

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: February 13, 2018**

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:05 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Chairman Kiss, Vice Chairman Harkness (via telephone), Secretary Shanklin and Port staff members Kelly Driver, Cliff Bauer, Susan Bluff and Corey Ives.

**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 January 9, 2018 as presented. Motion seconded by Commissioner Harkness and so ordered by Chairman Kiss.

**COMMENTS:** None at this time.

**ADVERTISED ITEM:** DIESEL FUEL BID OPENING

**A. DISCUSSION:** Chairman Kiss opened two (2) bids. The first bid was from City Service Valcon for .06 over rack price. The second bid was from Priest River Family Oil for .17 over rack price.

**B. ACTION:** Commissioner Harkness moved to award the two (2) year contract to City Service Valcon. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

**OLD BUSINESS:**

**1. BLAST BOOTH- UPDATE:**

**A. DISCUSSION:** Kelly reported that a State Fire Marshal employee threw away the Port's prints after calling the County and not being able to reach anyone who knew anything about the Port's project. The State Fire Marshal's office has apologized and has been provided a copy of our plans once again; they assure us that we will move to the top of the list for review.

**2. OTHER OLD BUSINESS:**

Brief updates were held on the Lions Club Railriders agreement, the Rotary Club agreement and the Kalispel Tribe's sewer line crossing. Commissioner Shanklin discussed the Motor Car rides as well.

**NEW BUSINESS:**

**1. SICK LEAVE POLICY CHANGE**

**A. DISCUSSION:** Kelly presented a change to the Sick Leave portion of the Personnel Policy. Changes were necessary in order to be in compliance with State law.

**B. ACTION:** Commissioner Harkness moved to approve the changes with a retroactive date to January 1, 2018. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

**2. TAX MILE CREDIT 2017:**

**A. DISCUSSION:** Kelly reported that the tax credit for 2017 finally passed. The paperwork had been completed in December, so everything was in place to allow for the sale. The Port received \$192,000 yesterday; payment will be made to the broker later this week.

### **3. FEDERAL DRUG AND ALCOHOL POLICY DISCUSSION:**

**A. DISCUSSION:** Due to changes in the federal requirements for drug and alcohol testing POVA is required to update our current program. Once approved by the federal government our personnel policy will need to be updated to mirror the federal program.

**B. ACTION:** No action necessary.

### **4. OTHER NEW BUSINESS:**

#### **A. REQUEST FOR SPONSORSHIP:**

1. **DISCUSSION:** Kelly presented a copy of a letter regarding sponsoring pig stalls at the Pend Oreille County fairgrounds. There was some discussion.

2. **ACTION:** Commissioner Shanklin moved to sponsor two (2) pens provided that the pens are not to be loaned out. Commissioner Harkness seconded the motion, so ordered by Chairman Kiss. Kelly will check with the Livestock Superintendent to ensure that the pens stay on site before processing through accounts payable.

### **STAFF REPORTS:**

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

- Annual conductor recertification ride completed on Corey.
- Conductor certification ride completed on Chase, he needs to do his written test before being certified.
- Jared and Lieven are trainees for the Conductor position.
- Annual testing and rules training classes held.
- Crane work and ditching around Priest River.
- UTC track inspector went over the line from Usk to Newport. Took about a day to fix the defects.
- Cutting brush.
- Tamped low spots between Newport and Priest River.
- PUD hyrail trip Usk to Newport for high voltage line matters.

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

- Highway 41 bridge information shared.
- A PowerPoint presentation on railroad operations will be given to members of the Republican Party on February 27<sup>th</sup> at the American Legion in Cusick.
- Working with insurance broker on language to lease agreements for insurance coverage with local Towns.
- PUD appraisal matter.
- 46 of the gondolas in storage will be going out soon.

#### **3. AUDITOR - SUSAN BLUFF:**

- Susan presented the financial report and car storage report information for the month and year ending January 9, 2018. She explained several revenue and expense items to the Board.
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#### **4. CHIEF MECHANICAL OFFICER- BRAD BYRD:** Absent.

#### **5. TRACK FOREMAN – COREY IVES:**

- Went over January car repair revenues.
- Working on grant paperwork for equipment and manhours so we can submit to the State on our reimbursement request and in-kind contribution.

- Working on track equipment. Added light bars, horns and back-up beepers to make a safer work environment.
- Unit 10, previous declared surplus, was taken to CarMax for an appraisal. CarMax offered \$8,500 so staff sold the vehicle.
- Culvert near Dalkena is being installed. Versatile is having issues blowing the clay out of the pipe after it was pushed through. Versatile shot the elevation at the location of the culvert which shows that the elevation for the west side, east side and middle of the culvert as well as across the east side of Highway 20 are all level; the water will not “flow” unless work is done by private property owners on the east side of the highway to allow the water to go to the river.

**RECORDS FOR APPROVAL:**

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

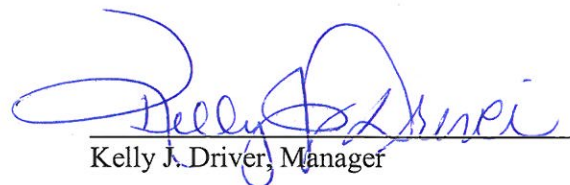
**B. WARRANTS:** Operating Expense warrants 45118-45248 totaling \$29,292.49 were approved as submitted.

**EXECUTIVE SESSION:**

Chairman Kiss called for a brief executive session to discuss an issue related to the performance of a public employee and pending litigation. Session was called at 10:20 a.m. for approximately ten minutes. At 10:28 a.m. Chairman Kiss brought the regular meeting back to order and stated no decisions were made. Based upon discussion in the executive session, Commissioner Shanklin moved to approve the settlement documents. Motion seconded by Commissioner Harkness, so ordered by Chairman Kiss.

**ADJOURN:** There being no further business Chairman Kiss adjourned the meeting at 10:30 a.m.

  
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Ryan Kiss, Chairman

  
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Kelly J. Driver, Manager

Date Approved: 3-13-18