

AGENDA
PORT OF ROYAL SLOPE COMMISSION MEETING
4572 Road 13.6 SW; Royal City, WA 99357

December 1, 2020

1:00 P.M.

SPECIAL MEETING

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

CALL TO ORDER – CHAIRMAN MILLER
ROLL CALL

1. Rail Operator Lease Renewal

ADJOURN

Next Regular Meeting December 8th @ 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

December 1st, 2020

The December 1st, 2020 special meeting of the Port of Royal Slope Commissioners was called to order at 1:05 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.

Commissioners Present: Davey Miller, Frank Mianecki, and Alan Schrom phoned in.
Others Present: Executive Director Cathy Potter, Director Bonnie Valentine, Paul Didelius phoned in to join the meeting at 1:15p.m.

1. **Operator Lease Renewal:** Terms of the new lease were discussed. The amount of insurance the operator should be required to carry was discussed at length. Paul will review and revise the draft lease, then send it back for the Commissioners review at the December 8th regular meeting.

2.

ADJOURN

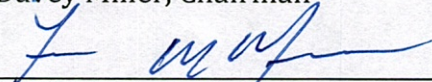
As there was no other business brought before the Board, Commissioner Mianecki made a motion to adjourn the meeting. Commissioner Schrom seconded the motion and it passed. Chairman Miller adjourned the meeting at 1:44 p.m.


Next Regular Meeting is December 8th, 2020 at 2:00 p.m.

Respectfully submitted,

Bonnie Valentine
Bonnie Valentine, Director


Davey Miller, Chairman


Frank Mianecki, Vice-Chairman


Alan Schrom, Secretary

AGENDA
PORT OF ROYAL SLOPE COMMISSION MEETING
4572 Road 13.6 SW; Royal City, WA 99357
December 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

APPROVAL OF THE MINUTES FROM THE NOVEMBER 10th, 2020 REGULAR MEETING

APPROVAL OF THE MINUTES FROM THE DECEMBER 1st, 2020 SPECIAL 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

OLD BUSINESS

1. Rail:
 - a. Rail to Lot 10 Engineering Fees
 - b. Rail Operator Lease Review
2. Plat:
 - a. Site Registrations
 - b. WPE
 - c. Meet with County?
3. Building New Office

COMMISSIONERS' REPORT:

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

OFFICE REPORT:

1. Affidavit for Replacement of Lost Check
2. Bartelson Lease
3. Miscellaneous

ADJOURN

Next Regular Meeting DECEMBER 23, 2020 at 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

December 8, 2020

The December 8, 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, Frank Mianecki, and Alan Schrom.
Others Present: Executive Director Cathy Potter and Director Bonnie Valentine.

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

COMMENTS FROM PUBLIC: There were none.

Approval of Minutes: Commissioner Mianecki made a motion to approve the minutes of the November 10th, 2020 regular meeting as written. Commissioner Schrom seconded the motion and it passed.

Approval of Minutes: Commissioner Schrom made a motion to approve the minutes of the December 1st, 2020 special meeting as written. Commissioner Mianecki seconded the motion and it passed.

Discussion of Warrants and Warrant Approval:

Warrants were discussed. Commissioner Mianecki made a motion to approve the December 8th, 2020 warrants as listed. Commissioner Schrom seconded the motion and it 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, **December 8th, 2020**. The Board does hereby approve those December 8th, 2020 warrants as follows: **Payroll Warrants: #12880 - 12887** in the amount of **\$10,748.92**; **GF Warrants: #12888 - 12900** in the amount of **\$5,362.29**; **IDF Warrants #6505 - 6511** in the amount of **\$1,415.73** and LTGO payments for interest only on LOCAL #1 in the amount of \$3,750.00 and LOCAL #2 in the amount of \$18,000.00.

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 it 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, **December 8th, 2020** in the amount of **\$51,166.28** for the General Fund and **\$13,320.57** for the Industrial Development Fund.

Commissioner's Review of Accounts: Commissioner Miller came in early and compared the written warrants to the check register for the General Fund and Industrial Development accounts. He also reviewed the invoices for the credit card and records for Petty Cash. He found no discrepancies.

OLD BUSINESS

1. Rail:

a. Rail Extension to Lot 10: We received an email from Gary Hall our engineer requesting some additional elevation information on the existing rail needed for planning the new spur to Lot 10. He was also asking if the Port is ready to spend some money to get a preliminary design, earthwork quantities, and a construction estimate for the earthwork. Commissioner Schrom made a motion to spend up to \$7,000.00 to get cut and fill bid documents. Commissioner Mianecki seconded the motion and it passed.

b. Operator Lease Renewal: The Commissioners reviewed the draft lease received from Paul our rail operator. They have some more questions and will need clarification from Paul before signing the contract.

