

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING**

Date: January 14, 2020

CALL TO ORDER:

Chairman Shanklin 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 Shanklin, Vice Chairman Kiss, Secretary Peterson and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, and Brad Byrd. Collin Willenbrock, PUD General Manager, joined the meeting at approximately 10:00 a.m.

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

MINUTES: Commissioner Peterson moved to approve the minutes of the regular meeting held on December 10, 2019 as presented. Motion seconded by Commissioner Kiss, so ordered by Chairman Shanklin.

CORRESPONDENCE TO THE BOARD: None at this time.

COMMENTS: None at this time.

OLD BUSINESS:

1. PUD Transmission Line Agreement:

A. Discussion: Mr. Willenbrock provided information on the operation of Box Canyon Dam, Boundary Dam production and payments. He also discussed economic development matters including the potential closing of Ponderay Newsprint Company.

Additional dialogue was held on the Port's authority to do more in economic development than allowed for Counties, PUD's and Cities.

B. Action: Kelly will meet with Colin to continue discussion and conditions for an extension of the agreement.

2. Rail Miles Tax Credit:

A. Discussion: Kelly reported that Congress approved the Rail Miles Tax Credit for a five (5) year period including going retroactive to 2018. The tax credit will extend through 2022. The broker successfully negotiated on behalf of the Port for both 2018 and 2019 for combined total of \$384,000 minus the broker fee of \$30,000

There was discussion how the amount can vary from year to year depending on who needs tax credits, how much they are willing to pay per mile, as well as which railroads are buying credits.

3. Other Old Business: None at this time.

NEW BUSINESS:

1. Accident/Incident 2019 review:

A. Discussion: Kelly provided the 2019 accident/incident report as required by the FRA for Board review and discussion. A total of seven (7) reportable incidents occurred in 2019.

2. Form changes:

A. Discussion: There was conversation held on the changes on the Commissioners' Time and expense sheets. Staff will make the appropriate changes.

3. Salary Schedule Adjustment:

A. Discussion: Kelly reported that she accidentally omitted on employee's track inspector certification from the salary figures and has corrected it with this adjustment.

B. Action: Commissioner Kiss moved to approve the Salary Schedule as presented. Motion seconded by Commissioner Peterson, so ordered by Chairman Shanklin.

4. Other New Business:

None at this time.

BOARD TRAVEL PLANS/ MEETINGS:

A. Discussion: Commissioner Shanklin will represent the Board at the EDC meeting on January 15th; Commissioner Peterson will also attend this meeting. Kelly will notify the Newport Miner.

The Leaders meeting is scheduled for Friday, February 7th at the Dalkena Fire Station; Chairman Shanklin and Commissioner Peterson plan to attend this meeting.

B. Action: No action required.

REPORTS:

1. Board of Commissioners:

No reports provided.

2. Roadmaster, Cliff Bauer:

- He and other employees created a welding station in the lean-to between the shop and the blast booth.
- Crews were cutting brush before the snow arrived.
- Snow removal is now taking up time. Crews are using the loader and backhoe to plow crossings and the Regulator is out doing snow removal on the line today.
- The Idaho State sign project for the six (6) at grade unprotected county crossings have been completed. Kelly billed the State of Idaho \$150 for each crossing as per the Idaho grant.
- Track and train crew members completed some required classroom training on safety and on sexual harassment.

3. Manager – Kelly Driver:

- Working with the Corps of Engineers on a temporary crossing.
- We have our first employee using the Paid Family and Medical Leave program through the State of Washington.
- Purging files.
- Timetable 19 has been issued.
- Working with Cliff, Corey and Brad on updating federal programs and compliance matters.
- Request for diesel bids has gone out; bid opening will be at the February meeting.
- Leaders meeting set.

4. Auditor – Susan Bluff:

- Susan presented the financial report information for the year ending December 31, 2019 and answered questions regarding the report including questions on grant funding and expenditures.

5. Chief Mechanical Officer-Brad Byrd:

- He had to do some in-route repairs on POVA locomotives.
- Central Montana Rail locomotive should be finished in about two (2) days. Another CMR locomotive will go into the shop next.
- Cummins work continues.
- Generator has been repaired and is back in the shop in the event a replacement is needed.
- He and Myles are teaching Tyler and Eric to paint.
- The snowplow truck will need a clutch replacement later this year.

6. Track Foreman – Corey Ives (reported by Kelly Driver):

- Car Repairs for December totaled \$30,872.77. The total for the year was \$387,525.03 which was \$87,525.03 more than budgeted.
- Annual Hyrail inspections on Unit 8 and Unit 9 have been completed.
- Completed his conductor recertification ride.

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 47905 - 48028 totaling \$172,085.80, approved as submitted.

Board Workshop: The Board will begin working on the Comprehensive Plan in February.

Executive Session: None at this time.

Adjourn: There being no further business Chairman Shanklin adjourned the meeting at 11:40 a.m.



R.L. Shanklin, Chairman



Kelly J. Driver, Manager

Date Approved:

February 11, 2020