

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: August 10, 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 K. Peterson, Commissioner Gentle and Port staff members Kelly Driver, Corey Ives, Susan Bluff and Myles Keogh. 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 July 10, 2021. Motion seconded and so ordered by Chairman Kiss.

Comments: None at this time.

Correspondence: None at this time.

Old Business:

1. Alaska Lane Update:

A. Discussion: Kelly stated letters had been sent to the residents of North Alaska Lane regarding the unauthorized use of railroad right-of-way. Response has been good; for those who did not respond certified letters will be sent out. Staff will need to meet on site with those who wish to lease property from the Port.

2. Other Old Business:

None at this time.

New Business:

1. Other New Business:

A. COVID-19 Update: Kelly provided information on COVID-19 requirements by Governor Inslee. Signs will be placed on the doors requesting the use of masks by individuals who have not received vaccinations.

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

Reports:

1. Board of Commissioners:

No report

2. Manager, Kelly Driver:

- July EDC meeting discussed the work plan. She will be working with Laura Verity on the Port's portion of the plan. Todd Behrend from Allrise was at the meeting and indicated that Allrise will not be operating in the fourth quarter as planned. Power supply and costs are a major issue in getting up and running.

- Long Term Care webinar tomorrow. Discussion followed on the requirements for employees to have coverage either through the State via payroll deduction or by purchasing their own insurance through WCIF or their agent.
- She will be applying for a grant through the State of Washington to upgrade signs and posts at crossings. An inventory of needed signs will need to be completed.
- Emergency Notification Signs (ENS) for private crossings were purchased and will be installed soon.
- She and Susan participated in a 3-day Railroad Retirement Board webinar.
- The overhead signal lights at Black Road were taken out by an apparent high load.

3. Roadmaster, Corey Ives:

- Car repairs for July was just over \$26,000. All billing is caught up.
- Storage car inspections were done on additional cars. 10 cars will be going out tomorrow, another 17 cars are being shipped in for storage.
- The door for the Case backhoe has been received but has not been mounted.
- Crews will work on replacing panels at the crossing at Highway 2 in Newport, by Safeway, on Thursday. WSDOT will provide three (3) hours of flagging.
- Crews have installed 100 ties at MP 1414, they are working on another 100 ties at MP 1421 and then will move to the Priest River area for another 110 ties before moving on to crossing plank replacement on the northern end of the POVA line.
- An FRA operating practices inspector was on site last week, discussion on setting over a locomotive and the use of the Independent Brake.

4. Auditor – Susan Bluff:

- She distributed financial report information for the month ending July 31st as well as storage car reports. Discussion of line items followed.

5. Chief Mechanical Officer-Myles Keogh:

- 3508 is almost done. It, and the 3506, should go out as early as next week.
- The wiring of POVA 102 is almost done. There was discussion on whether to repack 102 at this time; it was determined that it should be repacked. It will be painted before returning to service.
- An inspection on the 3877 is coming up to determine the work to be done.
- Will be working on an SD 40-2 to get it running for Western Rail so it can be sold.
- Passenger cars are done, waiting on inspection to be able to move them.
- Wired in a welder in the car repair storage area.
- He completed his conductor recertification ride.

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 50053-50131 totaling \$117,927.76 approved as submitted.

Executive Session: At 10:10 a.m. Chairman Kiss recessed the regular meeting to convene in executive session for approximately 20 minutes to discuss real estate matters, pending litigation and job performance matters of public employees. At 10:29 a.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 approve a salary schedule with an August 1 effective date. Motion seconded by K. Gentle, so ordered by Chairman Kiss.

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: 09-14-2021