

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: December 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 (via telephone) 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 November 8, 2022 as presented. Motion seconded by Commissioner Gentle and so ordered by Chairman Kiss.

Comments:

1). Kelly stated that the agenda was not able to be posted to the website due to no internet service, the phone hotspot did not work for posting either. Internet and telephone service went out on Friday, December 9th, and are still disrupted due to an accident at Vaagen Brother's Lumber mill.

2). Commissioner Peterson gave his verbal approval for Corey Ives to sign documents on his behalf today.

Correspondence: A thank you from the North Pend Oreille Lions Club was read.

Old Business:

1. Personnel Policy Update Resolution 2022-03:

A. Discussion: Kelly presented the resolution for accepting the changes to the Personnel Policy with an effective date of January 1, 2023.

B. Action: Commissioner Gentle moved to approve Resolution 2022-03. Motion seconded by Commissioner Peterson and so ordered by Chairman Kiss.

2. Other Old Business:

A. Lease Policy:

1. Discussion: Kelly stated that she is still trying to get the Port of Port Townsend's policy for review and discussion. WPPA has again been contacted. Hopefully more information will be available for the January meeting. Other Port Districts were also unaware of this new State requirement.

New Business:

1. Small Works Application Form:

A. Discussion: Kelly presented an updated small works application form for consideration.

B. Action: The Board gave their general consensus approval for the new form use effective January 1, 2023.

2. Bankruptcy purchase offer:

A. Discussion: Kelly presented information from Argo Partners on their offer to purchase the debt owed by the bankruptcy of Ponderay Newsprint. The Port wrote off over \$80,000 as uncollectible with the

bankruptcy of Ponderay Newsprint. Argo Partners offered \$9,907.00 with other terms and conditions. Discussion followed.

B. Action: The Board declined the offer from Argo.

3. Other New Business:

A. Board Organization for 2023:

1. Discussion: The Board talked about the positions for 2023. By general consensus it was determined that Ryan Kiss will serve as Chairman, Kimberly Gentle will serve as Vice Chairman, and Keith Peterson will be the Secretary for 2023.

Board Travel Plans/Meetings:

A. Discussion: No travel or meetings for the remainder of December or into January are anticipated at this time.

B. Action: None required.

Reports:

1. Board of Commissioners: Commissioner Gentle stated the County Comprehensive Plan appeal was denied by the Hearings Examiner. It must still be approved by the Planning Commission and the approved by the Board of Commissioners before it becomes final. Discussion followed.

2. Manager, Kelly Driver:

- Railroad Liability application quotes should be in soon for 2023.
- The land sale for the additional seven (7) acres at Wolfred has been completed. Working on the State paperwork for the stormwater matter. She and Corey met with the County planning department on this matter as well.
- The lease policy was discussed. The WPPA and other Port Districts have been contacted. The only Port that the WPPA knows that has a policy is the Port of Port Townsend and they have been non-responsive in getting information from. Kelly will continue to pursue.
- Kelly, Corey, and Myles had a meet and greet with multiple FRA inspectors including a new Motive Power inspector for this area.
- All employees met with an insurance representative from the WCIF. Some employees made updates to voluntary coverage policies; all policies are updated and ready for 2023.
- Working on options for car storage as well.

3. Railroad Operations Manager, Corey Ives:

- The Regulator, which is used for snow service in the winter, is currently broken down. Myles inspected this morning and said it has a broken leaf spring.
- Car repairs for November 2022 were approximately \$11,000. Discussion was held on the AAR inspection and report as well.
- Corey performed inspections on 17 tank cars for outbound movement. Currently only two (2) Marathon tank cars online.
- Working on snow removal.
- The carload of railroad ties arrived. There is a good supply on hand for 2023.

4. Auditor – Susan Bluff:

- Distributed financial report and storage car information for the month ending November 30, 2022.
- Susan also updated the Board on the IRS audit. It is closer to being finished.

5. Chief Mechanical Officer-Myles Keogh:

- Cummings unit has sold. Crew are repainting it according to customer specifications.
- Waiting on BNSF to inspect one of the passenger cars so it can be shipped to the customer.
- 1745 had several issues with the Hotstart unit.
- 102 needs additional work on the governor.
- Current jobs in the shop include and engine rebuild and paint job, a Deturbo and paint job and a rewiring job with a paint job.

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 51550-51638 totaling \$337,706.93 approved as submitted.

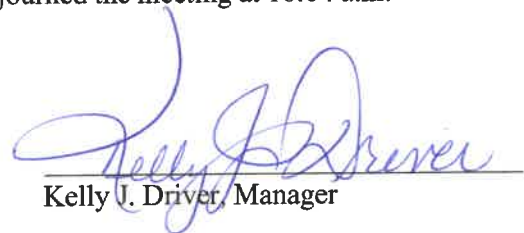
Executive Session: No executive session was held.

Board Workshop: None

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 10:04 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: Jan. 10, 2023