

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: November 14, 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 Peterson and Port staff members Kelly Driver, Susan Bluff, Corey Ives, Myles Keogh, and Sarah Reaveley (via Zoom). Also attending were Grethen Koenig and Brittany Totland.

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 October 6, 2023 as presented. Motion seconded and so ordered by Chairman Kiss.

Comments: None.

Correspondence: A thank you from the Cusick Food Bank was received for the 2023 sponsorship.

Public Hearing – Comprehensive Plan Updates:

A. Discussion: Kelly presented the updated Comprehensive Plan for discussion. Gretchen Koenig questioned whether the Port's upcoming application to be the Pend Oreille County ADO is a conflict of interest. Kelly responded that Port's are allowed by the Revised Code of Washington to engage in economic development activities and that several Port Districts in the State also serve as their county ADO.

B. Action: Commissioner Peterson moved to approve the Comprehensive Plan as presented. Motion seconded and so ordered by Chairman Kiss.

POYSA Presentation – Brittany Totland:

Ms. Totland provided a PowerPoint presentation and discussed the need for sport fields for both youth and adult sports in the area. The two youth sports organizations, POYSA and NYAA, have joined together to form the Pend Oreille Sports Association (POSA). The group is looking for property to develop and would like the Port to consider leasing or selling the recently acquired property along Highway 2 for this use.

Kelly and Sarah will work with Brittany on options and possible grants.

Old Business:

1. Architect and Engineer Contract:

A. Discussion: Kelly has requested contract rates from MMEC in order to move forward on the shop expansion. She requested that she and Corey be authorized to sign on behalf of the Port if acceptable rates are received prior to the December meeting.

Sarah reported there is a CERB grant that could provide up to \$50,000 for planning. The grant would require a 20 percent match. The grant is due November 28th and a presentation before the CERB board would be required in January.

B. Action: Commissioner Peterson moved to allow Kelly and Corey to sign the Architect and Engineering services contract provided that mutually acceptable terms are reached. Motion seconded and so ordered by Chairman Kiss.

2. ADO Application:

A. Discussion: Kelly reported that she is continuing to work on the ADO application and met with Commissioner Gentle on November 3rd to discuss and make changes. She requested permission to submit the application on the Port's behalf. The application is due December 4th.

B. Action: Commissioner Peterson moved to authorize Kelly to submit the application on behalf of the Port. Motion seconded and so ordered by Chairman Kiss.

3. Newport Property:

A. Discussion: The asbestos survey is underway and being completed by Environmental Specialties. Corey has done more work to secure the premises from use by transients including demolishing walls in the garage.

4. Other Old Business: None at this time.

New Business:

1. Preliminary Budget 2024:

A. Discussion: Kelly requested the item be tabled until after the executive session. (Note- Minutes are presented in the agenda order). After the executive session the Preliminary Budget was discussed.

B. Action: Commissioner Peterson made a motion to approve the preliminary agenda. Motion seconded and so ordered by Chairman Kiss.

2. Kalispel Tribe Sponsor Request:

A. Discussion: A letter requesting assistance sponsoring warm clothing, toys, and school supplies for Pend Oreille and Bonner County children was received from the Kalispel Tribe. The distribution would be at the American Legion in December. Discussion followed. Kelly will look into stocking hats or ear warmers that can have screen printing on them identifying the Port.

B. Action: Commissioner Peterson moved to approve \$150 as a community relations benefit for the Port. Motion seconded and so ordered by Chairman Kiss.

3. North Pend Oreille Valley Lions Club Sponsor Request :

A. Discussion: A request from the North Pend Oreille Lions Club was received asking for sponsorship of its holiday boards. The money raised is used to provide scholarship funds for Selkirk High School graduating seniors.

B. Action: Commissioner Peterson moved to approve the request in the amount of \$150 as a public relations benefit to the Port. Motion seconded and so ordered by Chairman Kiss.

4. Surplus Property - information:

A. Discussion: Staff presented information to the Board on items valued at less than \$22,500. The 2004 GMC, a parts computer previously used on POVA 102 and used ties in bundles of 16-20 were identified as being surplus to the District.

