

AGENDA
PORT OF ROYAL SLOPE COMMISSION MEETING
4975 Road 13.5 SW; Royal City, WA 99357
August 12, 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. Railroad:
 - a. Rail Extension to Lot 10
 - b. 2019 Railcar Loads
 - c. Operator Lease Renewal
 - d. EDP Renewables
2. Halme Thank you
3. Waterline Extension
4. Valle Trucking - Water Extension Change Order

COMMISSIONERS' REPORT:

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

APPROVAL OF THE MINUTES FROM THE JULY 22nd, 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

OFFICE REPORT:

1. 2017-2019 Audit Results
2. Promotional Hosting Policy Draft
3. Transfer Funds Back to the IDF Account from the GF Account
4. Wade Property Completed
5. Miscellaneous

ADJOURN

Next Regular Meeting August 26th @ 2:00 pm

PORT OF ROYAL SLOPE

4572 Road 13.6 SW; Royal City, WA 99357

BOARD OF COMMISSIONERS

Davey Miller

Frank Mianecki

Alan Schrom

August 12, 2020

The August 12th, 2020 regular meeting of the Port of Royal Slope Commissioners was called to order at 2:19 p.m. by Chairman Miller.

Due to the Coronavirus and the Governor's order, we implemented "social distancing" for the meeting.

Commissioners Present: Davey Miller, Alan Schrom, and Frank Mianecki.

Others Present: Director Cathy Potter, Bonnie Valentine, Paul Didelius, Derrick Reed, Stewart Smith, and Terry Grubham.

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

COMMENTS FROM PUBLIC: There were none.

OLD BUSINESS

1. Railroad:

a. Rail Extension to Lot 10: Terry Grubham was here to discuss the layout of the railroad route to Lot 10 and how it will transition into Lot 10. We have talked about getting the topography done so we will have a good idea on the cost for getting the subgrade done. Commissioner Schrom made a motion to get two appraisals on Lot 10. Commissioner Mianecki seconded the motion and it passed. Paul Didelius and has been looking into the cost of ballast for the railroad. Dan Murphy has approximately 500 feet of rail he would like to sell the Port. Commissioner Schrom made a motion to offer \$1,500.00 for approximately 500 feet of rail. Commissioner Mianecki seconded the motion and it passed.

b. 2019 Railcar Loads: Paul will get us an updated count of railcars moved in 2018. In the 2019 report a total of 46 railcars were moved. It looks like 2020 will have a significant increase of railcars over 2019.

c. Operator Lease Renewal: We have received a formal request from Paul to renew the railroad lease. He would like the new lease to be longer than 5 years. The Commissioners decided they should have a workshop to go over the lease on August 19th at 2:00 p.m.

d. EDP Renewables: The easement requested by EDP was discussed and we have many questions. It is a very lengthy and detailed agreement compared to similar easement agreements from other electric companies. Our railroad operator has a Railroad Utility Manager to help sort through all these easements. Paul will have him contact us.

2. Halme Thank you: The thank you letter to Halme was reviewed. Commissioner Mianecki made a motion to mail the thank you to Dan Halme. Commissioner Schrom seconded the motion and it passed.

3. Waterline Extension: Smith Excavation is almost done with the waterline extension on Road 13.6 SW to Torklift. They have been doing a great job and have kept the job site clean.

4. Valle Trucking – Water Extension Change Order: The Commissioners reviewed Change Order #1 taking the waterline across Road 13.6 SW to the west and then north towards Road 13.5 SW. We spoke with Gary our waterline engineer and Smith Excavation has encountered more rock than originally anticipated and it will unfortunately increase the cost of Change Order #1. Commissioner Mianecki made a motion to sign Change Order #1. Commissioner Schrom seconded the motion and it passed.

COMMISSIONERS' REPORT

1. Commissioner Miller: Davey and Jerimy helped move the last of the Port Office to the Bartelson Office on Road 13.6 on Friday July 24th. Davey went to Tri-Cities to look at some rail that Dan Murphy would like to sell the Port. He has also been checking into places to get ballast for the railroad.

2. Commissioner Mianecki: Frank brought a tractor with a mower to mow the proposed area for the railroad to Lot 10 in preparation for topography.

3. Commissioner Schrom: Alan has been very busy inspecting the Road 13.6 SW waterline extension to TorkLift. He has spent many hours working on plotting the route for the railroad so that the topography will be done in the correct area and be as accurate as possible. He also has been our main IT guy with moving the office and keeping the computers, printer and phones all working. Alan has also found some surveying equipment that could be extremely helpful in identifying old and new lot markers, the road, etcetera as we get the new plat finished. Commissioner Mianecki made a motion to purchase the surveying equipment and spend up to \$4,500.00. Commissioner Schrom seconded the motion and it passed.

Approval of Minutes: Commissioner Schrom made a motion to approve the minutes of the July 22nd, 2020 regular meeting as written. Commissioner Mianecki seconded the motion and the motion passed.

