

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: April 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, Commissioner Peterson (via Zoom) and Port staff members Kelly Driver, Susan Bluff, Corey Ives, Myles Keogh, Jessica Garza (via Zoom), Sarah Reaveley (via Zoom), also ERC team member Jim Cupples (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 March 12, 2024. Motion seconded by Commissioner Gentle and so ordered by Chairman Kiss.

**Comments:** None.

**Correspondence:** Kelly read a Thank You from the Cusick American Legion Auxiliary.

**Award of Asbestos Abatement Contract:**

**Discussion:** Kelly reported she and Susan opened the bids on April 1<sup>st</sup> after the 1:00 p.m. deadline. Two bids were received, and both were forwarded to Kyron for compliance review. Kyron indicated both bids were acceptable, and both are reputable firms.

Specialty Environmental bid was \$30,140.56 and the Air Tech Abatement Technology bid was in the amount of \$26,637.00.

**Action:** Commissioner Peterson moved to approve the bid from Air Tech Abatement Technology as the lowest responsible bid. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss. Kelly will work on getting a contract to Air Tech Abatement.

**Old Business:**

**1. Architect and Engineer Contract:**

A. **Discussion:** Myles stated MMEC provided three sketches on potential site locations which he and Corey went over. MMEC is currently working on a floor plan for the building.

**2. BAT Consultant:**

A. **Discussion:** There was discussion held regarding BAT meetings, progress, and delays caused by technology issues at the State level.

B. **Action:** Regarding the offer from Sonya Scaufaire at the March meeting to provide consulting services for the Port, it was determined that for now Jim Cupples, the ERC Fellow, will continue to represent the Port at BAT meetings and in Broadband matters. Any consultant hired for additional work would require an RFP for services.

**3. Newport Property:**

A. **Discussion:** Kelly reported that she is working with the attorney on a contract for the abatement work and has also asked him to draw up a contract for demolition of all buildings on the grounds. Once the

abatement work is completed, an RFP will be sent out for demolition bids. Additional discussion was held regarding future use of the property.

#### **4. Website:**

**A. Discussion:** Jessica provided a presentation on website revision and Facebook page she has been working on. Discussion included creating links on our page for other businesses or entities, obtaining permission to use pictures, how to link the Port and POVA websites or whether to create one with distinct divisions or do redirect information.

Jessica asked about hiring out the management of the website once the Department of Commerce contract is signed so that her time is spent on actual projects.

**5. Other Old Business:** None at this time.

#### **New Business:**

##### **1. Personnel Policy Change:**

**A. Discussion:** Board and staff conversation was held regarding options on a change to the policy. Kelly will work more on this issue for the May meeting.

**B. Action:** Not applicable.

##### **2. Salary Schedule Update:**

**A. Discussion:** Kelly provided an updated salary schedule for approval.

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

##### **3. County IT Assistance Contract:**

**A. Discussion:** Kelly provided the updated IT contract with Pend Oreille County.

**B. Action:** Commissioner Peterson moved to approve the contract. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

##### **4. Policy 4008- Social Media**

**A. Discussion:** Staff presented a social media policy to address the addition of social media as a way of communicating with the public. Kelly indicated Abby Gribi, City of Newport's Administrator, graciously allowed the use of a great deal of the City's social media wording in creating this policy.

**B. Action:** Commissioner Peterson moved to approve Policy 4008. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

**5. Other New Business:** None at this time.

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

##### **April/May Meetings- Attendance/Authorizations:**

**A. Discussion:** Chairman Kiss will continue to represent the Port at any ADO contract meetings. Commissioner Gentle expressed that she believes the Port Commissioners, since they will be the overall decision makers as the ADO moves to an advisory board, believes the Port should have Kelly be the representative at the EDAC meetings, with Jessica as the alternate.

**B. Action:** Commissioner Peterson moved to have Kelly represent the Port at the EDAC meetings with Jessica as the alternate. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

## **Reports:**

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

- Commissioner Gentle said she had met with John Janney, PUD General Manager. They discussed broadband and the CEC.
- Ryan reported there is going to be a movie shooting at Wolf Creek. This is scheduled for the second week in May. Approximately 100 people will be staying and eating in the area for a week.
- Commissioner Peterson made a motion to allow Kelly and Jessica the authority to negotiate and sign contracts that may be needed. The only charge by the Port will be for any staff time and not for the use of Port owned facilities. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

