

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: March 13, 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 and Brad Byrd. Also in attendance was Dick Norton representing the North Pend Oreille Valley Lions Club and Gary Chantry.

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 February 13, 2018 as presented. Motion seconded by Commissioner Harkness and so ordered by Chairman Kiss.

COMMENTS: None at this time.

1. BLAST BOOTH- UPDATE:

A. DISCUSSION: Brad reported that the fire suppression system has been started but they were missing parts so they had to do an order for the valve. The electrical work in the shed started today.

2. LIONS CLUB RAILRIDER AGREEMENT:

A. DISCUSSION: The agreement for the 2018 Railrider season was discussed.

B. ACTION: Commissioner Harkness moved to approve the agreement with the Lions Club. Commissioner Shanklin seconded the motion, so ordered by Chairman Kiss.

3. OTHER OLD BUSINESS:

Brief discussion was held on the sewer line crossing for the Kalispel Tribe.

NEW BUSINESS:

1. DRUG AND ALCOHOL POLICY – CHANGES TO PERSONNEL POLICY:

A. DISCUSSION: Kelly presented a change to the Drug and Alcohol portion of the Personnel Policy so that the policy will match the FRA Drug and Alcohol policy.

B. ACTION: Commissioner Harkness moved to approve the changes. seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

2. EDC REQUEST FOR INFORMATION ON POTENTIAL LOSS OF BUSINESS:

A. DISCUSSION: Kelly previously received a request for information on what it would do to the Port's budget if Ponderay Newsprint were to close. Based on discussion Kelly will seek further information from the EDC on this request.

3. REQUEST TO PURCHASE PORT PROPERTY:

A. DISCUSSION: Mr. Chantry approached the Board regarding the purchase of property in the Newport yard. Kelly explained the process that must be followed for public agencies in the event they wish to declare property surplus. The Board listened to Mr. Chantry's request and other information.

B. ACTION: The Board thanked Mr. Chantry for his interest and information but confirmed that the property is not for sale at this time, in the event that it is declared surplus in the future it will be advertised in the Newport Miner.

4. OTHER NEW BUSINESS:

A. SEARCH AND RESCUE:

1. DISCUSSION: Commissioner Harkness reported he will be discussing going through the locomotives with other team members to familiarize themselves with them in case of an emergency situation. Possible dates were discussed. Search and Rescue would also like to look at the passenger cars; Kelly will contact the Rotary Club.

STAFF REPORTS:

1. ROADMASTER, CLIFF BAUER: Cliff reported on:

- Snow removal continued earlier this month.
- Changed a broken frog and some ties behind the shop.
- With the loss of some of the storage cars he can now access the tracks out by Audrey's so crews are cutting brush in that area.
- Gondola cars are leaving but they have to be re-stenciled and new AEI tags installed before moving. Corey is spearheading this project with assistance from other crew members.

2. MANAGER- KELLY DRIVER: Kelly reported on:

- Her computer had a malfunction and in getting it repaired everything was restored with the exception of Outlook which is the email program. Any emails that were stored in files within Outlook are gone and unable to be restored. Email addresses were able to be printed out and have to be manually reinstalled.
- Leaders meeting will be held March 23.
- The PUD appraisal issue was discussed with Colin Willenbrock and the issue has been resolved.
- Perkins Slough billing discussed with the County. The County will be paying the legal invoices directly.
- Gave a PowerPoint presentation was given to the Republican Party at the American Legion.
- The five-year review of the County Hazard Mitigation is due; she will be participating next week.
- BNSF Agreement discussions continue but the BNSF is not in a rush to negotiate. The 20 year guarantee is up but we continue to have an agreement that allows operations; BNSF would have to provide six (6) months- notice to POVA prior to taking it back over.

3. AUDITOR - SUSAN BLUFF:

- Susan presented the financial report and car storage report information for the month and year ending February 28, 2018. She explained several revenue and expense items to the Board.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- A locomotive just shipped out that was re-wired and painted.
- Savage locomotive is done and just waiting for an inspection to move out.
- EWG work done.
- Possible project with Western Rail that will be very involved; details are being worked out.
- He and Myles will be traveling to Finley this week to do some work.

5. TRACK FOREMAN – COREY IVES: absent.

RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 45249-45374 totaling \$185,264.36 were approved as submitted.

EXECUTIVE SESSION:

None held.

ADJOURN: There being no further business Chairman Kiss adjourned the meeting at 10:45 a.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: 04-10-2018