

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

Call to Order:

Secretary Peterson called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:04 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Chair Kiss (arriving at 9:15 a.m.) Commissioner Gentle (via Zoom), Commissioner Peterson, and Port staff members Kelly Driver, Susan Bluff, Corey Ives, Myles Keogh, Jessica Garza, and Sarah Reaveley (via Zoom). Also attending, MMEC representatives Walt Huffman and Tyler Troutman.

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 February 21, 2025 was cancelled).

Presentation: MMEC Architects provided information on the forward progress on the shop expansion project. They previously met with Pend Oreille County there are no major issues with the site evaluation process. Civil, Structural and Mechanical engineers are on board, and they are working on cost estimates.

Additional discussion points included the height of the crane hook, 55-foot setback required by the County, no variance required due to building height, and water flow information for the sprinkler system. They are working on the environmental and other needed narratives.

Comments: None at this time.

Correspondence: None at this time.

Old Business:

1. Website:

A. Discussion: Kelly and Jessica continue with discussions with Keokee. Additional discussion was held on updating biographies, pictures, listing Port properties, and a section for FAQ's.

2. Employee Safety Dinner New Date:

A. Discussion: Reminder that the employee appreciation dinner is March 15th at the American Legion at 6:00 p.m.

3. Other Old Business: None at this time.

New Business:

1. Policy 1502 Update:

A. Discussion: Kelly presented an updated policy on promotional hosting.

B. Action: Commissioner Peterson moved to approve Policy 1502 as presented. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

2. Policy 4009 – Artificial Intelligence Use:

A. Discussion: Kelly provided a new policy regarding the use of Artificial Intelligence. Discussion followed with information that protected material cannot be put into any Artificial Intelligence program.

B. Action: Commissioner Peterson moved to approve Policy 4001 as presented. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

3. Trip to Olympia- Rail Caucus:

A. Discussion: Kelly and Corey reported on their trip to Olympia to attend the rail caucus. They were welcomed by Representative Barkus, the House of Representatives head of the transportation committee. They gave a brief report on the shop project and needed assistance; after the meeting they were met by the heads of the Rail and Port division of the WSDOT. A follow up meeting with these individuals is scheduled for later today.

B. Action: No action needed.

4. Second quarter Pend Oreille Representatives meeting:

A. Discussion: Kelly reviewed the schedules for the PUD and County, asking if June 4th or 11th would work for the Port Commissioners; June 4th works best for the Port Board. Location was also discussed with the preference being for the north end of the County. Kelly will provide this information at tomorrow's Pend Oreille Representatives meeting.

5. Other New Business: None at this time.

Board Travel Plans/Meetings:

March/April Meetings- Attendance/Authorizations:

A. Discussion: Pend Oreille Representatives meeting if any of them are able to attend. Chair Kiss will be attending the March 14th meeting at the Sullivan Lake Ranger Station.

B. Action: By general consensus these meetings were approved by the Board.

Reports:

1. Board of Commissioners:

- Commissioner Gentle provided information on a business that may be a fit for Pend Oreille County. Jessica will follow up on this lead.

2. Executive Director, Kelly Driver:

- The boundary line adjustment forms have been submitted to the County for action.
- She entered into a contract with a wetlands specialist to complete studies on the Highway 20 property as well as the area for the shop and track expansion.
- She and Jessica had a virtual meeting with the Washington State Recreation and Conservation Office regarding Wolfred County Park funding needs.
- She and Jessica worked on the WIP grant while Sarah was on vacation. Sarah is finishing this grant; the deadline for submittals changed from March 4th to March 18th.
- She provided an update on the WCCN employees to the Board.
- She, Jessica, and Sarah are working to fill the vacant Assistant Grant Writer position. The contract with the State has been updated to allow for a 1099 employee to finish out the time which ends June 30, 2025.

3. Railroad Operations Manager, Corey Ives:

- Car Repairs for February were over \$15,000.
- There was a small slide near MP 1426 on the Sandpoint line. Crews have cleaned ditches and dumped rip rap to stabilize the bank.

- Crews are working on disassembling the jewelry from the used bridge timbers obtained from BNSF so they can be used.
- The Ballast Regulator engine is out of service, either a new engine or a new machine will need to be purchased. A used machine is around \$150,000.
- Weed spraying bids are due on March 14th.
- He will be sending out requests for quotes on the ballast rock soon.

4. Auditor – Susan Bluff:

- Susan provided budget status report information for the month ending February 28th.
- On the ADO budget status report, economic development projects and line items were discussed.
- Shop project sheets and storage car information were also shared.
- She is working on required annual reports.

5. Chief Mechanical Officer-Myles Keogh:

- Working under an upcoming deadline.

6. Grant Writer – Sarah Reaveley:

- Discussed the Blast Booth retrofit and increased costs.
- Grants coming in through Grants.gov are mainly focusing on military or health.
- Federal grants applications are removing the DEI portions.
- Some USDA grant information is trickling slowly.

7. Economic Development Director – Jessica Garza:

- The quarterly meeting of EDAC was held last week at the Camas Center. There was a good turnout with new citizens showing an interest. The new format and the two speakers provided great information that was well received.
- She wrote a letter of support for Versatile Industries on their new gravel pit project.
- She will be attending another WEDA conference in Olympia at the end of the month.
- She had meetings with Brian Smiley regarding lumber tariffs and with Jenny Smith from Newport Hospital and Health Care Services on daycare issues.
- She, Kelly, Chair Kiss and Brian Smiley will be meeting with the Forest Service at the Sullivan Lake Ranger Station.
- All Department of Commerce projects are off the table at this time. Discussion on needing available public properties for growth.

Records for Approval:

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

B. Warrants: Operating Expense warrants 54274 – 54385 totaling \$258,746.67 and ADO warrants 2587-2595 totaling \$28,628.34 were approved as submitted.

Board Workshop: None held.

Executive Session: No executive session held at this meeting.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 11:36 a.m.


Ryan Kiss, Chair


Kelly J. Driver, Executive Director


Date Approved