

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: May 10, 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 April 12, 2016 as presented. Motion seconded by Commissioner Whyson, motion so ordered by Chairman Harkness.

**COMMENTS:** None at this time.

**OLD BUSINESS:**

**1. SHOP BUILDING UPDATES:**

**A. DISCUSSION:** Four (4) contractors have been sent the information on the pond work. Still waiting on building drawings.

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

**2. LEADERS MEETING:**

**A. DISCUSSION:** Well attended. Discussion on inviting others including County Commissioner candidates.

**3. PROPERTY CLEAN UP ISSUES IN CUSICK:**

**A. DISCUSSION:** Clean-up of railroad property has been completed.

**4. SELKIRK TRAILBLAZERS POKER RIDE:**

**A. DISCUSSION:** Kelly reported that the ride was May 7<sup>th</sup>. She has concerns over insurance language that will need to be addressed prior to authorizing any rides in the future.

**5. OTHER OLD BUSINESS:**

None at this time.

**NEW BUSINESS:**

**1. SALARY SCHEDULE UPDATE:**

**A. DISCUSSION:** Kelly presented an updated salary schedule for Board approval. Increase for one employee due to increased responsibilities and the resignation of another employee.

**B. ACTION:** Commissioner Whyson moved to approve the salary schedule as presented. Motion seconded by Commissioner Shanklin, so ordered by Chairman Harkness.

**2. OTHER NEW BUSINESS:**

None at this time.

**STAFF REPORTS:**

**1. ROADMASTER – CLIFF BAUER:**

- Weed spraying yesterday and today.
- PNC track work completed.
- North end track inspection and tree removal.
- Kent Creek trestle work.
- Cleaning up rail pile at Dalkena.

**2. MANAGER- KELLY DRIVER:**

- LEPC meeting last month and planning meeting for full scale drill on Thursday. Drill will be held in September.
- State of Idaho requires a shapefile for tax area codes. Working with a company to provide that information.
- She and Cliff met with the Lions Club.
- The Quit Claim Deed for the land sale in Newport is being drawn up; hope to sign by next week.
- Diking District 1 – the County is in the process of replacing the Diking District Commissioners. The inspection of the culverts should be able to be completed by this summer during times of low water.
- UPRR track work is causing some issues with a window to get through the UPRR controlled line at Dover, because of it crews are going to work an hour earlier.

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

- Susan presented the financial report and storage report information for the month ending April 30, 2016. She also reported that the State Auditor will be here for the 2014-2015 audit beginning next month. The audit is projected to take approximately one (1) month.

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

- Working on various locomotives which include rewiring, traction motors, wheel change out, complete rebuild and paint.
- MRL won't be sending locomotives for painting for a couple of months.
- Heading to Agrium on Thursday.
- POVA locomotives are going to need some maintenance soon.


**RECORDS FOR APPROVAL:**

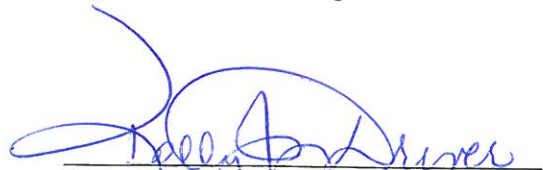
**A. TIME AND EXPENSE SHEETS:** Approved as submitted.

**B. WARRANTS:** Operating Expense warrants 42359 - 42482 totaling \$206,102.32 were approved as submitted.

**EXECUTIVE SESSION:** None held.

**ADJOURN:** There being no further business Chairman Harkness adjourned the meeting at 10:55 a.m.

  
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John W. Harkness III, Chairman

  
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Kelly J. Driver, Manager

Date Approved: 06-14-16