

AGENDA
PORT OF ROYAL SLOPE COMMISSION MEETING
4975 Road 13.5 SW; Royal City, WA 99357

July 1, 2020

11:00 A.M.

SPECIAL MEETING

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

CALL TO ORDER – CHAIRMAN MILLER
ROLL CALL

1. Motion to Award Waterline Contract to Smith Excavation
2. Railroad Extension

ADJOURN

Next Regular Meeting July 8th @ 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

July 1st, 2020

The July 1st, 2020 special meeting of the Port of Royal Slope Commissioners was called to order at 11:02 a.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, Alan Schrom, and Frank Mianecki

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

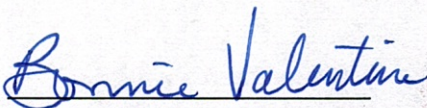
- 1. Motion to Award Waterline Contract to Smith Excavation:** Commissioner Schrom made a motion to Award the Contract for the Waterline Extension on Road 13.6 SW. Commissioner Mianecki seconded the motion and it passed.
- 2. Railroad Extension:** Paul Didelius and Terry Grubham were at the meeting to discuss getting rail to Lot 10. There was much discussion on the cost and time frame it will take to get rail to Lot 10. Terry is committed to using rail. The quantities of product he needs to bring in would not be cost effective by truck. Options for funding were also discussed. Both Paul and Terry will get us more information we can use when filling out grant applications.

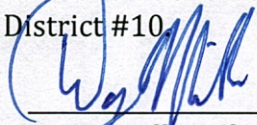
ADJOURN

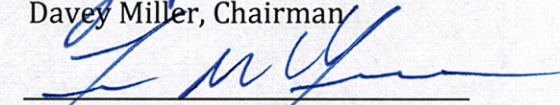
As there was no other business brought before the Board, Commissioner Schrom made a motion to adjourn the meeting and the motion passed. Chairman Miller adjourned the meeting at 1:50 p.m.

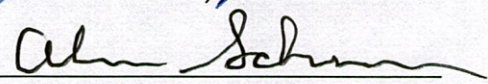
Next Regular Meeting is July 8th, 2020 at 2:00 p.m. with a Public Hearing addressing the sale of the Port Office and equipment garage to Fire District #10.

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
July 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)

CLOSE REGULAR MEETING AND OPEN PUBLIC HEARING ON SALE OF PORT OFFICE & PROPERTY
TO GRANT COUNTY FIRE DISTRICT #10.

CLOSE PUBLIC HEARING AND RECONVENE REGULAR MEETING

NEW BUSINESS

1. Resolution 2020-03 Authorizing the Sale of Port Office & Property
2. Resolution 2020-04 Amending Resolution 2019.05 on Extra-Territorial Water Customers
3. Resolution 2020-05 on Updating the Water Utility Policy
4. Security Deposit Determination on Crab Creek Cattle Co. Lease

OLD BUSINESS

1. Equipment Garage
2. Waterline Extension
3. PUD Substation
4. Rail:
 - a. Weaver Trailer Park
 - b. Wade Property
 - c. Rail Extension to Lot 10

COMMISSIONERS' REPORT:

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

APPROVAL OF THE MINUTES FROM THE JUNE 24th, 2020 REGULAR MEETING
APPROVAL OF THE MINUTES FROM THE JULY 1ST 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

OFFICE REPORT:

1. Global Fiberglass
2. Office Building to Lease
3. Miscellaneous

ADJOURN

Next Regular Meeting July 22nd @ 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

July 8, 2020

The July 8th, 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. 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.

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

Others Present: Director Cathy Potter, Bonnie Valentine, Dist. #10 Fire Chief Eric Linn and Gary Weaver.

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.

Chairman Miller Closed the Regular Meeting at 2:08 and Opened the Public Hearing on the sale of the Port Office Property to Grant County Fire District #10. There were no comments.

Chairman Miller Closed the Public Hearing at 2:18 and Reconvened the Regular Meeting.

NEW BUSINESS

1. Resolution 2020.03 as amended Authorizing the Sale of Port Office and Property: After reviewing Resolution 2020.03 and requesting a small change in wording, Commissioner Schrom made a motion to approve Resolution 2020.03 Authorizing the Sale of Port Office and Property to Grant County Fire District #10. Commissioner Mianecki seconded the motion and the motion passed.

