

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: October 18, 2024**

**Call to Order:**

Chair 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: Chair Kiss, Commissioner Gentle, Commissioner Peterson joined via Zoom at 9:05 a.m., and Port staff members Kelly Driver, Susan Bluff, Corey Ives, Myles Keogh, Kaylin Folmar, 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 Gentle moved to approve the minutes of September 24 and October 11, 2024. Motion seconded and so ordered by Chair Kiss.

**Comments:** None.

**Correspondence:** None.

**Old Business:**

**1. Architect and Engineer Contract:**

**A. Discussion:** Myles reported MMEC attended an on-site meeting to work on the layout of the new shop and tracks.

**2. Demolition:**

**A. Discussion:** The buildings are down. When removing concrete in the garage, a second concrete floor was found under a layer of dirt and gravel. Leo's Excavating requested a change order in the amount of \$2,100 plus tax. This change order was approved by Corey Ives while the contractor was still on site.

**B. Action:** The Board agreed with and by general consensus approved the change order.

**3. Website RFP:**

**A. Discussion:** Due to the bids being submitted in multiple formats, which has been confusing and time consuming. Kelly recommended the Board reject all bids and a new RFP be issued, with more specific wording and submission requirements..

**B. Action:** The Board gave their approval, by general consensus, to reject all bids and reissue a new RFP for Web site design and hosting.

**4. On-Call Civil Engineering:**

**A. Discussion:** Kelly reported on the reference checks. Discussion followed regarding qualifications, local work, and availability of the firms to meet Port needs in a timely manner.

**B. Action:** Commissioner Gentle moved to award the on-call engineering to TD&H Engineering, providing that contract terms are reached. Motion seconded by Commissioner Peterson, so ordered by Chair Kiss.

**5. Pend Oreille Representatives Meeting:**

**A. Discussion:** Minutes of the September 11<sup>th</sup> meeting were discussed with no changes requested by the Board.

B. Action: No action necessary at this time.

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

**New Business:**

**1. Salary Schedule Update :**

A. Discussion: Kelly presented an updated salary schedule for review.

B. Action: Commissioner Peterson moved to approve the salary schedule as presented. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

**2. Pickleball Sponsor:**

A. Discussion: A letter from the Town of Metaline regarding sponsoring the fencing of their Pickleball courts was discussed.

B. Action: The general consensus of the Board was that this is an unbudgeted request for 2024.

**3. IT Services:**

A. Discussion: Kelly, Susan, and Jessica met with Exbabylon earlier in the month to discuss updating the IT services provided by Exbabylon. There was discussion regarding the possibility of combining IT services with web hosting and design services in the future. Staff reported that a full contract for IT services, with the exception of on-site work, would be approximately \$1,200 per month. Discussion followed.

B. Action: Kelly was authorized to work with Exbabylon on a one-year contract, with no requirements for advance notice on non-renewal.

**4. Other New Business:**

**A. Christmas Holiday:**

1. Discussion: Staff requested that December 26<sup>th</sup>, 2024 be considered a paid holiday for staff; POVA Shippers are closed on this date. Discussion followed.

2. Action: The Board agreed to recognize this as a Holiday for 2025; and it will be looked at annually going forward.

**Board Travel Plans/Meetings:**

**Oct./Nov. Meetings- Attendance/Authorizations:**

A. Discussion: None.

**Reports:**

**1. Board of Commissioners:**

- None at this time.

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

- State Auditor is looking at policies and procedures. A formal procedure will need to be approved on RFP and RFQ matters.
- Working on employee benefit insurance.
- Working on Port and ADO budgets.
- The access application for the Wolfred Business Park has been submitted.
- A meeting for the proposed use of Port property in Ione for t-ball and coach pitch baseball has been set up.
- New employee paperwork completed, and the employee has started work.
- She will be attending the WPPA Small Ports Association meeting in Chelan next week.

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

- Car Repairs for September were around \$13,198.
- Unit 4 hyrail inspection was done, additional work will be completed next week.
- Crews will be working on Birdhouse crossing next week installing gauge rods and trying to figure out what happened to cause the crossing to sink.
- Kept checking with contractor on property demolition project.
- Crews have tamped and lifted holes on the Sandpoint side.
- Our new employee started on Monday.
- Getting ready for winter.

**4. Auditor – Susan Bluff:**

- Working with the State Auditor; they are requiring wording changes in the report.
- Now that the Port has employees subject to PERS there are additional audit reporting requirements.
- She distributed budget status reports for the Port and ADO as well as a shop report and car storage report for the month of September.

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

- Work is set up for the next 3 years.

**6. Grant Writer – Sarah Reaveley:**

- Six grants are submitted with award notification dates of October through December.
- The CRISI award notification should be soon.
- Discussed upcoming grant opportunities.
- Quarterly reports for the CERB Grant were submitted.

**7. Economic Development Director – Jessica Garza- Absent:**

**Records for Approval:**

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

**B. Warrants:** Operating Expense warrants 53817-53905 totaling \$185,383.90 and ADO warrants 2533-2545 totaling \$11,824.91 were approved as submitted..

**Board Workshop:** None held.

**Executive Session:** An Executive session was called at 10:15 a.m. by Chair Kiss regarding a personnel matter (RCW 42.30.110(g)) and for real estate matters (RCW 42.30.110(b)) which were expected to last a combined total of 30 minutes. At 10:45 a.m. Chair Kiss brought the meeting back to regular session, 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 10:46 a.m.

  
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Ryan Kiss, Chair

  
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Kelly J. Driver, Executive Director

Date Approved: Nov. 12, 2024