

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: October 6, 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 (via Zoom) and Port staff members Kelly Driver, Susan Bluff, Corey Ives, Myles Keogh, and Sarah Reaveley (via Zoom).

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 September 12, 2023 as presented. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss. Commissioner Peterson moved to approve the minutes from the special meeting held on September 29, 2023. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

Comments: None

Correspondence: None

Old Business:

1. Shop Expansion – Selection of Architect:

A. Discussion: A lengthy discussion was held regarding the capabilities of James A. Sewell and Associates and MMEC. Information on recommendations for each company was presented as well.

B. Action: Commissioner Gentle moved to select MMEC for architecture and engineering services for the Port's anticipated shop expansion project, provided that a mutually acceptable contract can be agreed upon. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

2. Comprehensive Plan Draft:

A. Discussion: The current draft was presented and discussed.

B. Action: No Board action was necessary at this time. Kelly will advertise a Public Hearing to adopt the revised Comprehensive Plan at the November meeting.

3. Personnel Policy Changes:

A. Discussion: Conversation was held regarding changes to the Personnel Policy as discussed at the September regular meeting.

B. Action: Commissioner Peterson moved to approve the Personnel Policy changes. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

4. Policy 3009- Remote Work:

A. Discussion: Kelly presented the policy regarding remote work with a suggested change to include that all equipment and supplies are to be returned on the remote workers' last day of work.

B. Action: Commissioner Gentle moved to approve Policy 3009 with the change as discussed. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

5. Other Old Business: None at this time.

New Business:

1. Salary Schedule:

A. Discussion: Kelly provided a new salary schedule which includes the Grant Writer position as well as an increase for an employee who has passed additional skill testing.

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

2. Resolution 2023-01 Surplus Property:

A. Discussion: Kelly stated that the annual surplus property resolution needed to be approved which allows staff to dispose of surplus items under a certain dollar amount. The previous amount was \$10,000; with changes made by the legislature, the new amount is \$22,000.

B. Action: Commissioner Peterson moved to approve Resolution 2023-01 Surplus Property. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

3. Newport Property:

A. Discussion: A walk-through of the property in Newport will be held October 10th from 9:00 a.m. to noon for firms to provide a quote for a survey to check asbestos. If asbestos is found then abatement bids will also need to be obtained before any demolition can be completed. Kelly and Corey will be at the property for this walk-through.

4. Office Expansion:

A. Discussion: General discussion was held on the needed storage space and possible extra offices. Staff members are researching options and regulations.

5. Other New Business:

A. Logo:

1. Discussion: Conversation was held on updating the Port's logo in light of the new activities the Port is undertaking. Draft logos were presented; possible changes were made. Kelly will continue working on this matter.

Board Travel Plans/Meetings:

October/November Meetings- Attendance/Authorizations:

A. Discussion: Commissioner Gentle will not be able to attend the October EDC meeting. Kelly will represent the Port.

B. Action: None necessary.

Reports:

1. Board of Commissioners:

Commissioner Gentle reported that she will be attending a meeting regarding Washington Forest Protection in Grand Coulee as part of her job. Sarah is replacing Kim on the CEC.

2. Executive Director, Kelly Driver:

- Report on the EDC. The EDC and the Department of Commerce do not currently have a signed contract so there is no quarterly report due, it also means that no reimbursement can be made for the expenses. The Executive Board of the EDC will be pushing back the dates for the ADO applications by at least a week.
- Newport Towing approached her and Corey about an expansion. The City of Newport will not allow a mobile home, even for an office, so a modular building or a stick-built facility will be needed. More information will be provided as this moves forward.

- The final portion of the Economic Recovery Corp Grant for a Fellow was completed. Information on whether a Fellow, to be shared with TEDD, is anticipated by the middle of October.
- New employee paperwork completed.
- Working on the Comprehensive Plan, Newport Property issues and the Port logo.
- The WCIF application for employee benefits has been completed and turned in.

3. Railroad Operations Manager, Corey Ives:

- August and September car repair numbers were down due to less car orders and shipments.
- Tie installation is complete for the year. Crews are picking up used ties and are starting tamping; the big tamper is down and waiting for parts.
- Crews assisted BNSF in “no man’s land” near Dover with spreading rock.
- He met with a landowner near Newport on a possible location for a railroad crossing.
- He purchased so used railroad equipment from the Washington State Department of Enterprise Services (DES) and picked it up at Medical Lake.
- Prior credentials for a new employee as engineer and conductor have finally been received from the Union Pacific Railroad.

4. Auditor – Susan Bluff:

- Distributed financial report and storage car information for the month ending September 30, 2023.
- Discussion on the Insurance Reserve fund was held.

5. Chief Mechanical Officer-Myles Keogh:

- Two locomotives are ready to ship.
- One locomotive will be done by the end of the year.
- The newest Cummins locomotive is torn down and being worked on.
- More locomotives are headed to the shop for repairs.

6. Grant Writer – Sarah Reavelev:

- Reported her office equipment has arrived.
- She is updating her listings with various agencies.
- She has created a site map and digital version of the anticipated shop building.
- The Comp Plan draft is helping her make a narrative for grant opportunities.
- She is looking at 15 funding opportunities now.
- SAM registration has been submitted; approval should be next week.
- Idaho grant funding is on her radar too.
- She will be working with the CEC on grants prospects.

Records for Approval:

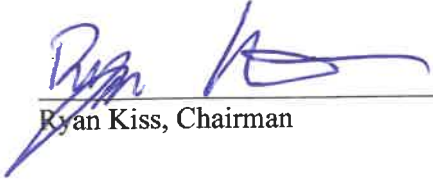
A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 52431-52638 totaling \$265,929.83 approved as submitted. Correction to agenda for warrant numbers; the correct warrant numbers are: 52532 -52637

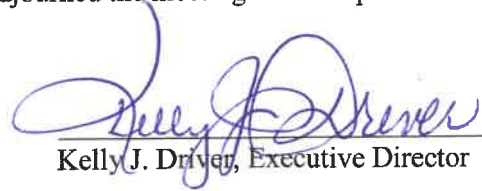
Executive Session: At 11:00 a.m. Chairman Kiss recessed the regular session to meet in executive session in compliance with RCW 42.30.110 (g), for approximately 60 minutes to discuss personnel issues. At 12:00 p.m. Chairman Kiss extended the executive session another 5 minutes. At 12:05 p.m.

Chairman Kiss brought the regular session back to order, stating no decision was made in executive session. No final action was taken.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 12:05 p.m.



Ryan Kiss, Chairman



Kelly J. Driver, Executive Director

Date Approved: Nov. 14, 2023

-