

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: December 13, 2016**

Chairman Harkness 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: Chairman Harkness, Vice Chairman Shanklin, Secretary Whyson and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, and Brad Byrd.

**For purposes of clarification, the minutes are presented as listed on the agenda, not necessarily in the order they were discussed.**

**MINUTES:** Commissioner Whyson moved to approve the minutes of November 8, 2016 as presented. Motion seconded by Commissioner Shanklin, so ordered by Chairman Harkness.

**COMMENTS:** None at this time.

**ADVERTISED ITEM: 2017 FINAL BUDGET HEARING**

**A. DISCUSSION:** The budgets for the Operating Expense Fund, Capital Improvements Fund, Debt Service Reserve Fund, and Insurance Reserve Fund were discussed.

**B. ACTION:** Commissioner Whyson moved to approve the budgets and salary schedules are presented and to approve Resolution 2016-03. Motion seconded by Commissioner Shanklin, so ordered by Chairman Harkness.

**OLD BUSINESS:**

**1. METALINE FALLS PROPERTY:**

**A. DISCUSSION:** The Port received information that the individual previously interested in the possibility of purchasing property from the Port in Metaline Falls has had a change of plans and is no longer interested in buying land.

**B. ACTION:** No action necessary at this time.

**2. SAFETY ASSESSMENT:**

**A. DISCUSSION:** The Short Line Safety Institute completed their safety assessment of the railroad operations in mid-November.

**B. ACTION:** This item will be tabled until the January 2017 Port meeting.

**3. BACKHOE PURCHASE:**

**A. DISCUSSION:** Cliff reported that Case, Caterpillar and John Deere backhoes were tested to make a decision on the best machine for use on the railroad. One of the most important features is the ability to insert ties which requires a side to side motion. After testing the various types, it was determined that the John Deere was the best for POVA needs. The backhoe has been ordered, once it is ready it will be shipped to Mitchell Equipment for the hyrail installation. The completed backhoe will be delivered to POVA in early spring 2017.

**4. WSDOT GRANT APPLICATION:**

**A. DISCUSSION:** Kelly reported on the grant finalization process. Even though the Port has been recommended to receive funding for our tie replacement and ballast renewal project it is not finalized until it is in the Governor's, House and Senate budgets. This will not be known until sometime in March or April.

If the project is funded, then the Port will need to work with the WSDOT to get a contract in place. Once the contract is signed then the Port can purchase ties and ballast to go forward with the actual work. Any materials purchased and/or placed prior to the signing of the contract will not be an allowable expense.

**5. SAFETY DINNER:**

**A. DISCUSSION:** The Port's annual safety dinner was held on December 3<sup>rd</sup> at the American Legion and was well attended.

**6. BLAST BOOTH UPDATE:**

**A. DISCUSSION:** The legal ad has been placed calling for bids on the project. There was discussion on permitting process and associated components. A special meeting may need to be held in January regarding the awarding of the bid.

**7. OTHER OLD BUSINESS:**

**A. PUD TRANSMISSION LINE AGREEMENT:**

**1. DISCUSSION:** There was discussion on the draft extension of the lease agreement with the PUD for the transmission line.

**2. ACTION:** Kelly will follow up with Colin Willenbrock.

**NEW BUSINESS:**

**1. BOARD REORGANIZATION FOR 2017:**

**A. DISCUSSION:** Nominations were as follows: Chairman, Commissioner Shanklin; Vice Chairman, Commissioner Whyson, and Secretary, Commissioner Harkness.

**B. ACTION:** Motion made by Commissioner Whyson to accept the nominations. Motion seconded by Commissioner Shanklin and so ordered by Chairman Harkness.

**2. LIONS CLUB CARS STORAGE AGREEMENT:**

**A. DISCUSSION:** Kelly presented a storage agreement to the Board for approval which allows the Lions Club cars to be stored on POVA tracks for an annual fee and for the Lions to carry insurance coverage on the cars which adds the Port as an additional insured party. The Lions used to store their cars in Metaline Falls on private property so this agreement was not necessary prior to this year.

**B. ACTION:** Commissioner Shanklin moved to approve the storage agreement as presented. Motion seconded by Commissioner Whyson, so ordered by Chairman Harkness.

