

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
September 9, 2009**

Chairman Kiss called the regular 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 Kiss, Vice Chairman Harkness, Secretary Shanklin, Port staff and Leslie Jones from TEDD.

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

MINUTES:

Commissioner Harkness moved to approve the minutes of August 11, 2009 as corrected. Motion seconded by Commissioner Shanklin, so ordered by Chairman Kiss.

COMMENTS:

None at this time.

GUEST: LESLIE JONES – TEDD UPDATE/INDUSTRIAL PARK UPDATE:

Leslie gave the Board and Staff an update on TEDD operations including the Revolving Loan Fund, SCORE, a new twist to the Incubator Program, RTPO and other information. She also brought the Board up to date on the status of the grant for the proposed Industrial Park in Newport. She is working with the USDA to get release on \$48,625 in grant funding that was to be used for architectural purposes. She is working to get it changed over to be used as clean up funds. She will keep the Commissioners and staff informed on the process.

The Board thanked Leslie for the information.

OLD BUSINESS:

1. M-BAR-D OPERATIONS:

A. DISCUSSION: Kelly informed the Board there has been no official word received on any changes at M-Bar-D.

B. ACTION: None necessary at this time.

2. OTHER OLD BUSINESS:

A. HERITAGE DAYS:

1. DISCUSSION: Commissioner Shanklin confirmed that two employees will be on site for Heritage Days this coming weekend.

NEW BUSINESS:

1. WPPA PERSONAL SERVICES TRAINING/SMALL PORTS MEETING:

A. DISCUSSION: Kelly reported there is required state training on Personal Services Contracts in conjunction with the Small Ports Seminar in Leavenworth. The training will be held on October 21st with the Small Ports Meeting on October 22 and 23. She will be attending.

2. OCTOBER MEETING TIME CHANGE:

A. DISCUSSION: Due to the Nine Commissioners Meeting on October 13th at the Camas Center the regular meeting of the Port will begin at 1:30 p.m.

3. OTHER NEW BUSINESS:

A. EMPLOYMENT AD: Kelly informed the Board that due to running short staffed on railroad positions she has advertised for one (1) permanent employee. There was some discussion; Board members agreed with the decision.

B. DOVER BRIDGE: Commissioner Shanklin asked about any traffic delays at the Dover Bridge site during the construction. POVA has not been contacted regarding any potential delays. Kelly will check with local BNSF operational departments to see if they have more information.

STAFF REPORTS:

1. ROADMASTER: Cliff reported:

- Brush cutting continues as time allows.
- He attended the seminar on bridge safety in Seattle in August and learned a great deal. POVA harness equipment needs replaced due to changes in safety standards. There are more changes coming with new federal regulations that are being put in to place.
- Crossings: Due to chip sealing at Dalkena the crossing is now "in a hole" and will have to be raised up. A few private crossings also need work before winter.

2. MANAGER: Kelly reported:

- She is continuing to work with BNSF on potential rail movements for Ponderay Newsprint.
- 75 BNSF storage cars are in the process of being moved back to BNSF for movement to Montana. She is working with a car broker to replace these cars.
- BNSF has made changes to its requirements for "walking paths" which will affect a couple of homeowners in the Priest River area.
- Potential grant opportunities exist for upgrading passive crossings and upgrading signal lights. She and other POVA employees are working to pursue these opportunities.
- She is working on the 2010 Preliminary Budget.
- She is looking at other options on insurance coverage for Autos and Buildings.
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3. FINANCIAL OFFICER: Susan presented the financial information for the month of August.

4. CHIEF MECHANICAL OFFICER: Brad reported:

- The locomotive for the State of West Virginia has the mechanical portion completed. He is waiting on the computer from Q-Tron. West Virginia employees will be on site tomorrow to inspect the work.
- He will be going to the KFR on Thursday to look at two locomotives that were derailed. He is considering bidding on the jobs depending on the extent of damage and the time limits to complete the work.
- He has at least three more jobs coming in the immediate future.

RECORDS FOR APPROVAL:

A. TIME AND EXPENSE SHEETS: Approved as submitted.

B. WARRANTS: 32476 - 32567 totaling \$92,358.64 approved as submitted.

EXECUTIVE SESSION:

At 11:18 a.m. Chairman Kiss recessed the regular meeting to convene in executive session to discuss a personnel issue related to job performance. The session was called for approximately 15 minutes. At 11:30 a.m. it was stated that the executive session would continue for approximately 20 minutes. At 11:50 a.m. Chairman Kiss called the regular session back to order stating no decisions were made in the executive session.

ADJOURN: There being no further business Chairman Kiss adjourned the meeting at 11:50 a.m.

Stephen C. Kiss, Chairman

Kelly J. Driver, Manager

Date Approved