

MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: January 9, 2024

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), 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 December 12, 2023 as corrected. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

Comments: None.

Correspondence: None

Old Business:

1. Architect and Engineer Contract:

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

B. Action: Commissioner Peterson moved to go forward with a contract with MMEC provided that the contract states that the initial contract is for Phase 1, which is the design phase, anything beyond the design phase is conditional upon receiving grant funding for the project. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

2. ADO Application:

A. Discussion: Kelly reported that a third ADO contract was submitted to the County in a timely manner however it was caught in their spam filters. The EDC subcommittee met, scored the third application, and at the County Commissioner meeting on Monday, January 8th, reaffirmed their recommendation to have the Port as the ADO.

County Commissioner Rozencrantz wants to see changes made to the contract between the County and the ADO and discussed his recommendations for possible changes with his fellow Commissioners. Abby Gribi, Newport City Administrator and EDC Chair informed the County Commissioners that the Department of Commerce is very concerned about how long the process of replacing the ADO is taking.

The County has received a public records request for release of the RFP applications. Kelly reminded the Board that the Port submitted questions to the County regarding the process; one of the questions was if the RFP applications would be released before or after a decision was made. Commissioner Brian Smiley, who was the Chair at that time, had verbally conveyed that the information would be released after a decision was made.

Discussion followed with the resulting consensus being that the Port would rely on the County's original statement that the decision would be made first and then the information made available. Kelly will inform the Clerk of the Board for the County of this decision.

3. Newport Property:

A. Discussion: Kelly is working on contract language and a call for proposals for asbestos abatement. She recommended the Port work with Kyron Environmental, which does not do abatement work, to ensure that WAC's and CFR's are followed, that the bids are compared equitably, while ensuring that the Port is not overcharged for abatement services.

The Board agreed with these suggestions.

4. Other Old Business: None at this time.

New Business:

1. IRS Mileage Rate 67 cents/mile:

A. Discussion: The IRS reimbursable mileage rate has increased by 1.5 cents. Kelly suggested that the Port continue to follow the IRS reimbursable rates.

B. Action: Commissioner Peterson moved to approve the new rate effective January 1, 2024. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

2. 2023 Accident/Incident Report:

A. Discussion: As required by the FRA and Labor and Industries, Kelly provided the 2023 reportable accident/incident information to the Board.

3. Usk Sub Area Plan:

A. Discussion: Kelly attended a meeting on the Usk Sub Area Plan called by the Kalispel Tribe of Indians. This meeting included a representative of the Town of Cusick, Vaagen Brothers, Kory Hedrick from the Planning Commission, and multiple representatives from the Kalispel Tribe. Merkle Standard was unable to meet that date.

In discussing the Sub Area plan it was decided that all stakeholders would put together an email that covers plans for their property, opportunities, and any challenges that they see that limits growth; these are to be submitted to Madi Campbell at the Tribe for compiling and distribution.

Kelly verified with the County Planning Department that all Port land in the Usk area is already zoned Industrial under the 2020 Comprehensive Plan. She will follow with an email to all stakeholders that the Port feels that our needs are met due to the adoption of the 2020 comprehensive plan.

4. Salary Schedule Update:

A. Discussion: Washington State has adopted new salary rates for commissioners. The new monthly salary is \$360 with the per meeting rate increasing to \$161 effective January 1, 2024.

B. Action: Commissioner Peterson moved to increase the rates as adopted by the State, effective January 1, 2024. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

5. Other New Business: None at this time.

Board Travel Plans/Meetings:

January/February Meetings- Attendance/Authorizations:

A. Discussion: Commissioner Gentle will attend the January EDC meeting. Chairman Kiss will represent the Port at any ADO contract meetings if the Port is selected as the ADO.

B. Action: General consensus for approval.

Reports:

1. Board of Commissioners:

Commissioner Gentle reported she attended a Town Hall meeting with Congresswoman Cathy McMorris Rodgers regarding the breaching of the Lower Snake River dams. The cost for moving goods, power and flooding will increase greatly if this is carried out by the Biden Administration.

2. Executive Director, Kelly Driver:

- Railroad Liability insurance coverage has been secured.
- She, Susan, and Sarah had a Zoom meeting with the Port's Fellow, Jim Cupples.
- Diesel Fuel Bids have been advertised and will be on the agenda for opening in February.
- Year end reports submitted to the FRA.
- She met with Newport Towing regarding their request for a new building.

3. Railroad Operations Manager, Corey Ives:

- Corey and Susan opened the bids on the 2004 GMC. The only bid received was for \$1,501.
- Unit 4- recall work on the front end completed.
- Car repair billing for December did not get completed due to scheduled vacation, the holidays, and a rockslide.
- A rockslide occurred at MP 1410. Crews were able to move the rocks off the track far enough for train operations to go through.
- BNSF is delivering used Switch Ties and Bridge timbers to POVA. Two loads have been delivered to Priest River; two more loads will be delivered to Newport.
- He took a lumber mill consultant around to areas where logs could be loaded from POVA sidings.

4. Auditor – Susan Bluff:

- Distributed the financial report for the year ending December 31, 2023, as well as storage car information. A shop project billing statement for December was not included as no projects were billed out in December.

5. Chief Mechanical Officer-Myles Keogh:

- Shop crew employees are working overtime due to the number of projects that need to be completed. His biggest issue is space right now.
- He and Kelly interviewed an employee for the shop yesterday; Kelly is working on getting a pre-employment physical set up.
- 102 is in the paint booth. The hope is to have it out of the shop at the end of the week or next week.

