

**MINUTES  
PORT OF PEND OREILLE  
BOARD OF COMMISSIONERS MEETING  
Date: April 9, 2019**

Vice Chairman Shanklin called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:05 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Chairman Harkness via telephone, Vice Chairman Shanklin, Secretary Kiss and Port staff members Kelly Driver, Susan Bluff, and Corey Ives.

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

**With Chairman Harkness participating by telephone, Commissioner Shanklin chaired the meeting. Kelly was authorized to sign Chairman Harkness' name on Board time and expense sheets.**

**MINUTES:** Commissioner Kiss moved to approve the minutes of the regular meeting held on March 12, 2019 as presented. Motion seconded by Chairman Harkness and so ordered by Vice Chairman Shanklin.

**CORRESPONDENCE TO THE BOARD:** None.

**COMMENTS:** None at this time.

**OLD BUSINESS:**

**1. OTHER OLD BUSINESS:** Kelly stated that based on reviews and connecting with the Port's email provider she decided against the Chromebooks for the Board; she will look at tablets or small computers and hopes to have them ready for the May meeting.

**NEW BUSINESS:**

**1. LEADERS MEETING:**

**A. DISCUSSION:** Kelly reminded the Board of the upcoming Leaders Meeting on April 26<sup>th</sup> at the Dalkena Station of Fire District 4 at noon. A letter and draft Executive Summary Review Data for Visioning from the County Commissioners was discussed. Kelly will draft a document for the May meeting for further discussion.

**2. FILING REMINDER:**

**A. DISCUSSION:** Kelly reminded Commissioner Kiss and Chairman Harkness that the filing period for their positions is May 13<sup>th</sup> through 17<sup>th</sup> at the County Auditor's office.

**3. SALARY SCHEDULE UPDATE:**

**A. DISCUSSION:** Kelly presented an updated salary schedule. This schedule removes the former custodian and adds the new custodian name. Rate of pay remains the same.

**B. ACTION:** Commissioner Kiss moved to approve the salary schedule, motion seconded by Chairman Harkness, so ordered by Vice Chairman Shanklin.

**4. HIGH VISIBILITY CLOTHING:**

**A. DISCUSSION:** Kelly and Corey discussed the needs of the track crew to wear high visibility clothing at all times of the year. Although the Port provides t-shirts there are times when a jacket is required and not all employees have high visibility jackets. Winter months employees can wear vests over their heavy work jackets but when they are spiking and doing other jobs the vests can actually get in the way of their work. RCW 81.40.060 states that it is unlawful for transportation industries to require an employee to

purchase their own clothing that is required by law, in this instance, high visibility clothing. Discussion followed.

**B. ACTION:** Based on discussion Chairman Harkness moved to purchase high visibility jackets for employees where it would be dangerous and compromise safety of the Port's employees to wear vests. Staff will be responsible to set up this program; employees will be required to wear these safety jackets when t-shirts are not enough to protect them from the elements. Motion seconded by Commissioner Kiss, so ordered by Vice Chairman Shanklin.

**5. OTHER NEW BUSINESS:**

**A. RAIL RIDERS/NORTH PEND OREILLE LIONS CLUB:**

**1. DISCUSSION:** Kelly reported she met with a few members of the Lions Club last week to discuss this year's rides along with future rides. Discussion was held. As a result of the discussion, for the 2020 rides and beyond, Kelly will make changes to the Lions Club agreements.

**STAFF REPORTS:**

**1. ROADMASTER, CLIFF BAUER:** Cliff's report was given by Corey Ives::

- Now that the cold weather is over track crews were able to repair the open joint on the Albeni Spur.
- Brush cutting as time allows including north of Tacoma Creek to allow for brush cutting.
- Spring weather has opened up the sink holes near Albeni Falls; crews have tamped and raised them.
- The Highway 41 project is underway again. Morning meetings and derail movement is required.
- Switch inspections have been completed.
- FRA Geometry car will be here on April 25<sup>th</sup>. A hyrail truck will follow behind and mark any areas that are identified as needing repairs.
- The remainder of the rock, approximately \$2,700, for the WSDOT grant project has been received and will be spread soon.

**2. MANAGER- KELLY DRIVER:** Kelly reported on:

- She and Corey attended supervisor training provided by the Port's insurance company.
- She attended training on sexual harassment also provided by Enduris in Colville.
- The Port's grant request for rail is still in the Senate, House and Governor's budgets and is moving forward.
- Still looking for storage cars.
- Attending EDC recruitment meetings.
- Wrote a letter of support for the EDC for its efforts to obtain grant funds.
- Call regarding complaint on POVA vehicle driving. Investigation found it was not POVA personnel but rail buffs. Corey and Roger both talked to them regarding the issue and told them they would be reported to the sheriff if it happened again.
- North Chamber of Commerce looking for funding for opening the rail line north of Tacoma Creek.

**3. AUDITOR - SUSAN BLUFF:**

- Susan presented the financial report information for the month ending March 2019.

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

**5. TRACK FOREMAN – COREY IVES:** Corey reported on:

- Car repairs for March.
- Unit 8 repairs to the rear end bearings. It was suggested that due to the size of load on the truck that the rear end differential oil and the transmission oil should be changed annually.

- Fall protection training for all but two (2) POVA employees.
- Loader repairs completed by Tom.
- Newport Towing's sewer line froze. He dug up about 100 feet of the line and placed foam board purchased from Kardos Plumbing so that it hopefully doesn't freeze again next year.
- Helped Roger with signals several times. A motor for the gate arm at 4<sup>th</sup> and Union is in for repairs.

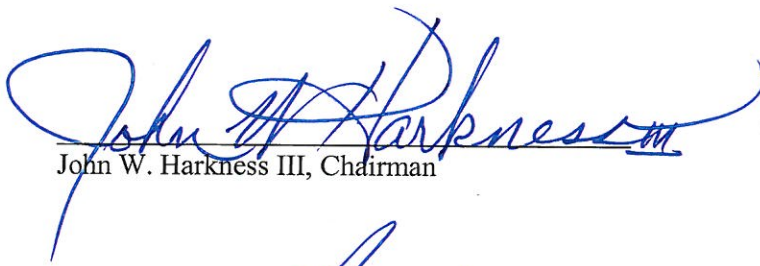
**RECORDS FOR APPROVAL:**

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

**B. WARRANTS:** Operating Expense warrants 46881-46993 totaling \$171,714.32 were approved as submitted.

**EXECUTIVE SESSION:** At 10:00 a.m. Vice Chairman Shanklin recessed the regular meeting to convene in executive session. He stated the executive session would be approximately ten minutes to discuss a pending litigation issue. At 10:10 a.m. the regular session was brought back to order; Vice Chairman Shanklin stated no decisions were made in executive session.

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



John W. Harkness III, Chairman



Kelly J. Driver, Manager

Date Approved:

May 14, 2019