Discussion of Warrants and Warrant Approval:

Warrants were discussed. Commissioner Mianecki made a motion to approve the August 12th, 2020 warrants as listed. Commissioner Schrom 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, **August 12th, 2020**. The Board does hereby approve those August 12th, 2020 warrants as follows: **Payroll Warrants: #12783 - 12791** in the amount of **\$12,052.72**; **GF Warrants: #12792 – 12809** in the amount of **\$69,526.47**; and **IDF Warrants #6452 – 6465** in the amount of **\$305,353.57**.

Also approved was the CERB #2 payment due July 31st out of the IDF in the amount of \$10,158.42.

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, **August 12th, 2020** in the amount of **\$1,468,286.13** for the General Fund and **\$7,432.38** for the Industrial Development Fund.

Commissioner's Review of Accounts: Tabled until next month

OFFICE REPORT

1. 2017 – 2019 Audit Results: The Commissioners reviewed the exit letter from the auditor. The auditor had no findings. It was a very good audit. The auditor appreciated the timeliness and the organization of the requested documents. The auditor did recommend the Port make some new Policies including a Promotional Hosting and one for Travel Expenses.

2. Promotional Hosting Policy Draft: The Promotional Hosting Policy was presented to the Commissioners. Commissioner Mianecki made a motion to adopt Resolution 2020.06 approving the Promotional Hosting Policy. Commissioner Schrom seconded the motion and it passed.

3. Transfer of Funds Back to the IDF Account from the GF Account: Commissioner Mianecki made a motion to approve the transfer of \$100,000.00 back to the Industrial Development Fund from the General Fund. Commissioner Schrom seconded the motion and it passed.

4. Wade Property Completed: The boundary line adjustment/encroachment issue has been finalized.

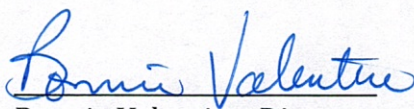
5. Miscellaneous: We will need to be sure to inspect the fence on the Wade property periodically.

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 Chairman Miller adjourned the meeting at 5:42 p.m.

Next Regular Meeting is August 26th, 2020 at 2:00 p.m.

Respectfully submitted,


Bonnie Valentine, Director


Davey Miller, Chairman

Frank Mianecki, Vice-Chairman

Alan Schrom, Secretary

AGENDA
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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
 - a. Ray Valle
 - b. Motion to Accept Completion
 - c. Fire Flow Tests
 - d. Water Application for Torklift (Approve & Notarize)
2. Railroad:
 - a. Rail Extension to Lot 10
 - b. Draft Wetland Update Report
 - c. Operator Lease Renewal
 - d. EDP Renewables

COMMISSIONERS' REPORT:

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

APPROVAL OF THE MINUTES FROM THE AUGUST 12th, 2020 REGULAR MEETING

OFFICE REPORT:

1. WPE-Traffic Study
2. Global Fiberglass
3. CPC Lot
4. Well 1 Tank Level Indicator Fixed
5. Service Alley – Well 1 to Well 2
6. Fire Alley along DeHope Property
7. Cathy Vacation Time
8. Bonnie taking WDM 1 Test Saturday
9. Public Hearing on Sale of Lot 10 Next Meeting
10. Miscellaneous

ADJOURN

Next Regular Meeting September 9th @ 2:00 pm

PORT OF ROYAL SLOPE

4572 Road 13.6 SW; Royal City, WA 99357

BOARD OF COMMISSIONERS

Davey Miller

Frank Mianecki

Alan Schrom

August 26, 2020

The August 26th, 2020 regular meeting of the Port of Royal Slope Commissioners was called to order at 2:10 p.m. by Chairman Miller.

Due to the Coronavirus and the Governor's order, we implemented "social distancing" for the meeting.

Commissioners Present: Davey Miller and Frank Mianecki. Alan Schrom arrived later
Others Present: Director Cathy Potter, Bonnie Valentine, & Robert Weber

Commissioner Mianecki made a motion to excuse Commissioner Schrom for being late and the motion passed. Commissioner Schrom arrived around 3:30 pm.

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

COMMENTS FROM PUBLIC: Robert Weber informed us of some legal challenges happening concerning public entity meetings due to COVID 19.

OLD BUSINESS

1. Waterline Extension:

a. Ray Valle: Ray had called and said he could not attend the meeting. He asked us to just email all the information that he needed to him. Change Order #1 increased about \$2,000 due to the excavation company hitting more rock than estimated.

Commissioner Mianecki made a motion to accept the increased amount on the Change Order and the motion passed.

b. Motion to Accept Completion: After discussion about Smith Excavation doing a great job on the waterline extension, Commissioner Mianecki made a motion to approve the completion of the project.

c. Fire Flow Tests: The fire department tested the three new fire hydrants installed by Smith Excavation. The results were impressive. Copies of the results were sent to Torklift and Lawrence Fruit.

d. Water Application for Torklift: Torklift stated that they would like to install a 2" meter for domestic use inside their facility. Commissioner Mianecki made a motion for Chairman Miller to sign the Water Connection Agreement with Torklift and the motion passed.

