

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

June 10, 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. Purchase & Sales Agreement

OLD BUSINESS

1. Equipment Garage
2. Waterline Extension
3. Avista Easement
4. Rail:
  - a. Extension to Lot 11
  - b. Crossings
  - c. Weaver Trailer Park
  - d. Wade Property
  - e. Corfu Well

COMMISSIONERS' REPORT:

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

APPROVAL OF THE MINUTES FROM THE MAY 27<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

NEW BUSINESS (Continued)

1. Project Cheeto

OFFICE REPORT:

1. Global Fiberglass
2. Office Building – TLC; Build to Suit, etc.
3. Office Building to Lease
4. Advertisement at Golf Course
5. Employee Review – Executive Session
6. Miscellaneous

ADJOURN

Next Regular Meeting June 24<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

**June 10, 2020**

The June 10<sup>th</sup>, 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. 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 arrived later.

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

### NEW BUSINESS

**1. Purchase and Sales Agreement:** The Purchase and Sales Agreement between the Port of Royal Slope and Fire District #10 to purchase the Port's property at 4975 Road 13.5 SW was reviewed by the Commissioners. Commissioner Schrom made a motion to sign the Purchase and Sales Agreement. Commissioner Mianecki seconded the motion and it passed.

### OLD BUSINESS

**1. Equipment Garage:** The progress on the equipment garage was discussed. The rest of the concrete slab has been poured and the garage doors have been installed. They are working on insulation and will soon be installing the roofing.

**2. Waterline Extension:** We received the signed easement agreement from TorkLift for the Port waterline on their property. Commissioner Schrom made a motion to approve and sign the easement from TorkLift. Commissioner Mianecki seconded the motion and it passed. We received 7 requests for bid documents for the waterline and 4 of them submitted bids. Cathy will notify Smith Excavation that they were the apparent low bidder for the waterline. The Commissioners would like to meet with Josh Lawrence to find out if he is still interested in getting Port water to his property.

**3. Avista Easement:** Avista has replied to the Commissioners questions on the requested easement and included copies of the old easements to compare with the new easement request. Commissioner Schrom made a motion to move forward with the Avista easement. Commissioner Mianecki seconded the motion and it passed.

#### **4. Rail:**

**a: Extension to Lot 11:** The Commissioners talked about the cost of getting rail south to Lot 11. Cathy and Commissioner Schrom met with Karl Huffaker and Gary Hall to go over plans Karl put together in 2015 for the railroad extension. We will need to update the wetland report that was done in 2014. Cathy has been reaching out to see if we can get some funding to help with this project.



**b. Crossings:** The Commissioners went over the list of railroad crossings to decide if there were any crossings that needed to be taken out.

**c. Weaver Trailer Park:** Cathy sent a letter to Gary Weaver stating the safety concerns of the encroachment on the railroad easement. Gary has called the Port Office and has asked to be on the agenda for the next Commissioner's Meeting on June 24<sup>th</sup>.

**d. Wade Property:** Wade has been working with the original surveyor and are finally making progress on getting this Boundary Line Adjustment finalized.

**e. Corfu Well:** Empire Well Drilling has completed extending the well head, capping it and filling the area with gravel. They sent us the invoice for doing this work.

**Approval of Minutes:** Commissioner Schrom made a motion to approve the minutes of the May 27<sup>th</sup>, 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 June 10<sup>th</sup>, 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, **June 10<sup>th</sup>, 2020**. The Board does hereby approve those June 10<sup>th</sup>, 2020 warrants as follows: **Payroll Warrants: #12730 - 12737 in the amount of \$9,675.40. GF Warrants: #12738 - 12750 in the amount of \$455,342.49; and IDF Warrants #6426 - 6437 in the amount of \$14,977.45.**

**Also approved were the two LOCAL payments due on June 1, 2020: LOCAL #1 in the amount of \$14,000 and LOCAL #2 in the amount of \$33,375.**

**Discussion of Revenues and Revenue Approval:**

After discussion about the income, Commissioner Schrom made a motion to approve the revenues received as presented. Commissioner Mianecki 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, **June 10<sup>th</sup>, 2020** in the amount of **\$642.00** for the General Fund and **\$4,475.18** for the Industrial Development Fund.

**Commissioner's Review of Accounts:** Commissioner Miller reviewed the General Fund and the Industrial Development Fund accounts, along with invoices and found them in order.

**COMMISSIONERS' REPORT**

**1. Commissioner Miller:** Davey talked to Dean Callahan about purchasing some dirt located nearby across Highway 26. Dean said it was available for purchase. It will be a good source if we need it for bedding the pipe for the waterline extension.

