

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: April 13, 2021**

**Call to Order:**

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:01 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, Corey Ives, and Myles Keogh. There were no members of the public joining via Zoom.

**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 March 9, 2021 as presented. Motion seconded by K. Peterson and so ordered by Chairman Kiss.

**Comments:** None at this time.

**Correspondence:** Letter received from Tara Leininger, Mayor of Metaline Falls regarding rail line in the Metaline Falls area. Discussion tabled until a later date.

**Old Business:**

**1. Land Purchase Request/Surplus Property:**

**A. Discussion:** Kelly reported that Mr. Kent would like to purchase the property he has been leasing from the Port in the Town of Metaline Falls. He brought in an offer yesterday for Kelly to present to the Board. A map of the location was provided for information. Mr. Kent offered \$1,500 for the property.

**B. Action:** The Board feels that comp values need to be obtained before agreeing on a price. Kelly will work to get comps by the May meeting.

**2. Policy 2004- Tool Use:**

**A. Discussion:** The policy was approved at the March meeting; it was presented for signatures only.

**B. Action:** The Board signed the previously approved policy.

**3. Siding/Spur Track Expansion:**

**A. Discussion:** Based on a request from D. Peterson, Kelly and Corey worked to provide information on the cost for a one-mile siding. Corey explained ties can be spaced further apart on a siding or spur than on main line and oak ties could be every third tie. Costs did not include site development, base rock, tree removal, each potential site will be different. Discussion included priority sites, cherry picking opportunities with sidings, the difference between sidings and spurs.

Revenue would vary depending on the type of car, the length of car, how long the space was anticipated needed for storage.

**4. Other Old Business:**

None at this time.

**New Business:**

**1. Step Program:**

**A. Discussion:** Based on discussion on raises, budgeting, and personnel Kelly suggested that a Step program, similar to that of the County, be implemented to avoid any misunderstandings in the future. The Board agreed with pursuing this program.

**2. Other New Business:**

None at this time.

**Board Travel Plans/Meetings:** Approval given for D. Peterson's attendance at the EDC meeting on April 21<sup>st</sup>.

**Reports:**

**1. Board of Commissioners:**

D. Peterson read and distributed a four-page document in which he presented his strategic thoughts and suggested actions for the Port (copy attached). Discussion will follow at the May 11<sup>th</sup> meeting.

**2. Manager, Kelly Driver:**

- Discussion on the backhoe theft case.
- Working with brokers on storage car possibilities.
- Assisted with retirement and disability matters.
- No exceptions on the recent drug and alcohol audit by the FRA.
- Small works projects.
- Multiple real estate discussions on lease, purchase, ditching, and beaver dams.
- Medical insurance – two days of Zoom meetings this week.
- Zoom meeting with potential bidder on the Ponderay property.
- Reminded Board to complete the Public Disclosure forms.

**3. Roadmaster, Corey Ives:**

- Car repairs for March approximately \$39,000.
- Wide gauge at Albeni Falls. Crews are replacing ties and tamping.
- Met with County on crossings on the North end where the County would like to asphalt over the top of the rail. Kelly is checking with the WUTC and legality for asphalt over the rails. Planks needed on three crossings as well.
- Efficiency testing.
- Marathon cars inspected for outbound moves.
- Signal training with Roger and Riley. Ends of crossing need cleaned out, moisture affects the circuits.
- Weed spraying completed.
- Marked ties through Thama on siding that will allow for storing 25 cars.
- Bolts in the lighthouse area, milepost 1414 tightened.

**4. Auditor – Susan Bluff:**

- Presented the financial report information for the month ending March 30, 2021. Discussion online items as well as storage cars.

**5. Chief Mechanical Officer-Myles Keogh:**

- One Western Rail job will be completed in about three weeks.
- Working with the Rotary Club on the movement of their cars to Reardan. This will be a time and materials project.

**Records for Approval:**


A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 49636-49740 totaling \$225,361.63 approved as submitted.

**Executive Session:** At 10:16 a.m. Chairman Kiss recessed the regular meeting to convene in executive session for approximately 90 minutes to discuss real estate matters as well as the performance of a public employee. At 10:45 a.m. the executive session was extended for another five minutes.

The regular meeting was called back to order at 11:50 a.m. with the announcement that no decisions were made in executive session. As a result of the executive session the Manager will work on the salary schedule for the May 11<sup>th</sup> meeting as well as continue working on the Step program which will include raises based on a percentage.

**Adjourn:** There being no further business Chairman Kiss adjourned the meeting at 11:51 a.m.



\_\_\_\_\_  
Ryan Kiss, Chairman



\_\_\_\_\_  
Kelly J. Driver, Manager

Date Approved: 05-11-21