

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: May 9, 2023**

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.

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 April 11, 2023 as presented. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

Comments: None

Correspondence: None

Old Business:

1. Newport property purchase:

A. Discussion: The purchase of property in Newport has been finalized. The property is within the City of Newport's UGA so any development will have to go by the City's regulations. Discussion was held on annexation fees, demolition permits, asbestos checking, and more.

2. FTZ:

A. Discussion: Next steps were discussed for moving forward with an FTZ. Staff will continue working on this project.

B. Action: None necessary.

3. Grants:

A. Discussion: Future plans for Tier 3 and Tier 4 locomotive conversions were discussed and possible grant opportunities for the Port.

4. Ponderay Newsprint Bankruptcy Settlement:

A. Discussion: The bankruptcy attorney sent forms which have been completed and returned. The Port will not receive full payment but should receive around \$59,500.

5. Historical Society Cars:

A. Discussion: There was discussion on the efforts of the Inland Empire Historical Museum to get the cars moved on a hospital train as well as liability issues.

B. Action: Kelly will follow up to get these cars moved out.

6. Other Old Business:

None at this time.

New Business:

1. Katherine Maupin Memorial Ride:

A. Discussion: The annual ATV ride is scheduled for May 20th and includes crossing railroad property. A certificate of insurance, naming the Port as an additional insured, has already been provided.

B. Action: Commissioner Gentle moved to approve the use of railroad right-of-way for this ride. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

2. PUD Calispell Dike Project:

A. Discussion: Kelly and Corey attended a PUD meeting where repairs to the pumping station were discussed. The Port is not involved in any of the repair issues; however, the project will require the use of the tracks for a week or more. The timeline is not yet set as the project requires FERC approval.

3. Newport Rodeo Advertising:

A. Discussion: Kelly provided information received from the Newport Rodeo Association regarding sponsorship costs for 2023.

B. Action: Chairman Kiss moved to forego advertising at this event. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss. Commissioner Gentle abstained from voting.

4. Other New Business:

A. Windows:

1. Discussion: Due to issues with windows becoming loose there was discussion regarding replacing a portion of the windows. Staff will get pricing to have windows made. Port employees will do the installation.

B. Chairs:

1. Discussion: With the replacement of meeting room chairs, there was discussion regarding donating the old chairs to another public entity or non-profit organization. Board members suggested the Town of Metaline or the North Pend Oreille County Chamber.

Board Travel Plans/Meetings:

May/June Meeting- Attendance/Authorizations:

A. Discussion: Commissioner Gentle will be attending the EDC meeting May 17th. Chairman Kiss and Commissioner Gentle will be attending the County Commissioner meeting at 1:30 p.m. today for the Economic Development Summit.

B. Action: Meetings approved.

Reports:

1. Board of Commissioners:

Commissioner Gentle reported on the May EDC meeting and clarified that the function of the CEC is to share information and offer support, they are not grant writers for everyone.

2. Manager, Kelly Driver:

- Photos taken at Wolfred property before logging activities begin.
- The website issues were finally resolved earlier this morning. Working on changes for this matter.
- Pulmonary Function Testing on new employees completed. Not all new employees are required to take this test.

- She taught Jared Smiley the GCIS program which is a federal database of all public and private grade crossings. All crossings are required to be updated no less than every three (3) years. Jared did an excellent job.
- Vision and Hearing testing completed on new employees.
- Worked on possible updates for the Port's Comprehensive Plan.
- More time spent on FTZ research.
- Insurance coverage on the new property in Newport is in place. For the buildings only liability and clean-up coverage were secured.
- She and Susan met with the WCIF for 2024 insurance changes.
- Updating existing FRA programs for compliance with new regulations and creating additional programs as now required as well.
- Reported on bridge graffiti; individuals were caught by the Bonner County Sheriff.
- WPPA staff will be here on May 15th for a tour of Port facilities and a hyrail trip to Newport.

3. Railroad Operations Manager, Corey Ives:

- Car repairs for April were just over \$12,300.
- Working with BNSF on trying to obtain bridge ties.
- Crews worked on replacing the inside sheeting in a bark car.
- Locomotive fueling is being done in Priest River in order to save 50 cents per gallon on the "carbon fee" charged by Washington State.
- FRA inspectors were around the area. Missing signs have been replaced. He also had discussions with the hazardous materials inspector regarding questions on programs.
- Weed spraying activities are scheduled for next week.
- Crews are installing ties and switch ties at TriPro.

