

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: August 14, 2018**

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:04 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, Susan Bluff, Cliff Bauer, Corey Ives and Brad Byrd. Also in attendance was Steve Marsh from TD&H.

**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 July 10, 2018 as presented. Motion seconded by Commissioner Shanklin and so ordered by Chairman Kiss.

**COMMENTS:** None at this time.

**OLD BUSINESS:**

**1. HAZARD MITIGATION –PLAN AVAILABLE FOR REVIEW:**

**A. DISCUSSION:** Kelly presented the Hazard Mitigation Plan for Board and public review and comment. Discussion was held on the need for the plan, that there may need to be changes in the future depending on circumstances, as well as other agencies involved in the planning. Time was taken to review the information including the large posters borrowed from Pend Oreille County.

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

**2. BNSF LAND LEASE AGREEMENT:**

**A. DISCUSSION:** Kelly informed the Board that there is on-going discussion on the agreement.

**B. ACTION:** None necessary.

**3. TRIBE GRANT AWARD:**

**A. DISCUSSION:** Kelly informed the Board that the Kalispel Tribe was awarded the Growth Area Grant. Meeting will begin toward the end of August.

**4. OTHER OLD BUSINESS:**

**A. SEARCH AND RESCUE TRAINING:**

**1. DISCUSSION:** Commissioner Harkness stated that Search and Rescue training will be postponed until further notice.

**NEW BUSINESS:**

**1. PERSONNEL SHIFTS:**

**A. DISCUSSION:** Staff reported on the departure of a long-time employee who has taken a job with the PUD. Discussion was held on retaining employees, training, budgetary incentives and benefit options. Two (2) employees have taken on specific duties with the departure; staff believes these two (2) individuals need compensated for these extra responsibilities. Discussion was held on wage increases for these individuals.

**B. ACTION:** Commissioner Shanklin moved to approve a change to the salary schedule retroactive to August 1<sup>st</sup>. Motion seconded by Commissioner Harkness, so moved by Commissioner Kiss. Staff will work together to come up with options to discuss with the Board at a later date.

## **2. TOWN OF IONE – UTILITIES AGREEMENT:**

**A. DISCUSSION:** Steve Marsh presented information on the Town of Ione's interest in a water line crossing in the event that they are successful in obtaining CDBG funding. This funding would allow the Town, with the crossing under the tracks, to have a loop system for their water. Discussion followed including requirements for casing the pipe, insurance coverage and no interference with any of the Rail Rider events.

**B. ACTION:** The Board is in agreement with the concept. An agreement for the crossing would be needed and fees would be charged.

## **3. OTHER NEW BUSINESS:**

### **A. MEETING WITH CATHY McMORRIS ROGERS:**

**1. DISCUSSION:** Kelly reported that there a meeting with Congresswoman McMorris Rogers on Wednesday, August 22 at 10:15 a.m. for approximately one (1) hour for elected officials. Commissioner Harkness will attend the meeting on behalf of the Port.

## **STAFF REPORTS:**

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

- The last 2,000 ties will be installed this week. Tie recovery is in process and will continue for another week.
- Spreading of ballast will begin soon.
- Crews replaced ties and switch ties at Ponderay Newsprint.
- Stimson track work is completed, should be ready with fall protection beginning next week. The new track will accommodate eight or nine cars at one time.
- Working on certification rides for engineers and conductors.
- Summer help will be around for about one (1) more month.

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

- Hazard Mitigation plan work.
- Working on updating the Bridge program.
- Attended a meeting with the PUD regarding the transmission line. Discussion followed regarding topics reviewed at the meeting.
- Grant work.
- Drug testing as required by FRA.
- Political signs removed from Port right-of-way.

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

- Susan presented the financial report and car storage report information for the month ending July 31, 2018.

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

- GP-38 painted, getting ready to paint another locomotive as well.
- US Sugar locomotive blasted and will be painted.
- 102 parts should be in soon.
- Working on Cummins project.
- The tin is on the blast booth. He needs to order curtains.
- Tyler is starting to paint engines, will move on to primer next.

**5. TRACK FOREMAN – COREY IVES:** Corey reported on:

- Reported on car repairs being down a little. He did a comparison of the first seven (7) months of 2017 and 2018 car repairs are down about \$20,000.
- He and Jared worked on Saturday to repair cars due to IFG working on the weekend.
- Roger has been doing a lot of repairs on the old backhoe with Corey assisting as necessary.
- Stimson track ready for extra cars starting August 20<sup>th</sup>.
- He met with Stimson on the City of Priest River project regarding track movement, track footage and design.
- He and John attended FRA training in Reno.
- Dust control is done.
- Asphalt work is done.

**RECORDS FOR APPROVAL:**


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

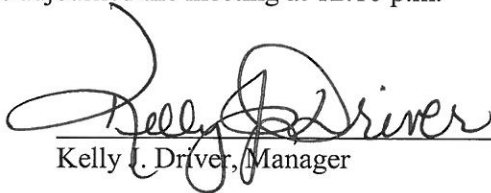
**B. WARRANTS:** Operating Expense warrants 45893-46019 totaling \$243,014.47 were approved as submitted.

**EXECUTIVE SESSION:**

Executive session cancelled.

**ADJOURN:** There being no further business Chairman Kiss adjourned the meeting at 12:10 p.m.

  
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Ryan Kiss, Chairman

  
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Kelly J. Driver, Manager

Date Approved: 10-9-18