

**MINUTES**  
**PORT OF PEND OREILLE**  
**BOARD OF COMMISSIONERS MEETING**  
**Date: August 13, 2019**

Vice Chairman Shanklin called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:04 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, Cliff Bauer, Brad Byrd, and Corey Ives. Community member Dan Peterson also attended the meeting. Chairman Harkness is out of the area; Vice Chairman Shanklin will preside over today's 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 July 9, 2019 as presented. Motion seconded by Chairman Harkness and so ordered by Vice Chairman Shanklin.

**CORRESPONDENCE TO THE BOARD:** None at this time.

**COMMENTS:** None at this time.

**OLD BUSINESS:**

**1. 2019-2021 WSDOT GRANT:**

**A. DISCUSSION:** Cliff reported that five (5) quotes were received with the quote from SRC Industries out of Salt Lake City being the low bid. This bid provided 2.85 miles of rail and OTM. He will work on the three (3) curves at Ashenfelter Bay in the area between MP 1 and MP 1.5, then move to MP 3 and work on the high side of the rail, to MP 4 to replace the 85 pound rail, then to MP 5 heading north towards Wolfred Crossing and then to Highway 20, Birdhouse Crossing, and proceed north to Usk. The rail should be on site within the next two (2) to three (3) weeks.

**2. OTHER OLD BUSINESS:**

None at this time.

**NEW BUSINESS:**

**1. POLICY – COMMISSIONER APPOINTMENT:**

**A. DISCUSSION:** Kelly presented a draft policy to the Board regarding filling a Commissioner vacancy. There was discussion on the policy with changes being made to the draft.

**B. ACTION:** Based on the discussions and changes made to the draft policy, Chairman Harkness moved to accept Policy 4005. Motion seconded by Commissioner Kiss, so ordered by Vice Chairman Shanklin.

**2. NEW HIRE – UPDATE SALARY SCHEDULE:**

**A. DISCUSSION:** Staff discussed the new hire for the position that has been vacant since March 2019. Kelly presented an updated salary schedule for discussion and further action.

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

**3. SALE OF TIES:**

**A. DISCUSSION:** Bundles of ties were sold on August 2<sup>nd</sup> and 3<sup>rd</sup> there are still approximately 800 ties available for sale. Yard area is being cleaned up to accommodate the arrival of the rail and OTM coming

in for the grant. In addition to selling ties, about 20 – 55 gallon barrels of old spikes were taken to Spokane and sold at \$225 per ton.

#### **4. ALARM SYSTEM UPGRADE:**

**A. DISCUSSION:** Corey reported working with Newport Alarm system on upgrading the current alarms. Our current system is outdated and needs to be upgraded to a cellular based system instead of the land based system. Cost should be less than \$4,000.00. This is less expensive than installing a new system.

**B. ACTION:** Chairman Harkness moved to approve the upgrades to the system. Motion seconded by Commissioner Kiss, so ordered by Vice Chairman Shanklin.

#### **5. OTHER NEW BUSINESS:**

None at this time.

#### **STAFF REPORTS:**

##### **1. ROADMASTER, CLIFF BAUER:**

- Weed spray finally done.
- Replaced a 75 pound frog at the shop.
- Switch ties replaced at Vaagen's.
- Rail quotes for grant.
- Sun kink at MP .75; rail expanded due to the hot weather.
- Broken rail replaced at Dalkena.
- Conductor recertification rides.

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

- Discussed REDI grant in Las Vegas.
- Federal partnership forum.
- Summary judgment hearing.
- Met with Smart Growth America discussed our views on the needs for the Usk area.
- Met with the North end Chamber of Commerce representative; they are still seeking funds for upgrading Usk to Metaline Falls.
- Mediation in Seattle.
- Storage cars on the way and continuing to work on more.

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

- Susan presented the financial report information for the month ending July 31, 2019. Discussed questions on various line items and the grant expenses.

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

- Having an inspection on Thursday on a Coos Bay switcher.
- Wiring done on another Coos Bay locomotive.
- Terry and Myles are working on another locomotive sent to POVA to repair the less than adequate work by different shop.
- Coos Bay sending another locomotive for a paint job.
- Cummins project on hold.
- Replacing the motor in the tame wrench.

##### **5. TRACK FOREMAN – COREY IVES:**

- Car Repairs for July 2019 totaled \$30,8118.87 with 94 cars worked

- The Escape, which serves as the chase vehicle for the train, is in Spokane for work to be done to the rear-end.
- Fire at Thama last week. He and Cliff responded quickly as well as another individual. Fire was out by the time West Bonner fire department arrived. Due to the hot weather the water tank was placed in Unit 8 and fire patrol ran last week. With the heavy rains over the weekend the water tank will be removed. He also ordered fire tools and water cans for the vehicles.
- A truck took out the crossing signals at Laclede, so he helped Roger install new crossing arms.
- Air testing completed on the Rotary Club cars, four (4) brake shoes replaced as well.
- Bids for doing asphalt sealing on the parking lot received with City View of Newport coming in with the low bid.

**RECORDS FOR APPROVAL:**

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

**B. WARRANTS:** Operating Expense warrants 47329-47434 totaling \$488,971.88, approved as submitted.

**EXECUTIVE SESSION:** At 10:25 a.m. Vice Chairman Shanklin recessed the regular meeting to convene in executive session. He stated the executive session would be approximately 45 minutes to discuss a pending litigation issue and a matter related to the performance of a public employee. At 11:08 a.m. the regular session was brought back to order; Vice Chairman Shanklin stated no decisions were made in executive session.

As a result of the executive session the Board gave their general consensus to accept a repetitive injury claim for a staff member. Additionally Vice Chairman Shanklin, Secretary Kiss and Manager Kelly Driver stated their appreciation to Chairman Harkness for his years of service which have come to an end with his move out of State.

**ADJOURN:** There being no further business Vice Chairman Shanklin adjourned the meeting at 11:10 a.m.



R.L. Shanklin, Vice Chairman



Kelly J. Driver, Manager

Date Approved:

Sept. 10, 2019