

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: April 10, 2018**

Chairman 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: Chairman Kiss, Vice Chairman Harkness, Secretary Shanklin and Port staff members Kelly Driver, Cliff Bauer, Susan Bluff, Corey Ives 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 Shanklin moved to approve the minutes of the regular meeting held on March 13, 2018 as presented. Motion seconded by Commissioner Harkness and so ordered by Chairman Kiss.

**COMMENTS:** None at this time.

**OLD BUSINESS:**

**1. EDC REQUEST FOR INFORMATION ON POTENTIAL LOSS OF BUSINESS:**

**A. DISCUSSION:** Kelly reported she provided the EDC with information on employment numbers, cars handled 2015-2018, employment numbers and grant revenue information for their use in a survey on the impact to the County if one (1) or more of the larger private employers leave the County.

**2. LIONS CLUB RAILRIDER – PORTABLE TOILET REQUEST:**

**A. DISCUSSION:** Chairman Kiss and Kelly presented information on the request from the Lions Club to place a portable toilet near Dennis Road. Chairman Kiss stated that the toilet would be inside a locked area, similar to a dog kennel, and would only be opened if someone needed it during a ride.

**B. ACTION:** Kelly will prepare an amendment to the agreement with the Lions Club for the May meeting.

**3. OTHER OLD BUSINESS:**

Brief discussion regarding the Leaders meeting held on March 23<sup>rd</sup>.

**NEW BUSINESS:**

**1. EMERGENCY DECLARATION - DERAILMENT:**

**A. DISCUSSION:** Follow-up discussion, from telephone calls made by Kelly to Board members, on March 16<sup>th</sup> when POVA 8310 derailed and tipped near MP 8.3. Due to the severity of the situation and the need to have the locomotive re-railed, staff declared an emergency and made a call to a company, Nobel Excavation, out of Libby, Montana who had the capabilities and equipment to re-rail a locomotive. Discussion on costs and clean-up efforts were held.

**2. 2018 ROTARY USE AGREEMENT:**

**A. DISCUSSION:** Kelly reported the final draft was sent to the Rotary Club but has not been returned. She will follow up and have this ready for the May meeting.

**3. ROTARY LAND LEASE 2018-01LA:**

**A. DISCUSSION:** The land lease agreement for the Rotary Club has also not been returned. This will also be on the May agenda.

**4. GROWTH MANAGEMENT REVIEW AND DISCUSSION:**

**A. DISCUSSION:** Kelly presented information received from the Kalispel Tribe regarding the completion of the Urban Growth Area plan for the Usk area. The Tribe voluntarily took over the planning after Greg Dohrnn left the County's employment. The Board reviewed and commented on the plan. The lack of any heavy industry options is concerning to the Port as well as other areas. Kelly will find out when the plan is to be reviewed by the County Commissioners.

**5. KALISPEL TRIBE REQUEST FOR LETTER –SAFE ROUTES GRANT:**

**A. DISCUSSION:** Kelly reported she asked for information regarding the safe routes to school grant that the Tribe had requested a letter of support to reinforce their grant application. No information has been received.

**B. ACTION:** Item is tabled until information is received.

**6. KALISPEL TRIBE REQUEST – ROADS AGREEMENT:**

**A. DISCUSSION:** Kelly presented a copy of a letter received from the Tribe which they asked the Port to sign so that they can request funding through the Bureau of Indian Affairs. The letter was discussed and rejected by the Port.

**B. ACTION:** Kelly will contact the Tribe regarding Port thoughts on the letter.

**7. OTHER NEW BUSINESS:**

**A. WPPA SCHOLARSHIP AWARD:**

**1. DISCUSSION:** Tanner Shanholtzer, summer help for the Port, was the winner of the 2018 WPPA scholarship in the amount of \$1,500. The Board is very pleased with the award for Tanner.

**STAFF REPORTS:**

**1. ROADMASTER, CLIFF BAUER:** Cliff reported on:

- Derailment clean-up. Crew members replaced three (3) 90-lb. rails, dug out soil and ballast, placed new ballast and removed rocks from the tracks.
- Broken rail at MP 10.95 replaced.
- Chip Track in Priest River. Another 50 ties replaced, ballast and tamp. This is the area where our locomotive is plugged-in and track equipment stored on.
- Replaced about 150 ties at MP 1408.
- Placed six (6) loads of rip rap at MP 1425.9, six (6) more loads to place.
- Should be started on the grant project in another month.

**2. MANAGER- KELLY DRIVER:** Kelly reported on:

- Attended PUD breakfast, learned about classification changes for the PUD so they are not subject to all of the regulations like Bonneville Power.
- Hazardous Mitigation Planning meeting; paperwork will be extensive in order to make us eligible for FEMA funding in the future.
- Highway 41 project should be starting up soon.
- Job announcement placed in the Newport Miner; a shop employee has given his two-week notice.
- New insurance for dental, vision and life insurance. Lesser premiums for the same coverage by changing companies. POVA can get a basic life insurance policy on dependents for 85 cents per month so that option has been selected.

- A new law, unless vetoed by Governor Inslee, will allow Port's to contract for services for projects under \$40,000 without going out for official and sometimes time consuming quotes.

**3. AUDITOR - SUSAN BLUFF:**

- Susan presented the financial report and car storage report information for the month ending March 30, 2018. She explained several revenue and expense items to the Board.

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

- Discussed damage to the 8310 and 1745 in the derailment. 8310 will have to be jacked to replace the leaf springs so while it is jacked up he will replace the wheels which were scheduled to be replaced in 2019. Some parts on 8310 and 1745 need painted, he will just pain them black.
- DOE inspection resulted in some housekeeping clean-up type issues.
- Blast Booth – back in the hands of Pend Oreille County.

**5. TRACK FOREMAN – COREY IVES:**

- DOE inspection. Discussion on inspection including shop and surrounding areas and the clean-up site near MP 20. Chevron reported the information incorrectly so it will have to be redone. POVA will need to make corrections to paperwork due to the Chevron error.
- The re-stenciling of the gondola (ATW) cars is complete. 50 cars were re-stenciled.

**RECORDS FOR APPROVAL:**



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

**B. WARRANTS:** Operating Expense warrants 45375-45493 totaling \$180,791.04 were approved as submitted.

**EXECUTIVE SESSION:**

None held.

**ADJOURN:** There being no further business Chairman Kiss adjourned the meeting at 11:20 a.m.

  
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Ryan Kiss, Chairman  
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Kelly J. Driver, Manager

Date Approved: 05-08-2018