

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: October 12, 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 Peterson, Commissioner Gentle and Port staff members Kelly Driver, Corey Ives, Susan Bluff and Myles Keogh. Also in attendance, Port Attorney, William Schroeder. Joining later in the meeting were Riley Bauer, Tyler Frisque, Tom Hardwick, Derek Mead, Terry Miller, Roger Moran, Jared Smiley, and Lieven Walston. 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:**

Commissioner Peterson moved to approve the minutes of September 14, 2021. Motion seconded by Commissioner Gentle and so ordered by Chairman Kiss.

**Executive Session:** At 9:01 a.m. Chairman Kiss recessed the regular meeting to meet in executive session on a real estate matter; session was called for approximately 15 minutes.. At 9:17 a.m. Chairman Kiss brought the regular meeting back to order stating no decisions were made in executive session. Mr. Schroeder left the meeting.

**Comments:** None at this time.

**Correspondence:** None at this time.

**Old Business:**

**1. Other Old Business:**

None at this time.

**New Business:**

**1. Resolution 2021-01- Surplus Property:**

**A. Discussion:** Kelly presented the annual resolution which allows staff to dispose of surplus property valued at \$10,000 or less.

**B. Action:** Commissioner Peterson moved to approve Resolution 2021-01. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

**2. Resolution 2021-02 Legislative Mistake Commissioner Compensation:**

**A. Discussion:** Kelly presented the resolution which corrects an error made by the Washington State Legislature regarding commissioner compensation to be based on the Port's calendar year instead of the State's calendar year.

**B. Action:** Commissioner Peterson moved to approve Resolution 2021-02. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

**3. Preliminary Budget -2022:**

**A. Discussion:** Board and staff discussed preliminary budgets, the need for additional staff, and what the start up of Pend Oreille Real Estate LLC will mean.

**B. Action:** Kelly will prepare final budgets for November.

#### **4. Other New Business:**

None at this time.

**Board Travel Plans/Meetings:** None planned at this time. Corey will represent the Port at the October EDC meeting.

#### **Reports:**

##### **1. Board of Commissioners:**

None at this time.

##### **2. Manager, Kelly Driver:**

- She discussed State of Idaho rail plan meetings.
- Employee benefits for 2022 are in the final process of being set up.
- LTC exemptions.
- Signed papers on a real estate purchase and discussed marketing this property with Jamie Wyrobek of the EDC. She also emailed County Commissioner John Gentle about the purchase.
- She and Corey attended a meeting with BNSF officials.
- The 2022 application for railroad liability insurance was submitted.
- WPPA online seminar with Department of Commerce on cluster industries.

##### **3. Roadmaster, Corey Ives:**

- Car repairs for September were over \$30,000.
- 700 tons of ballast were delivered to Newport.
- Four (4) public crossings on the north end of the POVA line were repaired.
- Two (2) rail carloads of ties have been ordered.
- Crews are regulating track on the Sandpoint line.
- Unit 7 had to have repairs to the wheel bearings, also changed all fluids.
- Started annual bridge inspections.
- Attended the September EDC meeting; discussion on the definition of Heavy vs. Light industrial.
- Cleaned up the log yard in Oldtown.

##### **4. Auditor – Susan Bluff:**

- She distributed financial report information for the month ending September 30<sup>th</sup>. All storage cars have been shipped out.

##### **5. Chief Mechanical Officer-Myles Keogh:**

- Attended the “Train the Trainer” forklift training class in Spokane.
- 102 is almost done with mechanical repairs, waiting on a couple of small parts.
- Cummins locomotive update regarding warranty inspections.
- No word on MRL paint jobs.
- 3877- will start on a complete rebuild in about a month.
- SD9 – in for a traction motor replacement.
- SD40- fixing cab.

#### **Records for Approval:**

**A. Time and Expense Sheets:** Approved as submitted.

**B. Warrants:** Operating Expense warrants 50225-50313 totaling \$511,380.55 approved as submitted.

**Executive Session:** At 10:20 a.m. Chairman Kiss recessed the regular meeting to convene in executive session for approximately three (3) hours related to job performance matters of public employees. A break was called at 12: 15 p.m. with the executive session reconvening at 12: 40 p.m. At 1:10 p.m. Chairman Kiss resumed the regular meeting with the announcement that no decisions were made in executive session.

**Adjourn:** There being no further business Chairman Kiss adjourned the meeting at 1:11 p.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: 11/9/21