2. Resolution 2020.04 Amending resolution 2019.5 on Extra-Territorial Water Customers: The Commissioners discussed and compared Resolution 2019.05 with Resolution 2020.04 reducing the Extra-Territorial Development Fee. Commissioner Mianecki made a motion to amend Resolution 2019.05 by approving Resolution 2020.04 reducing the Extra-Territorial Water Utility Connections. Commissioner Schrom seconded the motion and it passed.

3. Resolution 2020.05 on Updating the Water Utility Policy: After reviewing and discussing the updated Water Utility Policy, Commissioner Schrom made a motion to approve the updated Water Utility Policy. Commissioner Mianecki seconded the motion and it passed.

4. Security Deposit Determination on Crab Creek Cattle CO Lease: The lease with Crab Creek Cattle CO was discussed at length. Because the amount of vegetation available varies due to yearly rainfall, temperatures, and wildfires etc. This makes it difficult to determine precisely how much vegetation will be available from the time the lease is signed to the time cattle are out to graze. The available vegetation determines how many cattle are turned out to graze and that number determines the amount of the lease.

Commissioner Mianecki made a motion to waive the Security Deposit on the Crab Creek Cattle CO lease. Commissioner Schrom seconded the motion and it passed.

OLD BUSINESS

1. Equipment Garage: The progress on the equipment garage was discussed. We hope to have the final inspection in the next few days. Cathy is trying to gather some of the last invoices for the Equipment Garage to get a firm number on the final cost.

2. Waterline Extension: Smith Excavation has started working on the waterline. They hope to be done by the end of August.

3. GC PUD Substation: This item was tabled.

4. Rail:

c. Weaver Trailer Park: Gary Weaver attended our meeting. He says he purchased a backhoe and will continue to clean up the property next to the rail. He thinks in a few months it would be a great idea to have it surveyed and have the markers for his tenants to see the property line.

d. Wade Property: Colleen from Wade Properties says they should be done with the Boundary Line Adjustment soon.

e. Extension to Lot 11: We are trying to get a better idea on the time frame and the cost of getting the rail to Lot 11. Commissioner Schrom and Cathy will work on a Scope of Work to coordinate the various parties working on this project. We received a letter of support from Terry Grubham. The Port would be the lead in this project to try and help keep it streamlined.

COMMISSIONERS' REPORT

1. Commissioner Miller: Davey attended the special meeting on July 1st. He has spent time getting the storage shed insulated at Well #2. He also took time to get the battery on the 4-wheeler charged so Jeremy can spray weeds at both Well Facilities. He also looked at the new office.

2. Commissioner Mianecki: Frank attended the special meeting on July 1st and he has been over to look at the new office.

3. Commissioner Schrom: Alan attended the special meeting on July 1st. He has also been to the new office to see where the fiber is located. He has been working on the water level sensors at Well 2.

Approval of Minutes: Commissioner Mianecki made a motion to approve the minutes of the June 24th, 2020 regular meeting as written. Commissioner Schrom seconded the motion and the motion passed.

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

Discussion of Warrants and Warrant Approval:

Warrants were discussed. Commissioner Mianecky made a motion to approve the July 8th, 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, **July 8th, 2020**. The Board does hereby approve those June 8th, 2020 warrants as follows: **Payroll Warrants: #12751 - 12761** in the amount of **\$10,909.08**. **GF Warrants: #12762 - 12781** in the amount of **\$163,699.39**; and **IDF Warrants #6438 - 6451** in the amount of **\$5,091.53**.

Discussion of Revenues and Revenue Approval:

After discussion about the income, Commissioner Schrom made a motion to approve the revenues received as presented. Commissioner Mianecky 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, **July 8th, 2020** in the amount of **\$687,610.39** for the General Fund and **\$4,311.52** for the Industrial Development Fund.

Commissioner's Review of Accounts: The Commissioners spent some time reviewing the General Fund and the Industrial Development Fund accounts and found them in order.

OFFICE REPORT

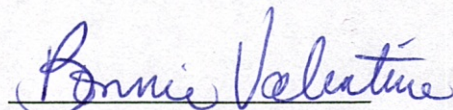
1. **Global Fiberglass:** Global Fiberglass will be renting a portion of Bartelson Transports lot to store their product.
2. **Office Building Lease:** We will start the lease with BRC Holdings on July 13th, 2020 for our office.
3. **Miscellaneous:** We will be switching our phone service to work over the internet at the new office. Commissioner Schrom made a motion to spend up to \$500.00 on IP based phones. Commissioner Mianecky seconded the motion and it passed.

