

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: JUNE 9, 2020**

CALL TO ORDER:

Vice Chairman Kiss 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: Vice Chairman Kiss, Secretary Peterson and Port staff members Kelly Driver, Susan Bluff, Cliff Bauer, Corey Ives, and Brad Byrd. Also in attendance Kristina Kiss and Commissioner District 2 candidates John Cornelis, Keith Peterson, and Donny Endicott.

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

MINUTES: Commissioner Peterson moved to approve the minutes of the regular meeting held on May 12, 2020 as presented. Motion seconded and so ordered by Vice Chairman Kiss.

CORRESPONDENCE TO THE BOARD: None at this time.

COMMENTS: None at this time.

OLD BUSINESS:

1. Grant Project Update:

A. Discussion: Cliff reported that approximately three (3) miles of rail will be relayed with the grant. The first car had 180 sticks of rail and of that 110 have been changed out. Another car will be here on Wednesday and the third car on Friday; each car takes approximately two (2) days to unload. Within three (3) months a big portion of the project will be done. By June 15th all six (6) summer help employees will be on board and working on the project.

2. Other New Business:

A. Discussion: None at this time.

NEW BUSINESS:

1. Other New Business:

A. Utility Easement Purchase:

1. Discussion: Kelly reported she received a telephone call from a company that wished to purchase the Port's railroad right-of-way utility easement rights. Her thoughts are to deny this request; she wanted to verify that the Board agrees with this decision.

2. Action: The Board agreed with her decision and she will pass this information back to the company.

BOARD TRAVEL PLANS/ MEETINGS:

A. Discussion: Commissioner Peterson will represent the Board at the EDC meeting on June 17th.

B. Action: The above meetings are authorized by general consensus.

REPORTS:

1. Board of Commissioners: No reports.

2. Roadmaster, Cliff Bauer:

- The main focus of work is the grant rail relay project.
- 100 ties were put in the main line at Laclede.

- Crews worked with the WSDOT to reset the Highway 2 crossing planks by Safeway in Newport due to edges sticking up slightly. New concrete panels have been ordered due to deterioration and should arrive late summer or early fall for installation.
- Weed spraying started yesterday, due to rain in the afternoon the project will be completed today.

3. Manager – Kelly Driver:

- Continuing to work with Exbabylon to take over website hosting, emails as well as firewall and backup.
- Drug and Alcohol program updated and approved by the FRA.
- Pre-employment physicals and drug testing completed.
- Employee on-the-job injury.
- PUD negotiations continue.

4. Auditor – Susan Bluff:

- Presented the financial report information for the month ending May 31, 2020 and provided explanations and information to the three (3) candidates.
- The audit for 2018 and 2019 is continuing.
- Supplied information on storage cars.

5. Chief Mechanical Officer-Brad Byrd:

- The Cummins project should be wrapped up soon. Individuals from Cummins and TMD electrical will be inspecting the locomotive before they have POVA operate it to test it out. When it leaves it will go to railroad shows all over the United States.
- 1009 is being rewired and rebuilt.
- POVA 102 is in the shop getting a computer installed then will be rewired, repaired as necessary, and painted.

6. Track Foreman – Corey Ives:

- Car repairs for April and May were approximately \$28,000 and \$34,000, respectively.
- The sewer project at Priest River, which requires POVA to place derails and be on-site for train movements, is almost complete.
- Completed safety training with the six (6) summer employees.
- The City of Newport is working on Pine Street; POVA will have to do some work in conjunction the City later this summer.
- Helping track crew with equipment repairs.
- Added a hydraulic hose reel on the backhoe.
- The estimated delivery date for the new hyrail, which will replace Unit 9, is July 23rd. COVID-19 and rioting has pushed back the delivery date.

Records for Approval:

A. Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 48506 -48623 totaling \$291,970.22, approved as submitted.

Interviews for District 2 Commissioner:

The Board conducted interviews with the three (3) candidates for the vacancy in District 2.

Executive Session: At 10:35 a.m. Vice Chairman Kiss recessed the regular meeting to convene in executive session to discuss the qualifications of the three (3) applicants for the Commissioner District 2 position.

At 10:55 a.m. Vice Chairman Kiss brought the regular meeting back to order. No decisions were made in executive session.

As a result of the executive session Commissioner Peterson moved to appoint Keith Peterson to the District 2 position effective July 1, 2020. Motion seconded and so ordered by Vice Chairman Kiss.

Adjourn: There being no further business Vice Chairman Kiss adjourned the meeting at 10:57 a.m.



Ryan Kiss, Vice Chairman



Kelly J. Driver, Manager

Date Approved: July 14, 2020