

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: June 11, 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, Brad Byrd, and Corey Ives. Community member Dan Peterson also attended the meeting.

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

MINUTES: Commissioner Kiss moved to approve the minutes of the regular meeting held on May 14, 2019 as presented. Motion seconded by Commissioner Shanklin and so ordered by Chairman Harkness.

CORRESPONDENCE TO THE BOARD: No correspondence to the Board at this time.

COMMENTS: None at this time.

HEATING SYSTEM BIDS: Staff reported no bids were received. Businesses will be contacted to ensure there is a properly working system before winter.

OLD BUSINESS:

1. POLICY 3005 REVISION:

A. DISCUSSION: Kelly provided the revised 3005 policy regarding clothing and boot allowances per the discussion at the May meeting.

B. ACTION: Commissioner Shanklin moved to approve the revised policy. Motion seconded by Commissioner Kiss, so ordered by Chairman Harkness.

2. STATE OF THE COUNTY RESPONSE :

A. DISCUSSION: Kelly presented the revised State of the County document for Board signature.

B. ACTION: General consensus approval with Board signatures.

3. WEBSITE TRANSFER:

A. DISCUSSION: Kelly stated the transfer of the Port's website and emails has been made to POVN. Board emails have changed and Ipad's should be set up with the new emails and instructions were provided. Updates have been provided to POVN as well and the website should reflect those updates soon.

The transfer was not without issues, the newer version of the program used by POVN will not allow her to attach links to documents. For instance, the agenda for today's meeting shows on the site but the link is broken. She will be meeting with POVN tomorrow to work out the issues.

4. OTHER OLD BUSINESS:

A. RESOLUTION 2019-01 PERSONNEL POLICY CHANGE:

1. **DISCUSSION:** Kelly presented Resolution 2019-01 regarding the changes to the overtime rule which were accepted at the May meeting with an effective date of May 20th.

2. **ACTION:** Commissioner Kiss moved to approve Resolution 2019-01. Motion seconded by Commissioner Shanklin, so ordered by Chairman Harkness.

NEW BUSINESS:

1. FRA CITATION:

A. **DISCUSSION:** Staff provided information on a violation over radio procedures that were not properly followed in 2018. Employees have received additional training and the fine has been paid.

2. WSDOT GRANT 2019-2021:

A. **DISCUSSION:** Kelly informed the Board the grant has been funded for \$600,000 which will be effective July 1st. As scrap rail is obtained we can sell the rail and purchase more rail and OTM to put back into the track. Cliff plans on relaying Ashenfelter Bay curve first and laying out the rest of the rail this year and then replacing rail in 2020. Kelly has signed the agreement with the State on the Port's behalf.

B. **ACTION:** None required.

3. INSURANCE RISK:

A. **DISCUSSION:** Based on the lack of options for medical coverage for the Port due to the 24-hour coverage requirement Kelly asked the Board to consider, starting next year, to self-insure for on-the-job injuries. Discussion was held on the type of injuries on the job that are occurring such as foreign body in an eye, back strain, minor cut. These injuries could be paid for by the Port, without turning them in to the liability insurance company and if a major accident occurred that could be turned in with all expenses applying toward the deductible. General agreement to look at this option next year to determine premium prices for employees.

4. GRANT/LOAN WORKSHOP:

A. **DISCUSSION:** Kelly has been working with Jamie Wyrobek of the EDC and Kirk Pearson from the USDA to pull together a group of agencies to discuss funding opportunities from government agencies. The meeting will be held on July 16th at the Camas Wellness Center from 1 p.m. to 4 p.m. The various agencies will give brief power point presentations and then they will move to their respective tables to be available for further questions, provide brochures and other materials and contact information to any agency that meets their funding criteria.

5. STOP SIGN AT VIEWPOINT:

A. **DISCUSSION:** Kelly approved a request from the PUD to place a STOP sign at the viewpoint by Box Canyon Dam as part of the lease agreement with the PUD. The sign must meet WSDOT requirements for distance from the road, size and materials and must not be at a cost to the Port.

6. EMERGENCY SEWER WORK:

A. **DISCUSSION:** Due to a plug in the sewer at Newport Towing which was backing up into the office, Kardos Plumbing was called for an emergency repair. POVA crews dug the ditch and Kardos Plumbing replaced approximately 200 feet of line and lowered the connection to the City of Newport's manhole. The City of Newport, which had been looking for the manhole, added an extension to it while the site was open.

7. OTHER NEW BUSINESS:

None at this time.

STAFF REPORTS:

1. ROADMASTER, CLIFF BAUER:

- Weed spraying should start the end of the week. Weeds and brush will be sprayed as needed from Metaline Falls to Usk and then to the Sandpoint line. No brush needs to be sprayed on the Sandpoint line.
- Clean up around the yard.
- Rebuilt private crossing at MP 9.5.
- Walked track to inspect rail for the grant. Will be calling for bids soon.
- Davis Creek bridge repairs will start as soon as he has a full crew. Materials are loaded on a flat car and ready to go.
- POVA has agent cars on line for all shippers.

2. MANAGER- KELLY DRIVER:

- Discussed medical insurance
- Attended the Summary Judgment hearing in Newport; a decision will not be made until mid-July.
- Hazardous Materials registration completed for the next three year period.
- Working on FRA Crossing inventory. New required paperwork on all crossings.
- She, Cliff, Corey, Brad, and Tom had Post Accident Training as part of the FRA requirements.

3. AUDITOR - SUSAN BLUFF:

- Susan presented the financial report information for the month ending May 31, 2019. She added information to the top of the financial sheets to show what percentage each month should be at.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- Coos Bay rebuilt shipped out.
- The two green and yellow locomotives will be going out to South Dakota later this week.
- Coos Bay is sending another locomotive and a switcher.
- St. Maries rebuild locomotive is coming for additional work.
- 102 will be re-wired this year.
- Hotstart personnel were at the shop yesterday. Possible work for them and BNSF.
- POVA locomotives, minor issues being worked on today.
- Shop furnace continues to have issues. A contractor is coming out on the 27th to show shop personnel how to make adjustments.

5. TRACK FOREMAN – COREY IVES:

- Corey reported that he and Kelly attended a meeting with the City of Newport regarding sidewalks to be installed along Pine Street. Corey and the engineer walked the area and Corey reminded him to stay away from joints so they do not have to be welded. Also, the City will look for additional funding to replace the crossing panels on the main line.
- He and Tom attended FRA training in South Dakota regarding derailment prevention, welding on track and switches and new rules.
- He helped Roger get the North Ione signals back in service after lightning took them out earlier this year.
- Two trailer tires blew while hauling the backhoe.
- May 2019 was the best month ever for car repairs; just under \$41,000 with 113 cars worked.


RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 47107-47212 totaling \$143,342.68 approved as submitted.

EXECUTIVE SESSION: At 10:28 a.m. Harkness recessed the regular meeting to convene in executive session. He stated the executive session would be approximately 15 minutes to discuss a pending litigation issue. At 10:42 a.m. the regular session was brought back to order; Chairman Harkness stated no decisions were made in executive session.

ADJOURN: There being no further business Chairman Harkness adjourned the meeting at 10:43 a.m.



John W. Harkness III, Chairman



Kelly J. Driver, Manager

Date Approved: July 9, 2019