

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: May 14, 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, and Port staff members Kelly Driver, Susan Bluff, Corey Ives, Myles Keogh, Jessica Garza, 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 April 9, 2024. Motion seconded by Commissioner Gentle and so ordered by Chairman Kiss.

**Comments:** None.

**Correspondence:** None.

**Old Business:**

**1. Architect and Engineer Contract:**

**A. Discussion:** Kelly and Corey reported on new drawings received from MMEC; a sketch of the design was presented.

**2. Personnel Policy- OT Change:**

**A. Discussion:** Staff presented their recommended wording change for the overtime matter.

**B. Action:** Based on the staff recommendation, Commissioner Peterson moved to approve the change to the overtime policy effective June 1, 2024. Motion seconded by Commissioner Gentle, so moved by Chairman Kiss.

**3. Asbestos Abatement**

**A. Discussion:** Kelly reported that she sent the draft contract to the contractor for review.

**4. Website:**

**A. Discussion:** Jessica reported that the EDC website domain name was about to expire. The Port has taken it over and retained the EDC website for now.

**5. Other Old Business:**

**A. Crisis Grant:**

**1. Discussion:** Sarah discussed the CRISI grant including the upcoming deadline. She also asked if the Port wanted to include 20% of the matching funds in the application. Discussion followed with Sarah suggesting that the Port stay with the 80/20 match, with matching fund coming from other sources. The Board agreed with her recommendation. The CRISI awards will be made sometime in September.

## **New Business:**

### **1. Department of Commerce -Feasibility Study Selection:**

**A. Discussion:** Copies of the proposals were distributed to the Board for review for the Newport property for a possible hotel, the Wolfred Industrial site, and for the Wolfred County Park for a marina and sports facilities. The Department of Commerce will provide \$75,000 in grant funds for Feasibility study work on these properties, the Port will need to provide \$6,298 in matching funds which includes staff time.

**B. Action:** Based on the discussion as well as staff recommendations, Commissioner Peterson moved to approve SCJ for the Newport property and the Wolfred Industrial site, and TMLA for the Wolfred County Park feasibility study work. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

### **2. Other New Business:**

**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.

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

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

**A. Discussion:** Chairman Kiss may possibly attend the June 3<sup>rd</sup> meeting at the County Commissioners office with Jessica and Kelly for the first ADO report. Commissioner Peterson may attend the May 21<sup>st</sup> presentation at Cusick Schools for the career day.

**B. Action:** Authorization provided through general consensus.

## **Reports:**

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

- Chairman Kiss is an extra in the movie Train Dreams. He said there were over 200 people in town during the filming of the movie. The local businesses saw significant increases in sales during this time as well.

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

- Hailey has been given additional jobs including records retention training and handling the Port's radio license renewal.
- Feasibility study work with Jessica.
- Met with WCIF on insurance benefits.
- After last month's EDAC meeting in Metaline, she and Corey met with movie company representatives.
- She and Corey also had a meeting with the city of Priest River regarding planning on their new park.
- Called out for a fire by the tracks between Cusick and Usk; no damage to rail infrastructure.
- Worked on EDAC Bylaws with Jessica.
- Attended an MRSC training in Spokane regarding new laws that go into effect on July 1<sup>st</sup>.
- Discussion with the weed board on insurance requirements for their employees being on Port property.
- ADO budget work.
- Assisting with a land purchase request from the Pend Oreille Historical Society; discussion with BNSF's land management team.

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

- Car repairs were made but not billed out. 139 cars were worked in April.

- Track crews are working between Thama and Priest River changing ties; he marked 1,100 to change out. He will need to order more ties.
- Ballast has been delivered to Newport.
- All shop and track crew members had fall protection training as required by law.
- Ballast has been delivered to Newport.
- The used railroad ties we had brought in have all been sold; more should be available at the end of the summer.
- The unused Case backhoe outriggers were traded in for a hydraulic hammer breaker which will be used when there are rockslides.

#### **4. Auditor – Susan Bluff:**

- Distributed the financial report for the year ending April 30, 2024, as well as storage car information.
- She will have an ADO budget status report for the June meeting as well.

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

- Working on shop diagrams for the proposed new facility in conjunction with MMEC.
- Shop crews are still working extra hours to keep up with the work that needs to be done.
- Western Rail has multiple Cummins projects to do.
- The passenger car has been completed and has been shipped out.

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

- We will be receiving letters of support for grants from our 7<sup>th</sup> District representatives as well as Senator Cantwell and Senator Murray for our CRISI grant application.
- Discussed requesting appropriations next year by March for any project we are turned down on for federal funding.
- She will be attending a meeting in Spokane on June 4<sup>th</sup> regarding renewable hydrogen energy.

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

- Discussed the EDAC bylaws. The dues structure will be determined by an EDAC committee.
- Sarah has helped with CEC grants research.
- Regarding Goals for Economic Development, she discussed the requirements from Commerce as well as the County .09 funds.
- The Feasibility Studies will occupy much of her time through June.
- She has attended two of the training sessions put on by TEDD.
- Her first meeting with the County Commissioners will be June 4<sup>th</sup>.
- She virtually attended a Planning Commission meeting.
- She and Kelly met Greg Snow and Andy Huddleston.
- She will be walking Wolfred Park with the Parks and Recreation group today.
- She will be attending a job fair at Cusick Schools next Tuesday.
- On May 22<sup>nd</sup> she will be going to meet with the Port of Whitman.

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

- Discussed the broadband challenge process to date.
- He will be heading up the local BAT at their monthly meeting.
- He joined the Digital Equities Partners group for Washington and will be looking for funds for digital equity.
- He attended mandatory on-line training classes with ERC.
- He has attended meetings with the PUD and NoaNet regarding funding maps for broadband.

- Did house-to-house door knocking in the northern County to try to get more people to do the broadband challenge.
- He is working with Jessica on the Persistent Poverty Designation mentioned by Commissioner Gentle at the April meeting.

**Records for Approval:**

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

B. Warrants: Operating Expense warrants 53260-53374 totaling \$327,460.43 approved as submitted.

**Board Workshop:** A workshop was held regarding ADO activities. Discussion included the bylaws, marketing direction, strategic planning and goals, as well as the budget.

**Executive Session:** At 1:05 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 1:15 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 1:16 p.m.



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Ryan Kiss, Chairman



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Kelly J. Driver, Executive Director

Date Approved: 06-11-2024