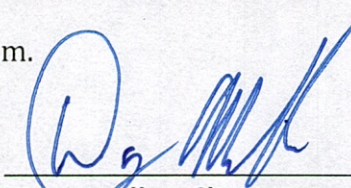
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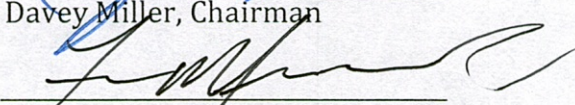
As there was no other business brought before the Board, Commissioner Mianecky made a motion to adjourn the meeting. Commissioner Schrom seconded the motion and the motion passed and Chairman Miller adjourned the meeting at 5:35 p.m.

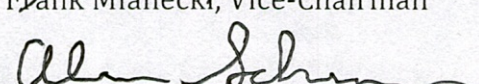
Next Regular Meeting is July 22nd, 2020 at 2:00 p.m.

Respectfully submitted,


Bonnie Valentine, Director


Davey Miller, Chairman


Frank Mianecky, Vice-Chairman


Alan Schrom, Secretary

AGENDA
PORT OF ROYAL SLOPE COMMISSION MEETING
4975 Road 13.5 SW; Royal City, WA 99357
July 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. Rail Extension to Lot 10
2. Sale of Property to Fire Department
3. Waterline Extension
4. PUD Substation
5. AVISTA Easement

NEW BUSINESS

1. EDP Renewables Easement
2. GCEDC Agreement

COMMISSIONERS' REPORT:

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

APPROVAL OF THE MINUTES FROM THE July 8th, 2020 REGULAR MEETING
APPROVAL OF WARRANT #12782 in General Fund

OFFICE REPORT:

1. Audit Conference @ 11:00 July 27th
2. Office Building Phone & Internet
3. Well 1 & 2 Alarms
4. Miscellaneous

ADJOURN

Next Regular Meeting August 12th @ 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

July 22nd, 2020

The July 22nd, 2020 regular meeting of the Port of Royal Slope Commissioners was called to order at 2:03 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, Alan Schrom , and Frank Mianecki.

Others Present: Executive Director Cathy Potter, Director Bonnie Valentine and Fire District #10 Chief Linn

COMMENTS FROM PUBLIC: There were none.

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

OLD BUSINESS

1. Rail to Lot 10: There was much discussion on getting the rail to Lot 10. The Commissioners discussed the various options for getting topography done to determine how much material will be needed to make the subgrade and an approximate cost to get the subgrade ready for rail. The Commissioners would also like to know what it would take to get a permit to crush our own rock for the needed ballast material. Landau should be starting the wetland delineation review any day.

At 2:53 pm. Chairman Miller recessed the meeting to look at the route for the Railroad extension to Lot 10.

RETURNED at 4:08 to resume meeting.

2. Sale of Property to Fire Department: Commissioner Schrom made a motion to accept the completion of work on the Equipment Garage. Commissioner Mianecki seconded the motion and it passed. The sale of the Port Office Property to Fire District #10 is almost completed. Cathy will drive to Kennewick to sign papers.

3. Waterline Extension: The progress on the Waterline Extension is going well. Smith Excavation has finished the first alternative going East. They have started second alternative. They do not anticipate needing to do anymore blasting. Valle Transportation is still interested in getting Port water to their lot. Cathy and Bonnie attended a conference call with the County, State, Torklift and Engineers to discuss Torklift's building plans. There were questions about the number of fire hydrants, the amount of water that they Port could provide and about the gravel road on the north end that goes to Lawrence Fruit.

4. PUD Substation: The GC PUD has sent an updated easement and a license agreement for the use of the adjoining lot. The Commissioners reviewed the updated easement with the requested changes. The Commissioners have questions that need to be addressed on the License Agreement before signing it. Commissioner Mianecki made a motion to sign the GC PUD Easement as written. Commissioner Schrom seconded the motion and it passed.

5. AVISTA Easement: The Avista Easement was discussed. Commissioner Schrom made a motion to sign the AVISTA Easement. Commissioner Mianecki seconded the motion and it passed.

