

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: September 13, 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 Gentle, Commissioner Peterson and Port staff members Kelly Driver, Susan Bluff, Corey Ives, and Myles Keogh. Also in attendance, Jamie Wyrobek from the Economic Development Council, Sean Reagan from the North County Chamber of Commerce, Sonya Scaufaire from PORTA, and Russ Pelleberg from Merkle Standard.

**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 August 9, 2022 as presented. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

**Comments:** None at this time.

**Correspondence:** None at this time.

**Guests:** Jamie Wyrobek from EDC, Sean Reagan from North Pend Oreille County Chamber, Sonya Scaufaire from PORTA spoke regarding their individual organizations and as a collective group on economic development opportunities, efforts and struggles due to power and zoning matters.

Discussion included resuming freight operations to the north end of the county as well as potential increases in freight movements if Ponderay Industries is successful with their negotiations with the PUD for more power. Also discussed was the Port's ability to access grant funding, property availability, strategies, and studies.

**Old Business:**

**1. Wolfred Property Update:**

**A. Discussion:** Kelly reported that the Port's Forest Practice Application (FPA) has been submitted. She is working on a contract and advertisement. The Port will work to sell the standing timber once the FPA has been approved.

**2. Other Old Business:**

**A. Website Issues:**

**1. Discussion:** Kelly reported there were issues with the website yesterday which prevented the agenda from being posted in a timely manner. The website worked this morning, and it was posted in advance of the meeting.

**New Business:**

**1. Salary Schedule Update:**

**A. Discussion:** A revised salary schedule was presented which takes into consideration an employee increase, due to Conductor certification.

**B. Action:** Commissioner Peterson moved to approve the salary schedule retroactive to September 1<sup>st</sup>. Motion seconded by Commissioner Gentle and so ordered by Chairman Kiss.

## **2. WPPA Small Ports Meeting:**

**A. Discussion:** The agenda for the Small Ports meeting in Leavenworth for October 20 and 21 was discussed. Due to schedule conflicts for the Board and staff, attendance for the two (2) day meeting is unlikely.

**B. Action:** Kelly will ask if there is any web link available for the meeting.

## **3. Surplus Property- I-Beams:**

**A. Discussion:** Kelly reported receiving one (1) bid for \$1,250; the bid exceeded the minimum price and was accepted.

## **4. Other Old Business:**

**A. Discussion:** Ponderay Industries requested a letter of support from the Port for their efforts in obtaining power from the PUD for starting up the papermill.

**B. Action:** A letter of support was drafted. Motion to approve the letter of support was made by Commissioner Gentle, seconded by Commissioner Peterson, and so ordered by Chairman Kiss.

## **Board Travel Plans/Meetings:**

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

**B. Action:** None necessary.

## **Reports:**

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

- Commissioner Gentle reported on the County Comprehensive Plan.

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

- Based on an FRA inspection on the crossing signals, an updated plan and procedures were implemented for taking signals out of service when working within the circuit or when the signals malfunction.
- She has feelers out for storage cars.
- Website issues continue. Meeting on Thursday for assistance with the problems.
- Preliminary budget process. Will be on the agenda for the October meeting.
- PUD will be having a third-party work within the right-of-way; she will require insurance and fees for any land use by the third-party for storing materials..
- She and Corey attended a PUD meeting at Box Canyon in support of Ponderay Industries.

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

- Car repairs for July \$13,181.70 and for August \$12,468.63. Due to changes by the AAR, this will be more in line with the type of monthly revenue we will receive for car repairs.
- Unit 4 hyrail inspection underway as required by the FRA.
- Unit 8 needs some minor repairs.
- Zipley Fiber did a bore under the tracks at Priest River.
- Working on tie pricing for both new and used ties.
- Working on budgetary items to assist Kelly.
- Worked up two (2) separate bids for a Vaagen Brothers crossing expansion.

**4. Auditor – Susan Bluff:**

- Distributed financial report and storage car information for the month ending August 31, 2022. She also stated she received a notice from the IRS regarding an audit for the 2020 calendar year on accounts payable and 941 reports.

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

- 102 Generator is installed, need to replace the valve covers before testing.
- 2294 – finished the paint job. It will ship out this week.
- Cummins Inspection and grant information had one (1) attendee from Tacoma Rail.
- 2873- N-Force rewire job in the shop.
- Finished a paint job on a school bus turned into a camper.

**Records for Approval:**

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

**B. Warrants:** Operating Expense warrants 51274-51367 totaling \$224,986.31 approved as submitted.

**Executive Session:** An executive session was called at 11:30 a.m. for approximately 5 minutes under RCW 42.30.110(b) to discuss a real estate matter. At 11:36 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.

**Board Workshop:**

Budget items were discussed for the 2023 calendar year.

**Adjourn:** There being no further business Chairman Kiss adjourned the meeting at 12:41 p.m.



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Ryan Kiss, Chairman



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Kelly J. Driver, Manager

Date Approved:

10/11/2022