

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: July 11, 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 (via Zoom at 10:00 a.m.), 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 June 13, 2023 as presented. Motion seconded and so ordered by Chairman Kiss.

**Comments:** None

**Correspondence:** None

**Old Business:**

**1. Wolfred Property:**

**A. Discussion:** The logging at Wolfred has been completed. State conversion approval is required for future development. A burn permit will also be required. Staff will begin working on these items. The County still has challenges with the Comp Plan being tied up in court; they have not been able to reclassify the property out of NR 20.

**2. Comp Plan:**

**A. Discussion:** Changes being updated. Changes and additions will be made to the economic development section.

**3. 9 – Commissioner Meeting:**

**A. Discussion:** Kelly has the meeting scheduled for 2:00 p.m. on Wednesday, July 19<sup>th</sup> in the Port office. The agenda will include goals, meeting frequency, who to have at the table on a regular basis.

**4. Historical Society Cars:**

**A. Discussion:** The Historical Society worked on the cars at Dalkena. One car is ready to go, the other needs more parts which have been ordered.

**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 hiring a temporary summer help employee.

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

## **2. 45G Tax Credit \$211,200:**

**A. Discussion:** Kelly stated the 45G tax payment has already been received and is higher than in previous years. The broker will be submitting an invoice for their work for \$15,000.

## **3. Engineering Services:**

**A. Discussion:** There was discussion regarding requesting engineering and architectural services for the proposed shop expansion project. Staff will meet to discuss the project more in depth and will prepare the legal notice calling for qualifications.

**B. Action:** General approval was given to start the process.

## **4. Other New Business:**

None at this time.

## **Board Travel Plans/Meetings:**

### **July/August Meetings- Attendance/Authorizations:**

**A. Discussion:** Commissioner Gentle requested to attend the WPPA Commissioner Meeting to be held in Union, Washington on July 24<sup>th</sup> through the 26<sup>th</sup>. The agenda includes Planning, Port District Role in Housing, Relationships with Cities and Counties, and Board and Staff Roles and Responsibilities. Kim will also be attending the July 19<sup>th</sup> EDC meeting, and at least two Board members will be at the 9-Commissioner meeting on the 19<sup>th</sup> as well.

**B. Action:** Meetings approved.

## **Reports:**

### **1. Board of Commissioners:**

Kim reported on the meeting with Staff and Western Rail discussing our joint operations, past, present, and future.

### **2. Manager, Kelly Driver:**

- 9-Commissioner meeting set up.
- She is assisting the EDC due to EDC Director departure.
- She and Corey met with a Wetlands Specialist at the Wolfred property. No wetlands found, now going through the process with the County.
- Public records request received from "Open The Books". The requested information has been provided.
- Attended the Merkle Standard greenhouse project open house.
- Discussed Foreign Trade Zone information with Todd Woodard from the Spokane Airport. Information was shared with the Board.

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

- Car repairs for June totaled \$21,103.98.
- Wisconsin Street Crossing in Priest River has new asphalt. The cost of the project is to be split with the City of Priest River. The City wants to do additional work in the area that may conflict with railroad operations.
- Has attended meetings with loggers and the forester for the Wolfred logging project.
- Backhoe repairs are done. A new seat is needed, tried an after-market seat and it did not work. New seats are hard to find and cost approximately \$6,000.
- Summer help started yesterday.
- A minor incident occurred at Snug Harbor when a private vehicle pulling an empty boat trailer pulled out in front of the train. The train crew did a remarkable job, followed all procedures, and no one was injured and only a scuffed fender on the boat trailer. Vehicle operator took full

responsibility. Bonner County deputies and Idaho State Patrol responded; no citations issued to driver.

**4. Auditor – Susan Bluff:**

- Distributed financial report and storage car information for the month ending June 30, 2023.
- Provided a shop projects spreadsheet showing billed projects for June 2023.
- Car storage is holding steady.

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

- A switcher was painted and is in the shop. Another company is wrapping this locomotive as well.
- Painting an SD-40 now, another to be painted, with another SD-40 to go in the shop for mechanical repairs.
- The shop has work lined up through the end of the year.
- 8310's governor failed, used the one from 102.
- 8325 wheels have to be turned due to high flange.

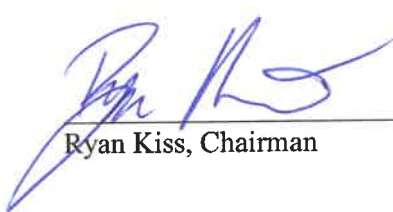
**Records for Approval:**

**A. Time and Expense Sheets:** Approved as submitted.

**B. Warrants:** Operating Expense warrants 52229 - 52332 totaling \$212,742.66 approved as submitted.

**Executive Session:** At 10:34 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 40 minutes. At 11:13 a.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 11:15 a.m.

  
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Ryan Kiss, Chairman

  
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Kelly J. Driver, Executive Director

Date Approved:

August 8, 2023