

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: November 8, 2022**

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:04 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Chairman Kiss, Commissioner Gentle, Commissioner Peterson (arriving at approximately 9:10 a.m.) 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 Gentle moved to approve the minutes of October 11, 2022 as presented. Motion seconded and so ordered by Chairman Kiss.

Comments: None at this time.

Correspondence: A thank you note from the Cusick Food Bank was read.

Advertised Item: 2023 Final Budget, Salary Schedule, Resolution 2022-01.

A. Discussion: Budget discussion was held. No changes were requested by the Board or staff.

B. Action: Commissioner Gentle moved to approve the 2023 Budgets for the Operating Expense Fund, Capital Improvements Fund and the Insurance Reserve Fund as submitted. Commissioner Peterson seconded the motion, so ordered by Chairman Kiss.

Old Business:

1. Wolfred Property Update:

A. Discussion: Kelly reported the Forest Practice Application has been approved. She will be working on additional paperwork as required.

2. Other Old Business: None at this time.

New Business:

1. Request for Sponsorship – North Pend Oreille Lions:

A. Discussion: Board and staff discussed a request for funding received from the North Pend Oreille Valley Lions Club.

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

2. Resolution 2022-02 – Surplus Property:

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

B. Action: Commissioner Gentle moved to Resolution 2022-02. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

3. 2023 Personnel Policy Draft:

A. Discussion: Kelly provided a draft to the Personnel Policy incorporating changes made throughout the year as well as cleaning up policy language. Changes were discussed. Kelly will finalize the Table of Contents and will present the document at the December meeting for adoption.

B. Action: No action necessary at this time.

4. Other Old Business:

A. Happy Feet Request for Sponsorship:

1. **Discussion:** A request to assist with the purchase of shoes, and expanding coverage into the Priest Lake area, by Real Life Ministries, was discussed.

2. **Action:** The Board declined this request.

Board Travel Plans/Meetings:

A. Discussion: No travel or meetings are anticipated at this time.

B. Action: None required.

Reports:

1. Board of Commissioners: None at this time.

2. Manager, Kelly Driver:

- Drug testing completed for 2022; 2023 will still require testing at the 50% rate.
- Working on a draft of Timetable 22 for railroad operations.
- Working on a private crossing matter.
- Newport alarm replaced a control panel after a failure of the system.
- The Port will, for now, be staying with Verizon Wireless.
- She and Corey attended a meeting at Merkle Standard which included Dr. Lisa Brown with the Washington State Department of Commerce.

3. Roadmaster, Corey Ives:

- Car repairs for October \$13,173.55 He is continuing to work on the audit items.
- Vaagen Brothers crossing is complete.
- Concrete panel work at the crossing at Safeway in Newport is also done.
- Berry Lane, on the Idaho side, also required updated planking.
- Crews have everything pretty well ready for winter; the regulator will be brought back for snow gear to be installed. Additional track equipment will also be brought back to the shop for maintenance work as time allows during the winter.
- Trespass and hunting issues at Wolfred crossing area; signs have been made, and will be posted, advising people not to trespass or hunt on the tracks, the railroad right-of-way, and on Port property.
- A carload of railroad ties has been ordered. Two (2) plants in the U.S. have closed operations so ties were ordered now to ensure availability.

4. Auditor – Susan Bluff:

- Distributed financial report and storage car information for the month ending October 31, 2022.
- Discussion with the Board regarding requirements by the Washington State Auditor for a policy on leases which not only includes land but also equipment. This new requirement will be an accounting nightmare

5. Chief Mechanical Officer-Myles Keogh:

- Western Rail's gondola is here, crews are loading up scrap wheels.
- Three (3) locomotives in route for various work.
- Crews turned the wheels on 1745.

- 102 loads now, additional work to be done.
- Western Rail's Dash 3 rewire is complete, waiting for it to be sold.
- Cummings unit is possibly sold.
- The former Rotary Club cars are being worked on to move out.

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 51462-51549 totaling \$153,009.42 approved as submitted.

Executive Session: An executive session was called at 10:10 a.m. for approximately 45 minutes under RCW 42.30.110(b) to discuss a real estate matter and under 42.30.110(g) to discuss public employee matters. At 10:52 a.m. Chairman Kiss brought the meeting back to order and stated no decision were made in executive session. The Board gave their general approval to continue with a purchase of land as allowed by the comp plan and by Resolution 2014-05 (Delegation of Powers to the Manager).

Board Workshop: Discussion with Board on comp plan. No changes are anticipated at this time.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 10:55 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved:

Dec. 13, 2022