

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: November 10, 2020**

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:08 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Commissioner Kiss, Commissioner D. Peterson, Commissioner K. Peterson and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, and Corey Ives. Port Attorney William Schroeder arrived at 10:30 a.m.

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

Minutes: D. Peterson moved to approve the minutes of the regular meeting held on October 8, 2020 as presented. Motion seconded by K. Peterson and so ordered by Chairman Kiss.

Comments: None at this time.

Guest: Curt Holmes- Kalispel Tribe Business Development Update. Mr. Holmes was unable to attend the meeting and will reschedule for a different time.

Final Budget Hearing- 2021 Final Budgets/ Resolution 2020-03:

A. Discussion: General discussion held on the budgets for 2021.

B. Action: K. Peterson moved to approve the 2021 Budgets for the Operating Expense Fund, Capital Improvements Fund, Debt Service Reserve Fund and Insurance Reserve Fund as well as Resolution 2020-03. Motion seconded by D. Peterson, so ordered by Chairman Kiss.

Old Business:

1. Grant Project Update:

A. Discussion: Cliff reported that 2.8 miles of rail was laid this year, clean-up has been completed as well, which wraps up the project. The final billing and information on the Port's match portion still needs to be finished. Kelly congratulated Cliff and his crew, including the summer help, stating they did an excellent job.

2. Kalispel Tribe Storm Water Agreements:

A. Discussion: Kelly presented the two (2) agreements for storm water drainage pipes for the Board's approval.

B. Action: K. Peterson moved to approve the agreements with the Tribe. Motion seconded by D. Peterson, so ordered by Chairman Kiss.

3. Other Old Business:

None at this time.

New Business:

1. Food Bank Donations:

A. Discussion: Kelly stated that the Board has annually given \$150 to the three (3) food banks located in Pend Oreille County.

B. Action: K. Peterson moved to continue this tradition as a public relations benefit to the Port. Motion seconded by D. Peterson and so ordered by Chairman Kiss.

2. Other New Business: None at this time.

Board Travel Plans/Meetings: D. Peterson plans to attend the EDC meeting on November 18th and possibly the WPPA annual meeting via Zoom December 2nd through the 4th depending on the agenda.

Reports:

1. Board of Commissioners:

D. Peterson attended the October EDC meeting in person as well as an EDC Officers meeting, filling in for PUD representative Ric Larson. Chairman Kiss asked about the conversations regarding additional office support for the EDC. D. Peterson explained that the EDC is the ADO for Pend Oreille County and as such has paperwork that is required to be done on a regular basis, with the COVID grant funds that were made available to small businesses in the county that required more to be done.

There is currently a revision underway at the EDC regarding on how the EDC will operate as well as By-law updates. The Ady Advantage put a great deal of the work to move forward on the EDC as well.

D. Peterson indicated the mission of the EDC is to promote and invite new businesses as well as retain existing businesses in Pend Oreille County. Discussion followed regarding what the EDC has done to retain existing businesses and recruiting of new businesses.

2. Roadmaster, Cliff Bauer:

- Crews installed the concrete panels at Laclede.
- Ties are set out on the Sandpoint line; weather may prohibit installation this winter.
- Grant work completed.
- WUTC and FRA inspectors were on the line. Crews are working on the violations these inspectors found. These will be completed by November 13th and 20th respectively.

3. Manager, Kelly Driver:

- Drug testing completed for the fourth quarter. She will be moving our drug testing and Medical Review Officer (MRO) to a new facility due to increased costs for services beginning January 1st.
- The Rotary Club sold its caboose and it has shipped out.
- Working on the real estate matter.
- 45 G tax credit. Secured a contract for the 2020 miles at a rate of \$2,100 per rail mile.
- Attended the BNSF Shortline conference via Zoom.
- Discussed the Ponderay Newsprint site with the BNSF economic development team. Information on the site provided which will be distributed throughout the BNSF system.
- She and Corey toured the Ponderay facility with Mike Manus, Craig Jackson, and Russ Pelleberg.
- Attended the WPPA seminar via Zoom.

4. Auditor – Susan Bluff:

- Presented the financial report information for the month ending October 31, 2020.
- Reported on storage cars shipping out as well as a small contract for more coming in.

5. Chief Mechanical Officer-Brad Byrd - Absent:

6. Track Foreman – Corey Ives:

- October revenue \$24,641; down from previous month due to lack of cars. Year-to-date total billed is \$333,148.

- Grinding on frogs to correct FRA defects.
- Storage car inspections for outbound movements
- Orica storage cars are all out.
- Signal work with Roger.
- BNSF trespass issue.
- Crews install new concrete panels at the Highway 2 crossing by Safeway.
- Discussed the three (3) north end crossings with the WSDOT.
- Worked with the Kalispel Tribe on their crossing locations.
- Storm drain in Newport is clogged, working to obtain bids.

Records for Approval:

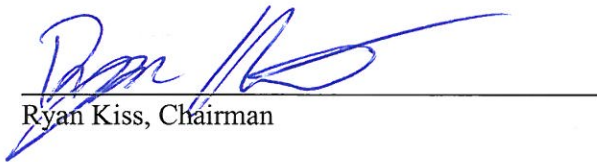
A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 49116-49224 totaling \$276,474.18 approved as submitted.

Executive Session: At 10:38 a.m. an executive session was called to discuss real estate matters and a pending litigation matter. The executive session closed at 11:40 a.m. with no action taken. As a result of the executive session Mr. Schroeder and Kelly will continue to work on the real estate issue.

Board Workshop: Tabled until the December meeting.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 11:40 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: December 8, 2020