

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: May 10, 2022**

**Call to Order:**

Vice Chairman Peterson 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 Peterson, Commissioner Gentle and Port staff members Kelly Driver, Susan Bluff, and Corey Ives. Washington State Auditor, Ashley Smith, was introduced to the Board as well.

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

**Minutes:**

Commissioner Gentle moved to approve the minutes of April 12, 2022 as amended for signing by Commissioner Peterson. Motion seconded and so ordered by Commissioner Peterson.

**Comments:** None at this time.

**Correspondence:** None at this time.

**Old Business:**

**1. Special EDC Meeting:**

**A. Discussion:** Kelly reported that the special EDC meeting has been postponed. The tentative date is now June 8<sup>th</sup>. She will have more information after the May 18<sup>th</sup> EDC meeting.

**2. Other Old Business:**

**A. PNC Bankruptcy Information:**

**1. Discussion:** Kelly reported all information has been provided to the Bankruptcy Trustee showing that the payments POVA received were in the normal course of business.

**New Business:**

**1. State Auditor 2020-2021 Audit:**

**A. Discussion:** The audit is currently underway. Ashley Smith is the lead audit manager this year. The entrance documents she provided will be forwarded to the Board.

**2. Storage Cars:**

**A. Discussion:** Staff met with a broker providing information on storage areas, loaded vs. non-loaded considerations, and Corey provided a hyrail trip.

**3. Port leases:**

**A. Discussion:** Susan and Kelly reported that due to State requirements, the Port will be required to manage leases, as well as some contracts, differently than in the past. A policy will be required to determine threshold amounts, financial obligations, and other requirements. Kelly will contact the WPPA to see if they are going to produce a template. More discussion will be required at a later date.

**4. PNC Bankruptcy Information:**

**A. Discussion:** Covered in "Other Old Business."

### **5. Kalispel Tribe Letter of Support:**

**A. Discussion:** Kelly stated she had received a request for supporting a Tribal project for a pedestrian path from the Usk Bridge to the Tribal Headquarters along LeClerc North Road. She asked for more information, to date that has not been received. The letter of support is needed by May 30<sup>th</sup>.

**B. Action:** If information is received before the deadline, Kelly will send a letter of support on behalf of the Board.

### **6. Other New Business:**

**A. Discussion:** There was discussion regarding transloading.

### **Board Travel Plans/Meetings March/April- Attendance/Authorization:**

May – June Meetings- Attendance/Authorization

**A. Discussion:** The rescheduled EDC special meeting was discussed.

**B. Action:** Commissioner Gentle moved that any Commissioner who wishes to attend be approved to do so. Motion seconded and so ordered by Commissioner Peterson.

### **Reports:**

**1. Board of Commissioners:** No reports made.

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

- Insurance renewal on buildings and vehicles completed.
- Drove to Colville and Kettle Falls to see if other shippers had centerbeam cars.
- Renewed oversize permit for our Boom Truck for the State of Idaho.
- Worked with two (2) real estate developers on potential businesses. As of this morning it was learned that both of these have apparently fallen through. One business wanted 40 or more acres but was looking for a site that had a building on it already. The other needed rail service, 50 acres, but we were unable to put together a package quickly enough which involved other landowners.
- Two (2) on the job injuries; both were minor but resulted in lost time.
- Spoke at the Pend Oreille County Commissioners meeting providing an update on Port operations.
- Met with a real estate developer regarding property and river access on the Idaho operations side. Deal has apparently fallen through; for sale signs are back up.

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

- Car repairs for April were over \$41,000.
- Working on outbound storage car inspections.
- Tamper repairs completed.
- Crews have distributed 400 ties for replacement on the Idaho side.
- He and Kelly met with the South Bench developer on the possible crossing location. Developer will have to work with BNSF since it is on the leased track area.
- Weed spraying anticipated for June. Company was sold but new company is honoring the contract and pricing. This year's contract will be expanded to include the north end of the line.
- We are limiting overtime due to decreased revenues. If overtime is earned on Monday, Tuesday or Wednesday, train and track crews will get off early on Thursday leaving only Friday as a possibility for over 40 in the week. Shop crews are doing a similar process.
- Unit 8 hyrail inspection was completed. Unit 9 will be done this week and Unit 4 in June as per FRA requirements.

**4. Auditor – Susan Bluff:**

- Distributed financial report information for the month ending April 30, 2022. Storage cars are moving out as Corey gets them inspected.

**5. Chief Mechanical Officer-Myles Keogh:** (Kelly gave brief report)

- 8325 – cut wheels.
- Painting on the 3877 and for Versatile.
- Installed Hotstart cords.
- Preparing for Department of Ecology Air Quality audit on May 12<sup>th</sup>.

**Records for Approval:**


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

**B. Warrants:** Operating Expense warrants 50896-50997 totaling \$171,631.81 approved as submitted.

**Board Workshop:** None at this time.

**Executive Session:** None required.

**Adjourn:** There being no further business Vice Chairman Peterson adjourned the meeting at 10:30 a.m.

  
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Ryan Kiss, Chairman

  
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Kelly J. Driver, Manager

Date Approved: 06-14-2022