

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: December 12, 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, Myles Keogh, and Sarah Reaveley.

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 November 14, 2023 as presented. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

Comments: None.

Correspondence: None

Final Budget 2024/Resolution 2023-03/Salary Schedule:

A. Discussion: The final budgets for the Operating Expense Fund, Capital Improvements Fund and Insurance Fund were discussed.

B. Action: Commissioner Peterson moved to approve the 2024 budgets, Resolution 2023-03 and the Salary Schedule as presented. Motion was seconded by Commissioner Gentle, so ordered by Chairman Kiss.

Old Business:

1. Architect and Engineer Contract:

A. Discussion: Board and staff discussed the MMEC information.

B. Action: Kelly will follow up with MMEC.

2. ADO Application:

A. Discussion: Kelly submitted the Port's application on November 30th. December 20th the EDC Subcommittee will make a recommendation to the EDC voting members. The EDC recommendation will then be made to the County Commissioners with action by the County Commissioners expected to on January 2, 2024.

Discussion followed on matters to take care of if the Port is recommended to, and approved by, the County Commissioners.

3. Newport Property:

A. Discussion: The asbestos survey has been received. Abatement will need to be done. Kelly and Corey will work on a call for bids and submit to abatement professionals. The water and/or power may need to be turned back on for abatement work.

4. Policy 3008:

A. Discussion: Kelly presented policy 3008 with the changes as discussed at the November meeting.

B. Action: Commissioner Peterson moved to approve Policy 3008 as amended. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

5. Other Old Business: None at this time.

New Business:

1. Policy 4003:

A. Discussion: Kelly presented the policy for updating to meet new State standards on public projects with a range from \$50,000 to \$350,000. The previous limit was \$300,000.

B. Action: Commissioner Peterson moved to approve the updates to Policy 4003. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

2. Election of Officers:

A. Discussion: General conversation was held between the Board members.

B. Action: As a result of the discussion, Commissioner Peterson moved for the 2024 officers to be as follows: Chair – Ryan Kiss, Vice Chair- Keith Peterson, Secretary – Kimberly Gentle. Commissioner Gentle seconded the motion, so ordered by Chairman Kiss.

3. Personnel Policy Revisions:

A. Discussion: Kelly presented the revised policy. She informed the Board that she has included several potential positions in case the Port is awarded the ADO status. The policy allows for named positions to be unfilled even if they are listed in the document. Discussion followed.

B. Action: Commissioner Peterson moved to approve the changes to the Personnel Policy as written, with an effective date of January 1, 2024. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

4. Usk Sub Area Plan:

A. Discussion: Kelly reported she attended the Planning Commission meeting regarding the Usk Sub Area Plan. Review of the document with discussion with audience participation will continue at a later date, which has not yet been determined.

5. Other New Business: None at this time.

Board Travel Plans/Meetings:

December/January Meetings- Attendance/Authorizations:

A. Discussion: Commissioner Gentle will attend the December EDC meeting virtually.

B. Action: General consensus for approval.

Reports:

1. Board of Commissioners:

No report at this time.

2. Executive Director, Kelly Driver:

- ADO application submitted.
- Personnel Policy edits completed; table of contents will need updated.
- Final budgets completed.
- EDC office – completed inventory of supplies, equipment, and office furniture.
- Employees signed up for insurance coverage for 2024.
- Railroad Liability Insurance application is out for quotes.
- Sub Area Plan meeting.

- Asbestos Survey.

3. Railroad Operations Manager, Corey Ives:

- WUTC defects completed.
- Laclede trespass issue by fiber installer. The issue has been resolved.
- Working with a couple of potential shippers on site locations.
- Working with the County regarding some surplus outriggers we have and they may need.
- Tie sorting project at Dover completed.
- Provided some flagging for a fiber project in Priest River.
- Car Repairs for November were just over \$14,000.
- Looked at storage for extra files and miscellaneous office storage. Cost is \$4,500 plus tax, includes delivery. He will order this week.
- The last two tank cars in storage shipped out.

4. Auditor – Susan Bluff:

- Distributed financial report, storage car, and shop project billing information for the month ending November 30, 2023.

5. Chief Mechanical Officer-Myles Keogh:

- SD 40 shipped out, another on site and one more on the way.
- Working on painting a business car for a private owner.
- Shop crews have a lot of work to do.

6. Grant Writer – Sarah Reaveley:

- CERB grant submitted. She and Myles will need to fly to Olympia to present to the CERB Board on January 18th. If awarded, this grant will provide \$50,000, Port must match with \$12,500; this can be used for MMEC services.
- Working on matching funds grants to be used in conjunction with federal funding for the shop expansion.
- Discussion on whether to check the boxes on grant applications for matching funds, either monetary contributions or in-kind services. The consensus was to say we would provide matching funds with the type and amount to be determined on a case-by-case basis.
- Working on Cost Benefit Analysis for grants.
- EPA Phase 2 application is due in April. Potential for submitting a single application or possibly joining as a cluster application with other organizations. More information on this will be out in January.
- Climate Action plan applications – State application is due March 1, and the Round 2 application is due April 1.

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 52752 -52860 totaling \$188,384.27 approved as submitted.

Executive Session: At 10:48 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 2 hours to discuss one real estate matter followed by personnel evaluations. At 11:45 a.m. Chairman Kiss recessed the meeting for a short break. The executive session continued at 12:00 p.m. At 1:00 p.m. the executive session was extended for another 15 minutes. At 1:16 p.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.

As a result of the executive session the general consensus of the Board was to extend vacation and Personal Holidays to a current temporary employee with an effective date of December 1, 2023.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 1:24 p.m.



Ryan Kiss, Chairman



Kelly J. Driver, Executive Director

Date Approved: Jan. 9, 2024