

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: September 15, 2020**

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:03 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Commissioner Kiss, Commissioner D. Peterson, Commissioner K. Peterson 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 D. Peterson moved to approve the minutes of the regular meeting held on August 25, 2020 as presented. Motion seconded by Commissioner K. Peterson and so ordered by Chairman Kiss.

Comments: None at this time.

Preliminary Budget:

A. Discussion: Conversation was held regarding the Operating Expense Fund, Capital Improvements Fund, Debt Service Reserve Fund, and the Insurance Reserve Fund preliminary budgets.

Old Business:

1. Grant Project Update:

A. Discussion: Cliff reported the rail still has not arrived; Corey did tracking on the rail car and it should arrive by the end of the month. The project will take about five (5) weeks to finish.

2. Other Old Business: None at this time.

New Business:

1. Telephone system failure- Emergency replacement:

A. Discussion: The Port's phone system completely failed early in the month. Due to the inability of customers and others to contact the Port, staff declared an emergency situation and is having Pacific Networks from the Spokane Valley install a new system as soon as possible.

B. Action: No action necessary.

2. Other New Business:

None at this time.

Board Travel Plans/ Meetings:

A. Discussion: Commissioner D. Peterson will represent the Board at the September EDC meeting.

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

Reports:

1. Board of Commissioners:

Commissioner D. Peterson discussed the WPPA Roundtable meetings.

2. Roadmaster, Cliff Bauer:

- Crews installed 110 new ties on the Davis Creek bridge. Replacement stringer work will take approximately two (2) weeks to install and will be done after the rail project is completed.
- Crews are blowing out the flangeways in crossings in preparation for winter.
- Sinkholes have been tamped and lined near Priest River.
- With the recent windstorm there was a great deal of tree removal and clean up on the tracks.
- A broken rail was replaced at Dalkena this morning.
- One of the box cars by the shop will be moved to the upper yard to allow for easier access into the shop. A new location for the box car has been prepared.

3. Manager – Kelly Driver:

- A trial with BNSF on headlight meets on Mondays is underway.
- New Motive Power and Equipment FRA inspectors were here for a meet and greet with staff.
- Ady Advantage Zoom meeting two (2) weeks ago; next meeting is September 23rd.
- Meeting with Colin Willenbrock next week on the transmission line discussions.

4. Auditor – Susan Bluff:

- Presented the financial report information for the month ending August 31, 2020. Storage car movement and interest rates were discussed.

5. Chief Mechanical Officer-Brad Byrd:

- 1009 is being load box tested then will be ready to ship.
- Cummins locomotive is about ready to test on our line. Working on insurance coverage.
- The next Cummins locomotive is at the shop. It will be a Tier 4.
- Western Rail SD9 work.
- Lots of work in the shop.

6. Track Foreman – Corey Ives:

- 149 cars were worked in July for over \$45,000 in repairs. August had 111 cars repaired with around \$33,000 in repairs.
- Inspecting tank cars which earns \$50 per car inspection.
- UTLX came over and did repairs that POVA is not certified to complete.

Records for Approval:

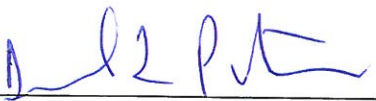
A. Expense Sheets: Approved as submitted.

B. Warrants: Operating Expense warrants 48940-49001 totaling \$114,472.20 approved as submitted.

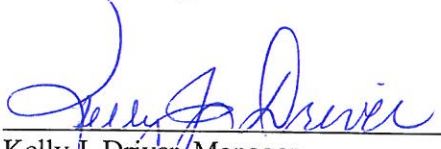
Executive Session: At 10:34 a.m. an executive session was called for approximately 5 minutes to discuss the performance of a public employee. At 10:37 a.m. the executive session closed with no further action.

Board Workshop: Discussion on the Comprehensive Plan.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 11:00 a.m.



Ryan Kiss, Chairman
Vice



Kelly J. Driver, Manager

Date Approved: 10-08-2020