

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: April 11, 2017**

Chairman Shanklin 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 Shanklin, Vice Chairman Whysong, Secretary Harkness and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, Corey Ives, and Brad Byrd. Also in attendance were John Jackson from Newport Towing and Dan Dice.

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

MINUTES: Commissioner Whysong moved to approve the minutes of the regular meeting held on March 14, 2017 as presented. Motion seconded by Commissioner Harkness, so ordered by Chairman Shanklin.

COMMENTS: None at this time.

OLD BUSINESS:

1. BRIDGE INSPECTIONS:

A. DISCUSSION: Staff met with DEA and discussed contract terms, pricing and other items. Staff is working with DEA now to come up with an acceptable contract for both parties.

B. ACTION: Kelly requested permission to sign documents with DEA for bridge inspection services. Motion made by Commissioner Whysong to allow staff to sign necessary documents. Motion seconded by Commissioner Harkness, so ordered by Chairman Shanklin.

2. BLAST BOOTH:

A. DISCUSSION: Brad reported that County Community Development Director Greg Snow and Assistant Planner Andy Huddleston made an on-site visit to better understand the Port's project. Based on their visit they have indicated that a permit should be issued next week by the County. A sprinkler system is required by State law and will have to be added to the building prior to the County issuing an occupancy permit.

Kelly discussed the rebidding process was not included in Sewell's scope of work so there will be a bill for their additional services in the amount of \$3,068.00.

Kelly and Brad will be attending a pre-construction meeting with Sewell's and Rraco later today. Kelly requested permission to allow her and Brad to sign any necessary documents as well as to approve changes on this project as they may occur in order to move forward without additional delays.

B. ACTION: Commissioner Harkness moved to allow staff to sign the necessary documents on the Blast Booth project and to approve the additional payment to Sewell Engineering. Motion seconded by Commissioner Whysong, so ordered by Chairman Shanklin.

3. NEWPORT TOWING EXPANSION:

A. DISCUSSION: Three models of modular homes were looked at for the proposed new facility. The Peterson model was nicer as well as being less expensive. The model is approximately eight (8) weeks out on delivery. Fencing and the ambulance storage building needs were also discussed.

Newport Towing should know tomorrow if they are going to receive their license for ambulance service in the County. A copy of the license will be required before entering into an agreement to furnish upgraded facilities for this expanded operation. A ten-year contract will be required for renting the facility with a bond or letter of credit requirement which will pay back any portion of the upgrades which is not paid back by rent. Possible rental fees were discussed but were not decided on until total costs are closer to being determined.

Concerns regarding the passenger train rides being in the area where Newport Towing is located was discussed as well. Pine Street and Second Street will need to be blocked off so that there are no cars in the rail yard. There was also discussion about placing cones, ribbon or other devices so that passengers stay back from the Newport Towing area while loading and/or unloading. Newport Towing will be cautious of passengers and pedestrians if they need to move during the rides.

B. ACTION: No action required.

4. HIGHWAY 20 LAND PARCELS – UGA INCLUSION

A. DISCUSSION: Kelly informed the Board that she will be working with Gregg Dohrn on a resolution for the inclusion of the Port's property into the Urban Growth Area. No further action is required at this time.

B. ACTION: No action necessary at this time.

5. SPECIAL TESTING SERVICES QUOTES:

A. DISCUSSION: After thoroughly reviewing the special testing services quotes Kelly recommended that the Board approve Sewell Engineering for these services. She explained that the per trip fee from Sewell's was less than the per trip fee for each of the other entities.

B. ACTION: Commissioner Harkness moved to accept staff recommendations and to select Sewell Engineering to complete the special testing services on the blast booth project. Motion seconded by Commissioner Whysong, so ordered by Chairman Shanklin.

6. OTHER OLD BUSINESS:

A. CHEVRON CAR INSPECTION:

1. DISCUSSION: Chevron is moving forward on a contract for completing the inspections on the tank cars. Rock is being brought in to the inspection site now.

B. LEADERS MEETING:

1. DISCUSSION: The next Leaders Meeting will be held on April 21st at the Camas Wellness Center.

NEW BUSINESS:

1. TOWN OF CUSICK -OSPREY PARK

A. DISCUSSION: Kelly indicated there is an issue with the insurance coverage on the Osprey Park at Cusick. She has provided information to the Town on the need for the correct insurance. If it cannot be obtained, then there may be a need to cancel the lease.

