

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: January 12, 2016**

Vice 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 Harkness (via telephone), Vice Chairman Shanklin, Secretary Whyson and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, and Brad Byrd. Vice Chairman Shanklin assumed the role as Acting Chairman due to Chairman Harkness being present only by telephone.

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

**MINUTES:** Commissioner Whyson moved to approve the minutes of December 8, 2015 as presented. Motion seconded by Chairman Harkness, motion so ordered by Acting Chairman Shanklin.

**COMMENTS:**

None at this time.

**OLD BUSINESS:**

**1. SHOP BUILDING UPDATES:**

**A. DISCUSSION:** There was discussion on projected cost estimates provided by Sewell Engineering as well as the Port's needs for the project. Commissioners and staff will take time to consider the information before taking any further action.

**B. ACTION:** None at this time.

**2. LEADERS MEETING:**

**A. DISCUSSION:** A reminder that the Leaders Meeting will be held on January 27<sup>th</sup> at the Camas Wellness Center beginning with a no-host lunch at noon, followed by the meeting at 1 p.m. Discussion on potential topics.

**3. OTHER OLD BUSINESS:**

**A. BRIDGE INSPECTIONS:**

**1. DISCUSSION:** Acting Chairman Shanklin asked if there were updates on bridge inspection requirements and time lines. Staff explained that Corey will be attending a seminar on this topic the 1<sup>st</sup> and 2<sup>nd</sup> of March. Discussion included the process on bidding and bridges to be inspected.

**NEW BUSINESS:**

**1. EMPLOYEE HIRE / SALARY SCHEDULE UPDATE:**

**A. DISCUSSION:** Kelly recommended to the Board to make temporary employee, Riley Bauer, a permanent employee retroactive to January 1, 2016.

**B. ACTION:** Motion made by Commissioner Whyson to approve of the classification change and salary schedule update. Motion seconded by Chairman Harkness, so ordered by Acting Chairman Shanklin.

**2. CHANGE IN MEETING DATE FOR MARCH 2016:**

**A. DISCUSSION:** The March meeting date will be changed from March 8<sup>th</sup> to March 15<sup>th</sup> to better accommodate schedules.

**3. ACCIDENT/INCIDENT REPORT FOR 2015:**

**A. DISCUSSION:** Kelly provided the 2015 accident/incident information as required by the FRA to the Board for the calendar year 2015.

**B. ACTION:** No action required.

#### **4. OTHER NEW BUSINESS:**

##### **A. PRIVATE CROSSING REQUEST:**

1. **DISCUSSION:** Kelly reported she received a request a private landowner to update a private crossing to their name after the land owner learned of the requirements for private crossings. She will prepare a private crossing agreement and send it to the landowners for signature. The Board agreed with this action.

##### **B. OFFER ON NEWPORT SURPLUS PROPERTY:**

1. **DISCUSSION:** Kelly reported she received an offer, this morning, on the surplus property in Newport. The offer was for \$6,000.

2. **ACTION:** The board declined to accept this offer. Kelly will contact the individual regarding their decision.

#### **STAFF REPORTS:**

##### **1. ROADMASTER – CLIFF BAUER:**

- Snow removal and the removal of downed trees has occupied a great deal of crew time.
- Tank cars were moved from the Idaho side to the Cusick flats.
- Crews are working on cutting more brush removal.
- Minor derailment at Stimson Lumber on Friday, one set of trucks on the ground. Crews re-railed the car and are working on track repairs today.

##### **2. MANAGER- KELLY DRIVER:**

- She had another Homeland Security Audit. No issues with the audit.
- Tax Credit Sale completed.
- Storage car agreement on the 100 gondola cars has been signed.
- Working on FELA issues and have hopefully resolved issues with Premera on payment of claims.
- Working on end of year reports.
- An agreement with the Army Corps of Engineers for a temporary crossing has been signed. Cliff plans on installing the crossing later this week.

##### **3. FINANCIAL OFFICER- SUSAN BLUFF:**

- Susan presented the financial report and storage report information for the month ending December 31, 2015.

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

- There are three more locomotives at the shop that need painted.
- The Milwaukee Museum has funds to do \$3,000 in work to their locomotive.
- Locomotive 3149 for US Sugar is being worked on.
- Deturbo job for SD-40.
- Another locomotive is here for re-wiring.

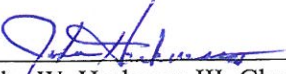
#### **RECORDS FOR APPROVAL:**

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

**B. WARRANTS:** Operating Expense warrants 41828-41962 totaling \$155,890.18 were approved as submitted.

**EXECUTIVE SESSION:** Acting Chairman Shanklin recessed the regular meeting to convene in executive session at 10:47 a.m. to discuss the potential litigation issues; session called for approximately 10 minutes. At 10:55 a.m. Acting Chairman Shanklin brought the regular meeting back to order and stated that there were no decisions made in the executive session.

**ADJOURN:** There being no further business Acting Chairman Shanklin adjourned the meeting at 10:57 a.m.

  
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John W. Harkness III, Chairman

  
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Kelly J. Driver, Manager

Date Approved: 02-09-16