

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: July 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, and Port staff members Kelly Driver, Susan Bluff, Corey Ives, 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 of June 11, 2024. Motion seconded by Commissioner Gentle and so ordered by Chairman Kiss.

**Comments:** None.

**Correspondence:** County Commissioner letter.

**Advertised Item: ADO Final Budget-2024/ Resolution 2024-08:**

**A. Discussion:** Kelly presented the resolution and budget information as discussed at the June meeting.

**B. Action:** Commissioner Peterson moved to approve the ADO budget and Resolution 2024-08. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

**Old Business:**

**1. Architect and Engineer Contract:**

**A. Discussion:** MMEC received a reply from Pend Oreille County and is working on meeting those requirements.

**2. Asbestos Abatement:**

**A. Discussion:** One small section of wall, which contains some asbestos siding, is cemented into the sidewalk. Airtech will need to be on site during the demolition to bag and remove this small section.

**3. Pend Oreille Representative Meeting:**

**A. Discussion:** The Commissioners had no requested changes to the minutes of the last meeting. Discussion followed regarding the upcoming meeting. Kelly has reserved the North Pend Oreille Lions Club Depot in Ione, there is no internet connection, so a virtual attendance option is not available.

Commissioner Gentle suggested having a standing agenda where a Port employee provides an Economic Development update, a PUD representative provides legislative updates on matters that have an impact on Pend Oreille County and which may need collaborative efforts from elected officials, and a County representative to provide information on infrastructure and/or land use. Each representative would provide a presentation, around 15 minutes long with optional PowerPoint presentations and/or handouts followed by questions and discussion. The concept will provide collaboration among the elected officials working toward improving Pend Oreille County.

**B. Action:** Kelly will contact the PUD and the County.

#### **4. Demolition Update:**

**A. Discussion:** Due to the small portion of asbestos wall remaining, Kelly will need to modify the contract before sending out requests for bids.

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

#### **New Business:**

##### **1. Correction April and May Minutes :**

**A. Discussion:** Kelly reported that she corrected an error she noticed in the April and May minutes. Under "Records for Approval" for both months, she has redlined the words "Tabled until April meeting" and changed to "Approved as submitted".

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

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

**B. Action:** Commissioner Peterson made a motion to approve the salary schedule as presented. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

##### **3. On-Call Civil Engineering and Surveying Services:**

**A. Discussion:** Kelly commented that after speaking with Greg Snow and Mike Kirkwood at the County, she believes that it would be advisable to have an on-call Civil Engineering firm approved for possible projects for site development and/or associated studies required for development. Having a firm on-call would allow for faster action. Discussion followed.

**B. Action:** The Board gave their general consensus to call for qualifications.

##### **4. Miles Tax Credit:**

**A. Discussion:** Kelly provided information on the 2024 Miles Tax Credit. The agreement is ready to be signed for 2024 if the Board agrees with the offer.

**B. Action:** Commissioner Peterson made a motion to approve the Miles Tax Credit offer as presented. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss. Kelly will sign and forward the document to the broker.

##### **5. Letter of Support Request POIC:**

**A. Discussion:** Kelly brought a request for a letter of support for Pend Oreille Innovation Center. POIC had greenhouses at Ponderay Industries but is looking for grants to move these to a new location and setup. Discussion regarding the draft letter of support followed.

**B. Action:** Commissioner Peterson moved to approve the letter of support. The motion was seconded by Commissioner Gentle, so ordered by Chair Kiss.

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

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

##### **July/August Meetings- Attendance/Authorizations:**

**A. Discussion:** Potential meeting at Merkle Standard, details and dates are still being worked out. If it works for Commissioner Gentle's schedule she will be attending.

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

#### **Reports:**

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

- Chairman Kiss asked about the Port's land at Ione. Kelly will get the information to him.

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

- She attended the North County Chamber Meeting.
- Finished one public records request and received another, the newest request is from the organization called Washington Open The Books.
- She is working on options for benefit packages for employees for 2025.
- Our new office assistant has started.
- Attended the EDAC at Camas.
- Worked on the Tax Miles Credit offer.
- Working on oversize permit for Idaho.

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

- Track issue on the industry track going into Albeni Falls. Approximately ¼ of a mile of rail rolled while moving freight. Six axle locomotives will no longer be allowed over this section of rail.
- Patrick McNamee started working, he has 17 years of experience. FRA certification procedures for conductor and engineer positions are underway.
- Working on looking for markers on the Wolfred Industrial Park location. Also kept an eye on the asbestos project.
- Teaching Kaylin the car repair billing.

## **4. Auditor – Susan Bluff:**

- Distributed the Port financial report for the period ending June 30, 2024, as well as storage car information.
- Distributed an ADO financial report for June 2024.
- She is working on billing for the ADO feasibility study grant and for the County on quarterly billing.

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

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

- Reported she is working on the CERB planning grant quarterly submission.
- USDOT RAISE grant application was denied, she is getting feedback on what to include or change that would improve our next application, and we will reapply in the falls.
- Currently there are three grant applications which have been submitted. Clean Energy, CPRG and CRISI.
- She is also watching additional freight grants for signals and other track projects.

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

- She has attended multiple meetings including EDAC, the PUD Board meeting, TEDD meeting, an EDAC Dues Committee meeting, EDAC Land use meeting, three meetings with the County. Additionally, she attended a conference all week in Spokane.
- She provided a draft PowerPoint presentation she is working on for the Parks and Recreation advisory board meeting next week.

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

- He met with Rural Development.
- Gonzaga has business planning available for companies.
- He continues to host Pend Oreille BAT meetings which are well attended. The State should decide funding areas in September.

- He met with John Janney at the PUD and discussed a possible grant for the PUD. The PUD is also considering whether they want to be a retail provider for the north end or just wholesale.
- Corrected maps have been provided to the FCC. 850 locations were not counted previously.
- He, Kelly, Sarah, and Jessica have a Department of Labor meeting next week.
- He attended a Business Retention and Expansion class recently.
- An email from Brandon at TEDD revealed that Pend Oreille County has a National Unemployment rating of 168%.

**Records for Approval:**

**A. Time and Expense Sheets:** Approved as submitted. .

**B. Warrants:** Operating Expense warrants 53470-53573 totaling \$224,271.41 and ADO warrants 2501-2511 totaling \$59,582.09 were approved as submitted..

**Board Workshop:** None held.

**Executive Session:** At 11:40 a.m. Chairman Kiss recessed the regular meeting to convene in executive session regarding a personnel matter (RCW 42.30.110(g)) which was expected to take approximately 10 minutes. At 11:51 a.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 11:52 a.m.

  
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Ryan Kiss, Chairman

  
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Kelly I. Driver, Executive Director

Date Approved: Sept. 24, 2024