4. Auditor – Susan Bluff:

- Distributed financial report and storage car information for the month ending April 30, 2023.
- Provided a shop projects spreadsheet showing billed projects for April and May 2023.

5. Chief Mechanical Officer-Myles Keogh:

- Completed projects include:
 - Painted two dump boxes for Selkirk Seal Coating.
 - PUD dump truck painted.
- Current projects:
 - 2- SD-40s for traction motors and wheels as well as painting.
 - One locomotive is coming for new packs and painting.
- Discussed potential expanded shop location, size of shop and other information if a grant can be secured.
- POVA work included:
 - Crane repairs.
 - Training new employees.
 - Picked up more tools and toolboxes for additional employees.
 - He completed his 8-hour annual refresher training for asbestos. Tyler completed the 32-hour course for asbestos training as well.

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 52018-52125 totaling \$618,399.60 approved as submitted.

Executive Session: At 11:35 a.m. Chairman Kiss recessed the regular session to meet in executive session in compliance with RCW 42.30.110 (b) and (g), for approximately 60 minutes. At 12:30 p.m. Chairman Kiss brought the regular meeting back to order. There were no decisions made in the executive session.

Recess: Due to the Economic Development Summit at the County Commissioners office in Newport, Chairman Kiss recessed the remainder of the meeting with Kelly posting a notice about the continued meeting on May 31 beginning at 8:00 a.m.

The continued meeting will begin with executive session matters followed by a Board workshop at 10:30 a.m. Kelly will invite the PUD and County Commissioners to attend the workshop portion of the meeting.

Commissioner Gentle, Chairman Kiss and Staff members Corey Ives and Kelly Driver attended the meeting in Newport for discussion purposes only. No Port business was acted upon at this meeting. The County Commissioner meeting ended at 3:15 p.m.

Continued meeting – May 31, 2023:

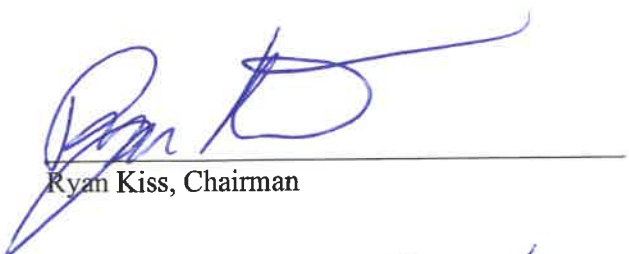
Chairman Kiss called the continued meeting to order at 8:00 a.m. and immediately recessed the regular session to meet in executive session in compliance with RCW 42.30.110(b) and (g), for approximately two (2) hours. At 10:00 a.m. Chairman Kiss brought the regular meeting back to order. There were no decisions made in the executive session and no final action taken as a result of the executive session.

A recess was called from 10:00 a.m. to 10:30 a.m.

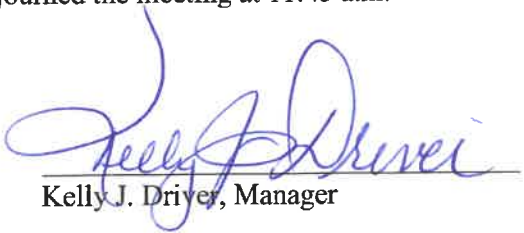
Board Workshop: Joining the continued meeting were County Commissioners John Gentle and Robert Rosencrantz. Pend Oreille County resident Ben Richards was also in attendance.

General discussion was held on Port owned property, ideas for the use of these properties, Port powers, the County Comp Plan, available County funds to assist with economic development project, revenue generation and job creation. Housing issues within the County and long-term growth plans were discussed as well. Reviving meetings between the County, PUD and Port Commissioners was also discussed. The Port and County Commissioners are in favor of restarting these meetings provided that they are productive. Kelly will attend a PUD meeting for their input on these as well.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 11:45 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: 06/13/2023



PORT OF POND OREILLE dba POND OREILLE VALLEY RAILROAD

1981 Black Road, Usk, WA 99180 • (509) 445-1090 • 445-1750 • FAX: (509) 445-1522

May 9, 2023

PUBLIC NOTICE:

The Port of Pend Oreille Board of Commissioners recessed their regular meeting at 12:31 p.m. in order to be able to attend the Economic Development Summit at 1:30 p.m. today. This meeting is being held in the Pend Oreille County Commissioner meeting room in Newport.

The Port will reconvene on May 31st at 8:00 a.m. to continue our regular meeting.

**Kelly J. Driver,
Manager**

Posted: 05/09/2023 12:35 pm