

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: October 11, 2022**

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:03 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.

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 13, 2022 as presented. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

Comments: None at this time.

Correspondence: Request from Cusick Food Bank for assistance; to be discussed under new business.

Old Business:

1. Wolfred Property Update:

A. Discussion: Kelly reported that the DOE has commented on the SEPA and the fish bearing stream; she is sending a letter disputing that matter along with pictures to support the evidence that there is not a stream or wetland on Port property.

2. Other Old Business: None at this time.

New Business:

1. Preliminary Budget:

A. Discussion: The preliminary budgets for the Operating Expense Fund, Capital Improvements Fund and Insurance Reserve Fund were discussed. Based on discussion, Kelly will amend the Final Operating Expense fund budget for the November meeting.

B. Action: General Board consensus based on conversations to accept the Preliminary budgets, with changes for the final budget to be made.

2. Food Bank Donation:

A. Discussion: The Cusick Food Bank request for assistance was discussed.

B. Action: Commissioner Gentle moved to approve \$150 for the food bank as a public relations benefit to the Port. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

3. Salary Schedule Update:

A. Discussion: An updated salary schedule was provided by staff with the recommendation to approve an increase for an employee due to certification as engineer.

B. Action: Motion to approve the updated salary schedule was made by Commissioner Peterson. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

4. Other Old Business:

A. Mobile Phone Service Provider:

1. Discussion: Staff discussed the possibility of changing mobile phone coverage with the Board.
2. Action: Staff will find out more information, costs, and coverage.

Board Travel Plans/Meetings:

- A. Discussion: Commissioner Gentle attended a meeting with Kelly and Corey regarding a real estate matter. No additional meetings are planned for the Board.
- B. Action: Commissioner Gentle's time and mileage for the October 7th meeting will be added for reimbursement.

Reports:

1. **Board of Commissioners:** None at this time.

2. Manager, Kelly Driver:

- Preliminary budget work.
- Attended the PUD Townhall meeting at the Camas Center with Corey.
- Received assistance from the County with the website issue.
- WPPA is working to pass a railroad tax miles credit, similar to the federal tax credit, with the State legislature.
- Medical and other benefit insurance application submitted for 2023.
- Issues with the security alarm setting off false alarms. A new panel has been installed.
- Railroad Liability insurance application has been submitted.
- We received our 45G tax miles credit payment.

3. Roadmaster, Corey Ives:

- Discussed an AAR audit and inspection matter.
- Signs regarding shut-down process have been placed in the locomotives due to FRA inspections.
- Boring project watchman provided at Priest River for Ziply Fiber.
- Vaagen's crossing work completed by crews.
- Crews are installing ties, regulating, tamping, and cleaning up getting ready for winter.
- Sinkhole issues near Albeni Falls Dam.
- Roger is working on Slide Fence removal at milepost 1408.
- Bonner County will be doing asphalt work at Thama and Berry Lane this week. Crews replaced ties and planks prior to the asphalt work.
- Car repairs for September totaled over \$13,000.

4. Auditor – Susan Bluff:

- Distributed financial report and storage car information for the month ending September 30, 2022.
- She is training an employee on the train billing program for days she is unavailable.
- Two storage cars are in route.

5. Chief Mechanical Officer-Myles Keogh:

- Doing an impressive amount of clean-up work. Western Rail has ordered a gondola to get rid of their scrap that has been stored on POVA property.
- 102- still waiting on parts.
- 2873 – almost done with repair work. Western Rail still needs to sell this locomotive.

- Upcoming jobs include a switcher for rebuild and another company coming to look at the Cummins unit.
- 66476- painted and shipped.
- Discussion on rail car painting.

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 51368-51461 totaling \$161,544.82 approved as submitted.

Executive Session: An executive session was called at 10:30 a.m. for approximately 30 minutes under RCW 42.30.110(b) to discuss a real estate matter. The executive session was extended at 11:00 a.m. for approximately 30 minutes. At 11:32 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: None at this time.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 11:35 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved:

Nov 8, 2022