

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: September 14, 2021**

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:07 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Commissioner Kiss, Commissioner 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 August 10, 2021. Motion seconded by K. Gentle and so ordered by Chairman Kiss.

Comments: None at this time.

Correspondence: None at this time.

Old Business:

1. Other Old Business:

None at this time.

New Business:

1. Personnel Policy- Vacation clarification:

A. Discussion: Staff brought a request for clarification on the language of the Personnel Policy to the Board's attention on vacation hours. Review of the language determined, by general consensus of the Board, that the language should be changed to show that vacation hours will be earned based on an employee's date of hire, that beginning with the 11th year of service an employee will earn 10 hours per month and beginning on the 21st year of service 12 hours per month. This change will be retroactive to September 1, 2021, no earlier changes to employee leave balances will be allowed.

2. Other New Business:

A. COVID-19: There was discussion between Board and Staff regarding masks, vaccinations and other items regarding COVID-19. The Board will uphold the Constitution of the United States as indicated in their Oath of Office.

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

Reports:

1. Board of Commissioners:

K. Gentle reported attending the Republican Party meeting as well as the appointment of Robert Rosencrantz to the Pend Oreille County Board of Commissioners. The Port needs to make sure that we are on his radar for business growth and other matters in the County.

2. Manager, Kelly Driver:

- She discussed potential businesses with Laura Verity and Jamie Wyrobek prior to the EDC meeting. The EDC continues to move forward on the work plan. She also had a call with the Department of Commerce regarding marketing options available for industries looking to relocate, Kelly provided Jamie's contact information as the head of the EDC. Kelly will follow up with Jamie to ensure they connected on this matter.
- Webinar attendance on WPPA grants, mainly on housing grants; nothing new for railroad activities.
- She and Corey met with the Tribe regarding utility crossings.
- The tax mile credit was received.
- Attended the BNSF Shortline conference via Zoom.
- Six (6) loaded box cars of newsprint left over from Ponderay Newsprint production were shipped by rail.
- Participated in an American Rescue Plan webinar, has a follow up call scheduled for Wednesday.
- Commended the train crew for noticing the truck that took out a signal arm at Laclede and Corey for running the truck down and getting the contact information for billing for the damage.

3. Roadmaster, Corey Ives:

- Car repairs for August was just over \$34,596.50.
- Certification rides completed.
- More tank cars inspected and shipped. 37 remain in storage.
- Ordered two (2) rail carloads of ties to be delivered this year.
- Ordered \$10,000 of ballast, delivered to Newport.
- Crews are putting in ties on the Sandpoint line, also doing clean-up . They will also be putting in bridge ties.
- Crews are also regulating ballast Priest River to Laclede areas; rain is needed so it is not such a dusty job.
- Three (3) concrete crossing panels were placed at Safeway crossing in Newport. Three (3) more have been ordered to finish the job, these are five (5) to six (6) weeks out.

4. Auditor – Susan Bluff:

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

5. Chief Mechanical Officer-Myles Keogh:

- Will be attending a Train the Trainer forklift school later this week.
- 102 wiring is complete. Generator needs replaced as well as packs, it should be complete in about a month.
- Bid on three (3) paint jobs for the MRL as well as an SD-9 rebuild.
- Cummins will be on site tomorrow and the following Monday for warranty inspections and work.
- Museum passenger cars need inspected by BNSF and then shipped.
- U-Boat project may have money to work on the locomotive; depends on what all they want done.
- Locomotives 2321 and 2323 are shipping out on Wednesday.

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 50132 -50224 totaling \$215,451.28 approved as submitted.

Executive Session: At 10:13 a.m. Chairman Kiss recessed the regular meeting to convene in executive session for approximately 15 minutes to discuss real estate matters, pending litigation and job performance matters of public employees. At 10:26 a.m. Chairman Kiss reconvened the regular meeting with the announcement that no decisions were made in executive session.

Board Workshop: Discussion regarding the current Comprehensive Plan, 2022 budget work, including Capital Budget wish list items were held.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 10:58 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: Oct 12, 2021