**3. LIONS CLUB OPPORTUNITIES:**

**A. DISCUSSION:** There was discussion on potential opportunities for the Lions Club to use the tracks between Ione and Blueslide for modified rail bikes.

**4. WUTC GRANT – CITY OF NEWPORT:**

**A. DISCUSSION:** Kelly reported that the engineer for the City of Newport is working on a WUTC grant to assist with the funding of their project to have an ADA complaint pathway across 4<sup>th</sup> Street. Because it is a railroad crossing the Port had to be a part of the grant application process.

**5. TRACK MILE SALES AGREEMENT:**

**A. DISCUSSION:** Kelly reported that the sales agreement for 2016 has been signed. Payment to the Port should be received around December 15<sup>th</sup>.

**6. URBAN GROWTH STEERING COMMITTEE MEETINGS:**

**A. DISCUSSION:** Kelly received a request from the consultant for the County, Gregg Dohrn, regarding the use of the Port's meeting room for urban growth steering committee meetings.

**B. ACTION:** The Board gave their general approval for the use of the conference room during normal business hours.

**7. OTHER NEW BUSINESS:**

**A. REPORT OF UNAUTHORIZED USE AND GARBAGE ON PORT PROPERTY:**

**1. DISCUSSION:** Staff had received a report of people living on Port property near Hillside Lane, the report included information that there was garbage all over the property which was spilling on to adjoining neighbors. Cliff checked this out and found the report to be in error, no Port action was required.

**B. REQUEST FOR PROPOSALS:**

**1. DISCUSSION:** Kelly reported that the RFPs for the paint booth fall protection and the bridge inspections will be advertised in the Newport Miner the last two weeks of December with due dates for early February.

**C. LEPC MEETING RECAP:**

**1. DISCUSSION:** Chairman Harkness discussed the LEPC meeting held November 30<sup>th</sup>. Items covered included the mock hazardous materials drill in Newport and the recent diesel truck accident on Highway 211 near Deer Valley Road.

**STAFF REPORTS:**

**1. ROADMASTER – CLIFF BAUER:**

- Staff completed annual safety testing at Ponderay Newsprint.
- Evaluations completed.
- Conductor efficiency tests completed on two employees.
- Ballast Regulator is ready for snow removal.
- Track equipment has been brought to the shop for annual maintenance and possible repairs during the winter months.
- Danger tree removed in Ione. Kelly added that the adjoining land owner, who had requested the removal, called and praised the crew for their work.
- Applied asphalt patch to the crossing near the Ione Airport.
- Riley is working through the conductor certification process.

**2. MANAGER- KELLY DRIVER:**

- Annual safety meeting held with Idaho Forest Group and POVA employees.
- New employee identification cards made up to reflect changes in certifications and updating information for the FRA.
- Storage cars – working with broker and car owners to keep cars on line.
- BNSF train delivery issues.

**3. AUDITOR - SUSAN BLUFF:**

- Susan presented the financial report and storage report information for the month ending November 30, 2016.

**4. CHIEF MECHANICAL OFFICER- BRAD BYRD:**

- Switcher in the shop for Western Rail.
- Painting next week.
- Crews helped with some of the work on track equipment.
- Putting an electric Hotstart in 8325.

- 102 burned up a battery field driver; parts have been ordered but until repaired 102 is out of service. 1745 is also in the shop so we are down to two locomotives for POVA operations at this time.
- Lost the pump and radiator in the little dump truck which is used for snow plowing. Picked up a new radiator and repairs are underway. New, heavier, electrical cords will be placed in the equipment shed to prevent burning up the plugs.

**RECORDS FOR APPROVAL:**

**A. TIME AND EXPENSE SHEETS:** Approved as submitted.

**B. WARRANTS:** Operating Expense warrants 43229-43373 totaling \$292,531.49 were approved as submitted.

**EXECUTIVE SESSION:** At 11:23 a.m. Chairman Harkness recessed the regular meeting to convene in executive session for approximately 30 minutes to discuss potential litigation matters. At 11:55 a.m. Chairman Harkness brought the meeting back to order stating no decisions had been made in the executive session.

**ADJOURN:** There being no further business Chairman Harkness adjourned the meeting at 12:00 p.m.



R. L. Shanklin, Chairman



Kelly J. Driver, Manager

Date Approved:

01-10-17