

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: May 9, 2017**

Chairman Shanklin 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: Chairman Shanklin, Vice Chairman Whysong, Secretary Harkness and Port staff members Kelly Driver, Susan Bluff, and Cliff Bauer. Also in attendance were Port attorneys William Schroeder and Anne Schroeder.

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 April 11, 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 reported the Snooper truck will be here June 26-30 to be used on the Priest River, Albeni Falls and Kent Creek Bridges, possibly Davis Creek as well, depending on timing. There is still no contract with DEA.

2. BLAST BOOTH:

A. DISCUSSION: The building permit has been received, the contractor is moving in materials and equipment.

B. ACTION: None necessary.

3. NEWPORT TOWING EXPANSION:

A. DISCUSSION: Kelly received a telephone call from Newport Towing informing her that they had received their license for ambulance service. Due to some changes in planned operations they will be moving forward a little slower and will not need an expansion until later in the summer.

B. ACTION: No action required.

4. TOWN OF CUSICK – OSPREY PARK:

A. DISCUSSION: Kelly reported that the area that the Osprey Park is located on is of little or no monetary value. The parcel is small, irregular shaped and located in the 100-year flood plan so building opportunities on it are limited. She suggested that the Port agree to an intergovernmental transfer of this property, through a Quit Claim Deed, where the Town of Cusick pays all costs associated with the transfer to them. And, that as a part of the Quit Claim Deed, there must be notation that the Port has first right of refusal to obtain the property back in the event the Town wants to dispose of it in the future. The Port will still retain the 75-foot right-of-way from the centerline of the track.

B. ACTION: The Board agreed that the parcel is of no use to the Port due to the steep dike and the small parcel being in the flood plain. Commissioner Whysong moved to approve an intergovernmental transfer as allowed by RCW 39.33.020 and that Kelly be allowed to sign all documents for this transfer provided that the Quit Claim Deed references the Port's first right of refusal on obtaining the land in the future. Motion seconded by Commissioner Harkness, so ordered by Chairman Shanklin.

5. OTHER OLD BUSINESS:

A. ROTARY CLUB TRAIN RIDES:

1. DISCUSSION: There was discussion regarding the need for water to the passenger cars. Possibly black poly pipe with spigots. The Rotary Club must discuss water use with Newport Towing.

EXECUTIVE SESSION: At 9:55 a.m. Chairman Shanklin recessed the regular meeting to convene in executive session for approximately 45 minutes to discuss pending litigation matters per RCW 42.30.110 with Port attorneys. Chairman Shanklin brought the meeting back to order at 10:42 a.m. stating no decisions were made in executive session.

BREAK: Chairman Shanklin called for a break from 10:45 a.m. - 11:05 a.m. At 11:05 a.m. Chairman Shanklin brought the regular meeting back to order.

NEW BUSINESS:

1. TRAINING AND EDUCATIONAL OPPORTUNITIES:

A. DISCUSSION: Kelly presented a policy and application form for the Board's review for potential training/educational opportunities for Port employees.

B. ACTION: After discussion, Commissioner Harkness moved to approve Policy 3007 and the application form. Motion seconded by Commissioner Whyson, so ordered by Chairman Shanklin.

2. ROTARY CLUB USE AGREEMENT:

A. DISCUSSION: Kelly presented the 2017 Use Agreement between the Port and the Rotary Club for the 2017 train rides. Insurance coverage was discussed. Qualified employees of POVA have signed up for the rides. Kelly will send the agreement to the Rotary Club for signature.

3. METALINE MINI MART LAND LEASE:

A. DISCUSSION: Kelly reported that the Metaline Mini Mart lease expired the first part of May. They wish to extend the lease for an additional five (5) years.

B. ACTION: Commissioner Harkness moved to approve the request for a five (5) year extension. Motion seconded by Commissioner Whyson, so ordered by Chairman Shanklin.

4. SELKIRK TRAILBLAZERS – USE OF RIGHT-OF-WAY:

A. DISCUSSION: Kelly received a request from the Selkirk Trailblazers to use a small portion of the Port's right-of-way for their annual Katherine Maupin poker run on May 20th. This was allowed in 2016 and the Port was provided additional insured coverage on their insurance.

B. ACTION: Commissioner Whyson moved to approve the use, provided the Port receives the additional insured insurance certificate prior to the ride. Motion seconded by Commissioner Harkness, so ordered by Chairman Shanklin.

2. OTHER NEW BUSINESS:

A. LEADERS MEETING:

1. DISCUSSION: The Leaders Meeting was changed from April 21st to May 12th and will begin at noon at the Camas Wellness Center.

STAFF REPORTS:

1. ROADMASTER, CLIFF BAUER: Cliff reported on:

- Approximately 400 ties replaced in the Priest River area.
- Worked on the Ashenfelter Bay Crossing – repaired wide gauge, spread ballast and tamped.
- Riverview Bible Camp wash out – took out suspended rail and dug out old ecology blocks.
- Alaska Lane- unplugged a blocked culvert.
- Ditching around Priest River.
- Union Street Crossing – RailWorks welding joints, required 10 foot ties, wheelchair accessible concrete panels with rubber up to rails.
- Needs to place rip rap near Albeni Falls before high water hits.
- Placing rip rap at Johnson Creek.
- Went over the line between Cusick and Metaline Falls. Renshaw Creek, near Tiger, has a bad wash out. Several slide areas.

2. MANAGER- KELLY DRIVER:

- FELA issues.
- Chevron car inspection work.
- BNSF and UPRR line use issues.
- Bridge inspection contract negotiations.
- Grant – still waiting on the legislature to pass budgets which could take until July.
- Unit 10 – will have to be replaced soon. It has had continuous problems the most recent was ruining three wheels. It was purchased used and has a heavier load on it than it should. Corey will start looking for a replacement.

3. AUDITOR - SUSAN BLUFF:

- Susan presented the financial report and car storage report information for the month ending April 30, 2017.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD: (report read by Kelly).

- The computer for 102 was shipped off; the company misplaced the purchase order so instead of the computer being ready to come back and be installed, it is just getting started on repairs.
- 3514 – Deturbo, rewire and N-Force computer installed.
- 3101 – Deturbo completed. In the process of rewiring and adding N-Force computer.
- GE locomotive for John Howell. Completed the dynamic brake, high voltage work but found a bad #2 traction motor while working on it. The traction motor will be replaced and then will ship out.
- MRL paint job; locomotive is in Spokane, should arrive any day.
- Started working on a 2,500 HP Loadbox.

5. TRACK FOREMAN – COREY IVES: (report by Kelly)

- Corey is in Michigan inspecting the backhoe and hyrail gear. He found three problems that will have to be fixed before the machine ships to us.

RECORDS FOR APPROVAL:

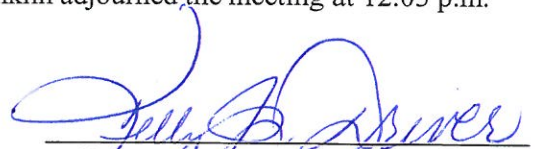
A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 43904-44033 totaling \$236,851.32 were approved as submitted.

ADJOURN: There being no further business Chairman Shanklin adjourned the meeting at 12:03 p.m.



R. L. Shanklin, Chairman



Kelly J. Driver, Manager

Date Approved: June 13, 2017