

MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: November 12, 2019

CALL TO ORDER:

Chairman Peterson 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. Arriving later in the meeting Craig Jackson and Greg Snow from Pend Oreille County, and Port employee Terry Miller.

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 October 8, 2019 presented. Motion seconded by Commissioner Kiss, so ordered by Chairman Peterson.

ADVERTISED ITEM- PRELIMINARY BUDGETS- 2020:

A. Discussion: Line items of the preliminary budgets were discussed. The Final Budget hearing will be held at the December 10th meeting.

CORRESPONDENCE TO THE BOARD:

Thank you card from the Ione Food Bank.

COMMENTS: Pend Oreille County Public Works Director, Craig Jackson, and Pend Oreille County Community Development Director, Greg Snow, provided a power point presentation about Rails-to-Trails in Washington State. The County is currently working on updating the Comprehensive Plan. They would like to include the possibility of Rails-to-Trails on the portion of the Port's rail line that is out of service within the plan. Inclusion within the plan does not mean that the line would be converted to Rails-to-Trails; it merely makes it a possibility if the Port is in agreement and there is funding. There was discussion on the Port retaining ownership, liability issues including the Blueslide Tunnel, bridges, trespass onto private property, damage to private property and the North Pend Oreille Valley Lion's Club use of the rails for the rail rider events.

Mr. Jackson will continue to provide information to the Port as he finds out more about the program including funding options.

OLD BUSINESS:

1. Draft Travel Policy:

A. Discussion: Changes to the policy from the October meeting were discussed. Policy will be finalized in December.

2. Draft Promotional Hosting Policy:

A. Discussion: Changes to this policy from the October meeting were also discussed. It will also be finalized in December.

3. Other Old Business:

None at this time.

NEW BUSINESS:

1. Change in Policy 3005:

A. Discussion: Kelly proposed changes to the Boot and Clothing allowance policy. Changes were acceptable to the Board.

B. Action: Commissioner Kiss moved to approve the changes to Policy 3005. Motion seconded by Commissioner Shanklin, so ordered by Chairman Peterson.

2. Draft Resolution 2019-04

A. Discussion: Kelly presented the draft commissioner compensation policy for discussion as updated by Chairman Peterson. The Board agreed with the resolution; a clean copy will be provided at the December meeting for adoption.

B. Action: None necessary.

3. Lease Discussion:

A. Discussion: Kelly will be meeting with PUD General Manager Colin Willenbrock on Friday, November 15th to discuss the PUD power line agreement. Input from Board members will be used in the meeting with Mr. Willenbrock.

Chairman Peterson stated he will recuse himself from any action on this matter due to his previous position as a PUD Commissioner.

4. Other New Business:

A. Salary Schedule Update:

1. Discussion: Two (2) newly hired employees were placed on the salary schedule. Their qualifications, skills and upcoming training were discussed

2. Action: Commissioner Kiss moved to approve the new salary schedule. Motion seconded by Commissioner Shanklin, so ordered by Chairman Peterson.

BOARD TRAVEL PLANS/ MEETINGS:

A. Discussion: The travel and meeting attendance plans for November were discussed. Commissioner Shanklin will be attending the EDC Board meeting November 20th, Commissioner Kiss will attend the PUD meeting in Newport on November 19th and Chairman Peterson will be attending the WPPA Annual Meeting in Tacoma November 19th through the 22nd.

B. Action: All meetings were acceptable and approved by general consensus of the Board.

STAFF REPORTS:

1. Roadmaster, Cliff Bauer:

- The 2019 Rotary Club Rides are done for the year.
- Crews worked on the Ponderay Newsprint Industry track. They still need to blow out the crossings at PNC before winter.
- Trespass issue at Metaline Falls that he investigated based on a complaint from a neighbor.
- Track work included tie replacement, spread ballast between Newport and Priest River, cleaned out the ballast cars for winter, lined track at Ashenfelter Bay, gauged track at MP 2.65 and tamped low spots between Newport and Priest River.

2. Manager – Kelly Driver:

- Helped with interviews.
- Drug testing per FRA requirements.
- Budget work and salary options.
- Annual railroad insurance application has been finished and sent to the underwriters.
- Attended the WPPA Small Ports Association meeting in Leavenworth with Susan and Chairman Peterson.
- Working on a ground water permit for the Kalispel Tribe.
- Alarm upgrades are done for now; more upgrades will be done in 2020.
- Attended a car storage meeting with Corey.

3. Auditor – Susan Bluff:

- Susan presented the financial report information for the month ending October 31, 2019 and answered questions regarding the report.

4. Chief Mechanical Officer-Brad Byrd:

- Coos Bay locomotive 1916 shipped out.
- GP 30 coming in for wiring and a paint job.
- Helped Roger with signal problems.
- Door installed in the storage area between the shop and the ballast booth.

5. Track Foreman – Corey Ives:

- Car Repairs for October \$33,148.55.
- Highway 41 project should be completed on November 20.
- He and Kelly met with BNSF at Priest River on the Priest River sewer project.
- CDL physical completed.
- Interviews.
- Unit 9 broke down at the bottom of Cooks Mountain last week and then overheated again today.
- He had a surprise AAR (Association of American Railroads) audit. This is the first time we have been audited by the AAR on our car repairs. Two minor issues to correct and otherwise no problems with what we have been doing.
- Hauled ties for the track crew.
- He and Kelly met with a potential customer for the storage and cleaning of empty tank cars. It would be a different cleaning process than the last time cars were cleaned on the line.

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 47652-47771 totaling \$178,006.5411, approved as submitted.

Executive Session: At 10:35 a.m. Chairman Peterson recessed the regular meeting to convene in executive session. He stated the executive session would be approximately 40 minutes to discuss the performance of public employees. At 11:17 a.m. the regular session was brought back to order; Chairman Peterson stated no decisions were made in executive session.

As a result of the executive session, Kelly was directed to handle the personnel issue and to also have a discussion with all employees on specific issues.

Adjourn: There being no further business Chairman Peterson adjourned the meeting at 11:18 a.m.



Daniel Peterson, Chairman



Kelly J. Driver, Manager

Date Approved: 12-10-2019