**2. Commissioner Mianecki:** Frank went to the Corfu Well and took some pictures showing the completed project.

**3. Commissioner Schrom:** Alan attended a meeting with Cathy in Tri-Cities on the railroad extension to Lot 11.



## NEW BUSINESS

1. **Project Cheeto:** The Commissioners discussed what it will take to get rail for Cheeto. They would require railroad service to bring in their product. They would bring in 300 railcars per year to start. This would be a great anchor business for the rail.

## OFFICE REPORT

1. **Global Fiberglass:** Ron Albrecht called from Global to let us know how they are doing. He asked for any ideas of who he could contact to see if they would lease them someplace to store their product. Cathy sent him some contacts 2 weeks ago and has not heard back from him.

3. **Office Building:** Bonnie has talked to Marci at TLC and has sent a new idea for a new office and hopes to get an estimate back soon. Commissioner Mianecki suggested Bonnie contact a builder out of Zillah who specializes in metal buildings of all kinds.

4. **Office Building to Lease:** The Port may have found an office to lease. We are waiting to hear back from the property owner.

5. **Advertisement at Golf Course:** The Commissioners discussed advertising on the large sign by Highway 26 at the Royal City Golf Course again this year. Commissioner Mianecki made a motion to approve advertising at the Royal City Golf Course. Commissioner Schrom seconded the motion and it passed.

1. **Employee Review: Executive Session:** Chairman Miller closed the regular meeting at 5:30 and opened Executive Session until 5:50 for Employee Review.

At 5:46 p.m. Chairman Miller closed the Executive Session and reconvened the regular meeting.

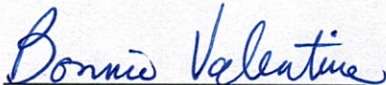
A Motion was made by Commissioner Mianecki to make Bonnie Valentine a full-time employee as of July 1<sup>st</sup>, 2020 and raise her wages \$2.00 an hour. The motion was seconded by Commissioner Schrom and the motion passed.

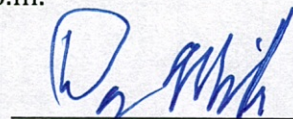
## ADJOURN

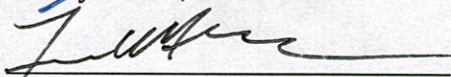
As there was no other business brought before the Board, Commissioner Mianecki made a motion to adjourn the meeting. Commissioner Schrom seconded the motion and the motion passed and Chairman Miller adjourned the meeting at 5:47 p.m.

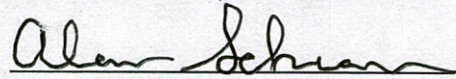
Next Regular Meeting is June 24<sup>th</sup>, 2020 at 2:00 p.m.

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

June 24, 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:
  - a. Extension to Lot 11
2. Equipment Garage – Change Order #6
3. Waterline Extension

NEW BUSINESS

1. Water to Valle Transport (prior Spencer Fielding)
2. Project Corn Flakes 2.57 Acre Lot

COMMISSIONERS' REPORT:

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

APPROVAL OF THE MINUTES FROM THE JUNE 10<sup>th</sup>, 2020 REGULAR MEETING

OFFICE REPORT:

1. Office Building – TLC; All American, etc.
2. Office Building to Lease
3. Consumer Confidence Report
4. Audit-Engagement Letter
5. Miscellaneous

ADJOURN

Special Meeting June 1<sup>st</sup> @ 2:pm?

Next Regular Meeting July 8<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*

**June 24<sup>th</sup>, 2020**

The June 24<sup>th</sup>, 2020 regular meeting of the Port of Royal Slope Commissioners was called to order at 2:09 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 arrived later.  
Others Present: Director Cathy Potter and Bonnie Valentine and Fire District #10 Chief Linn

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

**OLD BUSINESS**

**1. Rail:**

**a. Extension to Lot 10:** We need to have the wetlands along the railroad extension re-evaluated. Cathy has contacted Landau the company who did the original wetland delineation in 2014 asking if they would be able to do an update. Landau has confirmed they would be able to update their original report and have sent a contract. Commissioner Schrom made a motion to accept the contract from Landau to update the wetland delineation. Commissioner Mianecki seconded the motion and it passed.

**2. Equipment Garage:** Change Order #6 to insulate the wall under the mezzanine and the budget for the equipment garage was discussed. Commissioner Schrom made a motion to approve Change Order #6 insulating the wall under the mezzanine. Commissioner Mianecki seconded the motion and it passed.

**3. Waterline Extension:** The Commissioners discussed the Extra Territorial Customer Development/Connection Fee, after much discussion it was decided to reduce the fee. Commissioner Mianecki made a motion to reduce the Extra Territorial Customer Development/Connection Fee from \$15,000 to \$5,000. Commissioner Schrom seconded the motion and it passed.

**NEW BUSINESS**

**1. Water to Valle Transport (prior Spencer Fielding):** