

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: March 14, 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, Corey Ives, and Brad Byrd. Also in attendance were Dan Dice, John Jackson from Newport Towing and Terry Johnson from the Rotary Club.

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 February 14, 2017 and the special meeting held on February 24, 2017 as presented. Motion seconded by Commissioner Harkness, so ordered by Chairman Shanklin.

COMMENTS: Terry Johnson discussed the upcoming Rotary Club train rides. Staff answered questions regarding costs, operations, train crew experience and credentials. The Rotary Club would like to have the passenger cars moved to Newport to be able to work on them, they would also like to ride in the cars when they are moved so they can get photos for their promotional brochures. Mr. Johnson and Chairman Shanklin also stated that the City of Newport will be blocking off Pine Street during the days when the train rides take place for pedestrian safety.

OLD BUSINESS:

1. BRIDGE INSPECTIONS:

A. DISCUSSION: Kelly reported that a meeting is scheduled for next with DEA regarding the proposed contract, costs and scheduling. She has requested a copy of their standard contract to review in advance.

2. OTHER OLD BUSINESS:

A. BLAST BOOTH:

1. DISCUSSION: Kelly reported that Kevin Akesson from Sewell's is dealing with Raco on some insurance requirements which is slowing down the notice to proceed and contract finalization.

NEW BUSINESS:

1. SPECIAL TESTING SERVICES QUOTES

A. DISCUSSION: Three quotes were received for special testing services. Kelly will work to obtain clarification. Due to the issues with the contract for the building this item will be tabled until that issue is resolved.

B. ACTION: A special meeting may be required to accept a quote for the special services.

2. HIGHWAY 20 LAND PARCELS – UGA INCLUSION:

A. DISCUSSION: Discussion was held on the possibility of having the Port's land along Highway 20 included in the Town of Cusick's Urban Growth Area.

B. ACTION: No action required at this time.

3. NEWPORT TOWING EXPANSION:

A. DISCUSSION: John Jackson discussed the need for expanding his facilities that he leases from the Port which includes the fenced area for wrecked cars, trucks and semis. He and others are putting together a plan for an ambulance service in the county; with that additional business he needs a larger

office space, approximately 24 ft. by 50 ft., which includes two (2) bedrooms and shower facilities for EMT personnel use. A three-sided, lean-to style building approximately 30 x 40 for parking ambulances, with electrical outlets for plugging in the vehicles is also required. There was discussion on the need to stay a minimum of 20 feet from the track, clearances for utilities, City of Newport requirements on the building including ADA compliance and that Mr. Jackson would need to sign a long term contract requiring a bond that would pay back the Port in the event that the cost of improvements was not recaptured with rent.

B. ACTION: Commissioner Harkness moved to have staff continue working toward an agreement and building of facilities to accommodate this needed service for the County. Motion seconded by Commissioner Whysong and so ordered by Chairman Shanklin.

4. SURPLUS PROPERTY RESOLUTION:

A. DISCUSSION: Kelly presented Resolution 2017-01 which allows management to sell surplus property valued under \$10,000.00.

B. ACTION: Commissioner Whysong moved to approve Resolution 2017-01 as presented. Motion seconded by Commissioner Harkness, so ordered by Chairman Shanklin.

5. OTHER NEW BUSINESS:

A. RESIGNATION:

1. DISCUSSION: Kelly read a letter of resignation, effective June 14, 2017 from Commissioner Whysong.

2. ACTION: Commissioner Harkness, with a great deal of regret, moved to accept Commissioner Whysong's resignation letter. Motion seconded and so ordered by Chairman Shanklin.

BREAK: Chairman Shanklin called for a break from 10:40 a.m. to 10:55 a.m.

STAFF REPORTS:

1. ROADMASTER, COREY IVES REPORTING FOR CLIFF BAUER: Corey reported on:

- He has been working getting rock quotes for the Chevron project. There is a possibility that a short culvert will need to be placed and if the County Road is damaged it will have to be repaired.
- Unit 10 had to go to Taylor Parker. Broken motor mounts and tie rods. Transmission fluid low.
- Unit 9 – exhaust leak repaired but fix is not correct so it needs to go back.
- Clearance signs placed at Kent Creek and Reynolds Creek.
- Sinkholes between Albeni Falls Dam and Priest River returning. Going to have to get rip rap placed.
- The City of Newport has asked for pricing for a grant for replacing the Pine Street Crossing in Newport. Due to timing it will be necessary to have a contractor do the work. It will need 115-pound rail in all the tracks, concrete panels, and oak ties.

2. MANAGER- KELLY DRIVER:

- Still waiting for news on grant; Senate budget due by next week.
- The WUTC grant with the City of Newport for crossing work at 4th and Union has been finalized and the project is out for bids.
- Urban Growth Area meetings.
- BNSF service issues.
- Unit 2 in for repairs.

3. AUDITOR - SUSAN BLUFF:

- Susan presented the financial report and storage report information for the month ending February 28, 2017. Discussed storage cars on line and length of time some have been on line.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- POVA locomotive work.
- Bought a single phase electric Hotstart unit for POVA 102 which will allow it to be plugged in at various locations on the line instead of only at the shop with the 3-Phase power.
- US Sugar locomotive on its way.
- We will be rebuilding another Saskatchewan locomotive.

RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 43644-43768 totaling \$145,398.62 were approved as submitted.

EXECUTIVE SESSION: At 11:40 a.m. Chairman Shanklin recessed the regular meeting to convene in executive session to discuss pending litigation matters per RCW 42.30.110. Chairman Shanklin brought the meeting back to order at 1:10 p.m. stating no decisions were made in executive session.

ADJOURN: There being no further business Chairman Shanklin adjourned the meeting at 1:11 p.m.



R. L. Shanklin, Chairman



Kelly J. Driver, Manager

Date Approved:

April 11, 2017