5. CERB Grant Resolution 2023-02

A. Discussion: Kelly and Sarah reported that a resolution is required for submitting the CERB grant application.

B. Action: Commissioner Peterson moved to approve and sign Resolution 2023-02. Motion seconded and so ordered by Chairman Kiss.

6. Salary Schedule:

A. Discussion: Kelly requested the item be tabled until after the executive session. (Note- Minutes are presented in the agenda order). After the executive session the salary schedule was discussed.

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

7. Step Program:

A. Discussion: Kelly asked if the Board wanted to continue to revise this program or delete it. Conversation was held.

B. Action: It was determined by general consensus to continue with the Step program and update salary ranges as necessary.

8. Policy 3008:

A. Discussion: Kelly informed the Board that she believes a time limit should be set for policy 3008 which deals with medical expense reimbursement. Discussion followed.

B. Action: Kelly will revise the policy for the December meeting with a limit of six months to submit the appropriate paperwork unless there are extenuating circumstances which will be considered on a case-by-case basis.

9. Other New Business:

A. TEDD Membership 2024:

1. Discussion: Kelly asked for confirmation that the Port will pay dues memberships to TEDD for 2024. General consensus was yes.

Board Travel Plans/Meetings:

November/December Meetings- Attendance/Authorizations:

A. Discussion: Kelly met with Commissioner Gentle on November 3rd regarding the ADO application.

B. Action: General consensus for approval.

Reports:

1. Board of Commissioners:

No report at this time.

2. Executive Director, Kelly Driver:

- ADO application.
- Updated credit card limits.
- Drug testing for 2023 completed.
- Asbestos survey award to Environmental Specialists. They took two days to complete the survey, we are awaiting results and information.
- Preliminary budget work.
- Comprehensive Plant finalized.
- Attended the WPPA Small Ports Association meeting in Chelan. Very informative meetings.
- ERC interviews, in conjunction with TEDD, will be held on Thursday.

3. Railroad Operations Manager, Corey Ives:

- October car repair numbers around \$16,000.
- Unit 4 was taken to a dealer for repairs. It was discovered there was corrosion in an electrical line. It has to be back in for front end work once the dealer receives the parts.
- Engineer recertification ride completed.
- Sorting ties at Dover.

- Crews are regulating and spreading ballast.
- The sink holes have been tamped.
- Crews have been working on some track defects noted by the WUTC including signage.
- Working with a possible new shipper.

4. Auditor – Susan Bluff:

- Distributed financial report and storage car information for the month ending October 31, 2023.

5. Chief Mechanical Officer-Myles Keogh:

- Shipped out two locomotives.
- Crews will start working overtime after the first of the year.
- He will be purchasing an iPad or similar device for use for his locomotive prints.

6. Grant Writer – Sarah Reaveley:

- Working on the CERB planning grant.
- Working with Roger on a signals grant.
- Making connections with the State of Idaho.
- Looking for grants for new railroad equipment.
- The EDA Public Works Assistance grant has \$300 million available, she will be looking into this as well.
- EPA grant available in the spring which will also be looked into.
- Discussion on the Road Safety Plan, working with TEDD and the City of Newport to be included in the TAC which will potentially make the Port eligible for more grants.

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

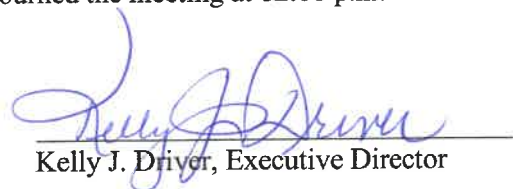
B. Warrants: Operating Expense warrants 52638-52751 totaling \$248,667.45 approved as submitted.

Executive Session: At 10:52 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 11:53 a.m. Chairman Kiss brought the regular session back to order, stating no decision was made in executive session. No final action was taken as a result of the executive session.

Following the executive session, New Business items number 1 and number 6 were then discussed.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 12:08 p.m.


 Ryan Kiss, Chairman


 Kelly J. Driver, Executive Director

Date Approved: Dec. 12, 2023