

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

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:03 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, Susan Bluff and Myles Keogh. Also in attendance were Kimberly Gentle and Harold Bond. There were no participants via Zoom.

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 June 8, 2021. Motion seconded and so ordered by Chairman Kiss.

Comments: None at this time.

Interviews: The Board conducted interviews for the District 1 position with Kimberly Gentle and Harold Bond. After the interviews were finished both applicants were thanked for their time and were informed that the Board will discuss the qualifications in executive session at the end of the meeting. Kelly will notify both individuals of their decision.

Guest: Gary Walsh from Higher Power Industries gave a presentation on his company, their needs for a shop facility in this area, and answered questions on operations, insurance, and other matters. Mr. Walsh will provide the requested information to Kelly for further consideration. The Board thanked Mr. Walsh for his time and information.

Correspondence: None at this time.

Old Business:

1. Comp Value Metaline Falls Property:

- A. Discussion:** Kelly gave a brief update on the comp value process. Staff will continue with this item.
- B. Action:** None necessary at this time.

2. Step Program Review:

- A. Discussion:** Kelly asked if there were any changes needed to the program previously provided to the Commissioners.
- B. Action:** K. Peterson moved to approve the Step Program as written which will become part of the Personnel Policy. Motion seconded and so ordered by Chairman Kiss. Kelly will distribute to the employees and add to the Personnel Policy.

3. Land Lease Rates:

- A. Discussion:** There was discussion regarding land lease rates, an application fee and annual administrative fees being added to land leases.
- B. Action:** Kelly will continue to work on obtaining rates to be used for comparison. In the meantime, the Board agreed to add a \$250 application fee and a \$250 administrative fee to all new leases, including upon renewal for existing leases.

4. Other Old Business:

None at this time.

New Business:

1. Sponsorship Requests:

A. Discussion: Kelly stated this should have been removed from the agenda. There were no new requests to discuss.

2. Board Organization:

A. Discussion: Kelly asked about Board reorganization due to the empty position.

B. Action: By General Consensus, Keith will move to the Vice Chairman position and the individual appointed to the District 1 position will move into the Secretary position.

3. Policy 3001 Revision:

A. Discussion: Kelly presented a revision to Policy 3001. Discussion followed.

B. Action: Motion by K. Peterson to accept the revision to Policy 3001. Motion seconded and so ordered by Chairman Kiss.

4. Unauthorized use of Port land:

A. Discussion: Staff reported the unauthorized use of Port land specifically in the area of North Alaska Lane. Some individuals are parking boat trailers while others have dug out rock and moved it to their own property and one individual has leveled and poured a concrete slab and placed a container on it.

B. Action: Staff will notify all involved parties and send letters regarding the unauthorized use and remedies for each specific area.

5. Other New Business:

None at this time.

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

Reports:

1. Board of Commissioners:

Ryan reported on the Big Foot event at Metaline Falls; there was a great turnout. Kim Gentle added that she overheard people talking about the beauty of the area.

2. Manager, Kelly Driver:

- Reported a great turn-out for Brad's retirement party.
- Assisted RTI with an application for TerraPact/Omega Rail utility corridor use. RTI informed her about the increased rates they will be paying to TerraPact/Omega Rail vs. what they paid to the Port.
- Zoom meeting with Corey and Tom on Part 243 training.
- Long Term Care insurance information provided.
- Homeland Security audit.
- Roger and Riley had a WUTC signal inspection. Results of the inspection include adding signs at private crossings.
- Starting 2022 budget.
- All information on the backhoe theft, with request for reimbursement, has been sent to the insurance company.

3. Roadmaster, Corey Ives:

- Car repairs for May were late being billed but were over \$40,000. June billing is \$30,262.69 with a year-to-date total of \$222,574.09.
- Roger completed repairs to the Boom Truck. The Boom Truck and Unit 4 cranes were inspected, and both are certified.
- Watching sun kink areas due to high heat. Fire Patrol running as needed.
- Completed additional tank car inspections; more are going out.
- Crews are inserting ties around MP 1414.

4. Auditor – Susan Bluff:

- Financial report information for the month ending June 30th distributed along with storage car reports.
- Discussed review items and billed vs. received amounts.

5. Chief Mechanical Officer-Myles Keogh:

- 3506 is done and we received payment. It will ship out when 3508 ships since they are going to the same location.
- 3508 will be tested in freight service for a while. 3508 and 3506 will be shipped out in August.
- Museum car being worked on.
- 102 will go into the shop in the next week or two.
- 2 SD-40 units will be coming to be worked on.
- 3877- inspection with buyers next week to get full scope of work. It be rewired and full rebuild which is roughly three months' work.


Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 49943-50052 totaling \$158,717.77 approved as submitted.

Executive Session: At 12:58 p.m. Chairman Kiss recessed the regular meeting to convene in executive session for approximately 20 minutes to discuss real estate matters and qualifications of two applicants for the vacant District 1 Commissioner position. At 1:12 p.m. Chairman Kiss reconvened the regular meeting with the announcement that no decisions were made in executive session. As a result of the discussion in the executive session, K. Peterson moved to appoint Kimberly Gentle to the District 1 position. Motion seconded and so ordered by Chairman Kiss. Kelly will notify both applicants.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 1:13 p.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: 08-10-21