

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: November 12, 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, and Port staff members Kelly Driver, Susan Bluff, Corey Ives, Myles Keogh, Jessica Garza, and Sarah Reaveley. Also present were Sean Reagan and John Smith. Joining later in the meeting were Port employees Tom Hardwick, Mike Walker, Nathan Coston, Pat McNamee, Chad Curtice, Joe Hildreth, Mike Hopkins, Roger Moran, and Ben Nelson.

**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 October 18, 2024. Motion seconded by Commissioner Gentle and so ordered by Chair Kiss.

**Comments:** None.

**Correspondence:** None.

**Guest:** Sean Reagan and John Smith spoke to the Board and staff regarding pending and potential projects in and around Metaline Falls. Projects were discussed including possible rail shipments with the need to reestablish the rail line to Metaline Falls, the possibility of a foreign trade zone located in Metaline Falls, a heavy haul corridor, development of an action plan and a land lease with the Port. Staff will begin work on several of these items.

**Preliminary Budget and Comprehensive Plan:**

**A. Discussion:** The minor updates to the Comprehensive Plan were discussed, including changing of wording to show that the Port is the ADO rather than working with the EDC. Preliminary budget items were then considered and talked through.

**B. Action:** Commissioner Gentle moved to approve the minor wording changes to the Comprehensive Plan and the Preliminary budgets. Motion seconded by Commissioner Peterson, so ordered by Chair Kiss. Kelly will prepare the Comprehensive Plan for signatures and the 2025 final budgets for the December 10<sup>th</sup> meeting.

**Old Business:**

**1. CRISI Grant:**

**A. Discussion:** Sarah reported that the Port did not receive funding through the CRISI grant program. She is going to request information on scoring. Sarah also reported there are additional funding sources coming up, but we need MMEC's drawings. Myles will contact MMEC.

**2. Website RFP/Public Records Requests :**

**A. Discussion:** The Port has received two public records requests from the RFP process. Redaction of information is required.

### **3. On-Call Civil Engineering Contract/Resolution 2024-11:**

**A. Discussion:** Contract negotiations are on-going and should be resolved soon. Kelly asked the Board to sign Resolution 2024-11 and to authorize Kelly and Corey to sign the contract once the wording has been finalized to move forward with surveying if possible before winter weather starts.

**B. Action:** Commissioner Peterson moved to approve Resolution 2024-11 and to authorize Kelly and Corey to sign the contract on the Port's behalf. Commissioner Gentle seconded the motion, so ordered by Chair Kiss.

### **4. ADO:**

**A. Discussion:** Jessica went over a draft of the ADO strategic plan, answering questions and providing information to the Board. She will take this to the EDAC board at the end of November for discussion and then, at her next meeting with the County Board of Commissioners, present it to them. There was also discussion on the .09 fund allowable uses as well as information on working with the Department of Commerce and Frontier County meetings.

**B. Action:** The Board provided their general consensus of approval on the draft Strategic Plan.

### **5. Other Old Business:** None at this time.

### **New Business:**

#### **1. Road Easements:**

**A. Discussion:** Kelly and Corey presented information on a request for a permanent easement to a property off of Youngreen Road near Ione. This road has been in existence for over 50 years; the family now wishes to sell the property and would like a formalized easement to the otherwise land-locked parcel.

**B. Action:** Commissioner Peterson moved to approve the easement provided that all outside costs, including but not limited to recording, excise tax, and attorney fees, are covered by the landowner. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

#### **2. Baseball Field Land Lease 24-02:**

**A. Discussion:** A lease agreement with the Selkirk Youth Sports Association was presented for discussion and action for a piece of Port property in Ione along Houghton Street.

**B. Action:** Commissioner Gentle made a motion to approve the land lease as written. Motion seconded by Commissioner Peterson, so ordered by Chair Kiss.

#### **3. Port/ADO Office Lease 24-01:**

**A. Discussion:** In order to comply with the Washington State Auditor and the Department of Commerce, the Port is required to have a lease agreement with the ADO. The lease agreement and other expense items were discussed.

**B. Action:** Commissioner Gentle moved to approve lease 24-01 with the ADO with changes as discussed. Motion seconded by Commissioner Peterson, so ordered by Chair Kiss.

#### **4. North Pend Oreille Lions Club Sponsorship:**

**A. Discussion:** Kelly presented a request from the North Pend Oreille Lions Club for sponsorship for their Christmas sign boards. The Port sponsored \$150 in 2023.

