

MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: June 13, 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. Also attending, Abby Gribi, Newport City Administrator

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 May 9, continued to May 31, 2023 as presented. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

Comments:

Newport City Administrator, Abby Gribi, provided information regarding the property near the city recently purchased by the Port. Discussion included annexation, water and sewer availability, options for use and requirements for various options.

In discussing the needs for the City, Abby mentioned a hotel, event center, as well as manufacturing options.

Information was provided on fire department services, new home opportunities being developed, and the need for affordable, working-class, family homes.

Correspondence: None

Old Business:

1. Logging:

A. Discussion: The logging at Wolfred is underway with good progress being made on the west side of the state highway.

2. Comp Plan:

A. Discussion: Staff's draft plan, with Commissioner Gentle's suggested changes, was discussed.

B. Action: Kelly will make updates and the revised version will be discussed at the July meeting.

3. Grants:

A. Discussion: Grant writer contract discussed.

B. Action: Commissioner Gentle moved to authorize Kelly to sign the contract with Prime Focus LLC. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

4. Historical Society Cars:

A. Discussion: The Historical Society located valves for the cars, and they are ordered. They will then contract for the valves to be installed and an air test completed.

5. Other Old Business:

None at this time.

New Business:

1. Salary Schedule Update:

A. Discussion: An updated salary schedule was provided based on step schedule adjustments and new certifications.

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

2. 9-Commissioner Meeting:

A. Discussion: Kelly stated she attended the PUD Commissioners meeting and spoke about revitalizing the 9-Commissioner meeting group from previous years. There was discussion regarding the Survey Monkey results as well. Kelly will look over the survey results and work on getting a meeting date, time and location set up.

3. Other New Business:

None at this time.

Board Travel Plans/Meetings:

June/July Meetings- Attendance/Authorizations:

A. Discussion: Commissioner Gentle will be attending the EDC meeting later this month. There is also an Open House at Merkle Standard on June 26th which Board members have been invited to attend. If there is a quorum at this June 26th meeting, there will be no Port business discussed.

B. Action: Meetings approved.

Reports:

1. Board of Commissioners:

There will be changes with the EDC with Jamie Wyrobek's resignation. There is supposed to be a meeting next week.

2. Manager, Kelly Driver:

- Spoke at the WPPA Spring meeting.
- Update some internal auditing of FRA reporting.
- Drug testing issues resolved. Poppy seed muffins can throw disruptive test results.
- Jackson property information requests continue.
- Insurance reviews being done.

3. Railroad Operations Manager, Corey Ives:

- Car repairs for May were over \$17,000. The labor rate will increase in July to over \$194.
- Weed spraying began yesterday, continuing north today. More acreage is being sprayed this year.
- Marked over 700 ties, the crews are slowly working on them. Being short-staffed and a broken boom on the backhoe has caused delays in track work. Fish plating is being welded to backhoe and operational changes will be made.

4. Auditor – Susan Bluff:

- Distributed financial report and storage car information for the month ending May 31, 2023.
- Provided a shop projects spreadsheet showing billed projects for May 2023.

5. Chief Mechanical Officer-Myles Keogh:

- Discussed current paint jobs.
- 102 now has computer issues to be resolved before it can be put into freight service.
- The shop is busy; things are going good.


Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 52126-52228 totaling \$233,109.25 approved as submitted.

Executive Session: At 11:50 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 90 minutes. At 12:50 p.m. the executive session was continued for approximately another 20 minutes. At 1:12 p.m. Chairman Kiss brought the regular meeting back to order. There were no decisions made in the executive session. No final action was taken as a result of the executive session.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 1:15 p.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: July 11, 2023