

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: May 11, 2021**

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:02 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. Joining via Zoom, Kyocera E6910.

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

Minutes:

- April 13, 2021- Regular Meeting – D. Peterson moved to approve the minutes as presented. Motion seconded by K. Peterson, so ordered by Chairman Kiss.
- April 19, 2021- Special Meeting – K. Peterson moved to approve the minutes as presented. Motion seconded by D. Peterson, so ordered by Chairman Kiss.

Comments: None at this time.

Correspondence: D. Peterson discussed a letter from Sean Reagan regarding property he is trying to obtain from Lafarge at Metaline Falls. Discussion followed.

Old Business:

1. Salary Schedule Update:

A. Discussion: Kelly presented a salary schedule update.

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

2. Other Old Business:

None at this time.

New Business:

1. Flow Chart of Railroad Operations:

A. Discussion: Kelly presented a flow chart of operations that she, Corey, and Susan worked on. This chart shows that all revenue brought into the Port is created through rail operations. There was some discussion.

2. Other New Business:

None at this time.

Board Travel Plans/Meetings: Approval given for D. Peterson's attendance at the EDC meeting on May 19th.

Reports:

1. Board of Commissioners:

D. Peterson attended the April 21st EDC meeting where by-laws were updated. He discussed how the 9-Commissioners meeting grew out of the EDC; the Port, PUD, County, Tribe and PORTA are entities that appoint to the EDC. The work plan was gone through. There is a Big Foot event at Metaline Falls June

19-20; all events at the Cutter are sold out. He also listened in on a status conference call on the PNC bankruptcy matter. He further stated that Allrise had not contacted the PUD about power supply. The final hearing is May 13th, with the judge ruling at 10:00 a.m.

2. Manager, Kelly Driver:

- Some work on the Step Schedule
- Updated the insurance policy with Enduris.
- Worked with the WUTC on crossings matters for the County and State.
- Discussed a trespass issue with BNSF's land management company; Corey provided pictures for their information.
- Assisted retiring employees with forms and information.
- Hostler information from the FRA.
- Employee injury discussed.
- Reached an agreement with BNSF on an increase in the rate per car, hope to have it completed and effective June 1. The issue of a long-term agreement is not something BNSF is doing with short line railroads anymore; they are staying with the 180-day clause. They realize this is a concern to short lines but it something we will just have to deal with.

3. Roadmaster, Corey Ives:

- Car repairs for April \$40,940.38, working approximately 130 cars.
- Marking and changing ties on the Sandpoint line.
- Jared successfully completed his engineer ride test.
- Met with a logger at MP 2; we have a 125-250 foot right of way through that area.
- Boom truck did not pass the load inspection. He took the cylinder to Spokane for rebuilding, other parts have been ordered by no time frame on arrival.

4. Auditor – Susan Bluff:

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

5. Chief Mechanical Officer-Myles Keogh:

- 3506 wiring, N-force installed and testing. Will be put in service on POVA on Friday, May 14th.
- 3508 – working on wiring and heater, will also be painted.
- Worked on a locomotive for Western Rail to make it available for leasing.
- Roger worked on the Boom Truck repairs and inspection.
- Cummins locomotive is waiting on a gear box.
- He and Terry attended the annual asbestos refresher training as required.
- Worked up a bid for Western Rail on the 2500 which involves pulling the engine.
- Will work on the museum cars in June.

Records for Approval:

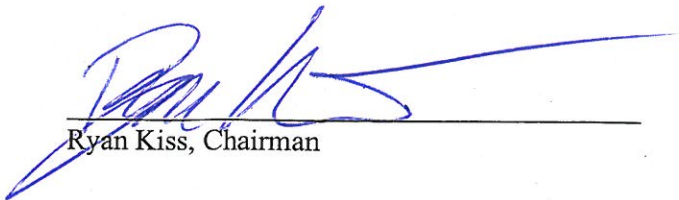
A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 49741-49843 totaling \$179,811.15 approved as submitted.

Executive Session: At 9:50 a.m. Chairman Kiss recessed the regular meeting to convene in executive session for approximately 60 minutes to discuss real estate matters as well as the performance of a public employee. At 10:46 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 Commissioner D. Peterson submitted his written resignation. Commissioner K. Peterson moved to accept the resignation. Motion

seconded as so ordered by Chairman Kiss. Also, as a result of the executive session Kelly is directed to handle a salary matter with an employee and possibly bring a revised salary schedule to the June meeting. Kelly was also directed to represent the Port at EDC meetings.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 10:48 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: June 8, 2021