2. Plat:

a. Site Registrations: We have contacted the Grant County Health District to see when they will be able to inspect the septic site registrations we turned in on November 10th. Daniel Wilson says he will be here tomorrow morning December 9th.

b. WPE: We have contacted WPE and they asked if we would like the whole road in the new plat engineered or just to the Cul de sac in Phase 1. The Port has paid to have the whole road engineered, WPE was instructed to engineer the whole road for the new plat. WPE is in the process of making changes on the plat requested by the GCHD so it will be ready to send to the GC Planning Department next for their approval.

c. Meet with the County: It was decided after discussion about the new plat to contact the Grant County Commissioners after the first of the year to meet with them and inquire about an extended development agreement for our plat. We do not have the funds to get the required waterlines and road installed all at one time. We see ask if they have some time available after the first of the year.

3. Building New Office: Cathy and Bonnie had gone to the Quincy Public Market in Quincy to take pictures of their steel building. They have used several mediums on the walls inside and out. They used several kinds of metal, wood, sheetrock, and some apple bins as finishes. The pictures were shared with the Commissioners. They are considering a steel building for the Ports new office and the pictures provided some ideas and options.

COMMISSIONERS' REPORT

- 1. Commissioner Miller:** No Report
- 2. Commissioner Mianecki:** No Report
- 3. Commissioner Schrom:** No Report

OFFICE REPORT

1. Affidavit for Replacement of Lost Check: Frank signed the affidavit to replace a lost paycheck from 2019. Bonnie notarized it.

2. Bartelson Lease: Bartelson has decided not to renew our lease of the office for another 6 months. As of January, we will be leasing it on a month-to-month basis. If their business picks up, he would like us to share the office. We told him that was not an option.

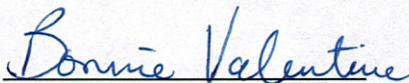
3. Miscellaneous: The Commissioners were asked to give a one-time forgiveness to Royal Ridge Fruits to waive the late fee. The Commissioners asked that we keep track of the businesses asking for late fee forgiveness. Commissioner Mianecki made a motion to grant a onetime forgiveness to Royal Ridge Fruits and waive the \$50.00 late fee. Commissioner Schrom seconded the motion and it passed. We were approached by a local farmer asking if he could buy a lot from the Port and use Port water for green houses. We will need to check with the Department of Ecology to be certain, but we don't believe it will be allowed under our current permitting rules.

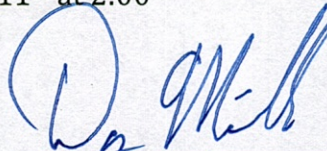
ADJOURN

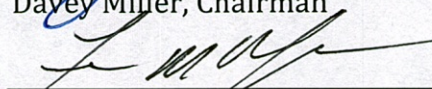
As there was no other business brought before the Board, Commissioner Schrom made a motion to adjourn the meeting. Commissioner Mianecki seconded the motion and it passed. Chairman Miller adjourned the meeting at 4:12 p.m.


Next Regular Meeting is on December 17th, 2020 at 2:00 p.m.
The January 13th meeting is changed to January 11th at 2:00

Respectfully submitted,


Bonnie Valentine, Director


Davey Miller, Chairman


Frank Mianecki, Vice-Chairman


Alan Schrom, Secretary

AGENDA
PORT OF ROYAL SLOPE COMMISSION MEETING
4572 Road 13.6 SW; Royal City, WA 99357
December 17, 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

APPROVAL OF THE MINUTES FROM THE DECEMBER 8th, 2020 REGULAR MEETING

OLD BUSINESS

1. Rail:
 - a. Rail to Lot 10 Engineering Fees
 - b. Rail Operator Lease Review

COMMISSIONERS' REPORT:

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

OFFICE REPORT:

1. Tyler Frank Railroad Crossing
2. Water Usage New Tenant
3. Site Registration
4. Well #1 Issues
5. Torklift Water
6. Greenhouse Follow-up
7. Miscellaneous

ADJOURN
Next Regular Meeting January 11, 2021

PORT OF ROYAL SLOPE
4572 Road 13.6 SW; Royal City, WA 99357

BOARD OF COMMISSIONERS

Davey Miller

Frank Mianecki

Alan Schrom

December 17, 2020

The December 17, 2020 regular meeting of the Port of Royal Slope Commissioners was called to order at 2:02 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, Frank Mianecki, and Alan Schrom.

