

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: August 8, 2023**

**Call to Order:**

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:01 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Chairman Kiss, Commissioner Gentle, Commissioner Peterson (via telephone at 11:18 a.m.) and Port staff members Kelly Driver, Susan Bluff, 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 July 11, 2023 as presented. Motion seconded and so ordered by Chairman Kiss. Commissioner Gentle moved to approve the minutes of the Special Meeting of July 19, 2023. Motion seconded and so ordered by Chairman Kiss.

**Comments:** None

**Correspondence:** None

**Old Business:**

**1. Wolfred Property- slash piles:**

**A. Discussion:** Kelly reported that a letter had been received from the DNR regarding the slash pile at Yergens Road and Highway 20. In discussing the matter with DNR she explained that the Port only owns one-acre on that side of the highway so there was not an opportunity to move it further from the roads.

She also reported that the slash piles will be taken by a contractor for Avista later this fall. Burning will not be required.

**2. FTZ:**

**A. Discussion:** Kelly learned that an FTZ cannot be established with a build it and they will come mindset. There must be a tenant before the work can begin. The paperwork takes around six months to complete once all the information is collected.

**3. Pend Oreille Representatives Workshop:**

**A. Discussion:** Meeting was held at the Port office on July 19<sup>th</sup>, goals, procedures, and more were discussed. Next meeting will be hosted by the PUD in November.

**4. Historical Society Cars:**

**A. Discussion:** Repairs have been made, waiting on the BNSF to inspect the cars for movement.

**5. EDC Dues:**

**A. Discussion:** The Board had previously requested a report by the EDC Director before paying the 2023 dues. With the departure of the director, the report was not provided so the dues have not been paid. Discussion was held.

**B. Action:** General consensus was to wait to see what happens during the EDC restructuring.

**6. Other Old Business:**

None at this time.

**New Business:**

**1. Salary Schedule Update:**

- A. Discussion:** Tabled until after the Executive Session  
**B. Action:** See information under “Executive Session”.

**2. EDC Representative(s):**

- A. Discussion:** Conversation regarding having an official written designation, with an alternate, was discussed.  
**B. Action:** A motion to sign a letter to the EDC, naming Commissioner Gentle as the primary representative and Kelly Driver as the alternate, with full voting authority, was made by Commissioner Gentle. Motion seconded and so ordered by Chairman Kiss.

**3. Other New Business:**

None at this time.

**Board Travel Plans/Meetings:**

**August/September Meetings- Attendance/Authorizations:**

- A. Discussion:** Commissioner Gentle may not be able to attend the August 16<sup>th</sup> meeting of the EDC.  
**B. Action:** Meetings approved, with Kelly available to attend the EDC meeting in Commissioner Gentle’s place.

**Reports:**

**1. Board of Commissioners:**

Commissioner Gentle reported on the EDC meeting at Metaline on August 3<sup>rd</sup>. The final outcome of the EDC vote was the same as that of the July 19<sup>th</sup> meeting. The EDC will go through an RFP process and request permission from the County Commissioners to reassign the ADO duties.

**2. Manager, Kelly Driver:**

- Work continues on comp plan.
- She, Corey, and Commissioner Gentle met with a potential developer on the Newport property.
- An employee is currently out on PFML.
- A log truck took out part of the signals at Highway 2 in Newport. Estimate to repair is over \$15,000. We are waiting on replacement costs in order to bill the insurance company. Two City of Newport employees have provided statements and got the information on the trucking company. Perfection Tire employees moved the damaged parts from the roadway while our signal maintainers were in route.
- She met with Pend Oreille Innovation and WSU and the Greenhouse project.
- Attended the Land Use Committee in Newport.
- Called out to Dalkena. Kids playing in rail cars.
- The former owners of the Newport property are much closer to having their items out. They have until August 31<sup>st</sup> to be done.

**3. Railroad Operations Manager, Corey Ives:** Absent

**4. Auditor – Susan Bluff:**

- Distributed financial report and storage car information for the month ending July 31, 2023.
- Provided a shop projects spreadsheet showing billed projects for July 2023.
- Only two storage cars remain online.

**5. Chief Mechanical Officer-Myles Keogh:**

- Three locomotives should move out within a month; one is mechanical work only, the other two will also be painted.
- Another Cummins rebuild is on the way; this locomotive has been sold already.
- Crews have an SD-40 to build.
- Has enough work to go through mid- 2024.
- 102 is out operating for testing.
- 1745 in for repairs, waiting on parts.

**Records for Approval:**

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 52333-52430 totaling \$209,749.40 approved as submitted.

**Board Workshop:** The Board workshop was moved on the agenda to be held prior to the Executive Session.


1. PowerPoint Presentation – shop expansion. Commissioner Gentle went through a PowerPoint presentation that she has started on the shop expansion project. She explained the slides and concepts.

**Executive Session:** At 11:15 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 25 minutes. At 11:40 a.m. Chairman Kiss brought the regular session back to order, stating no decision has been made in executive session.

As a result of the executive session, Commissioner Peterson moved to approve the Salary Schedule as presented and authorized Myles Keogh to sign the Salary Schedule on his behalf. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

Commissioner Peterson also moved to authorize Kelly to negotiate with an individual for an in-house grant writer position. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

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

  
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Ryan Kiss, Chairman

  
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Kelly J. Driver, Executive Director

Date Approved: 