

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: March 16, 2016**

Chairman Harkness 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 Harkness, Vice Chairman Shanklin, Secretary Whysong and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, and Brad Byrd. Also in attendance Dick Norton and Gayle Pollock from the North Pend Oreille Lions Club, and from the EDC, Jamie Wyrobek.

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

MINUTES: Commissioner Whysong moved to approve the minutes of February 9, 2016 as presented. Motion seconded by Commissioner Shanklin, motion so ordered by Chairman Harkness.

COMMENTS:

Jamie reported on the efforts to market Pend Oreille County for tourism and business opportunities; this included placing ads in publications in the Seattle area. The EDC is working on two (2) Welcome to Pend Oreille County signs; one (1) will be at the Pend Oreille County/Spokane County line and the other will be near the intersection of Highways 20 and 31. She is talking to State officials about the State programs that are supposed to help rural businesses. There was discussion on the litigation between the PUD and Ponderay Newsprint as well as the impact the loss of Ponderay Newsprint would have on the Port, County, small businesses in the county as well as displaced workers.

OLD BUSINESS:

1. SHOP BUILDING UPDATES:

A. DISCUSSION: Discussion was held on the evaporation pond and excavation work specifications. Brad reported he met with Kevin Akesson and changes were made to cut the cost of the building; he is waiting on the revision.

B. ACTION: None at this time.

2. LEADERS MEETING:

A. DISCUSSION: The next meeting is scheduled for April 22nd at the Camas Wellness Center. Kelly sent out approximately 30 invitations trying to draw more interest and increase attendance.

3. LIONS CLUB 2016 AGREEMENT:

A. DISCUSSION: Kelly reported the Lions Club had signed the agreement for the rides for this year with the revisions discussed at the February meeting. There was discussion on the line maintenance costs and the upcoming bridge inspection requirements.

B. ACTION: Commissioner Whysong moved to approve the 2016 Lions Club Agreement, motion seconded and so ordered by Chairman Harkness. Commissioner Shanklin, a Lions Club member, abstained from voting.

4. OTHER OLD BUSINESS:

None at this time.

NEW BUSINESS:

1. PROPERTY CLEAN UP ISSUES IN CUSICK:

A. DISCUSSION: After being advised by a member of the Cusick Town Council and the Mayor of Cusick that a property owner in Cusick has parked vehicles and dumped garbage at the back of his property and encroached on railroad property, Kelly and Cliff inspected the area. She was also told that the garbage included used hypodermic needles. There is an extremely large pile of raw garbage on railroad property as well as four (4) vehicles. The railroad right of way in this area is 100 feet. Kelly attended the Cusick Town Council meeting and discussed this matter with the Board on Monday. She will be contacting Sheriff Botzheim as well as the Tri-County Department of Health for assistance on this matter. The Town of Cusick will be contacting the Department of Ecology.

2. OTHER NEW BUSINESS:

A. RAILROAD LIABILITY INSURANCE BROKER:

1. DISCUSSION: Kelly reported that the insurance broker that the Port has used for over 25 years is moving to a new firm. She will be providing a new agent of record letter for him to move the Port's business to the new firm. His knowledge of the Port and railroad operations is extremely valuable to the Port.

2. ACTION: The Board was in agreement with this change.

STAFF REPORTS:

1. ROADMASTER – CLIFF BAUER:

- Crews continue to cut brush. Trees at Albeni Falls Dam have been removed increasing visibility in that area.
- Walked about four (4) miles of track and marked about 750 bad ties. Crew members are inserting new ties.
- Tamped a sink hole at MP 1427.4, spread ballast and lined.
- Tree removal at office.
- Digging ditches at MP with the American crane.

2. MANAGER- KELLY DRIVER:

- Attended the LEPC meeting last month.
- Had the water pump replaced in Unit 2.
- Completed paperwork with Cliff on updating engineer certificates and other programs.
- Dental and vision insurance policies have been renewed. The building and vehicle insurance policy renewal process has started.
- Trainings and re-certifications for employees have been set up.

3. FINANCIAL OFFICER- SUSAN BLUFF:

- Susan presented the financial report and storage report information for the month ending February 29, 2016.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- The U.S. Sugar locomotive is done; it is the biggest job POVA has ever completed.
- He and other employees have made three trips out of town on contract work.
- Two (2) re-wire jobs to complete.
- A de-turbo job to complete.
- Painting an MRL now; MRL has more locomotives they would like us to paint.

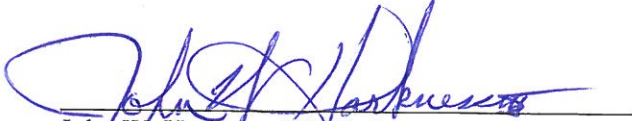
RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 42091-42228 totaling \$184,194.19 were approved as submitted.

EXECUTIVE SESSION: Chairman Harkness recessed the regular meeting to convene in executive session at 12:00 noon to discuss pending litigation. The session called for approximately 20 minutes. At 12:25 p.m. Chairman Harkness brought the meeting back to ordering stating no decisions were made in executive session.

ADJOURN: There being no further business Chairman Harkness adjourned the meeting at 12:27 p.m.



John W. Harkness III, Chairman



Kelly J. Driver, Manager

Date Approved: April 12 2014