### **2. Executive Director, Kelly Driver:**

- Interviews have been completed for two positions. The Billing Clerk/Receptionist position has been filled; Hailey Walker started on April 8<sup>th</sup>. She is interested in more hours if they become available. A second interview, for a shop employee, has been completed, pre-employment testing has been scheduled.
- Reviewing grant applications sent over by Sarah.
- Wrote a letter of support for the Town of Cusick for a grant.
- She and Jessica attended a Parks and Recreation meeting at the County.
- She met with a project foreman for the PUD's fiber project and provided insurance requirements.
- Assisting two employees with PFML paperwork.
- Call out by the alarm company on a shop alarm.
- Discussions with Jim on broadband and public announcements.
- Signal issues at Laclede.
- ADO meetings on contract; thanked Chairman Kiss for his assistance.
- She, Susan, and Jessica met with the Department of Commerce on ADO requirements as well as working on front funding, budgeting, checking accounts and Visa accounts for the ADO.
- The EDC meets have finished. Beginning April 17<sup>th</sup> the Port EDAC meetings will begin. There will be a spot on the agenda for any updates on the dissolution of the 501C3 if needed.
- She and Jessica are wrapping up the work on bylaws for the April 17<sup>th</sup> meeting.
- Attended a land use committee meeting with Jessica in Newport.

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

- Car repairs for March were approximately \$17,000.
- Ballast bids were called for; one bid received from Peak.
- He has ties marked for replacement between Priest River and Thama. The carload of ties should arrive tomorrow.
- Picked up crossing signs.
- Federal and State inspectors have been on site.

### **4. Auditor – Susan Bluff:**

- Distributed the financial report for the year ending March 31, 2024, as well as storage car information.

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

- Shop crews remain very busy.

#### **6. Grant Writer – Sarah Reaveley:**

- Received information that four of our grant requests were not funded. In these instances our size of grant requests are not large enough and our location is a detriment as we are not located near any major area.
- She tried joining with the County on a grant for the Usk bridge through Rural Surface Transportation. The grant is due by May 4<sup>th</sup>, so we requested a reply by April 10<sup>th</sup>, no word has been received from the County yet.
- CRISI grant work has started, we have 60 days to put it together. Only one application can be submitted so we have to prioritize our project. For the required match we will be looking at the State Department of Commerce.
- She will be attending a Recreational Facilities Grant webinar.
- Working with MMEC on CERB grant.
- Looking for Wolfred property site readiness grants.
- The RAISE grant announcement will be on June 28<sup>th</sup>.
- Madi Campbell from the Kalispel Tribe will be putting on an EV charging summit at a later date.
- Discussed the CEC.

#### **7. Economic Development Director – Jessica Garza:**

- She suggested added language for the Mission statement when our Comprehensive Plan is updated.
- She is looking at a possible tourism event involving skiing, bicycling, kayaking, and running. Additionally, she met with 49 Degrees North, Quail Ridge, and others for the beginning concept. There may be a need for permits. She will gather more information for the May meeting.
- She requested the Board approve the \$6,298 for matching funds for the Department of Commerce for the Fiscal Year beginning July 1. Commissioner Peterson moved to approve \$6,298 funding from the Port for ADO matching funds. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.
- Brian Smiley took her on a tour of the north end of the County and then they attended the Town of Ione Council meeting.
- She will be attending the Tri-Cities Rural Communities meeting next week.

#### **8. Economic Recovery Corps – Jim Cupples:**

- Provided information on his broadband work which includes creating a list of Community Anchor Institutions in the county.
- He is working with the County GIS team and NoaNet for unserved and underserved areas for broadband.
- Working with the PUD on broadband as well as BAT.
- Attended a webinar by the USDA on rural infrastructure.
- Met with Commissioner Rosencrantz on matters regarding economic development.

#### **Records for Approval:**

**A. Time and Expense Sheets:** Tabled until April meeting.

**B. Warrants:** Operating Expense warrants 53117-53259 totaling \$375,340.27 approved as submitted.'

**Board Workshop:** A workshop was held regarding ADO activities. Discussion included the CEC and changes to that portion of the EDC. Tourism and lack of funding. Prioritizing our own properties. Launching of EDAC, targeting industries, marketing, options for Port owned land and more.

At the May meeting, staff will present the EDAC structure as well as a proposed ADO budget to the Board for discussion.

**Executive Session:** At 1:09 p.m. Chairman Kiss recessed the regular meeting to convene in executive session regarding a real estate matter (RCW 42.30.110(b)) and a personnel matter (RCW 42.30.110(g)) both matters were expected to take approximately 10 minutes total. At 1:21 p.m. Chairman Kiss brought the meeting back to regular sessions, stating no decisions were made in executive session.

No final action was taken.

**Adjourn:** There being no further business Chairman Kiss adjourned the meeting at 1:22 p.m.



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Ryan Kiss, Chairman



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Kelly J. Driver, Executive Director

Date Approved: May 14, 2025