

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: January 8, 2019**

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 Kiss and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, Corey Ives 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 the regular meeting held on December 20, 2018 as presented. Motion seconded by Commissioner Kiss and so ordered by Chairman Harkness.

CORRESPONDENCE TO THE BOARD: None at this time.

COMMENTS: None at this time.

OLD BUSINESS:

1. COMPREHENSIVE PLAN:

A. DISCUSSION: Tabled until February meeting.

2. OTHER OLD BUSINESS: None at this time.

NEW BUSINESS:

1. 2019 OPERATING EXPENSE FUND BUDGET REVISIONS/SALARY SCHEDULE UPDATE:

A. DISCUSSION: Kelly presented a revised budget and revised salary schedule for 2019 based on the Board's request from the December 2018 meeting. She also distributed a document which shows each budget line item with basic information about what goes into each line item. There was some discussion on the budget, salary schedule change and budgetary information.

B. ACTION: Based on the discussion, Kelly will distribute the 2018 year-end financial statements along with the budget description information to the employees. Commissioner Kiss moved to approve the revised budget and revised salary schedule effective January 1, 2019. Motion seconded by Commissioner Shanklin, so ordered by Chairman Harkness.

2. 2018 ACCIDENT REPORT REVIEW:

A. DISCUSSION: Kelly distributed a copy of the 2018 Accident/Incident report for review. Four (4) reportable injuries in 2018: one (1) from the train rides and three (3) POVA employees with minor injuries.

3. FEBRUARY LEADERS MEETING:

A. DISCUSSION: Kelly has requested possible dates in February from the County and PUD. The Port Board only had the 22nd as a date of possible conflict. She will continue organizing and will report to the Board on a date that will work for all.

4. OTHER NEW BUSINESS: None at this time.

STAFF REPORTS:

1. ROADMASTER, CLIFF BAUER: Cliff reported on:

- Crews are continuing to cut brush along the right-of-way using the saws and brush cutter. The brush cutter is down for a few days for repairs.
- He and Corey worked on the Port's matching portion of the grant for equipment use.
- Conductor recertification on Riley. He and Corey are both due for recertification rides soon too.

2. MANAGER- KELLY DRIVER: Kelly reported on:

- Railroad liability insurance has been paid for 2019.
- Budget revisions
- Working on the FRA annual reporting requirements.
- Discussion with the City of Newport regarding potentially moving train ride location. Working on a meeting with the City Administrator.
- Updated Personnel Policy and Timetable as well as 2019 lunch break waivers distributed to employees.

3. AUDITOR - SUSAN BLUFF:

- Susan presented the financial report information for the month and year ending December 31, 2018.
- No word from the State Auditor's office yet regarding our exit conference.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- The first of the Oregon locomotives is ready to paint. The second has the engine rebuilt already.
- Cummins engine should arrive on the 20th of this month.
- Blast booth was down for a couple of days due to compressor issues. Crews had to go back to needle scaling for a few days.

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

- December car repairs were \$29,659.96 and the year- end total was \$329,614.00.
- Parts for Unit 9 hyrail repairs have been ordered. Hyrail wheels cost over \$600 each. Total repairs are around \$5,500.00.
- An A-frame lumber car came in with a broken beam on top; it was welded and fish-plated together.

RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 465886-46660 totaling \$210,022.41 were approved as submitted.

EXECUTIVE SESSION: No executive session held.

ADJOURN: There being no further business Chairman Harkness adjourned the meeting at 10:35 a.m.



John W. Harkness III, Chairman



Kelly J. Driver, Manager

Date Approved: 2/12/19