

MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: February 11, 2025

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, and Port staff members Kelly Driver, Susan Bluff, Corey Ives, Myles Keogh, Jessica Garza, Tara Bowden, and Sarah Reaveley (via Zoom). Also attending, Kelly Flanagan representing PORTA.

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 January 14, 2025. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss. (The meeting for January 17, 2025 was cancelled.)

Comments: None at this time.

Correspondence: Kelly read a thank you card from the North Pend Oreille Valley Lions Club regarding the Port's sponsorship on their annual Christmas boards.

Old Business:

1. Website:

A. Discussion: Kelly and Jessica had another meeting with Keokee. The video assets and pictures are still available for use from Action Sports Media. Possible Port logo designs were discussed.

2. Employee Safety Dinner New Date:

A. Discussion: The new date for the employee appreciation dinner is March 15th at the American Legion.

3. Salary Schedule Update:

A. Discussion: The two WCCN positions have been filled, their names have been added to the salary schedule. A correction to the wording for the Board's insurance coverage was also made.

B. Action: Commissioner Peterson made a motion to approve the updated salary schedule. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

4. Other Old Business:

A. MMEC at March meeting:

1. Discussion: MMEC will be at the March 11th Board meeting.

New Business:

1. Bigfoot Festival Parking:

A. Discussion: Kelly Flanagan requested permission to use Port owned property at Metaline Falls for vendor dry camping during the Bigfoot festival. PORTA will provide insurance and do cleanup on the property prior to the event.

B. Action: Commissioner Peterson, with a friendly amendment by Commissioner Gentle, moved to approve the use of the Port's property, with an additional insured endorsement, for the Bigfoot festival. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

2. Policy 1002 Update:

A. Discussion: Kelly provided an updated Policy 1002 for consideration.

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

3. Policy 1501 Update:

A. Discussion: An update to Policy 1501 was provided. Discussion followed.

B. Action: Commissioner Peterson moved to approve the updated policy. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

4. Resolution 2025-01 Surplus Property:

A. Discussion: Kelly presented the annual resolution to the Board which allows management to dispose of property valued at \$22,000 or less.

B. Action: Commissioner Peterson moved to approve Resolution 2025-01 as presented. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

5. Trips to Olympia- WPPA and WEDA days:

A. Discussion: Kelly and Jessica made a last-minute trip to Olympia for the WPPA day at the Capital, meeting with six legislators and/or their staff in addition to attending WPPA events. Jessica then made a trip for the WEDA meeting where she met with another five legislators. Both will be on a call with Representative Barkis, the head of the Transportation Committee, today to present information on our shop project.

6. ADO Succession Plan:

A. Discussion: Jessica presented a succession plan which is required by the Department of Commerce for ADOs. The template was provided by Commerce.

B. Action: Commissioner Peterson moved to approve the template agreement for now, with a modified agreement which calls out the Economic Development Director position and responsibilities to be sent at a later date. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

7. Other New Business:

A. Pend Oreille Representatives Meeting:

1. Discussion: Kelly reminded the Board that the next Pend Oreille Representatives meeting will be held on March 12th in the County Commissioner meeting room beginning at 9:00 a.m.

Board Travel Plans/Meetings:

February/March Meetings- Attendance/Authorizations:

A. Discussion: Pend Oreille Representatives meeting if any of them are able to attend.

Reports:

1. Board of Commissioners:

- Commissioner Gentle reported that John Janney, PUD General Manager will be leaving as of February 26th.

2. Executive Director, Kelly Driver:

- The survey of the Wolfred Industrial Park property has been completed. She will begin working on the Boundary Line Adjustment forms.
- The two WCCN positions have been filled.
- One new public records request was received; it has been completed.
- Enduris webinars on insurance matters.

- The easement for Keller's has been recorded, they have paid the costs and are very happy with the Port's response.
- An FRA audit on five years of Accident and Incident reporting will occur on March 4th.
- FRA program updates started.
- Open Public Meetings Act completed. She needs the Board to report on when they complete their training.
- FRA training is coming up on several programs that we will need to send employees to cover.
- Policy updates will continue over the next several months.

3. Railroad Operations Manager, Corey Ives:

- Car Repairs for January were around \$15,000.
- Crews are cutting brush heading north to Tacoma Creek.
- Switch inspections being completed.
- WCCN track employee update on training.
- FRA hearing audit the end of January. We passed the audit, just a few items to improve upon.
- A tariff was implemented for shippers sending back cars that do not have FRA defects.

4. Auditor – Susan Bluff:

- Susan provided budget status report information for the month ending January 31st.
- On the ADO budget status report, economic development projects and line items were discussed.
- Shop project sheets and storage car information were also shared.

5. Chief Mechanical Officer-Myles Keogh:

- Made two trips to Canada to work on a locomotive, he believes the problem has been fixed.
- The shop is booked completely and is completely full.
- New WCCN employee is on staff and is learning operations, he has some skills that are being put to use.

6. Grant Writer – Sarah Reaveley:

- Discussed federal funding freeze, deadlines, and announcements.
- Some grants are pending due to the freeze.
- The RAISE grant was submitted for the transportation study in Newport.
- She completed a letter of support for Western Rail.
- Monthly and quarterly reports have been submitted on grants.
- She is working with Susan on A19 submissions.
- She, Kelly, and Jessica will be working on appropriations from legislators.
- Discussed financing options.

7. Economic Development Director – Jessica Garza:

- Another site selection request has been received from the Department of Commerce, it does not appear that there is a place in the County that will meet the criteria.
- She is working on a date for the next quarterly EDAC meeting with a presentation from EWU's Dr. Jones on Northwest Washington Trends.
- Working on how to prepare for a grant as a training day.
- She attended the EMS meeting at the County. SPOFOR is against a County-wide EMS district.
- She met with County Commissioner Brian Smiley and toured sites at the north end of the County, she also met with Versatile Industries and toured the old hospital in Metaline Falls.
- She met with outgoing PUD manager, John Janney as well.

8. Assistant Grant Writer – Tara Bowden:

- She finished her first grant, the RAISE grant, with Sarah's help and feels like it was a great learning experience.
- She has appointments scheduled with the Newport Chamber of Commerce and Bear Paw Camp for interviews for grant funding assistance.

Records for Approval:

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

B. Warrants: Operating Expense warrants 54165- 54273 totaling \$330,236.89 and ADO warrants 2577-2586 totaling \$10,431.47 were approved as submitted.

Board Workshop: None held.

Executive Session: At 11:00 a.m. Chair Kiss recessed the regular meeting to convene in executive session for real estate and personnel matters for an expected hour and 15 minutes. At 12:15 p.m. Chair Kiss extended the meeting another 15 minutes.

At 12:30 p.m. Chair Kiss called the regular meeting back to order stating no decision was made in the executive session and no final action is being taken.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 12:35 p.m.



Ryan Kiss, Chair



Kelly J. Driver, Executive Director



Date Approved