

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: September 10, 2019**

Vice Chairman Shanklin called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:15 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: 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 August 13, 2019 as presented. Motion seconded and so ordered by Vice Chairman Shanklin.

CORRESPONDENCE TO THE BOARD: None at this time.

COMMENTS: None at this time.

OLD BUSINESS:

1. OTHER OLD BUSINESS:

None at this time.

NEW BUSINESS:

1. RESIGNATION -JOHN HARKNESS- COMMISSIONER DISTRICT ONE:

A. DISCUSSION: Kelly read an email from John Harkness resigning his position as District 1 Port Commissioner due to moving out of state.

B. ACTION: Commissioner Kiss moved to accept the resignation, motion seconded and so ordered by Vice Chairman Shanklin.

2. RESOLUTION 2019-02 PERFORMANCE AWARDS:

A. DISCUSSION: Kelly presented the resolution regarding annual performance awards. Discussion was held on this being the last of this type of award with salaries being increased instead beginning in 2020.

B. ACTION: Motion made by Commissioner Kiss to approve Resolution 2019-02; motion seconded and so ordered by Vice Chairman Shanklin.

3. RESOLUTION 2019-03 SURPLUS PROPERTY:

A. DISCUSSION: Kelly presented the annual surplus property resolution which allows staff to dispose of property valued at less than \$10,000.00.

B. ACTION: Motion made by Commissioner Kiss to approve Resolution 2019-03; motion seconded and so ordered by Vice Chairman Shanklin.

4. OTHER NEW BUSINESS:

None at this time.

STAFF REPORTS:

1. ROADMASTER, CLIFF BAUER:

- WSDOT will be on site on Wednesday to inspect the tie relay and ballast grant work.
- Crews have replaced around 350 ties between Newport and Priest River with another 200-250 to be installed.

- Materials for the rail relay grant are starting to arrive. Gondola cars will be coming in the next several weeks with the tie plates and rail; these will be distributed on line so the project is ready to start next spring.

2. MANAGER- KELLY DRIVER:

- Derailment paperwork submitted to the insurance company for repayment.
- Continuing to work on the Travel and Meal policy.
- LEPC meeting on Wednesday.
- Work on old crossing agreements.
- Requests for new crossings on the BNSF leased side.

3. AUDITOR - SUSAN BLUFF:

- Susan presented the financial report information for the month ending August 31, 2019 and answered questions regarding several line items.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- One Coos Bay switcher sent out. Another will be in the blast booth this week.
- One more locomotive to wire.
- He traveled to Coos Bay to work on two of their locomotives.

5. TRACK FOREMAN – COREY IVES:

- Car Repairs for August 2019 totaled \$29,739.19.
- Welded switches at Hankey's log yard; he still needs to add another layer. He also did welding at the Dyno track.
- Inspected switches at other locations.
- Hauled ties for the track crew.
- Working on the furnace upgrade for Newport Towing.


RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 47435-47535 totaling \$241,083.03, approved as submitted.

EXECUTIVE SESSION: At 10:10 a.m. Vice Chairman Shanklin recessed the regular meeting to convene in executive session. He stated the executive session would be approximately one hour to discuss the performance of public employees. At 11:09 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 11:10 a.m.



R.L. Shanklin, Vice Chairman



Kelly J. Driver, Manager

Date Approved: 10-8-19