

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: January 27, 2021**

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:00 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, Brad Byrd, and Corey Ives, with Myles Keogh arriving shortly after the meeting began. In attendance via telephone were PUD Attorney, Tyler Whitney, and Newport Miner Editor, Michelle Nedved.

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

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

Comments: None at this time.

Old Business:

1. Shop Use:

A. Discussion: Discussion held on personal use of the shop by mechanics who provide their own tools for work, liability issues, the responsibilities of a public entity as well as proposals for resolution.

B. Action: Staff will come up with a proposal for the February meeting.

2. Other Old Business:

None at this time.

New Business:

1. Sale of Property- Metaline Falls:

A. Discussion: Kelly reported on interest to purchase property in Metaline Falls which is outside of railroad use and not large enough for commercial use along State Highway 31 in Metaline Falls.

B. Action: No action required at this time. Discussion was for informational purposes only.

2. 2020 Accident Report Information

A. Discussion: Kelly distributed the 2020 Accident Report form and briefed them on the information provided as required by the FRA and the Department of Labor and Industries.

3. Virtual Meetings:

A. Discussion: The Board and Staff discussed costs, required equipment and capabilities for holding virtual meetings.

B. Action: Staff will continue will pursue the matter further for current and future use.

4. Electrical issue at Newport Towing:

A. Discussion: Kelly reported receiving a call from Newport Towing over the previous weekend in which she was told they had sparks coming out of their electrical box. The power was turned off, a kerosene heater was placed in the building and water left running to avoid freezing with the outside temperature below freezing. Due to the cold weather and concern over fire this was classified as an emergency and bids were waived to have the facility repaired as quickly as possible.

5. Budget Revision:

A. Discussion: Kelly provided a revised budget based on discussion at the December meeting and the continued revenues from storage cars. Discussion followed.

B. Action: K. Peterson moved to approve the revisions as presented. Motion seconded by D. Peterson, so ordered by Chairman Kiss.

6. Salary Schedule:

A. Discussion: Kelly presented the salary schedule based on the budget revision as well as the hiring of a mechanic in the shop.

B. Action: K. Peterson moved to approve the salary schedule as presented. Motion seconded by D. Peterson, so ordered by Chairman Kiss.

7. Other New Business:

A. Land Lease:

1. Discussion: Kelly presented information regarding interest in leasing or purchasing land on Port property located in the City of Newport. Conversation on temporary buildings as well as a permanent structure was held.

2. Action: The Board prefers the leasing of the property rather than a sale. Kelly will proceed on the lease agreement.

B. Public Records Request:

1. Discussion: D. Peterson asked about a Public Records Request which was made. Kelly informed the Board that the PUD had made a Public Records Request on the utility corridor easement. She expects the first round of information to be sent to the PUD on or about February 10.

Board Travel Plans/Meetings: D. Peterson plans to attend the EDC meeting on February 17th.

Reports:

1. Board of Commissioners:

D. Peterson attended the EDC meeting via Zoom on January 20th. Discussion at the EDC meeting involved the workplan for 2021, including the Janet Ady template, having EDC board members be more active, and having the EDC get something done.

He also attended, via Zoom, the Pend Oreille County Planning Commission meeting. The County is getting close to releasing the draft for public review and input as well as the SEPA review.

2. Roadmaster, Cliff Bauer:

- Annual testing and classroom instruction of operating personnel.
- Ride along with Riley and Jared on engineer training.
- Box car is being cut in half instead of moving the entire car. Half will be moved for MWS use and the other half left for shop use.
- Regulator was used for the heavy snow received a few weeks ago.
- With the rail laid this last summer crews are grinding the profile at the joints for a smoother ride.
- Backhoe in shop for repairs.
- Crews cutting brush.

3. Manager, Kelly Driver:

- Updated programs distributed to employees.
- Public Records Request work.
- End of year reports for State and FRA.

- Mechanic position filled. Individual has mechanical, electrical, and painting background.
- Extended a thank you to the entire crew that is helping with the FRA project on crossings.

4. Auditor – Susan Bluff:

- Presented the financial report information for the month and year ending December 31, 2020.

5. Chief Mechanical Officer-Brad Byrd:

- Cummins locomotive is painted and will be back in service. Western Rail may have it sold.
- Working on two rebuilds for Arizona which includes wheels and paint jobs.
- Shipping out four Montana locomotives.
- Working on a lease locomotive for WRIX.
- Work to do on two more Cummins units.

6. Track Foreman – Corey Ives:

- December car repairs were over \$34,000. 2020 car repairs came in at just over \$404,000 plus the additional charges for pre-trip inspections on storage cars.
- He has ordered backhoe parts caused by the individual who stole it in early December. The hearing on this matter is scheduled for February 4th.
- He inspected Rotary Club passenger cars. There may be issues with the Rotary being able to move the cars to Reardan via rail.
- He met with the train and track crew members thanking them for all their assistance on car repairs and welding corners.
- Rockslide at MP 1410.

Records for Approval:


A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 49327 - 49483 totaling \$300,079.79 approved as submitted.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 10:30 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: 02/09/21