

COOS BAY RAIL LINE, INC.
Coos Bay, Oregon
REGULAR BOARD OF DIRECTORS MEETING & BUDGET HEARING
1:00 p.m., Thursday, June 25, 2020
Port of Coos Bay, 125 Central Avenue, Coos Bay, Oregon 97420
Zoom Webinar

ATTENDANCE

Board of Directors:

David Kronsteiner, Chair; Eric Farm, Treasurer/Secretary; and John Burns, President.

Port/CBRL Staff:

Lanelle Comstock, Chief Administrative Officer; Rich Lopez, General Manager; Treece Rempelos; Operations Support; Megan Richardson, Director of Finance; and Krystal Moffett, Administrative Assistant.

Media & Guests:

Maeora Mosieur, Budget Committee.

1. CALL MEETING TO ORDER

Chair David Kronsteiner called the meeting to order at 1:02 p.m.

2. INTRODUCTION OF GUESTS AND STAFF

President John Burns opened with an introduction of the combined Zoom and in-person nature of the meeting.

3. PUBLIC COMMENT

4. CONSENT ITEMS

- A. Approval of June 17, 2019 Regular Board Meeting and Budget Hearing Minutes
- B. Approval of May 8, 2020 Emergency Board Meeting Minutes
- C. Approval of May 27, 2020 Budget Committee Meeting Minutes

Upon a motion by President Burns (second by Chair Kronsteiner), the Board of Directors voted to approve the June 17, 2019 Regular Board Meeting and Budget Hearing Minutes, the May 8, 2020 Emergency Board Meeting Minutes, and the May 27, 2020 Budget Committee Meeting Minutes.
Motion Passed.

5. BUDGET HEARING – FY 2020/21 BUDGET

A. Public Hearing

Chair Kronsteiner opened a public hearing for the Coos Bay Rail Line, Inc. Budget Hearing for the Fiscal Year 2020/21 budget at 1:06 p.m.

B. 2020Res02: Adoption of Budget and Making Appropriations – Combined for Fiscal Year 2020/21

The Coos Bay Rail Line, Inc.'s Budget Committee approved the draft 2020/21 Fiscal Year Budget after its first budget committee meeting May 27, 2020. Each year, following the Budget Committee's approval of the budget, the Board is required to hold a public hearing. The objective of the public hearing is to receive testimony from any person present. The public hearing is scheduled for 1:00 p.m., June 25, 2020, prior to the regular Board of Directors meeting.

During the regular Board meeting, the Board is **allowed to make changes to the budget if the total change in any fund does not exceed \$5,000 or 10%**, whichever is greater. Changes in excess of 10% would require the Board to publish notice of a second budget hearing and a new financial summary and hold the second hearing before the adjusted budget can be adopted.

If no significant changes are made, the Board should consider approval of the resolution adopting the budget.

Chair Kronsteiner asked for any public comment on the proposed budget. There were no comments made. Chair Kronsteiner closed the public hearing at 1:08 p.m.

Upon a motion by Secretary/Treasurer Farm (second by President Burns), the Board of Directors voted to approve Resolution 2020Res02, a resolution adopting a budget, making appropriations– combined for the 2020/21 fiscal year. **Motion Passed.**

6. ACTION ITEMS/REPORTS

A. 2020Res03: Immediate Amendments to CBRL Personnel Policy

The Personnel Policy of Coos Bay Rail Line, Inc. (CBRL) is intended to set a general framework for effective personnel administration and is designed to inform CBRL employees an understanding of what is expected of them, and to ensure consistent, fair, and uniform treatment of CBRL employees.

The proposed Personnel Policy for CBRL is nearly an exact duplicate of the Oregon International Port of Coos Bay's Personnel Policy. Only few minor differences exist to reflect railroad best practices, safety rules, and laws.

Frequently the Port of Coos Bay's Personnel Policy is amended to reflect best practices or changes in laws. In an effort to not have to bring the same policy revisions to the CBRL Board, Port Staff requests the CBRL Personnel Policy immediately be amended upon adoption of any revision to the Port of Coos Bay's Personnel Policy. This ensures consistent policies between Port and CBRL staff.

Amendments to railroad specific portions of the policy that do not mirror Port policy will be brought to the CBRL Board.

Upon a motion by Secretary/Treasurer Farm (second by President Burns), the Board of Directors voted to adopt Resolution 2020Res03 immediately amending Coos Bay Rail Line Inc.'s Personnel Policy upon adoption of any revision to the Port of Coos Bay's Personnel Policy, to ensure consistent policies between Port and CBRL staff. **Motion Passed.**

B. Reelection of Officers of Coos Bay Rail Line, Inc.

Per the Coos Bay Rail Line, Inc. bylaws, an annual meeting of the Board of Directors shall be held for the purpose of electing Directors and Officers. Each Director currently holds a three year term; however the Officer positions must be reelected.

Staff recommends the reelection of current Officers to serve as the following Officers of Coos Bay Rail Line, Inc.:

Chair	David Kronsteiner
President	John J. Burns
Treasurer, Secretary	Eric Farm

Officers shall hold their term of office until the second annual meeting after his election or until a successor is named, whichever is later.

Upon a motion by Secretary/Treasurer Farm (second by President Burns), the Board of Directors voted to approve the reelection of the current Officers to serve as the following Officers of Coos Bay Rail Line, Inc. for an additional term: David Kronsteiner, Chair; John J. Burns, President; and Eric Farm, Treasurer/Secretary. **Motion Passed.**

7. OTHER

8. BOARD OF DIRECTORS COMMENTS

President Burns stated he is pleased with how CBRL staff have been performing since bringing operations in house November 2018. Unfortunately there had been a lot of deferred maintenance on the line. Crews have responded diligently as those problems have come up while also proactively tending to smooth operations. Last week, conversations were held with all customers reporting a high degree of satisfaction with operations.

9. NEXT MEETING DATE – To Be Determined.

10. ADJOURN

Chair Kronsteiner adjourned the meeting at 1:13 p.m.