6. Grant Writer – Sarah Reaveley:

- She and Myles will be going to Tacoma next week for the CERB presentation. The CERB grant, if awarded, would cover the costs of the design phase for the shop project, the Port must have \$12,500 in matching funds.
- Two grants were submitted in December, both were for gap funding.
- Four additional grants are in progress. The Washington State Department of Commerce is including the Port's project in their federal application. This grant has a January 22nd deadline. Other possible grant sources include the EDA, DOT's RAISE grant, and a Port infrastructure grant.

Records for Approval:

A. Time and Expense Sheets: Tabled until February.

B. Warrants: Operating Expense warrants 52752 -52860 totaling \$188,384.27 tabled for February.

Executive Session: At 10:20 a.m. Chairman Kiss recessed the regular session to meet in executive session in compliance with RCW 42.30.110 (g), for approximately five minutes to discuss one personnel matter. At 10:25 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.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 10:26 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Executive Director

Date Approved: February 13, 2024

2023 EMPLOYEE ACCIDENT/INCIDENT REPORT - REPORTABLE ACCIDENTS/INCIDENTS

2023 MONTH	TOTAL CASES DATE OF ACCIDENT	LOCATION	NO. OF DEATHS /DATE OF FATALITY	RESTRICTED DAYS (calendar days)	CALENDAR DAYS ABSENT FROM WORK CALENDAR DAYS	CASES W/O LOST DAYS	NO. OF NON-FATAL CASES W/O LOST DAYS	CASES WITH PERMANENT TRANS /TERM.	DESCRIPTION OF INJURY:	TOTAL NO. OF WORK HOURS FOR MONTH. Hours are actual hours - NOT rounded for reporting purposes. FRA report 6180.55 will be rounded to nearest whole number for RR hours	ADDITIONAL INFORMATION IF NECESSARY AND/OR ALLOWABLE
JAN	1/9/23	Parking lot	0	5	4	0	0	0	Slip and fall on ice in parking lot. Low back pain	RR - 1976 L&I - 10 Total - 1986	RR Hours - 1982.25 rounded to 1982
FEB.	2/16/23	MP 1423,85	0	26	2	0	0	0	Adjusting MOW machine on track, low back pain	RR-1982 L & I -10 Total 1992	RR Hours - 1615, L&I 12.5 round to 13
MARCH	NA	NA	NA	NA	NA	NA	NA	NA	NA	RR-1615 L&I-13 Total 1628	RR Hours - 2417.25 rounded to 2417 L&I 10
APRIL	NA	NA	NA	NA	NA	NA	NA	NA	NA	RR-2417 L&I-10 Total 2427	RR Hours - 2655.25 rounded to 2655 L&I 14.5 rounded to 15
MAY	NA	NA	NA	NA	NA	NA	NA	NA	NA	RR-2655 L&I-15 Total 2670	RR Hours - 2706.25 rounded to 2706 L&I 12
JUNE	NA	NA	NA	NA	NA	NA	NA	NA	NA	RR-2706 L&I-12 Total 2718	RR Hours - 2487.75 rounded to 2488 L&I 18.5 rounded to 19
JULY	NA	NA	NA	NA	NA	NA	NA	NA	NA	RR-2488 L&I-19 Total 2507	RR Hours - 2475.25 round to 2475 L&I - 18 Total 2493
AUG	1	MP	0	0	7	0	0	0	SPRAINED TENDON	RR-2475 L&I- 18 Total 2493	RR Hours - 2571 L&I - 57 Total-2628
SEPT.	NA	NA	NA	NA	NA	NA	NA	NA	NA	L&I- 57 Total-2628	RR Hours - 2648 L&I -191.5 round to 192 Total 2840
OCT.	NA	NA	NA	NA	NA	NA	NA	NA	NA	RR-2648 L&I-162 Total 2840	RR Hours - 2039 L&I - 170 Total-2209
NOV	NA	NA	NA	NA	NA	NA	NA	NA	NA	RR-2039 L&I- 170 Total-2209	RR Hours - 2103.25 round to 2103 L&I - 171.5 round to 172 Total- 2274.75
DEC	NA	NA	NA	NA	NA	NA	NA	NA	NA	RR-2103 L&I- 172 Total-2275	
TOTALS	3		0	31	13	0	0	0			

Number of employees for the Port/POVA per month for 2022-Jan: RR-12; L&I-1; Total -13; Feb: RR-12, L&I-1, Total 13. March RR-14, L&I-1 total 15. April: RR-16, L&I-1 Total 17 May: RR-16, L&I-1 Total 17. L&I-1 Total 18 Aug: RR-17, L&I-1 Total-18; Sept.-RR-17, L&I-2, Total-19; Oct.-RR 17, L&I-2, Total-19; Nov.- RR-14; L&I 2 Total 16; Dec.-RR-14, L&I-2, Total-16 Average RR employment - 15

SIC/NAICS Code: 4011

POSTED BY: 

DATE: 

Kelly J. Driver, Exec. Director 509-445-1090 Ext. 103

Must remain posted for 12 consecutive months. Form revised 7/17/13 per Washington State Department of Labor & Industries. The report does not include hours for Commissioners as elected officials.



IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023

IR-2023-239, Dec. 14, 2023

WASHINGTON — The Internal Revenue Service today issued the 2024 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 67 cents per mile driven for business use, up 1.5 cents from 2023.
- 21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.

These rates apply to electric and hybrid-electric automobiles as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving expenses for members of the armed forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the