

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: July 12, 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 Whyson and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer 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 Shanklin moved to approve the minutes of June as presented. Motion seconded by Commissioner Whyson, so ordered by Chairman Harkness.

COMMENTS: None at this time.

OLD BUSINESS:

1. SHOP BUILDING UPDATES:

A. DISCUSSION: Staff reported on the pond bidding issues and timelines.

B. ACTION: None at this time.

2. RAIL BANK:

A. DISCUSSION: Kelly reported she spoke with the American Shortline and Regional Railroad Association (ASLRRA) about the procedure for taking the north end of the line out of service, while retaining ownership of the right of way. The ASLRRA says that the only steps required, since there are no current shippers in the area that would be out of service, is to place a derail with a red flag at the location and make note in our Timetable that the track is out of service for freight operations. The Port can continue to do weed spraying and other MWS operations but it prohibits freight movements. ALSRRA suggested that we do periodic checks on the line to ensure that people are not stealing rail or other items.

B. ACTION: No action necessary at this time.

3. LEADERS MEETING:

A. DISCUSSION: Friday, July 15th is the next meeting. Discussion on what to report for the Port and railroad operations.

4. OTHER OLD BUSINESS:

There was no other old business at this time.

NEW BUSINESS:

1. SECURITY REQUIREMENTS – RCW 53.08.085:

A. DISCUSSION: Kelly explained that RCW 53.08.085 requires the Port to have either a security bond for rental payments or a deposit from the lessee that would apply to unpaid rent, unless the Port has a specific policy that says it is not a requirement. Due to the fact that all Port leases are very limited in monetary size and that these are long standing leases without any issues, she recommends that the Port adopt a policy that does away with the requirement. Discussion followed.

B. ACTION: Commissioner Whyson moved to approve policy 7001. Motion seconded by Commissioner Shanklin, so ordered by Chairman Harkness.

2. OVERTIME AND COMP TIME POLICIES:

A. DISCUSSION: Kelly brought up the irregularities between departments on overtime and asked for discussion on the issue. In addition to possible overtime policy changes there was discussion held on comp time and possible changes to that policy as well.

B. ACTION: Kelly will look into laws as well as check with the County and PUD on their policies.

3. WSDOT GRANT – LETTER

A. DISCUSSION: Kelly reported that Strategies 360 will be reviewing the WSDOT grant and providing assistance to the Port at a cost of approximately \$6,000. The grant writing is in its final stages and must be submitted by Friday. Kelly expressed her gratitude to Susan for her help with the financial proforma portion of the grant. The grant, if received will provide for 1,000 cubic yards of ballast and approximately 6,500 ties to be placed between Newport and Usk. The Port will provide the labor and equipment as the matching funds.

4. SALARY SCHEDULE:

A. DISCUSSION: Kelly presented the updated salary schedule for approval listing summer help.

B. ACTION: The Board, by general consensus, approved the addition of summer help. The Board signed the schedule.

5. EXIT CONFERENCE:

A. DISCUSSION: Kelly stated that the State Auditor would like to have the exit conference by telephone with the Board and staff on August 2nd at approximately 9:15 a.m. It was determined that the August meeting date will be changed to August 2nd to accommodate the exit conference. Kelly will advertise the change in the Newport Miner.

6. OTHER NEW BUSINESS:

A. LIONS CLUB:

1. DISCUSSION: Commissioner Shanklin said that the Lions Club has added a 3 p.m. ride to the Sunday Downriver Days ride schedule.

B. MOTOR CARS:

1. DISCUSSION: Commissioner Shanklin also said the motor car group may want to have a short excursion from Metaline Falls to Cusick Creek or Tacoma Creek later this year.

STAFF REPORTS:

1. ROADMASTER – CLIFF BAUER:

- Crews have been working on FRA defects including removing fouled ballast, replacement of ties in the Priest River yard, repairing switch points at Laclede, tightening bolts, cleaning ditches and other small items.
- He also replaced additional ties at Priest River and is working on tie replacement between Laclede and Dover.
- He attended a meeting with BNSF and Idaho Transportation Department on the replacement of the bridge on Idaho Highway 41 at Oldtown.

2. MANAGER- KELLY DRIVER:

- Continuing negotiating with the PUD on the high voltage line lease renewal.
- LEPC meetings.
- Timetable 16 will be in effect June 20th.
- Rejected the bids for janitorial services. Advertised for a cleaning position, interviews July 21.
- The county will have a public hearing on the Diking District 1 suspension next week, she will attend the meeting.

- The grant work has occupied the majority of her time.

3. FINANCIAL - SUSAN BLUFF:

- Susan presented the financial report and storage report information for the month ending June 30 2016.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- The SD unit is ready to ship out.
- Another unit will go out next week.
- Has a Deturbo and painting to do on another engine.
- Another Savage locomotive has come in for repairs and painting.
- Two SD 40 units have been received for work.

RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.


B. WARRANTS: Operating Expense warrants 42606-42619 and 42621-42737 totaling \$158,934.29 were approved as submitted. Explanation: Printer miss-feed on warrant printing, warrant 42620 was approved at June meeting.

EXECUTIVE SESSION: None at this time.

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

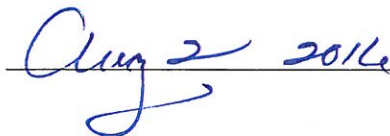


John W. Harkness III, Chairman



Kelly J. Driver, Manager

Date Approved:



Aug 2 2016