

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

Vice Chairman Shanklin 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 Peterson, Vice Chairman Shanklin, Secretary Kiss and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, Brad Byrd, and Corey Ives.

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 September 10, 2019 and the Special Meeting of September 17, 2019 as presented. Motion seconded by Commissioner Peterson and so ordered by Vice Chairman Shanklin.

CORRESPONDENCE TO THE BOARD: None at this time.

COMMENTS: None at this time.

OLD BUSINESS:

1. NEWPORT ALARM UPGRADES:

A. DISCUSSION: Office alarm upgrades are currently scheduled for October 14th.

2. OTHER OLD BUSINESS:

A. SHOP FIRE:

1. DISCUSSION: Kelly reported receiving a call from the alarm company regarding a fire alarm at the shop. Four fire districts responded to the call which turned out to be a very small fire with a great deal of smoke. No injuries or damage resulted from the fire; fire watch needs to be followed.

NEW BUSINESS:

1. BOARD ORGANIZATION:

A. DISCUSSION: Conversation was held regarding the Board organization with Commissioner Peterson joining the Board. It was determined that Commissioner Peterson will fill the Chairman position, as previously held by John Harkness, for the remainder of the year.

B. ACTION: Agreed upon by general consensus of the Board.

2. DRAFT TRAVEL POLICY

A. DISCUSSION: Kelly presented the draft travel policy for discussion. She will make changes to it based on the dialogue received and present it to the Board in November.

3. DRAFT PROMOTIONAL HOSTING POLICY:

A. DISCUSSION: Conversation was also held regarding the draft promotional hosting policy. It will also be on the November agenda.

4. PRELIMINARY BUDGETS -2020:

A. DISCUSSION: Kelly went through budget information. The Preliminary Budget hearing will be in November.

5. 1979 BOND RETIREMENT:

A. DISCUSSION: Kelly reported that once Louisiana Pacific provides their bonds and coupons the 1979 bonds will be paid in full. 1981 Bonds have two (2) payments remaining; one in 2020 and the final in 2021.

6. FOOD BANK DONATIONS:

A. DISCUSSION: Annual food bank contributions of \$150 to the Newport, Cusick and Ione facilities were discussed.

B. ACTION: Commissioner Kiss moved to approve the donation as a public relations benefit to the Port. Motion seconded by Commissioner Shanklin, so ordered by Chairman Peterson.

7. WPPA ANNUAL MEETING:

A. DISCUSSION: The Small Ports meeting will be held in Leavenworth on October 24 and 25; Kelly, Susan and Chairman Peterson will be attending this meeting. Additional discussion was held on attendance at the Annual WPPA meeting in Tacoma with the possibility of Chairman Peterson attending this meeting. No formal agenda has been received; there is a section for new commissioners that Chairman Peterson would like to attend.

B. ACTION: Kelly will make room reservations for Chairman Peterson and the agenda will be discussed at the November meeting to determine what portion or portions of the annual meeting are valuable to the Port.

8. POTENTIAL FUNDING OF ECONOMIC DEVELOPMENT ANALYST:

A. DISCUSSION: The Business Development group is looking at possibly hiring Janet Ady, with Ady Advantage, to look at sites in the county for development along with providing potential tenants. Ms. Ady will be speaking at the PUD on November 19 from 2 p.m. to 5 p.m.

B. ACTION: It was determined that more information is needed which should be available after the November 19th meeting. Commissioner Kiss plans to attend the meeting at the PUD, Kelly will also attend.

9. SALARY SCHEDULE – UPDATE:

A. DISCUSSION: Kelly presented an updated salary schedule for review.

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

10. OTHER NEW BUSINESS:

A. PUD POWER LINE EXTENSION:

1. DISCUSSION: Corey reported he met with PUD District Field Engineer Dan Hoogheem regarding a power line extension on the north end of the county. Staff has provided the PUD with the annual rate, based on current rates, for their information.

STAFF REPORTS:

1. ROADMASTER, CLIFF BAUER:

- WSDOT inspected and finalized the tie and ballast grant of 2017-2019.
- Highway 41 project, due to delays and change orders, has been extended to November 15th but may close out before that time.
- Continuing on tie replacement and gauging curves.
- Working on new employee training.
- Doing some work on the Ponderay Newsprint track changing out ties and 15 foot ties under a frog. Ponderay will get charged for this work.

- Crews are getting ready for winter, they have been using the air compressor to blow out crossings and flange ways.

2. MANAGER- KELLY DRIVER:

- Working with the Rotary Club on their desire to extend rides to the casino. They also requested to be able to go out on the BNSF line to the Depot currently occupied by Stimson. BNSF insurance requirements and rule regarding no friction bearing cars makes the Rotary Club's request this impossible at this time.
- Discussed a letter from the WUTC regarding the railriders.
- Looking into insurance for mechanical liability.
- New employee paperwork and testing.

3. AUDITOR - SUSAN BLUFF:

- Susan presented the financial report information for the month ending September 30, 2019 and answered questions regarding various line items.

4. CHIEF MECHANICAL OFFICER- BRAD BYRD:

- Fire alarm went off again. Called in Fire Control, it is their system, to repair.
- Putting a new door on the lean-to between the shop and the blast booth.
- The generator from 8310 has been sent in for rebuilding so that we have a spare.
- Coos Bay officials coming tomorrow to look at their locomotive before it is shipped out.
- Wiring on another Coos Bay locomotive.
- Cummins diesel will be starting when the Coos Bay locomotive is done.

5. TRACK FOREMAN – COREY IVES:

- Car Repairs for September 2019 totaled \$32,866.10. He explained AAR billing rates for both labor and materials.
- Hauling ties for the track crew.
- Covering Highway 41 meetings and derails.
- Met with a potential shipper and showed him various sites.
- He ordered a hydraulic power pack for use with the rail grant; it was tested out and works well.
- He and Cliff met with Tom Johnson from the Kalispel Tribe regarding a drainage issue. The Tribe was advised it would have to have a pipeline agreement. Versatile Industries will be doing the work for the Tribe.

RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: Operating Expense warrants 47536-47651 totaling \$237,304.11, approved as submitted.

EXECUTIVE SESSION: At 10:55 a.m. Chairman Peterson recessed the regular meeting to convene in executive session. He stated the executive session would be approximately three hours to discuss the performance of public employees. At 2:00 p.m. an additional 15 minutes was requested. At 2:16 p.m. the regular session was brought back to order; Chairman Peterson stated no decisions were made in executive session.

ADJOURN: There being no further business Chairman Peterson adjourned the meeting at 2:16 p.m.



Daniel Peterson, Chairman



Kelly J. Driver, Manager

Date Approved: November 12, 2019