B. ACTION: The Board agreed with Kelly's action and plan.

2. OTHER NEW BUSINESS:

A. 49 CFR PART 219 FOR CONTRACTORS:

1. DISCUSSION: Kelly reported she participated in a webinar regarding drug and alcohol testing requirements for contractors who foul the tracks for railroad projects. As of June 12th contractors will be subject to the same drug and alcohol testing as railroad employees. The railroad is responsible to ensure that the contractor has complied with training, testing, and more. If there is an issue, then the railroad is

responsible as well as the contractor. A company, Browz, now provides this service for a fee. Kelly explained the program and the annual cost for the service is less than \$1,000 for 1-10 contractors. POVA currently contracts for weed spraying services, special projects such as crossing replacements, bridge inspections and signal work that will be subject to the FRA requirements for contractors.

2. ACTION: Commissioner Whysong moved to approve the purchase of this service. Motion seconded by Commissioner Harkness so ordered by Chairman Shanklin.

STAFF REPORTS:

1. ROADMASTER, CLIFF BAUER: Cliff reported on:

- Crews are placing rip rap between Priest River and Newport with the crane. Sink holes will be an on-going problem with the fluctuating lake levels.
- Marking and replacing ties.
- Met with a contractor to discuss possible work on Pine Street. Obtain pricing for grant that the City of Newport is working on.
- Placed a temporary crossing at Albeni Falls.
- Working with the crane at a slide area at milepost 2.9. More work to do on it at a later date.
- Lions Club cars moved to Newport so that the Rotary Club may start working on the cars.
- The "3 Track" in Newport was removed.

2. MANAGER- KELLY DRIVER:

- Still waiting on word on our grant funding; the House, Senate and Governor's budgets all contain our project but the Transportation Budget has to be approved as a whole. The Transportation budget process happens after the approval of the General Fund budget.
- Riverview Bible Camp called regarding a wash out of the culvert near their swimming pool. Corey and Roger placed barricades and No Trespassing signs up. Crews will fix this as time allows.
- Game cameras got a good picture of a student trying to cut the fence in Newport and then climbing over it. Issue was sent to the Sheriff's office for handling.
- Notice has been given to the WUTC, City of Newport, County and others regarding the crossing work at 4th and Union. The work will begin on April 18th.
- Staff went through a Hearing Conservation Audit; there are a couple of issues to handle but the audit went well.

3. AUDITOR - SUSAN BLUFF:

- Susan presented the financial report and storage report information for the month ending March 31, 2017.
- She reported that 17 box cars that were in storage were shipped out.
- A reimbursement for over \$23,000 was also received which increased the miscellaneous revenue.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- The computer in POVA 102 failed and had to be shipped off for repairs.
- He will be working on a project for EWG.
- Two complete rebuild jobs coming in.
- MRL painting is still in the works, just waiting on the locomotives to be released to be painted.
- POVA 8325 will be down for a few days to do the inspections on the air. Two other POVA locomotives were recently inspected for air as well.

5. TRACK FOREMAN – COREY IVES:

- Corey reported that the new backhoe will be done having the hyrail gear installed in another 3-4 weeks. He reminded the Board that the last time a backhoe was purchased there were problems

with the hyrail attachment and the machine had to be shipped back. Rather than have unnecessary delays he will be flying back to Dundee, Michigan to inspect the machine before it is shipped.

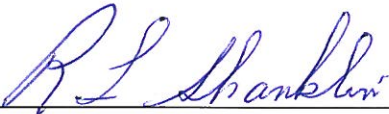
RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

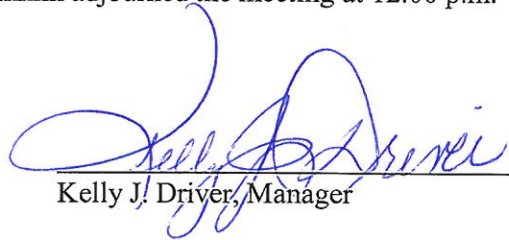
B. WARRANTS: Operating Expense warrants 43769-43903 totaling \$214,092.66 were approved as submitted.

EXECUTIVE SESSION: At 11:50 a.m. Chairman Shanklin recessed the regular meeting to convene in executive session for approximately ten minutes to discuss pending litigation matters per RCW 42.30.110. Chairman Shanklin brought the meeting back to order at 12:00 p.m. stating no decisions were made in executive session.

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



R. L. Shanklin, Chairman



Kelly J. Driver, Manager

Date Approved:

