

AGENDA  
PORT OF ROYAL SLOPE COMMISSION MEETING  
4975 Road 13.5 SW; Royal City, WA 99357  
April 8, 2020  
2:00 P.M.

*DUE TO GOVERNOR'S ORDER, WE WILL PRACTICE SOCIAL DISTANCING*

CALL TO ORDER – CHAIRMAN MILLER  
ROLL CALL

APPROVAL OF AGENDA

COMMENTS FROM PUBLIC (on agenda or non-agenda items) – (LIMITED TO 3 MINUTES)

NEW BUSINESS

1. PUD
  - a. 20' Easement on North & West Sides
  - b. License Agreement on Adjoining Lot

OLD BUSINESS

1. Waterline Extension
  - a. Cultural Review Update
  - b. Revised Contract with CERB (Chairman to Sign)
2. CCL Extension – Liner
3. Equipment Garage
  - a. Change Order #1
  - b. Change Order #2
  - c. Independent Inspections

APPROVAL OF THE MINUTES FROM THE MARCH 10<sup>th</sup>, 2020 SPECIAL MEETING

APPROVAL OF THE MINUTES FROM THE MARCH 11<sup>th</sup>, 2020 REGULAR MEETING

DISCUSSION OF WARRANTS AND WARRANT APPROVAL

Payroll Warrants  
General Warrants  
IDF Warrants  
LTGO Transfers/Payments

DISCUSSION OF REVENUES & REVENUE APPROVAL

COMMISSIONERS REVIEW OF ACCOUNTS

COMMISSIONERS' REPORT:

1. Davey Miller
2. Frank Miannecki, Jr.
3. Alan Schrom.
  - a. Conference Call JUWI

OFFICE REPORT:

1. Wade Property
2. Global Fiberglass
3. Office Building
4. Approval Transfer Money from IDF to GF
5. Additional Maintenance Help

ADJOURN

Next Regular Meeting April 22<sup>nd</sup> @ 2:00 pm



April 8, 2020

Due to the Coronavirus and the Governor's mandate; public entities were to hold teleconference meetings instead of meeting in person.

Our second meeting in March was cancelled because of this.

Unfortunately, one Port Commissioner doesn't have good internet access and another one doesn't own a computer. We tried to set up a telephone conference call but only one Commissioner could call in. Commissioner Schrom is trying to set up our own "open meeting server" for the next meeting.

Because we had documents that needed to be approved and signed along with approval of warrants for April; we held a meeting at the Port office and followed the "social distancing" guidelines. The table was wiped down before and afterwards with antiseptic wipes. The documents for review were created and placed on the table at least 4 hours prior to the meeting. Chairs were set at least 6' apart. Any public that attended sat at least 10' away from the table.

This wasn't ideal but it was imperative that we held a meeting.

Cathy Potter  
Executive Director



## PORT OF ROYAL SLOPE

4975 Road 13.5 SW; Royal City, WA 99357

### BOARD OF COMMISSIONERS

Davey Miller

Frank Mianecki

Alan Schrom

**April 8, 2020**

The April 8<sup>th</sup>, 2020 regular meeting of the Port of Royal Slope Commissioners was called to order at 2:05 p.m. by Chairman Miller.

*Due to the Coronavirus and the Governor's order, we implemented "social distancing" for the meeting. We have a large office and chairs were placed at least 6' apart. Disinfectant wipes were handed out to all. Face masks were encouraged. There are several complications in trying to do an internet meeting such as "Zoom" so we're doing the best that we can right now.*

Chairman Miller called for a short recess of 30 minutes to look at a future site for the Port Office.

At 2:35 Chairman Miller reconvened the meeting at the Port office.

Commissioners Present: Davey Miller, Frank Mianecki and Alan Schrom

Others Present: Director Cathy Potter, Bonnie Valentine, Dist. #10 Fire Chief Eric Linn and Robert Weber arrived later.

**Approval of Agenda:** Commissioner Mianecki made a motion to approve the agenda as written. Commissioner Schrom seconded the motion and the motion passed.

### NEW BUSINESS

#### 1. PUD

**a. Easement:** The PUD has asked the Port for a 20-foot easement on the North and West sides of the property for the new Red Rock Substation. The Commissioners are requesting more information about the specific use of the easement. If used for anything more than access to the substation it would affect access to the adjoining lot.

**b. License Agreement:** The PUD has also asked for a License Agreement to use the adjoining lot for equipment and supplies while building the new Red Rock Sub Station. The Commissioners have asked for clarification on the number of acres needed and the specific time frame it would be used. The PUD's use of this lot could affect the Port's ability to use it for a new office.

### OLD BUSINESS

#### 1. Waterline Extension:

**a. Cultural Review Update:** Plateau Archaeological has informed the Port that they have completed the field work portion of their study and hope to have a written report to the Port this week.



**b. CERB:** We have received a revised contract from CERB. Commissioner Mianecki made a motion for Chairman Miller to sign the revised CERB contract. The motion was seconded by Commissioner Schrom and it passed.

**2. Crab Creek Lateral:** Chairman Miller and Cathy Potter were included in a conference call from County Commissioner Carter. Commissioner Carter read a letter from Sam Dart stating the Grant County Public Works property is not currently affected by the leaking CCL and they are not interested in sharing the cost to line the canal. The Port will continue to look at options to minimize the effects of the excess water on the railroad and other properties.

**3. Equipment Garage:**

**a. Change Order #1:** Commissioner Mianecki made a motion to approve the change order for the redundant wire for the radiant heat. Commissioner Schrom seconded the motion and the motion passed.

**b. Change Order #2:** Change Order #2 was tabled until it can be discussed in detail with Halme Builders at the next construction meeting.

**c. Independent Inspections:** An estimate for independent inspections from CSI was reviewed and discussed. Commissioner Mianecki made a motion to approve the independent inspections. Commissioner Schrom seconded the motion and the motion passed.

**Approval of Minutes:** Commissioner Schrom made a motion to approve the minutes of the March 10<sup>th</sup>, 2020 special meeting as written and the motion passed.

**Approval of Minutes:** Commissioner Schrom made a motion to approve the minutes of the March 11<sup>th</sup>, 2020 regular meeting as written and the motion passed.

**Discussion of Warrants and Warrant Approval:**

Warrants were discussed. Commissioner Schrom made a motion to approve the April 8<sup>th</sup>, 2020 warrants as listed. 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 8<sup>th</sup>, 2020**. The Board does hereby approve the March 16<sup>th</sup>, 2020 **General Fund Warrant #12680** in the amount of **\$129,197.41** and the March 31<sup>st</sup>, 2020 Payroll warrants as follows: **Payroll Warrants: #12681 - 12691 in the amount of \$9,266.29.**

The Board does hereby approve those April 8<sup>th</sup>, 2020 warrants as follows: **GF Warrants: #12692 – 12707 in the amount of \$135,566.84; and IDF Warrants #6405 - 6415 in the amount of \$7,002.98.**

**Discussion of Revenues and Revenue Approval:**

After discussion about the income, Commissioner Mianecki made a motion to approve the revenues received as presented. Commissioner Schrom seconded the motion and the 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 8<sup>th</sup>, 2020** in the amount of **\$6,397.52** for the General Fund and **\$5,445.19** for the Industrial Development Fund. The Grant County Treasurer's report for March has not been received as of this date.

### COMMISSIONERS' REPORT

**1. Commissioner Miller:** Davey spent a Friday with his tractor helping Cathy and Bonnie clean up weeds on the Niessner property. Thank you, Grant County Fire District #10 for burning the weeds.

**2. Commissioner Mianecki:** Nothing to Report

**3. Commissioner Schrom:** Alan had a conference call with JUWI. JUWI wanted to let the Port know they appreciated the support letter from the Port. Alan has been working on an Open Meeting Server to use for call in meetings.

### OFFICE REPORT

**1. Wade Property:** No progress has been made in getting the boundary line adjustment completed.

**2. Global Fiberglass:** The Port's attorney has sent 2 letters regarding the removal of their product from our property. They have not responded.

**3. Office Building:** Bonnie presented several quotes for temporary offices to the Commissioners. After touring the lot, and seeing the heavy forest of Russian Olive trees, Commissioner Schrom made a motion to approve up to \$4,500 for leasing equipment for cleaning off the lot. Commissioner Mianecki seconded the motion and it passed. Chairman Miller will check into this.

**4. Approval to Transfer money from the IDF to the GF:** Commissioner Mianecki made a motion to approve the transfer of \$50,000 from the IDF to the GF. Commissioner Schrom seconded the motion and the motion passed.

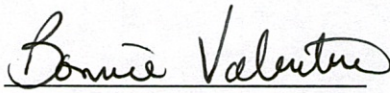
**5. Additional Maintenance Employee:** Bonnie and Cathy expressed their concerns that we need additional help doing maintenance at the Well facilities along with helping out on grounds work and building maintenance. Commissioner Mianecki made a motion to hire Jeremy Renfro at the agreed rate as part-time on call help. Commissioner Schrom seconded the motion and it passed.

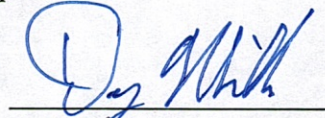
### ADJOURN

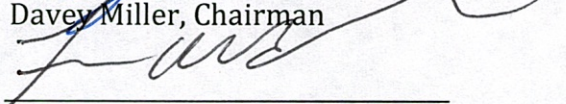
As there was no other business brought before the Board, Commissioner Mianecki made a motion to adjourn the meeting. Commissioner Schrom seconded the motion and the motion passed and Chairman Miller adjourned the meeting at 5:30 p.m.

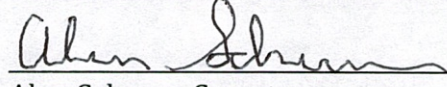
Next Regular Meeting is April 22<sup>nd</sup>, 2020 at 2:00 p.m.

Respectfully submitted,

  
Bonnie Valentine, Director

  
Davey Miller, Chairman

  
Frank Mianecki, Vice-Chairman

  
Alan Schrom, Secretary



AGENDA  
PORT OF ROYAL SLOPE COMMISSION MEETING  
4975 Road 13.5 SW; Royal City, WA 99357  
April 22, 2020  
2:00 P.M.

*DUE TO GOVERNOR'S ORDER, WE WILL PRACTICE SOCIAL DISTANCING*

CALL TO ORDER – CHAIRMAN MILLER  
ROLL CALL

APPROVAL OF AGENDA

COMMENTS FROM PUBLIC (on agenda or non-agenda items) – (LIMITED TO 3 MINUTES)

OLD BUSINESS

1. Waterline Extension
2. Equipment Garage
  - a. Change Orders 2, 3 & 4

APPROVAL OF THE MINUTES FROM THE April 8<sup>th</sup>, 2020 REGULAR MEETING

COMMISSIONERS' REPORT:

1. Davey Miller
2. Frank Miannecki, Jr.
3. Alan Schrom.

OFFICE REPORT:

1. Tyler Frank / Railroad Crossing
2. Audit for 2017, 2018, & 2019
3. Storage Shed

ADJOURN

Next Regular Meeting May 13<sup>th</sup> @ 2:00 pm



**PORT OF ROYAL SLOPE**  
4975 Road 13.5 SW; Royal City, WA 99357

**BOARD OF COMMISSIONERS**

*Davey Miller*

*Frank Mianecki*

*Alan Schrom*

**April 22, 2020**

The April 22<sup>nd</sup>, 2020 regular meeting of the Port of Royal Slope Commissioners was called to order at 2:06 p.m. by Chairman Miller.

*Due to the Coronavirus and the Governor's order, we implemented "social distancing" for the meeting. Facial masks were encouraged. We have a large office and chairs were placed at least 6' apart. Disinfectant wipes were handed out to all. There are several complications in trying to do an internet meeting such as "Zoom" so we're doing the best that we can right now.*

Commissioners Present: Davey Miller, Frank Mianecki and Alan Schrom  
Others Present: Director Cathy Potter and Bonnie Valentine

**Approval of Agenda:** Commissioner Schrom made a motion to approve the agenda as written. Commissioner Mianecki seconded the motion and the motion passed.

**OLD BUSINESS**

**1. Waterline Extension:** The final report of the Cultural Resource Survey was sent to CERB. They are reaching out to DAHP to get their response. We are also working to get the 20' easements from TorkLift. Then, we are ready to put the project out to bid.

**2. Equipment Garage:**

a. Change Orders were reviewed. An email was sent to Dan Halme about Change Order #2. Commissioner Schrom made a motion to approve Change Order #3 which is a credit on deleting the sink and trim. Commissioner Mianecki seconded the motion and it passed. Commissioner Mianecki made a motion to approve Change Order #4 which is a credit to delete the 50amp receptacle. Commissioner Schrom seconded the motion and it passed.

**Approval of Minutes:** Commissioner Schrom made a motion to table approving the minutes of the April 8<sup>th</sup> meeting until the next meeting. Commissioner Mianecki seconded the motion passed.

