signals with Roger.

**Records for Approval:**

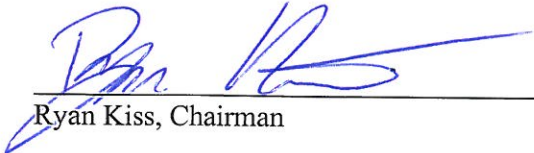
**A. Expense Sheets:** Approved as submitted.

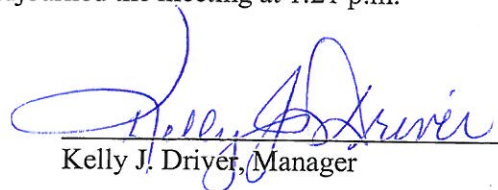
**B. Warrants:** Operating Expense warrants 49002-49115 totaling \$163,674.60 approved as submitted.

**Executive Session:** At 10:17 a.m. an executive session was called to discuss personnel issues in relation to job duties, real estate matters and a litigation matter. Port Attorney William Schroeder attended both via Zoom and telephone. The executive session closed at 12:23 p.m. with no action taken. As a result of the executive session, Kelly will pay appropriate attention to changes in management in 2021.

**Board Workshop:** Discussion was held on the Comprehensive Plan. Commissioner D. Peterson presented a follow-up draft to the Board and staff. He will make additional changes and provide this information to Kelly for distribution and further conversation for the November meeting.

**Adjourn:** There being no further business Chairman Kiss adjourned the meeting at 1:21 p.m.

  
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Ryan Kiss, Chairman

  
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Kelly J. Driver, Manager

Date Approved: 11-10-2020