

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: June 8, 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 K. Peterson and Port staff members Kelly Driver, Corey Ives, and Myles Keogh, arriving later in the meeting was Erry Miller. Joining via Zoom, Kim Gentle.

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 May 11, 2021. Motion seconded and so ordered by Chairman Kiss.

Comments: None at this time.

Correspondence: None at this time.

Old Business:

1. Salary Schedule Update::

A. Discussion: Kelly stated that R. Bauer has passed his engineer tests and will be moved up in his salary as previously approved.

2. Step Program Review:

A. Discussion: Kelly distributed copies of the draft Step program for review. Changes were made and will be incorporated for the July meeting.

3. Other Old Business:

None at this time.

New Business:

1. Sponsorship Requests:

A. Discussion: Kelly asked the Board if they wished to continue on-going sponsorships for the Newport and Cusick Rodeos as well as a new request from the Pend Oreille County Fair.

B. Action: The Board gave their general consensus for these sponsorships as a public relations benefit to the Port.

2. Other New Business:

None at this time.

Board Travel Plans/Meetings: None planned at this time. Kelly will represent the Port at the June EDC meeting.

Reports:

1. Board of Commissioners:

No report.

2. Manager, Kelly Driver:

- Signed the new agreement with the BNSF.
- She extended her appreciation for assistance with the Step Program to Corey, Myles, Tom, and Terry.
- Having issues with the Long-Term Disability insurance coverage for an employee; continuing to work on the matter.
- WSDOT- new bi-annual report on freight movements required. It has been completed.
- Attended the May EDC meeting; PUD had issues with the EDC submitting a letter of support for Allrise on their successful bid for the Ponderay Newsprint facility. No one else had issues with the letter of support.
- Set up a computer for T. Hardwick.
- Working on the insurance claim on the backhoe.

3. Roadmaster, Corey Ives:

- Car repairs for May will be around \$43,000, worked 129 cars. Still working on billing.
- Tank car inspections completed on 32 cars which are shipping this week.
- Marked 450 ties for change out between MP 1409- and 1410; crews are working on this project.
- Riley successfully completed his engineer ride test as well as his written test.
- Boom truck cylinder should be ready for pickup.
- Working with Vaagen Brothers on a crossing panel replacement.
- Will be working up track repair quotes for the Ponderay Renewable Fiber and Blockchain LLC.
- Working on a seat coat bid for the parking lot.

4. Auditor – Susan Bluff (absent):

- Kelly distributed the financial report information for the month ending May 31, 2021.

5. Chief Mechanical Officer-Myles Keogh:

- 3506 is in the paint booth now. It will ship out in approximately two weeks.
- 3508 N force test. Will be running on POVA line soon for testing.
- Bid on two SD-40 rebuild jobs; waiting to see if we got the bid.
- Rotary cars will be worked once the 3506 and 3508 are out of the shop
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Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 49844 -49942 totaling \$141,322.12 approved as submitted.

Executive Session: At 9:58 a.m. Chairman Kiss recessed the regular meeting to convene in executive session for approximately 90 minutes to discuss real estate matters, to review the applications and qualifications of two applicants for the vacant District 1 Commissioner position, as well as the performance of a public employee. At 11:17 a.m. Chairman Kiss reconvened the regular meeting with the announcement that no decisions were made in executive session. As a result of the executive session Kelly was directed to handle a personnel issue. It was further decided that interviews for the vacant commissioner position will be held on July 13th at the regular Board meeting.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 11:19 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: 07-13-2021