

MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: July 12, 2022

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: Chairman Kiss, Commissioner Peterson, Commissioner Gentle (via Zoom) and Port staff members Kelly Driver, Susan Bluff, Corey Ives, and Myles Keogh.

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 June 14, 2022 as presented. Motion seconded by Commissioner 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. Policy 4001 – Draft Updates:

A. Discussion: Discussion was held on the Port's Public Records Request policy.

B. Action: Based on the discussion Commissioner Peterson moved to accept the proposed changes. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

2. Policy 4006:

A. Discussion: A new policy regarding Texting was reviewed.

B. Action: As a result of the discussion Commissioner Peterson moved to accept the proposed changes. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

3. IRS Mileage Rate:

A. Discussion: The IRS moved the mileage reimbursement rate from .585 cents per mile to .625.

B. Action: Commissioner Peterson moved to increase the mileage reimbursement rate to .625 cents per mile, retroactive to July 1. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

4. Personnel Policy Change:

A. Discussion: Kelly went over a proposed change to the Personnel Policy to correct a gray area for being at work the day before or the day after a holiday. The proposed change was discussed with additional wording added.

B. Action: Commissioner Peterson moved to approve the revised change to the Personnel Policy effective August 1, 2022. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss. Kelly will add the additional language and distribute to staff before August 1st.

5. Exit Conference – State Auditor:

A. Discussion: Kelly and Susan had a Zoom meeting with the State Auditors on June 30th. The auditors said the report is the best that an entity can hope for. Kelly commended Susan for her work in putting all of the information together and for her work with the auditors.

6. Other New Business: None at this time.

Board Travel Plans/Meetings July/August- Authorization:

A. Discussion: There are currently no planned meetings or travel for the Board.

B. Action: None necessary.

Reports:

1. Board of Commissioners: None at this time.

2. Manager, Kelly Driver:

- No June EDC meeting.
- Draft documents on policies, also update crossing and license agreements.
- Equipment maintenance list discussion with employees.
- Attended Consolidated Rail Infrastructure and Safety Improvement Grant webinar. It is best to have your plans in place first, a few feasibility study grants are offered but not many. Better chance if you have at least 50% of your funding from other sources. Paperwork tracking and audit costs are very intense.
- She and Corey met with a forester who was very helpful with information and gave pointers on SEPA application. She will be discussing some points with the County as well.
- Working with a new broker on potential car storage, a decision on location will not be made until later this month.

3. Roadmaster, Corey Ives:

- Car repairs for June, the first month in billing out the plastic corners, was \$17,805.50 with 138 repairs made; July 2021 had 137 repairs, using metal corners for a total of \$26,029.94.
- Working on more outbound storage car inspections.
- Marked ties around Laclede for replacement.
- Weed spraying from Box Canyon to Dover has been completed.
- Phase II of the Bridge inspections are currently underway.
- Private crossing replaced on the Idaho side.
- Interviews conducted last week; more information in executive session.

4. Auditor – Susan Bluff:

- Distributed financial report information for the month ending June 30, 2022.

5. Chief Mechanical Officer-Myles Keogh:

- Discussed an upcoming meeting with Western Rail and Cummins.
- 102 Generator will be here soon.
- Shop projects included work for Cody Basnaw, Larsen Excavating, the bell for the Usk Hall, upcoming crane training and inspections.
- Possible job for Selkirk School District. He needs additional information.
- Working on a small job for Western Rail.

Records for Approval:

Commissioner Gentle gave her verbal permission for Kelly Driver to sign documents on her behalf.

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 51084-51183 totaling \$177,791.67 approved as submitted.

Board Workshop: None at this time.

Executive Session: An executive session was called at 9:52 a.m. for 20 minutes to discuss the performance of a public employee. At 10:12 a.m. Chairman Kiss brought the meeting back to order and stated no decision were made in the executive session and no final action was taken.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 10:12 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: August 9, 2022