

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: February 9, 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 from the North Pend Oreille Lions Club, and from Sewell Engineering, Kevin Akesson, Andy Tom and Don Lagrou.

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 January 12, 2016 as presented. Motion seconded by Commissioner Shanklin, motion so ordered by Chairman Harkness.

COMMENTS:
None at this time.

ADVERTISED ITEM:

1. OPENING OF DIESEL FUEL BIDS

A. DISCUSSION: Chairman Harkness opened the only bid received. City Service Valcon bid .06 over rack for delivery to POVA locomotives and other equipment as necessary.

B. ACTION: Commissioner Shanklin moved to accept the bid from City Service Valcon. Motion seconded by Commissioner Whysong, so ordered by Chairman Harkness.

OLD BUSINESS:

1. SHOP BUILDING UPDATES:

A. DISCUSSION: Options for the project were discussed with Sewell's. Information presented by Sewell Engineering was reviewed as well.

B. ACTION: None at this time.

2. LEADERS MEETING:

A. DISCUSSION: A very small turnout for the meeting with only six (6) in attendance. Discussed options for getting more people involved.

3. OTHER OLD BUSINESS:

A. SURPLUS PROPERTY:

1. DISCUSSION: Kelly stated she had received two (2) email bids on the property in Newport which the Board had previously declared surplus. The bids ranged from \$15,000 to \$30,000. There was some discussion.

2. ACTION: Commissioner Shanklin moved to accept the bid from Ken Zwarg in the amount of \$30,000, provided that the buyer agrees to a Quit Claim Deed from the Port and that the buyer is solely responsible for all closing costs and accepts the property as is. Motion seconded by Commissioner Whysong, so ordered by Chairman Harkness.

NEW BUSINESS:

1. LIONS CLUB 2016 AGREEMENT:

A. DISCUSSION: Kelly presented a draft agreement for the 2016 Lions Club rides for review and discussion.

B. ACTION: Based on the discussion Kelly will make additional changes to the agreement and will present those changes at the March meeting.

2. OVERTIME POLICY:

A. DISCUSSION: Kelly presented a proposed change to the Personnel Policy regarding overtime. There was discussion between the Board and staff.

B. ACTION: Commissioner Whysong moved to approve the new overtime wording to the personnel policy. Motion seconded by Commissioner Shanklin, so ordered by Chairman Harkness.

3. OTHER NEW BUSINESS:

A. POLICY 3006 – LOST WAGES:

1. DISCUSSION: Kelly presented a proposed policy to the Board regarding wages lost by employees due to on the job injuries. She reminded the Board that railroad employees, which is virtually everyone employed by the Port, are not subject to Labor and Industries.

2. ACTION: Commissioner Shanklin moved to approve the policy as presented. Motion seconded by Commissioner Whysong, so ordered by Chairman Harkness,

STAFF REPORTS:

1. ROADMASTER – CLIFF BAUER:

- He has been measuring for bridge materials and has requested pricing from several companies. The Kent Creek Bridge will be repaired starting in April.
- Crews continue to cut brush as time allows.
- Small rock slide at MP 2.2.
- He completed a skills test and monitoring ride with Brad.
- Still training two (2) employees for engineers.

2. MANAGER- KELLY DRIVER:

- Researched old crossing files and found an agreement with a former land owner that takes care of the private crossing issue discussed in January.
- Working on scheduling asbestos training for shop crews.
- 30 of the tank cars in storage when out on a short term lease, we should see those cars returning in a few months.
- Unemployment hearing this week.

3. FINANCIAL OFFICER- SUSAN BLUFF:

- Susan presented the financial report and storage report information for the month ending January 31, 2016.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- Brad had to leave part way through the meeting to go paint a locomotive.

RECORDS FOR APPROVAL:


A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 41963 -42090 totaling \$176,635.94 were approved as submitted.

EXECUTIVE SESSION: Chairman Harkness recessed the regular meeting to convene in executive session at 10:34 a.m. to discuss an employee performance issue. The session called for approximately 10 minutes. Due to being related to the employee, Kelly excused herself from the discussion and left the room. At 10:45 a.m. Chairman Harkness brought the regular meeting back to order and stated that there

were no decisions made in the executive session. As a result of the executive session Kelly was directed to work with the employee as per Policy 3006.

ADJOURN: There being no further business Chairman Harkness adjourned the meeting at 1:13 p.m.



John W. Harkness III, Chairman



Kelly J. Driver, Manager

Date Approved: March 15, 2016