

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: May 8, 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 Julia Whitford, NiKi Whitford, Zack Welker 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 April 10, 2018 as presented. Motion seconded by Commissioner Shanklin and so ordered by Chairman Kiss.

COMMENTS: None at this time.

OLD BUSINESS:

1. KALISPEL TRIBE – ROADS REQUEST:

A. DISCUSSION: The Tribe representatives provided a PowerPoint show on the inclusion of many County Roads, and POVA crossings, in the Tribal Transportation Program which is administered by the FHA and BIA. Including non-Tribal roads and/or crossings does not make them Tribal infrastructure, it allows these facilities to be included for other federal funding. A letter requesting that our crossings be part of the Tribal Transportation Program is the first step in a process. If the Tribe were to go after funds then there would need to be an agreement between the Tribe and the Port.

The Board thanked the representatives for the information and they left the meeting. Additional discussion followed.

B. ACTION: The Board instructed Kelly to write a letter to the Tribe regarding this matter on the Board's behalf.

2. LIONS CLUB RAILRIDER – PORTABLE TOILET REQUEST AND EXTENSION BEYOND DENNIS ROAD REQUEST:

A. DISCUSSION: Kelly and Corey explained that going south of Dennis Road allows for a better location for turning the RailRiders around. Additionally, there had been discussion regarding the placement of portable toilets on the route but at this time the Lions were in disagreement as to whether it was necessary. Staff suggested preparing an amendment which allows the extension of the ride and, if the Lions deem it necessary at any point in the season, to allow one (1) or two (2) portable toilets provided they are secured.

B. ACTION: Commissioner Shanklin moved to allow the lease extension and portable toilets. Motion seconded by Commissioner Harkness, so ordered by Chairman Kiss.

3. 2018 ROTARY USE AGREEMENT:

A. DISCUSSION: Kelly reported that the 2018 Use Agreement has been signed.

B. ACTION: Commissioner Harkness moved to approve the 2018 Use Agreement. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

4. ROTARY LAND LEASE 2018-01LA

A. DISCUSSION: Kelly reported she received the signed land lease agreement.

B. ACTION: Commissioner Harkness moved to approve the land lease agreement with the Rotary Club. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

5. OTHER OLD BUSINESS:

A. SEARCH AND RESCUE:

1. **DISCUSSION:** Commissioner Harkness discussed the need to move the planned May 19th exercise to another day. He will work with the Search and Rescue members on potential dates.

NEW BUSINESS:

1. PARKLING LOT:

A. DISCUSSION: Kelly reported that the asphalt parking lot took a beating over the winter and although not budgeted, it needed to be repaired before it has to be completely replaced. She and Corey will work to get an inspection and quotes for repairs.

2. NEW HIRE- SALARY SCHEDULE

A. DISCUSSION: Kelly and Brad discussed the interviews for the shop position. Tyler Frisque was selected to fill the vacant position.

B. ACTION: Commissioner Shanklin moved to approve the new salary schedule. Motion seconded by Commissioner Harkness, so ordered by Chairman Kiss.

3. TEMPORARY COMMERCIAL CROSSING- PONDERAY NEWSPRINT:

A. DISCUSSION: Kelly reported that Ponderay Newsprint would like a temporary crossing in order to log property southeast of the tracks across from their back gate.

B. ACTION: Commissioner Harkness made a motion to approve the crossing and for staff to sign the agreements. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

4. TEMPORARY COMMERCIAL CROSSING – GARCO:

A. DISCUSSION: Kelly reported that for the Highway 41 Bridge project Garco Construction will need two (2) temporary crossings. Cliff discussed requirements for blocking the crossings off during non-work hours.

B. ACTION: Commissioner Harkness made a motion to approve the crossings and for staff to sign the agreements. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

5. ROTARY CLUB – ELECTRICAL BOX AND FUTURE EXPANSION:

A. DISCUSSION: Corey and Kelly discussed the Rotary Club's thoughts regarding extending power down a PUD pole and placing plug-ins on the pole for their vendors. Discussion followed with the Board stating that the Rotary Club keep vendors north of the existing pole and rail pile. They need to have their own pole set complete with service further to the north.

6. OTHER NEW BUSINESS:

A. SELKIRK POKER RUN:

1. **DISCUSSION:** Kelly reported that the Selkirk Trail Blazers would like permission to use the right of way for their annual poker run, they will provide insurance coverage.