NEW BUSINESS

1. EDP Renewables Easement: EDP Renewables has sent the Port an easement for a transmission line on Port property in Adams County. They will need to send us more information including drawings and a description saying exactly where they are requesting the easement. There will be a conference call with them on July 30th at 11:00 a.m.

2. GCEDC Agreement: GCEDC has sent an agreement for the 2020 MUNICIPAL AGREEMENT. The Commissioners reviewed the document. Commissioner Mianecki made a motion to sign the agreement and pay the invoice when it is received. Commissioner Schrom seconded the motion and it passed.

COMMISSIONERS' REPORT

1. Commissioner Miller: Davey says the new storage shed at Well 2 is almost done. Jeremy needs to insulate and sheet the floor and make a ramp. Davey also thinks it would be a good idea to run a conduit to run the extension cord through for a heater in the winter and for the battery tender. Davey and Jeremy spent an afternoon painting a few walls at the Bartelson office. Davey is going to investigate the cost of putting a roof over the entryway at the Bartelson Office to help keep it from getting slippery this winter. He is also going check on some options for an electric gate opener at the Bartelson Office.

2. Commissioner Mianecki: Frank met with a potential contractor to do the topography for the subgrade on the railroad to Lot 10. He also looked at the old dump site south of GCPW as a potential site for a new Port office.

3. Commissioner Schrom: Alan has received all the necessary parts to replace the high- and low-level probes in the water reservoir at Well 2. He has researched equipment for the IP phone service we will use at the new office and it has been ordered. Alan has been busy inspecting the waterline project on Road 13.6. He has responded to 2 well alarms in the last week, both have been at Well 2.

Approval of Minutes: Commissioner Schrom made a motion to approve the minutes of the July 8th regular meeting as written. Commissioner Mianecki seconded it and the motion passed.

WARRANT APPROVAL

Commissioner Schrom made a motion to approve warrant #12782 to Chicago Title Company for closing costs. Commissioner Mianecki 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, **July 22nd, 2020**. The Board does hereby approve General Fund Warrant #12782 in the amount of \$5,101.17.

OFFICE REPORT

1. Audit Conference @ 11:00 July 27th: There is an Exit Conference Call scheduled for Monday. The Audit has gone well, Cathy and Bonnie will be happy to have this completed.

2. Office Building Phone & Internet: Cathy has filled out signed and had Bartelson sign return and then sent back to the necessary parties. It sounds like it could be 6 weeks before we get a gateway installed. The Commissioners discussed getting Port cell phone and a hot spot for internet service at the new office. Commissioner Mianecki made a motion to purchase a cell phone and a hot spot for up to \$1500.00. Commissioner Schrom seconded the motion and it passed.

3. Well 1 & 2 Alarms: There have been 2 well alarms affecting both wells in the last week. Alan has responded to both alarms. We had a power bump at well 2 over the weekend. Wednesday we had to call Total Energy Management for an alarm at Well 1. Bill traced it down to a bad electrical part and TEM had the part on hand and came to replace it. The Commissioners would like to have an extra part on hand. TEM will be sending it to us.

5. Miscellaneous:

a. We have received a Draft of the updated Traffic Study from WPE.

b. Bonnie has ordered a backup chlorine pump from USA Bluebook. The chlorine pump at Well 2 has been making some bad noises. The pump is the same as the one at Well 1. The Commissioners asked if connectors for the chlorine pumps are available from USA Bluebook as well.

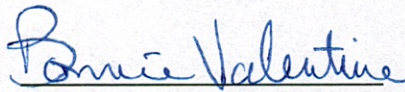
c. The Commissioners requested to have a Thank You letter written to Halme Builders. They were great to work with on the Equipment Garage.

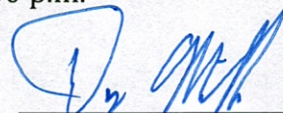
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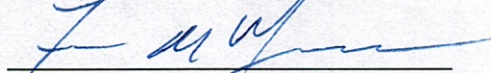
As there was no other business brought before the Board, Commissioner Schrom made a motion to adjourn the meeting and the motion passed. Chairman Miller adjourned the meeting at 6:09 p.m.


Next Regular Meeting is August 12th, 2020 at 2:00 p.m.

Respectfully submitted,


Bonnie Valentine, Director


Davey Miller, Chairman


Frank Mianecki, Vice-Chairman


Alan Schrom, Secretary