

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: January 10, 2017**

Chairman Shanklin called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:03 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Chairman Shanklin, Vice Chairman Whysong- via telephone, Secretary Harkness and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, and Brad Byrd. Also in attendance were Doug Moen from Elmer Construction, Chaciel Koscielski from Halme Builders Inc., Taite Petersen from TML Construction, Phil Harris from RRACO and Kevin Akesson from Sewell Engineering.

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

MINUTES: Commissioner Harkness moved to approve the minutes of December 13, 2016 as presented. Motion seconded by Commissioner Whysong, so ordered by Chairman Shanklin.

COMMENTS: None at this time.

BID OPENING: The bid opening for the proposed Blast Booth Addition was held. Chairman Shanklin opened the bids which were then read by Kevin Akesson of Sewell Engineering. Sewell Engineering will review the bids and make a recommendation to the Board. A special meeting will be held on Thursday, January 19 at 9:00 a.m. for this and other issues.

OLD BUSINESS:

1. BLAST BOOTH UPDATE:

A. DISCUSSION:

B. ACTION: No action necessary at this time.

2. OTHER OLD BUSINESS:

A. SAFETY BRIEFINGS/MEETINGS:

1. DISCUSSION: There was discussion on the daily safety meetings and/or briefings held by staff each day.

B. LEADERS MEETING:

1. DISCUSSION: Conversation held regarding the next Leaders Meeting which is scheduled to be held on Friday, February 10th. No host lunch at noon followed by the meeting at 1 p.m.

NEW BUSINESS:

1. FEBRUARY MEETING DATE CHANGE:

A. DISCUSSION: Brief discussion on changing the February meeting date. Due to advertised items to be decided on, which was planned for February 14th, it was determined to leave the meeting date alone.

B. ACTION: No action necessary at this time.

2. 2016 ACCIDENT INCIDENT REVIEW:

A. DISCUSSION: Kelly a copy of the 2016 Accident Incident report for review and discussion as required by the Federal Railroad Administration.

3. EQUIPMENT REPAIRS:

A. DISCUSSION: Equipment failure has hampered snow removal efforts both on and off the tracks. The regulator had valve failure which in turn messed up a piston. The head was pulled off and rebuilt. The small dump truck froze down and, when moved, broke an axle and the spider gear in the rear end. Parts are being ordered to fix it as well.

4. OTHER NEW BUSINESS:

A. FENCE ALONG RAILROAD AVENUE IN NEWPORT:

1. DISCUSSION: Staff reported that there was a close call in the rail yard in Newport with students climbing through rail cars in December while the locomotive was doing a run around the cars. Additionally, the chain link fence, that separates the rail yard from Railroad Avenue, had about six (6) holes cut in it. Employees have repaired the fence, contact has been made with the Sheriff's office and Newport High School. The Sheriff's office has increased patrols in the area to catch offenders. Discussion held on a possible Newport Miner article addressing the problem.

STAFF REPORTS:

1. ROADMASTER – CLIFF BAUER:

- Snow removal is taking up the majority of the track crew's time.
- Fence repairs in Newport.
- Attended a meeting with the PUD and County regarding the inspection of Perkins Slough and Trimble Creek Culverts. Based upon the inspections of the culverts, the consensus is that there is no justification at this time to do repairs.
- He and Corey will be taking engineers out to look at bridges on Wednesday and Thursday as a result of our RFP for bridge inspections and load capacity determinations.
- The backhoe radiator, which is a two-piece radiator, had a leak. Repairs were made but there is still a small leak, as time allows it will be pulled out again.

2. MANAGER- KELLY DRIVER:

- Getting lots of requests on the RFP for bridge inspections and the paint booth fall protection installation.
- Continuing to work toward a new agreement with the PUD for the high voltage and other power line easements.
- BNSF rent extension work.
- Car storage owner and lessee may be on site in the next month or two to do some car inspections.
- Alarm went off on New Years' Day. Met with local law enforcement to inspect facilities.
- Year-end reports and setting up of files.
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3. AUDITOR - SUSAN BLUFF:

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

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- Working on MOW equipment
- Paint job completed; probably won't ship out for another month or two.
- SD 9 work. Chopped the nose, wiring and changed the air.
- Florida locomotive coming
- Another locomotive job coming for a facility in Saskatchewan.
- MRL supposed to be sending four (4) locomotives for paint jobs.


RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 43374-43519 totaling \$329,304.28 were approved as submitted.

EXECUTIVE SESSION: At 10:44 a.m. Chairman Shanklin recessed the regular meeting to convene in executive session for approximately 15 minutes to discuss potential litigation matters. At 11:00 a.m. Chairman Shanklin brought the meeting back to order stating no decisions had been made in the executive session.

ADJOURN: There being no further business Chairman Shanklin adjourned the meeting at 11:01 a.m.



R. L. Shanklin, Chairman



Kelly J. Driver, Manager

Date Approved: February 14, 2017