2. **ACTION:** The Board approved by general consensus.

B. LAND LEASE – STEVE NORTHROP:

1. **DISCUSSION:** Kelly reported that Mr. Northrop, who currently has a crossing with the railroad, requested permission to use the railroad right-of-way for parking his boat and trailer on for the months of May through October of each year.

2. ACTION: Commissioner Shanklin moved to allow the land lease with a \$25 per year charge and authorizing Kelly and Cliff to sign on behalf of the Board. Motion seconded by Commissioner Harkness, so ordered by Chairman Kiss.

C. RAILROAD CROSSINGS OUT OF SERVICE:

1. DISCUSSION: Kelly reported that Selkirk Schools would like us to take the public crossings out of service in Metaline Falls, State Highways 31 and 20 and those in the Town of Ione so that their buses do not have to stop. She also reported that with the RailRider events, the WUTC feels it would be better to leave the crossings in service so people are used to seeing the railroad crossing signs and not have issues. Kelly will work on the paperwork for closing the crossing at LeHigh Hill, Blueslide and South Ione through the WUTC process.

D. STATE OF IDAHO TAXES:

1. DISCUSSION: Kelly and Susan reported that the State of Idaho is working to tax our Washington property as part of Interstate freight operations. They are working on the matter.

E. LEADERS MEETING:

1. DISCUSSION: The next Leaders meeting will probably held in September due to many scheduling issues.

STAFF REPORTS:

1. ROADMASTER, CLIFF BAUER: Cliff reported on:

- He took the manager for DeAngelo Brothers over the rail line for a pre-inspection on 2018 weed spraying. Crews also lengthened a crossing at MP 20.5 for the weed spray truck.
- Tie replacement includes 80 at MP 1431, 250 out by Audrey's and 150 at MP 1409.
- Broken water pipe at Newport Towing.
- Blueslide tunnel had a broken rail which was barred together to allow for weed spraying.
- Discussed the Renshaw Creek washout.
- Replaced two (2) forty-foot crossing at Tri-Pro for \$26,000.
- Summer Help interviews are completed. Hiring three (3) young men this year.
- Wolfred Crossing panels are due to arrive soon and he is making efforts to schedule the work in conjunction with the WSDOT for flagging operations.
- The crossing at Laclede needs to be repaired. Due to the high volume of truck traffic into IFG the work will have to be done on a weekend.
- Should be started on the grant project in June.

2. MANAGER- KELLY DRIVER: Kelly reported on:

- Kelly, Cliff, Corey and Brad completed the supervisor drug testing requirements.
- New dental, vision and life insurance policies are in place.
- Car supply issues for all shippers.
- Hazard Mitigation paperwork submitted regarding our "critical" facilities.
- Meetings on the Highway 41 project.

3. AUDITOR - SUSAN BLUFF:

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

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- 8310 trucks need done, waiting for wheels.
- 1745 needs the bottom painted.

- Crews are replacing the computer in 102. The current computer is old and is causing on-going issues.
- Blast Booth- waiting on the State Fire Marshal to approve the alarm plans.
- Western Rail – two (2) GP-38's. Booth need paint, wheels, computer systems.
- Cummins project is still moving forward.
- US Sugar should be fired up tomorrow.

5. TRACK FOREMAN – COREY IVES:

- April car repairs were over \$26,000 and 99 cars.
- Unit 9 had to have new hyrail bearings.
- Roger is busy working on repairing track equipment so it is ready to go for the summer projects.
- Working on obtaining equipment rental rates so we can use them for our grant match information.
- Went over the BNSF line from Dover to Newport with a BNSF rail detector.
- Priest River track expansion at Stimson is slowly moving forward.

RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.


B. WARRANTS: Operating Expense warrants 45494-45622 totaling \$257,871.36 were approved as submitted.

WORK SESSION: A work session was held on policy changes and response regarding the Urban Growth Act. Kelly will make the necessary changes.

EXECUTIVE SESSION:

Chairman Kiss recessed the regular meeting and called for an executive session at 12:25 p.m. for approximately five (5) minutes to discuss pending litigation. At 12:31 p.m. Chairman Kiss brought the regular meeting back to order stating no decisions were made in executive session.

ADJOURN: There being no further business Chairman Kiss adjourned the meeting at 12:32 p.m.



Ryan Kiss, Chairman



Kelly J. Driver, Manager

Date Approved: 06-12-2018