Others Present: Executive Director Cathy Potter and Director Bonnie Valentine.

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.

Approval of Minutes: Commissioner Schrom made a motion to approve the minutes of the November 10th, 2020 regular meeting as written. Commissioner Mianecki seconded the motion and it passed.

OLD BUSINESS

1. Rail:

a. Rail Extension to Lot 10: We received clarification from Gary Hall that we will receive preliminary documents for the cut, fill and engineering not the official bid documents as we originally thought. The Commissioners still agree to spend the money to get the process started.

b. Operator Lease Renewal: The Commissioners have reviewed the Rail Operator's lease with Paul Didelius, RYAL, LLC for 2021. The new lease is for a period of 10 years with 10-year renewable options. Commissioner Schrom made a motion to approve and sign the Rail Operating Lease as presented. Commissioner Mianecki seconded the motion and the motion passed. The Commissioners were presented with the 2020 Annual Railroad Reporting showing a list of maintenance items done by the rail operator and the Port each year. Commissioner Schrom made a motion to sign the 2020 Annual Railroad Reporting form. Commissioner Mianecki seconded the motion and it passed.

COMMISSIONERS' REPORT

1. Commissioner Miller: Davey brought fuel stabilizers to treat 600 gallons (anti-gel and algae) and put them in the diesel tank for the CAT generator at Well 1.

2. Commissioner Mianecki: No Report

3. Commissioner Schrom: Alan has been working on a 3D CAD drawing for the new Port office. Alan was also at Well 1 to help with a glitch when the UPS was replaced. He was back at Well 1 the next day when Ryan from TEM came to trouble shoot the PLC.

OFFICE REPORT

1. Tyler Frank Railroad Crossing: Tyler Frank has called and is asking if he can get a private rail crossing for his property. He has been asked to bring in pictures, diagrams and to flag the area where he is requesting the crossing so the Commissioners can view them prior to the January 11th meeting.

2. Water Usage and New Tenants: The Commissioners reviewed the Ports Water Policy and Procedures. They reviewed and made suggestions for changes on the Water Service Application Form. The Water Service Application Form is being updated to gather additional information from a new customer, so the Commissioners have the necessary information to allow service and to protect our water system.

3. Site Registration: The Port has heard back from the Grant County Health District regarding their inspection of the holes dug for the Site Registrations in Phase 1 of the new Plat. The verbal report was favorable for septic sites.

4. Well #1 Issues: Bill was replacing the UPS at Well #1, when the PLC began to send out alarms, he was unable to clear. Alan was able to come and assist Bill. It was decided to call Ryan at Total Energy Management to come and troubleshoot the problem. Apparently, the battery in the real time clock in the PLC at Well #1 finally expired when the UPS was being replaced. Cathy asked Ryan at TEM for a quote to update the PLC at Well #1. They came back with \$5,800. We will eventually use the old/new stock PLC we have on hand to replace the current one at Well #1 and get some programming updated.

5. TorkLift: Gary Hall has been communicating with one of TorkLift's engineers about their domestic water and Fire Flow connections to the Port's water system. He is trying to verify they use the connections they asked for when the waterline was installed.

6. Greenhouse Follow-up: The Port had someone asking if they could put up greenhouses in the industrial park and use Port water. Bonnie called the Department of Ecology to verify if that was allowed under our water permit. The reply from Kevin Brown at the DOE was no. Greenhouses are considered agriculture and the use of our water would be a violation of our permit.

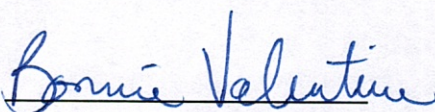
7. Miscellaneous: Crossing permits and policies were discussed, reviewed, and will be updated.

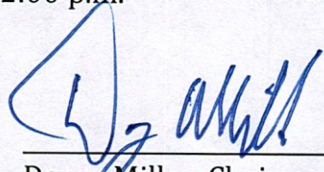
ADJOURN


As there was no other business brought before the Board, Commissioner Schrom made a motion to adjourn the meeting. Commissioner Mianeki seconded the motion and it passed. Chairman Miller adjourned the meeting at 4:30p.m.

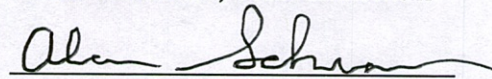
Next Regular Meeting is on January 11, 2020 at 2:00 p.m.

Respectfully submitted,


Bonnie Valentine, Director


Davey Miller, Chairman


Frank Mianeki, Vice-Chairman


Alan Schrom, Secretary