

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: August 2, 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.

**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 July 12, 2016 as presented. Motion seconded by Commissioner Whysong, so ordered by Chairman Harkness.

**COMMENTS:** None at this time.

**EXIT CONFERENCE:**

At approximately 9:10 a.m. a conference call was held with the Washington State Auditor's office to go over the audit report from 2014 and 2015.

**OLD BUSINESS:**

**1. SHOP BUILDING UPDATES:**

**A. DISCUSSION:** Only one bid received for the pond and liner installation; Versatile Industries will be completing this project. There was discussion held on the remainder of the blast booth project and proposed billing from Sewell's.

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

**2. OVERTIME AND COMP TIME POLICIES:**

**A. DISCUSSION:** Discussion was held on overtime and comp time issues. Kelly will work on draft policies for the September meeting.

**B. ACTION:** No action necessary at this time.

**3. LEADERS MEETING:**

**A. DISCUSSION:** Good turn out again. Kelly is working to set up the next meeting for October or November.

**4. OTHER OLD BUSINESS:**

**A. DIKING DISTRICT 1:**

**1. DISCUSSION:** Chairman Harkness asked for an update on Diking District 1. Kelly reported that the County has suspended Diking District 1 which means the County is responsible for the actions of the District. The County does not believe they have taxing authority in the District. The agreement between the Port, PUD and County for the inspections of the culverts should be sent to the County for signature.

**NEW BUSINESS:**

**1. PORTA – DONATIONS FOR NORTH END:**

**A. DISCUSSION:** Kelly met with Sonya Scaufaire from Porta regarding the closure of the north end of the rail line. PORTA is seeking funds to assist with the cost of repairs during the meeting Sonya expressed the desire for PORTA to seek the necessary funds, have the Port hold the funds and, in the

event that the total amount required to repair the line between Cusick and Ione is not reached then the Port would distribute the funds to other north end projects just like the Lions Club does now.

Discussion on the appropriateness of this, that the State Auditor would have to be on board so this was not an appearance of a gift of public funds, and more. After a lengthy discussion the general consensus was to have Kelly tell PORTA it was better for PORTA to collect any funds received and if they were successful in their efforts they could then make the donation to the Port to repair the tracks.

## **2. SAFETY TRAINING:**

**A. DISCUSSION:** Kelly informed the Board she had participated in a Webinar on safety training. New federal regulations will be coming out in approximately two (2) years on safety related matters. The shortline safety institute has a government grant to come to the Port, check all policies, discuss safety with the employees and to provide feedback on safety issues without cost to the Port. It was determined that Kelly will contact them and schedule a review.

## **3. OTHER NEW BUSINESS:**

### **A. SALARY SCHEDULE:**

**1. DISCUSSION:** Kelly provided a new salary schedule for signature for the janitorial position.

## **STAFF REPORTS:**

### **1. ROADMASTER – CLIFF BAUER:**

- He met with the PUD regarding access from Union Street into the Newport yard. PUD wants to completely close 2<sup>nd</sup> street.
- He met with the County and Jeff Massnick regarding the hauling of logs across Sand Creek and Wolf Creek crossings. The County will need to repair approaches.
- Highway 41 bridge work is starting. ITD will be having a contracting doing some boring near the tracks on Tuesday and Thursday.
- Tie replacement on the Idaho side continues.
- Crews will be tamping as soon as ties have been inserted.

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

- Ponderay Newsprint Contract is ready for signatures by Ponderay.
- Meeting today with Ponderay on demurrage issues; she and Susan had a conference call with BNSF on car supply and demurrage issues
- Interviews were done for janitorial services.
- Working on 2017 budgets.

### **3. AUDITOR - SUSAN BLUFF:**

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

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

- 3043 is ready to ship.
- Deturbo job is waiting for parts.
- Savage rebuild to do yet.
- Museum locomotive has been inside getting some work completed.
- Possible SD7 from MRL.

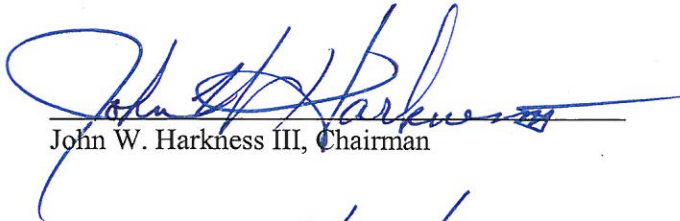
**RECORDS FOR APPROVAL:**

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

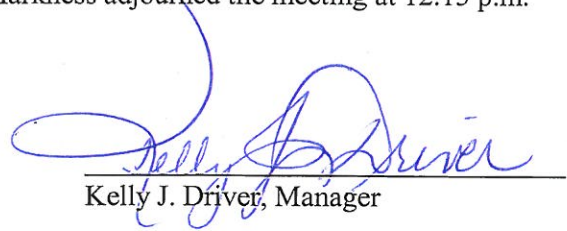
**B. WARRANTS:** Operating Expense warrants 42738-42832 totaling \$154,915.60 were approved as submitted.

**EXECUTIVE SESSION:** At 11:23 a.m. Chairman Harkness recessed the regular meeting to convene in executive session for approximately 20 minutes to discuss the performance of a public employee. At 11:45 a.m. Chairman Harkness called for an additional 20 minutes of executive session. At 12:12 p.m. Chairman Harkness brought the meeting back to order stating no decisions had been made in the executive session.

**ADJOURN:** There being no further business Chairman Harkness adjourned the meeting at 12:15 p.m.



John W. Harkness III, Chairman



Kelly J. Driver, Manager

Date Approved: 9/13/14