

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: June 12, 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. Also attending, from the Kalispel Tribe of Indians, were Mike Lithgow and Matt Lower.

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

MINUTES: Commissioner Harkness moved to approve the minutes of the regular meeting held on May 8, 2018 as presented. Motion seconded by Commissioner Shanklin and so ordered by Chairman Kiss.

COMMENTS: None at this time.

OLD BUSINESS:

1. BLAST BOOTH UPDATE:

A. DISCUSSION: Brad told the Board that Rick Cruse and the State Fire Marshal had inspected the facility, code says that a bell on the outside of the building is up to the local jurisdiction. Electrical inspection will be done today then we just need the occupancy permit from the County building inspector.

2. POLICY 5005- REVISION

A. DISCUSSION: Discussion was held regarding the charges for crossing fees. Due to fluctuations in the cost of timbers and potentially labor rates it was determined that it would be best to abolish the policy. Price will be dependent upon cost of materials, including shipping, current labor rates and the type of crossing to be installed.

B. ACTION: Commissioner Harkness moved to abolish policy 5005, with the cost of a crossing to be determined by staff at the time of application. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

3. USK URBAN GROWTH AREA PLAN DRAFT:

A. DISCUSSION: Discussion was held on the Port's response to the Usk UGA plan draft. A letter was drafted to the Pend Oreille County Board of Commissioners with the Port's concerns.

B. ACTION: The Board signed the letter to the Board of Commissioners.

4. GRANT UPDATE:

A. DISCUSSION: Kelly reported that the State portion of the grant was about \$50,000 less than the award so she requested approval to purchase additional ballast with the remaining funds. The WSDOT agreed so Corey is calling for bids. Information was submitted to the State, they have approved the documentation so we now need to submit an invoice for payment.

5. OTHER OLD BUSINESS:

A. SEARCH AND RESCUE:

1. DISCUSSION: Commissioner Harkness stated that the training for Search and Rescue may not happen until fall due to the many activities going on during the summer.

NEW BUSINESS:

1. KALISPEL TRIBE –GROWTH AREA PLAN AND POTENTIAL GRANT POSSIBILITY:

A. DISCUSSION: On behalf of the Kalispel Tribe, Mike Lithgow and Matt Lower presented information regarding a grant application through Smart Growth America. This grant would provide technical assistance for establishing small scale (under 50 employees) manufacturing jobs in the Usk UGA area. The Tribe feels it would be best if the Port, Tribe, EDC and/or County, along with the Town of Cusick to join together in applying for the grant. Matt will be working on the grant and the letter of support from the agencies; the letter and grant application will be sent to the Port for review. The grant deadline is Jun 29th

ACTION: Commissioner Harkness made a motion to allow Chairman Kiss to sign the letter of support providing the Port is in agreement with the application and letter of support. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

2. OTHER NEW BUSINESS:

There was no other new business discussed.

STAFF REPORTS:

1. ROADMASTER, CLIFF BAUER: Cliff reported on:

- He is attending the bridge safety meetings for the Highway 41 bridge project. During demolition there was no damage to the tracks and the contractor did a good job of cleaning up any small debris that fell to the tracks.
- Weed and brush control spraying has been completed.
- The crossing at Laclede has been replaced.
- The tank cars have been moved back out along the Cusick flats for storage and cleaning of the last two (2) cars.
- BNSF has given the verbal okay to extend the track at Stimson which will allow for nine (9) cars to be loaded at a time. Crews will be working on that upon receipt of a purchase order from Stimson.
- Wolfred crossing will be worked on June 29th with WSDOT providing flagging while crossing panels are replaced.

2. MANAGER- KELLY DRIVER: Kelly reported on:

- FRA audit on drug and alcohol.
- Grant work.
- She and Corey attended a BNSF shortline meeting in Spokane.
- Alarm went off at the office Friday night. She met deputies at the office to do a walk through to ensure safety.
- New employees on board; paperwork completed.

3. AUDITOR - SUSAN BLUFF:

- Susan presented the financial report and car storage report information for the month ending May 31, 2018. She informed the Board that some of the storage cars are returning.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- 8310 wheels have finally arrived.
- The last of the testing on the DOE inspection has been completed.
- US Sugar – waiting on computer cables. Needs paint.
- Two (2) more 38's need paint.
- 102 is out of service until it is rewired.

- He and Myles have been to Warden several times and they will need to go back next week.

5. TRACK FOREMAN – COREY IVES:

- May car repairs were down a bit over previous months due to a short supply of lumber cars.
- Summer help training.
- Attending Highway 41 bridge meetings when Cliff cannot.
- The hydraulic spiker is not making pressure and flow. He is having it looked over; it may need a new pump.
- Working on dust control bids for the driveway and at Newport Towing.
- Working to get asphalt bids as well to seal the parking lot.

RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 45623-45757 totaling \$176,939.77 were approved as submitted.

EXECUTIVE SESSION:

Chairman Kiss called for an executive session at 10:50 a.m. for approximately five (5) minutes to discuss pending litigation. At 10:55 a.m. Chairman Kiss brought the meeting back to regular session stating no decisions were made in the executive session.

ADJOURN: There being no further business Chairman Kiss adjourned the meeting at 10:55 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: 7-10-18