

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: November 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 (via telephone), Secretary Shanklin and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, Corey Ives and Brad Byrd.

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

**COMMENTS:** None at this time.

**ADVERTISED ITEM: 2019 FINAL BUDGET HEARING, RESOLUTION 2018-03 AND SALARY SCHEDULE:**

Kelly stated no changes were made from the preliminary budgets to the final budgets. Discussion was held on various line items.

Motion made by Commissioner Harkness to approve the 2019 final budgets, Resolution 2018-03 and the salary schedule. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

**OLD BUSINESS:**

**1. TOWN OF IONE –PIPE LINE AGREEMENT:**

**A. DISCUSSION:** Kelly stated the signed document from the Town of Ione had been received. The work will not begin until 2019 with payments on the agreement starting after the line is installed. Discussion followed.

**B. ACTION:** Commissioner Shanklin moved to approve Pipe Line Agreement No. 2018-01 with the Town of Ione. Motion seconded by Commissioner Harkness, so ordered by Chairman Kiss.

**2. Personnel Policy Changes / Resolution 2018-04:**

**A. DISCUSSION:** Changes to the current personnel policy were discussed in detail with specific changes to sick leave, leave without pay, overtime and a few wording changes. Changes would be effective December 1, 2018.

**B. ACTION:** Commissioner Harkness moved to approve the changes and Resolution 2018-04. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

**3. MASTER PLAN/COMP PLAN:**

**A. DISCUSSION:** Tabled until January meeting.

**4. OTHER OLD BUSINESS:**

Commissioner Shanklin asked for an update on the Bridge Management Plan. Staff informed the Board that the changes have been sent to the FRA Bridge inspector for his review.

**NEW BUSINESS:**

**1. POLICY 1002 – CREDIT CARD USE:**

**A. DISCUSSION:** Kelly presented a policy which confirms and continues the Port's long-standing unwritten procedures for use of Port credit card by certain staff members. During the recent audit this policy is now a requirement.

**B. ACTION:** Commissioner Harkness moved to approve Policy 1002, motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

**2. POLICY 1003 – SMALL AND ATTRACTIVE ASSETS:**

**A. DISCUSSION:** Kelly presented a policy regarding the protection of small and attractive assets; this policy is also a requirement per the recent state audit. Discussion followed.

**B. ACTION:** Commissioner Shanklin moved to approve Policy 1003, motion seconded by Commissioner Harkness, so ordered by Chairman Kiss.

**3. POLICY 4004 – PURCHASED SERVICES:**

**A. DISCUSSION:** Kelly presented another policy now required by the State. Discussion was held.

**B. ACTION:** Commissioner Harkness moved to approve Policy 4004. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

**4. RESOLUTION 2018-05 HAZARD MITIGATION PLAN ADOPTION:**

**A. DISCUSSION:** Kelly informed the Board that this is the final step in completing the Port's portion of the County-wide hazard mitigation plan. The plan has been approved by FEMA and all agencies involved must adopt a resolution on their specific portion.

**B. ACTION:** Commissioner Shanklin moved to approve Resolution 2018-05, motion seconded by Commissioner Harkness, so ordered by Chairman Kiss.

**5. STATE AUDITOR ENGAGEMENT LETTER FOR SIGNATURE:**

**A. DISCUSSION:** Kelly presented the Washington State Auditor's office letter of engagement for signature. Discussion was held regarding the audit.

**B. ACTION:** Chairman Kiss signed the letter on behalf of the Port.

**6. RURAL TELEPHONE – RIGHT OF WAY USE**

**A. DISCUSSION:** Kelly stated that a contractor for Rural Telephone had been in to the office to discuss the possibility of having fiber run along the railroad right of way. RTI received a grant to extend services and needs some of the right-of-way for the line as well as areas for crossings. Discussion followed.

**B. ACTION:** Commissioner Shanklin moved to allow staff to negotiate an agreement and fees with RTI for this fiber expansion. Motion seconded by Commissioner Harkness, so ordered by Chairman Kiss.