**COMMISSIONERS' REPORT**

**1. Commissioner Miller:** Davey contacted a company that will rent an excavator to us. He suggested we hire an operator from our Small Works Roster.

**2. Commissioner Mianecki:** Nothing to Report

**3. Commissioner Schrom:** Alan did some trouble shooting on some electrical conduit going from the office towards the equipment garage. He determined it was for the Port's large aerial sign.



## OFFICE REPORT

**1. Tyler Frank / Railroad Crossing:** Tyler plans to build a house in the future on his land that is south of the gravel pit owned by Baseline. He would like to get information on crossing the railroad tracks. This was discussed and more information is required.

**2. Audit for 2017, 2018, 2019:** Cathy was notified that it is time for our 3-year audit. Bonnie and Cathy had a pre-conference call with Stephanie, who plans to do the audit. She also sent an email with items she would like ahead of time.

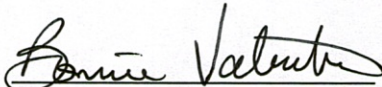
**3. Storage Shed:** After discussion of needing a separate place to put the 4-wheeler, chemical, pressure washer and other items, Bonnie had shopped around to get prices and sizes. Commissioner Schrom made a motion to purchase a 10' x 20' storage shed from Ziggy's. Commissioner Mianecki seconded the motion and it passed.

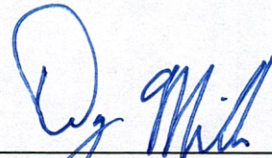
## ADJOURN

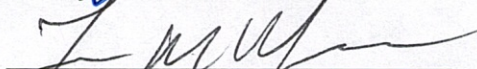
As there was no other business brought before the Board, Commissioner Schrom made a motion to adjourn the meeting. Commissioner Mianecki seconded the motion and the motion passed. Chairman Miller adjourned the meeting at 3:35 p.m.


Next Regular Meeting is May 13, 2020 at 2:00 p.m.

Respectfully submitted,

  
Bonnie Valentine, Director

  
Davey Miller, Chairman

  
Frank Mianecki, Vice-Chairman

  
Alan Schrom, Secretary



**PORT OF ROYAL SLOPE**  
4975 Road 13.5 SW; Royal City, WA 99357

*BOARD OF COMMISSIONERS*

*Davey Miller*

*Frank Mianecki*

*Alan Schrom*

**April 28<sup>th</sup>, 2020**  
**Special Meeting**

The April 28<sup>th</sup>, 2020 Special Meeting of the Port of Royal Slope Commissioners was called to order at 2:00 p.m. by Chairman Miller.

Commissioners Present: Davey Miller & Alan Schrom

Others Present: Director Cathy Potter, Bonnie Valentine, Leif Rosenlund, Tony Garcia, and Dist#10 Fire Chief Linn.

Commissioner Schrom made a motion to excuse Commissioner Mianecki from the meeting and the motion passed.

**Approval of Agenda:** Commissioner Schrom made a motion to approve the agenda as written and the motion passed.

**OLD BUSINESS**

**1. Equipment Garage:** Leif Rosenlund and Tony Garcia were here from Halme Builders discussing the construction progress on the equipment garage.

**a. Outside lights over the man doors:** The specs for the lights were looked at and it was decided it would be better if a light that was more directional would be preferred. Halme will be looking for a different light.

**b. Backup Unit Heaters:** The specs for the Backup Unit heater were looked at and they appear to be sufficient.

**c. Circuit Boxes for the Radiant Heat:** It was determined by the PUD that some circuit breaker boxes can be reused. We will not need to purchase new ones.

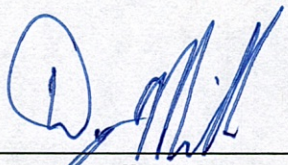
**d. Change Order #2:** The savings on disposal of concrete and asphalt was discussed and agreed upon. Commissioner Schrom made a motion to approve the adjusted amount on Change Order #2 and the motion passed.

**ADJOURN**

Commissioner Schrom made a motion to adjourn the meeting and Chairman Miller adjourned the meeting at 3:30 p.m.

Next Regular Meeting is May 13<sup>th</sup>, 2020 at 2:00.

Respectfully submitted,

  
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Davey Miller, Chairman



Bonnie Valentine  
Bonnie Valentine, Director

Excused  
Frank Mianecki, Vice-Chairman

Alan Schrom  
Alan Schrom, Secretary