PORT OF ROYAL SLOPE
Regular Commissioner Meeting
4975 Road 13.5 SW; Royal City, WA 99357
April 12, 2016

Commissioners Present: Alan Schrom, Davey Miller and Frank Mianecki Jr.
Others Present: Director Cathy Potter, Jeff and Terry Cochran

The April 12th, 2016 meeting of the Port of Royal Slope Commissioners was called to order at 4:10 p.m. by Chairman Schrom.

Approval of Agenda: Commissioner Miller made a motion to approve the agenda. Commissioner Mianecki seconded the motion and it passed.

NEW BUSINESS:

1. Norwest Ingredients: Jeff and Terry Cochran expressed an interest in purchasing Lot 18 which is adjacent to Norwest Ingredients for expansion purposes. A recent appraisal of a similar lot was discussed along with the recent sales. A price was agreed upon and the EMA will be drafted. There is not a big hurry in doing this as they may not start building until the end of this year or the first of next year. Jeff and Terry also expressed interest in getting a First Right of Refusal on Lots 16 and 14 as they are possibly going to locate a different business there.

2. GCPW Refuse Station: The County is interested in acquiring Lot 21 which consists of 4.73 acres and is adjacent to the GC Pubic Works lot. This lot has potable water and fire flow protection to it along with rail access. The Port is interested in trading them for the Refuse Station that consists of 21.52 acres. It has a concrete drop box structure that might be hard for us to eliminate. Jerome Wawers from the County will notify us after he has an appraisal.

3. 2015 Annual Financial Statement: The Schedules, the notes, and the Assessment 22 were all reviewed. Commissioner Mianecki made a motion to approve the 2015 Annual Financial Statement. Commissioner Miller seconded the motion and it passed.

Approval of Minutes: Commissioner Miller made a motion to approve the minutes of the March 22nd, 2016 regular meeting as written. Commissioner Mianecki seconded the motion and it passed.

Discussion of Warrants and Warrant Approval: Warrants were discussed. Commissioner Miller made a motion to approve the **April** warrants as presented. Commissioner Mianecki seconded the motion and the motion passed.

Warrants audited and certified by the auditing officer as required by RCW 42.240.90 and reimbursement claims as required by RCW 42.240.80 have been recorded in a listing and made available to the Board as of this date, **April 12, 2016**. The Board does hereby approve those warrants as follows: **GF Payroll Warrants**: **#11651 – 11658** in the amount of **$5,686.46; General Fund Warrants: #11659 – 11675 in the amount of $4,870.44 and IDF Warrant**

#6040 - 6050 in the amount of $4,274.13. The LTGO - LOCAL principal payment in the amount of $17,500 was transferred by the Treasurers' office on February 29, 2016.

Discussion of Revenues and Revenue Approval: After discussion about the income, Commissioner Mianecki made a motion to approve the **April** revenues received, as presented. Commissioner Miller seconded the motion and motion passed. Revenues audited and certified by the auditing officer have been recorded in a listing made available and reviewed by the Board as of this date, **April 12, 2016** in the amount of **$3,157.20** for the General Fund and **$7,242.43** for the Industrial Development Fund. The Grant County Treasurer's report for March has not been received as of this date.

COMMENTS FROM PUBLIC ON NON-AGENDA ITEMS: There were none.

COMMISSIONERS REVIEW OF ACCOUNTS: Commissioner Miller reviewed the Petty Cash disbursements and reconciliation and suggested adding a line for initialing when the account is reviewed. The invoices being paid were presented.

OLD BUSINESS

1. Royal Slope Railroad: We received payment for the lease of the rail from October 2015 through April 2016. It was discussed that now is the best time to spray weeds along the rail. Commissioner Miller is going to try to get this done within the next week.

2. Verbrugge Short Plat: The plat is at Grant County Planning Department. A notice will be sent for us to post on the land with information for anyone wishing to comment. An affidavit certifying that it was posted will also be mailed to the Port.

3. DOH Consolidation Grant: We were notified that we didn't get the grant. The DOH Engineer was dismayed and contacted the Port today to say that he is sure DOH can come up with some funding to help with the connection expenses of the Sunfresh system. He needs to have a copy of the signed agreement between the Port and Randy Niessner along with a letter of commitment from Randy about his two wells. The Commissioners reviewed the Agreement again and made a few changes. This will be emailed to Randy and DOH Russell Mau.

4. Website Quote: The website proposal from Hagadone was discussed. Commissioner Miller made a motion to accept the proposal of $1,450 for creation of a new website understanding that we will have to pay $725 down and $725 when completed. Commissioner Mianecki seconded the motion and it passed.

COMMISSIONERS' REPORT

1. Alan Schrom: Alan took two PUD engineers down the powerline road on Road F through the Port property to the cliffs for the purpose of finding a place to locate a wireless fiber hub for the Smyrna area.

2. Davey Miller: No report

3. **Frank Mianecki, Jr.:** Frank discussed some Port business with his attorney to get his opinion.

OFFICE REPORT

1. RR Assessments: After receiving the weed assessments from both Grant and Adams County, Cathy notified WSDOT Chris Herman about not receiving four parcels. Chris checked

into it and discovered these parcels didn't get transferred as they were listed in the Spokane office. He will see about getting these parcels transferred. There was also discussion about not being able to find one of the parcels on Mapsifter. After talking to Adams County, Chris was pretty sure that this is the parcel directly east of the canal crossing. He also said he would find out how to correct the wrong Range number on the legal description of the Grant County Quit Claim Deed.

2. Global Fiberglass: We are invited to see a demonstration of how they recycle fiberglass in Bothell. The Commissioners decided to schedule the tour on April 26th if it works out for Global Fiberglass.