**7. FOOD BANK DONATIONS:**

**A. DISCUSSION:** Kelly asked if the Board would like to continue, as a demonstration of good will and as a public relations benefit to the Port, to provide assistance to the three (3) county food banks.

**B. ACTION:** The Board gave their general consensus to continue to provide assistance.

**8. OTHER NEW BUSINESS:**

**A. SALARY SCHEDULE REVISION:**

**1. DISCUSSION:** Kelly reported that soon two (2) employees will be qualified as conductors. Discussion was held on past practices on raise amounts for this certification.

**2. ACTION:** Based on the discussion it was determined that these two (2) newly certified conductors will see a \$1 increase in their hourly rate beginning with hours worked starting December 1<sup>st</sup>. Motion

made by Commissioner Shanklin to adjust the salary schedule accordingly. Motion seconded by Commissioner Harkness, so ordered by Chairman Kiss.

**B. MEETING WITH PORT EMPLOYEES:**

1. DISCUSSION: Staff asked if the Board would like to meet with individual employees at the December meeting in keeping with past practice.

2. ACTION: Any employee who would like to meet with the Board on an individual basis will have the opportunity to do so at the December 11<sup>th</sup> Board meeting.

**STAFF REPORTS:**

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

- He has wrapped up recertification ride testing until January. Lieven is now a certified conductor and Jared is finishing up his testing today.
- He and crew members replaced a frog at PNC.
- Crews placed a helper stringer in at McCloud Creek trestle due to soft spots. He plans to re-do Davis Creek bridge in 2019 and McCloud Creek in 2020.
- Clamming work going on.
- Brush cutter working between Usk and Tacoma Creek.
- Private crossing upgraded to concrete panels nears Laclede.

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

- Working with insurance on Coeur d'Alene Metals truck that went near tracks north of Cusick Creek.
- Attended WPPA seminar.
- Billing work on Rotary train rides and Rail Rider rides.
- 2019 Grant – received word that WSDOT staff will recommend funding POVA project at approximately \$550,000. The Port had requested \$600,000 in State funds for the project. She is negotiating that the Port be allowed to keep the scrap rail due to the reduction in the requested funding.

**3. AUDITOR - SUSAN BLUFF:**

- Susan presented the financial report information for the month ending October 2018.

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

- MRL locomotive painted and ready to go out tomorrow.
- Waiting on an inspection for the two (2) green and yellow locomotives. They will be going to Oregon.
- Two in the shop for deturbo and rewriting.
- 102 computer is back; he will begin working on it soon.
- Cummings project – engine coming next month.
- Jared and Roger have been working in the shop.
- Used the Blast Booth; it worked well.

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

- October was the best month ever for car repairs with over \$43,000 and 127 cars. Lumber shipments are up so there were more cars to work.
- Trespass issue at Albeni Falls dam. Called Bonner County Sheriff and filed a report.
- New tires purchased for the loader, Unit 2 and Unit 8. Need to find a better way to balance the bigger hyrail tires. Working to get an adapter made to help with spin balancing.
- Budinger did the core drilling for BNSF at six (6) different spots on the Sandpoint line. They took a sample every five (5) feet and went down 50 feet.

**RECORDS FOR APPROVAL:**


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

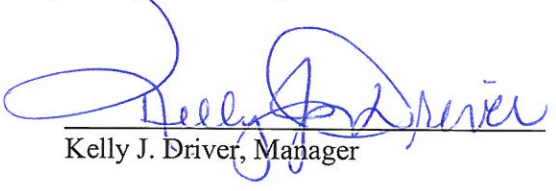
**B. WARRANTS:** Operating Expense warrants 46270-46384 totaling \$ 169,318.40 were approved as submitted.

**EXECUTIVE SESSION:**

No executive session held.

**ADJOURN:** There being no further business Chairman Kiss adjourned the meeting at 11:15 a.m.

  
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Ryan Kiss, Chairman

  
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Kelly J. Driver, Manager

Date Approved: 12-20-18