**B. Action:** Commissioner Peterson moved to approve \$150 for the sponsorship as an advertising opportunity of the ADO. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

## **5. Other New Business:**

### **A. Food Bank Sponsorship:**

1. Discussion: In previous years, the Port has sponsored, as a public relations benefit, funds for the Cusick Food Bank in the amount of \$150. Kelly asked the Board if they would like to continue this long-standing sponsorship.

2. Action: Commissioner Peterson moved to approve \$150 as a public relations benefit of the Port. Motion seconded by Commissioner Gentle, so ordered by Chair Kiss.

### **Board Travel Plans/Meetings:**

Nov./Dec. Meetings- Attendance/Authorizations:

A. Discussion: No anticipated meetings.

### **Reports:**

#### **1. Board of Commissioners:**

- Chair Kiss met with two newly elected Washington State Representatives, Andrew Engell and Hunter Abell in Metaline Falls.

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

- The DOT signed off on the two access points for the Wolfred Industrial Park.
- Preliminary budget work.
- WPPA meeting in Chelan.
- Demurrage and switching tariffs.
- Employee benefits insurance.
- Railroad Liability Insurance application.
- The insurance on the house in Newport was cancelled once the demolition was completed. The liability insurance is still in effect.
- Two public records requests received on the website design.
- Hazard Mitigation review was completed and comments submitted.
- Attended a meeting with the City of Newport and Jessica to be introduced to the SPOFR Chief.
- Went through an initial Cyber Security checkup with a division of the State Auditor's office. Follow up meeting on Thursday.

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

- Car Repairs for October were around \$10-12,000.
- Crews checked Sub 3 for wide gauge areas, now checking Sub 1.
- Work done on Birdhouse Crossing; the wide gauge was fixed in the crossing. The rail is showing some wear and will need to be replaced in the next couple of years; Sarah is looking for grants. Crossing panels are slightly uneven and may cause some issues for snow plows this winter.
- Working on the Wolfred Industrial Park access locations. The overburden removed, fabric placed, and culvert set and covered on the north end of the property. He is hauling more rock to finish that approach. If the weather holds he will work on the south end of the property access point as well; otherwise, it will have to wait until spring.

#### **4. Auditor – Susan Bluff:**

- Presented budget vs. actual information, car storage and shop billing for October.
- She also discussed her recent training on the train billing system.

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

- All shop projects are moving forward.

**6. Grant Writer – Sarah Reaveley:**

- Information provided on upcoming grants as well as those submitted but she is waiting for information on results.
- She told the Board the Port was awarded a \$174,000 from Climate Corps for hiring two individuals as apprentices; one for the shop and one for the track and train operations. Final contract wording is being worked out.
- The grant writer grant had an abundance of applications; they are now revising the awards down from \$80,000 to \$51,557. A revised Scope of Work must be sent in to show how we would use the reduced amount.

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

- She attended an IEDC conference on infrastructure in Wenatchee.
- She and Brian Smiley attended a Port of Whitman meeting to review a possible new type of structure for the EDAC.
- The November EDAC meeting will be held on November 27<sup>th</sup>.
- She will be providing social media training at the Newport Chamber meeting on Wednesday night in the Newport High School Library. 20 people have pre-registered so far.
- She is trying to organize a meeting for legislative members on December 4<sup>th</sup> to tour Port properties and discuss rural county needs.
- Working on project “Rockshot” with other entities.
- She will do a press release on the lease of the property by Selkirk Youth Sports Association.

**Records for Approval:**

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

**B. Warrants:** Operating Expense warrants 53906- 53961 totaling \$142,060.41 and ADO warrants 2546-2550 totaling \$8,614.87 were approved as submitted..

**Board Workshop:** None held.

**Executive Session:** An Executive session was called at 10:45 a.m. by Chair Kiss regarding a real estate matter (RCW 42.30.110(b)) for approximately 15 minutes. At 11:00 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.

At 11:00 a.m. Commissioner Gentle was excused from the rest of the meeting.

A break was called at 11:40 a.m. The break ended at 12:00 noon and was immediately followed by a second executive session on personnel matters (RCW 42.30.110(g)) and was expected to last two (2) hours. At 2:00 p.m. Chair Kiss brought the meeting back to regular session, stating no decisions were made in executive session. No final action was taken.

It was determined that all matters were handled for the month, no meeting is necessary on Friday, November 15<sup>th</sup>. Kelly will notify the Newport Miner and the Selkirk Sun.

**Adjourn:** There being no further business Chairman Kiss adjourned the meeting at 2:02 p.m.

  
Ryan Kiss, Chair

  
Kelly J. Driver, Executive Director

  
Date Approved