3. Possible Jury Duty: Cathy was notified to call in after 5 pm today and in doing so, was told she did not have to report.

4. Correction of RR Parcels: On the Adams County Mapsifter it shows that the parcel of Steve Heeb's and the Port's are mixed up. Cathy talked to Adams County and they said that Mapsifter can be incorrect but will do some research on this and get back to me.

5. Cathy's Schedule: January through April time sheets were reviewed showing the hours worked and listed some of the activities that were done outside of the office such as reading meters and taking water samples to Othello. It was suggested to get a sign that would show what time she would return in case someone came to the office, they would know whether to wait or not.

6. Misc.: The City of Connell asked us to send another support letter for them to acquire federal funding for the Connell Interchange Project. All three Commissioners signed the support letter.

It was discussed that the Commissioners needed to file with PDC by April 18th.

As there was no other business brought before the Board, Commissioner Miller made a motion to adjourn. Commissioner Mianecki seconded the motion and Chairman Schrom adjourned the meeting at 7:35 p.m.

Next Regular Meeting is April 26th at 4:00 unless we travel to Bothell.

Respectfully submitted,

Cathy Potter, Director

Alan Schrom, Chairman

Dave Miller, Vice-Chairman

Frank Mianecki, Jr., Secretary

PORT OF ROYAL SLOPE
Regular Commissioner Meeting
4975 Road 13.5 SW; Royal City, WA 99357
April 26, 2016

Commissioners Present: Alan Schrom, Davey Miller and Frank Mianecki Jr.
Others Present: Director Cathy Potter, Steve Kim and Bob Rolfness

The April 26th, 2016 meeting of the Port of Royal Slope Commissioners was called to order at 4:07 p.m. by Chairman Schrom.

Approval of Agenda: Commissioner Miller made a motion to approve the agenda. Commissioner Mianecki seconded the motion and it passed.

Approval of Minutes: Commissioner Mianecki made a motion to approve the minutes of the April 12th, 2016 regular meeting as written. Commissioner Miller seconded the motion and it passed.

COMMENTS FROM PUBLIC ON NON-AGENDA ITEMS: There were none.

NEW BUSINESS:

1. Steve Kim: Drone Agricultural Photography: Steve Kim did a presentation of flying drones over agricultural crops that have 5 cameras showing different views of how the crops look. The cameras can see things that the naked eye doesn't. Steve also demonstrated flying the drone.

OLD BUSINESS:

1. Royal Slope Railroad: Paul Didelius and Commissioner Miller plan to meet Wednesday to finish the inspection of the rail. In a recent email, Paul stated he wanted to move the tankers and get a locomotive up to Royal. Prices for spraying the weeds along the rail were discussed. Commissioner Miller made a motion to have Rumble Spray do the weed spraying and to see if Paul would split the costs. Commissioner Mianecki seconded the motion and it passed.

2. Website Contract: Commissioner Miller made a motion to sign the contract for developing a new website by Hagadone. Commissioner Mianecki seconded the motion and it passed.

3. Norwest Backflow & EMA: Norwest Ingredients was going to work on their backflow preventer and needed the water shut off. Initial plans of using a backhoe was squashed after viewing the several location marks by GCPUD for fiber and power. After several trips out there with Bob Postma and digging in several areas trying to find the valve to shut off the water, some of the employees of Norwest's dug down by a thick, grey conduit pipe and found the valve. There was a 4' x 6' PUD concrete structure just inches away from where the valve was located. It was decided to purchase a valve box for future reference. We need to make sure that the businesses connecting to our water system in the future, clearly have the valve box identified.

4. R. Niessner Agreement: This was again discussed with some changes made. DOH has indicated that we will get some grant funding for this however, the amount is unknown.

COMMISSIONERS' REPORT

1. Alan Schrom: Alan connected the fan on Booster #1 in Well Facility #1. He also removed some weir blades in a weir box on the DeHope property.

2. Davey Miller: Extended the valve wrench by approximately 4'. He also met with Capital Equipment that was selling some generators, waste pump, pressure washer and air compressor at a reduced price.

3. **Frank Mianecki, Jr.:** Frank looked at the equipment in the back of a pickup to see if it was something the Port could use.

OFFICE REPORT

1. Global Fiberglass: We received an invitation to view the process of recycling fiberglass in Bothell on May 4th. Director Potter and Commissioner Schrom are planning on attending. Commissioners Miller thinks he can make it. Commissioner Mianecki will have to wait to see if he has the time available to go as he will be cutting hay.

2. Verbrugge Plat: The land has been posted since April 14th. The last day for the County Planning department to receive comments is May 2nd. Commissioner Schrom will sign an affidavit stating the sign has been posted the entire time and is clearly visible.

3. Possible Truck Repair: We have someone interested in starting up a truck repair business. They possibly want one of the smaller lots of the Verbrugge Plat.

4. BNSF Meeting Spokane – May 25: Commissioner Schrom and Director Potter plan to attend this. Commissioners Miller and Mianecki won't know if they can attend it until the week of the meeting.

5. Mayor's Prayer Breakfast: No one will be able to attend this.

6. Well Facility and Budget: The Well budget was reviewed.

7. **Misc: WEDA:** We've be asked to present news about our Port at the WEDA meeting in June. This was tabled until the next meeting.

As there was no other business brought before the Board, Commissioner Miller made a motion to adjourn. Commissioner Mianecki seconded the motion and Chairman Schrom adjourned the meeting at 7:37 p.m.

Next Regular Meeting is May 10th at 4:00.

Respectfully submitted,

Alan Schrom

Alan Schrom, Chairman

Davey Miller, Vice-Chairman

Excused

Frank Mianecki, Jr., Secretary

Cathy Potter

Cathy Potter, Director