

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: December 10, 2024**

Call to Order:

Chair Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:02 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, and 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 Peterson moved to approve the minutes of November 12, 2024. Motion seconded by Commissioner Gentle and so ordered by Chair Kiss. (There was no November 15, 2024 meeting).

Comments: Kelly reported on the passing of former Port District Commissioner Harold Bond.

Correspondence: None.

Advertised Item: Final Budgets and Comprehensive Plan:

A. Discussion: Conversation regarding the different budgets was held.

B. Action: Commissioner Peterson moved to approve the budgets as presented then he made friendly amendment to approve the final budgets, the salary schedule, and Resolution 2024-12. The friendly amendment was seconded by Commissioner Gentle, so ordered by Chair Kiss.

Commissioner Peterson moved to approve the Comprehensive Plan. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

Old Business:

1. Hazard Mitigation:

A. Discussion: Kelly reported the Hazard Mitigation Plan for Pend Oreille County is complete and is awaiting any public comment and then FEMA approval. A link to the plan, located on the County website is on the Port's website as well as on Facebook.

2. Website RFP:

A. Discussion: Jessica will send out the revised RFP to at least three companies. Proposals are due December 18, 2024 before noon for discussion at the December 20th meeting.

3. On-Call Civil Engineering Contract:

A. Discussion: Kelly reported that the contract, previously approved by the Board for Kelly and Corey to sign, still had the signature lines for Board members. She asked that the Board sign these lines for clarity.

B. Action: The board signed the previously approved agreement.

4. Road Easement:

A. Discussion: Kelly conveyed the Keller family's appreciation to the board; they agree with the easement paperwork and will have it notarized and back to the Port sometime next week. Kelly and Corey will sign and then have the document recorded at the County.

B. Action: None necessary.

5. Other Old Business: None at this time.

New Business:

1. Surplus Property:

A. Discussion: The used Clark forklift purchased in 1992 by the Port has mechanical issues and has been replaced. Staff declared the forklift surplus and not useable for Port purposes. Discussion was held on the mechanical issues, sales of similar models and the value of the forklift.

B. Action: The Board accepted the staff recommendation to surplus the forklift in as is, where is condition. There will not be a reserve on the forklift as the value is less than \$500 due to the mechanical issues. The information will be posted at the Port office and shop, with sealed bids due by January 6th for opening on January 7th.

2. Employee Safety Dinner:

A. Discussion: Staff discussed the request by some Port employees to restart the annual safety dinner. Timing of the event was discussed regarding days of the week, location and other ideas.

B. Action: Kelly will look into options and possibly set a date for February or March.

3. Pend Oreille Representatives Meeting:

A. Discussion: Kelly reminded the Board that there is a Pend Oreille Representatives Quarterly meeting scheduled at 9:00 a.m. at the PUD tomorrow. Commissioner Gentle will attend, Commissioner Peterson is unable to attend, Chair Kiss is uncertain if he will be able to attend.

4. Other New Business:

A. Board Reorganization:

1. Discussion: Nominations were held.

2. Action: Commissioner Gentle made a motion to accept the following nominations: Chair- Ryan Kiss, Vice Chair – Kimberly Gentle, Secretary- Keith Peterson. Motion was seconded by Commissioner Peterson, so ordered by Chairman Kiss.

Board Travel Plans/Meetings:

Dec./Jan. Meetings- Attendance/Authorizations:

A. Discussion: Commissioner Gentle will attend the Pend Oreille Representatives meeting tomorrow in Newport. Chair Kiss may attend as well.

Reports:

1. Board of Commissioners: Discussion was held on reaching out to newly elected officials. Jessica replied she attempted to do so and to hold a walk through of the properties owned by the Port. This attempt was unsuccessful, although it may be rescheduled for the spring of 2025.

2. Executive Director, Kelly Driver:

- Demurrage and switching tariffs updated after questions from shippers.
- Railroad Liability Insurance application submitted.
- Still working on public records request responses.
- Grant writer job description work with Sarah. Signed contract with Commerce and have advertisement submitted to the Newport Miner and it is on social media.
- Working with Exbabylon on a 1- year contract for services.
- Working on cybersecurity programs.
- Attended the Meet the Bigs event at Northern Quest with Jessica as well as the County ADO meeting and some property development meetings.

- Under the engineering services contract, she requested surveying of the Wolfred Industrial Park property to locate and set missing monuments.
- Received a call from the Town of Ione regarding grant writer assistance through the grant writer grant.

3. Railroad Operations Manager, Corey Ives:

- Car Repairs for October were around \$12,500
- Crews finished checking and repairing Sub 1 and Sub 3 for wide gauge areas.
- Rainy weather caused a couple of small rockslides
- Crews are getting the crane ready to clean ditches.
- Helped the shop with clean-up of scrap and hauling materials to Graham landfill.
- Unit 7 is in Spokane for repair work.
- Ride tests completed.
- New employee is working out very good.
- The first approach at the Wolfred Industrial Park is completely done. Second approach will have to wait until spring.

4. Auditor – Susan Bluff:

- Presented budget vs. actual information, car storage and shop billing for November.
- The 2022-2023 audit is completed, no findings or management letters.

5. Chief Mechanical Officer-Myles Keogh:

- MMEC sent new drawings, these have been provided to the Board.

6. Grant Writer – Sarah Reaveley:

- Several concept papers have been submitted.
- Waiting on word on a couple of different grants.
- ADO Grant writer awarded through Commerce grant.
- Climate Corps Grant which provides two apprentice type positions is on hold while we wait for the signed contract from the State.
- The State hiring freeze and waiting on newly elected Governor Ferguson to take office has caused a slowdown at the State level.
- Discussed upcoming grants and deadlines as well as the possibility of a freeze on federal grant funding.

7. Economic Development Director – Jessica Garza:

- A request from the PUD was received regarding sponsoring the EV charging station in Metaline Falls. Discussion was held with the general consensus of the Board to turn down this request.
- Presented a mockup embroidered hat with the new Port logo.
- She had a banner, with the new Port logo, made for the Meet the Bigs event in Spokane which can be used for other meetings and events.
- At the Meet the Bigs event there were a lot of contacts made.
- EDAC members agreed to change to quarterly meetings. They want to try the Port of Whitman structure to see how it will work. She will work on new bylaws.
- Discussed the meeting with the Pend Oreille County Commissioners and the request to change the contract to allow County .09 funds to be used in accordance with state law and not limited to personnel.
- Social media presentation in conjunction with the Greater Newport Chamber of Commerce.
- Three projects in the works that require confidentiality.

- Met with SBDC; they are open to helping in Pend Oreille County.

Records for Approval:

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

B. Warrants: Operating Expense warrants 53962-54054 totaling \$250,501.62 and ADO warrants 2551-2562 totaling \$11,845.08 were approved as submitted..

Board Workshop: None held.

Executive Session: An Executive session was called at 10:50 a.m. by Chair Kiss regarding real estate matters (RCW 42.30.110(b)) as well as Personnel matters for approximately one hour for the combination of matters. At 11:52 a.m. Chair Kiss brought the regular meeting back to order stating no decisions were made in the executive session and no final action is necessary.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 11:55 a.m.



Ryan Kiss, Chair



Kelly J. Driver, Executive Director



Date Approved