2. Railroad:

a. Rail Extension to Lot 10: Commissioner Schrom is still working on getting the documents together for building the rail bed. He received the elevation report yesterday.

b. Draft Wetland Update Report: This report was reviewed. A couple of comments were suggested along with getting them updated on the changed rail route.

c. Operator Lease Renewal: This was again discussed. We will contact Paul and see how he feels about some changes on certain items.

d. EDP Renewables: We will work on creating our own permits for road crossings, waterline crossings and wire crossings. Then after the Commissioners review them, we'll get legal review.

COMMISSIONERS' REPORT

1. Commissioner Miller: Davey has been trying to get to the Tri-Cities to pick up the used rail we purchased from Dan Murphy (Warrior Investments). Davey also received a complaint from a homeowner about the road that Smith Excavation had to cross not being built back how they wanted it. After explaining to Smith Excavation that the road was too nice, they were more than willing to make the changes of adding bar pits, gravel and roughing up the sides of the road so vehicles wouldn't be likely to stop there.

2. Commissioner Mianeki: Frank used his truck & trailer to ferry a High Lift to Well #1 and back so Bill could replace the tank level numbers. He also attended the workshop the Port had to review the railroad operator's lease agreement.

3. Commissioner Schrom: Alan finished inspections on the waterline project and attended the workshop to review the railroad operator's lease agreement. He also rode with Ben, who will do the topography on the rail spur route. Alan researched places to purchase the right surveying equipment for the Port to order. He plans to get the cut and fill information done by September 1st.

Approval of Minutes: Commissioner Mianeki made a motion to approve the minutes of the August 12th, 2020 regular meeting as written. Commissioner Schrom seconded the motion and the motion passed.

OFFICE REPORT

1. WPE – Traffic Study: After reviewing the altered Traffic Study, it was suggested we get the new master plan drawing put in it instead of an old one. Also, discussed was getting the Master Plan from WPE along with platting Phase 1. Commissioner Schrom made a motion to move forward with platting Phase 1. Commissioner Mianeki seconded the motion and it passed.

2. Global Fiberglass: We've been informed that their product will be moved to the Bartelson lot starting on September 14th.

3. CPC Lot: Cathy met with Kim Delay from CPC on Friday, August 21st to discuss the road encroachment along with product placed on Port property. Kim didn't know the Port had recently bought that property and mentioned he will be moving the road in which he will get an approach permit from the County and he knows where the survey stakes are so will also get their things off our property. Kim was adamant that they will do this but may not be able to work on it until after harvest. He said I didn't need to send anything to the company in Tieton. He would take care of it.

4. Well 1 Tank Level Indicator Fixed: A local company let us use their Hi-Lift for a few hours to replace the level indicator numbers on Well #1 tank. Bill was able to do this work last Saturday. Frank ferried the Hi-Lift from Jenks to and from Well #1. It was suggested to send Jenks a thank you card.

5. Service Alley – Well 1 to Well 2: Bonnie made a drawing that shows the route of the service alley we would like to create to make access between the two wells much easier. She sent the information to Damien Hooper at Grant County and asked him how we move forward on this. He wanted clarification that this was not for "public" use and would be blocked off. She verified this and is waiting to hear back from him.

6. Fire Alley along DeHope Property: Bonnie also made a drawing to show how a fire alley could be placed along the west side of the DeHope property. She requested and

received a support letter from Grant County Fire District #10. It was suggested she also reach out to Grant PUD to see if they would write a support letter as they have power poles along the route.

7. Cathy Vacation Time: Cathy is taking vacation from September 3rd through September 8th.

8. Bonnie taking WDM 1 Test Saturday: Bonnie is taking the WDM test in Wenatchee this Saturday. Commissioner Schrom made a motion to pay for her expenses to do this. Commissioner Mianecki seconded the motion and it passed.

9. Public Hearing on Sale of Lot 10 Next Meeting: We will hold a public hearing at 2:00 p.m. on September 9th to hear comments from the public on the sale of Lot 10.

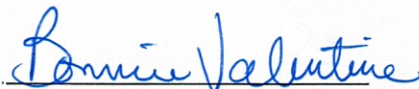
10. Miscellaneous: We purchased a new toilet for one of the bathrooms as the tank had cracked and leaked water fortunately not causing any further damage.

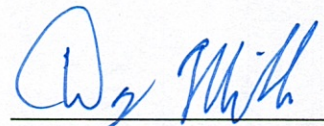
ADJOURN

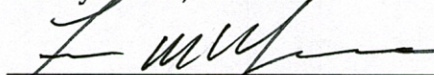
As there was no other business brought before the Board, Commissioner Schrom made a motion to adjourn the meeting. Commissioner Mianecki seconded the motion and Chairman Miller adjourned the meeting at 5:15 p.m.

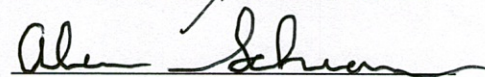
Next Regular Meeting is September 9th, 2020 at 2:00 p.m. at which time we will have a Public Hearing on selling Lot 10.

Respectfully submitted,


Bonnie Valentine, Director


Davey Miller, Chairman


Frank Mianecki, Vice-Chairman


Alan Schrom, Secretary