

MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: June 11, 2024

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:06 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 May 14, 2024. Motion seconded by Commissioner Gentle and so ordered by Chairman Kiss.

Comments: None.

Correspondence: Thank you from Cusick Skills USA Club.

Old Business:

1. Architect and Engineer Contract:

A. Discussion: MMEC sent updated drawings to the County.

2. Asbestos Abatement:

A. Discussion: Abatement will begin on June 17th; the water has to be turned on for the contractors.

3. Resolution 2024-07 Financial Functions:

A. Discussion: Kelly presented a resolution regarding transfers, investments, and payment of bills by current Port staff.

B. Action: Commissioner Peterson moved to approve Resolution 2024-07 as written. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

4. Pend Oreille Representatives Meeting:

A. Discussion: Kelly reminded the Board that the Representatives meeting will be held at the County Courthouse on June 12th at 9:00 a.m. in the County Courthouse. The next meeting is scheduled for September 11th where it is the Port's turn to host. Due to the size of the Port conference room discussion was held as to where to hold the meeting.

Commissioner Gentle suggested that the meeting should be held in the north end of the County. Kelly will research options, including those without virtual attendance capabilities.

5. Other Old Business: None at this time.

New Business:

1. Facebook Posting:

A. Discussion: Conversation was held on what will be shared on the Port's Facebook page. It was decided for now we will focus on Business features, Business events, Economic Development, Tourism, and Port/POVA information.

2. Resolution 2024-08 ADO Final Budget:

A. Discussion: Kelly presented the final budget and suggested that the ADO Final Budget be advertised and formalized with Resolution 2024-08 at the next meeting. Discussion followed.

B. Action: By general consensus, the Board feels that a formal ADO final budget hearing is appropriate. Kelly will advertise it for the July meeting.

3. Signs on Port Property – Resolution 2024-09:

A. Discussion: Kelly informed the Board that for her time at the Port, there has been a long-standing policy that no political signs, business signs other than those associated with businesses leasing Port property, being allowed on Port property including Railroad right-of-way. She suggested formalizing this policy with Resolution 2024-09.

B. Action: Commissioner Peterson moved to approve Resolution 2024-09. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

4. Port/PUD Viewpoint Lease-Amendment:

A. Discussion: Kelly presented an Amendment to the current lease at Box Canyon Dam between the Port and PUD. The PUD would like a 10-year lease.

B. Action: General consensus to allow the 10-year lease. Kelly will sign on behalf of the Port.

5. Funding Request:

A. Discussion: Kelly brought a request for funding to the Board from Freedom Fest. Discussion was held including that this is not an allowable expense through .09 funds from the County and that the Port has many projects underway using reserves.

B. Action: Commissioner Peterson moved to deny the request for funding. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

6. Other New Business:

A. County Equipment Rodeo Invite:

1. Discussion: Kelly presented an invite from Pend Oreille County regarding an equipment rodeo. Discussion was held regarding the possibility of the Port providing a team. It was determined that crews are too busy at this moment to participate.

B. Newport Towing Expansion:

1. Discussion: Conversation was held regarding size, bonding requirements, and repayment time. No action at this time.

C. Open Public Meetings, Updated Training:

1. Discussion: Kelly reminded the Board they need to take their annual Open Public Meetings training. Based on the conversations, Kelly will forward the link so the Board can take this on their own time versus as part of the meeting.

D. Land Lease Rates:

1. Discussion: Kelly presented the current lease rates which have not been updated in a long time. Discussion was held on a per foot rate as well as the possibility of graduated rates. Hailey is working on obtaining local commercial lease rates. Discussion will continue in July.

Board Travel Plans/Meetings:

June/July Meetings- Attendance/Authorizations:

A. Discussion: All Commissioner will be attending the Pend Oreille Representatives meeting tomorrow

B. Action: Authorization provided through general consensus.

Reports:

1. Board of Commissioners:

- Commissioner Gentle attended the Open House on June 10th remarking that it was a very good presentation.

2. Executive Director, Kelly Driver:

- Working with Jessica and Corey on Feasibility Study work.
- RFP for Demolition is complete, finalizing Contract so it may be sent with the RFP.
- Completed annual Open Public Meetings training.
- Hailey is doing wonderful. She has completed some work on the 1909-1922 railroad records as well as doing OPM and Records Retention training.
- A customer of the Lucky Bee variety store in Newport spilled diesel which then traveled across their parking lot with a small amount leaking into railroad right-of-way. The Department of Ecology said no water sources were contaminated so it is up to us whether we clean up or not. If clean-up occurs then we have to use specific licensed contractors and have proper disposal
- Reviewed grants with Sarah.
- Working on Public Records installments.
- Starting work on insurance renewals for employee benefits and railroad liability coverage. Initial estimates show double digit increases.
- The Welcome to Pend Oreille County signs installed by the EDC will be taken over by the County.

3. Railroad Operations Manager, Corey Ives:

- Car repairs for April and May were over \$33,000 combined.
- Crews are replacing ties east of Priest River.
- Two employees are out with off-the-job injuries.
- New employee hired. He has 17-years of experience as an engineer/conductor with the UP.
- He ran his drone over the Wolfred property for the feasibility study.
- Took the locomotive to Cusick High School for the career day.
- Attended ADO meetings with Kelly and Jessica.
- Working with Olympic Electric on the PUD's fiber project.
- He and Kelly attended a meeting with the State of Idaho DOT and the City of Priest River. ITOD has \$385,000 to put in concrete panels on Wisconsin Street in Priest River. He will work with Railworks on measurements and pricing

4. Auditor – Susan Bluff:

- Distributed the Port financial report for the period ending May 31, 2024, as well as storage car information.

- She also distributed a financial report for February through May 2024 for the ADO portion.
- She has been working with the Department of Commerce on the Feasibility Study grant required paperwork.

5. Chief Mechanical Officer-Myles Keogh: Absent

6. Grant Writer – Sarah Reaveley:

- The CRISI grant has been submitted along with a clean energy grant to the Department of Commerce. The Department of Commerce grant should be announced toward the end of July and the CRISI grant in September. The total of both grants is around \$13.4 million.
- She attended a hydrogen conference in Spokane last week.

7. Economic Development Director – Jessica Garza:

- She and Hailey attended the job fair at Cusick High School.
- She attended the EDIM meeting at the Port of Whitman, informative and educational meeting. She suggested that it would be beneficial if at least some of the Commissioners went to the next meeting as well as additional Port staff.
- She shared slides of the feasibility study boards.
- She will be attending a conference the entire week of June 17th in Spokane.
- For the Feasibility Study grant, there is a progress report due on June 20th and the final submittal to Commerce must be made on or before June 28th. Contractors must be paid by June 28th as well.
- She made her first presentation to the County Board of Commissioners.

8. Economic Recovery Corps – Jim Cupples:

- Discussed the group meeting he and Kelly virtually attended with the local contact for the Economic Development Administration.
- Discussion on the BAT which included having the Washington State Broadband Office representative, Jason Freeze, attend the BAT meeting. Jim is in charge of the Pend Oreille County BAT. Additional discussion included corrections to missing broadband locations.
- He met with the Small Business Administration.
- Watching for grants and funding.
- Through funding available through the ERC, he is attending training for economic development through entrepreneurship.

Records for Approval:

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


B. Warrants: Operating Expense warrants 53375-53469 totaling \$237,692.04, which includes bills paid on behalf of the ADO were approved as submitted.

Board Workshop: None held.

Executive Session: At 11:30 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 total. At 11:41 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 11:42 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Executive Director

Date Approved: July 9, 2024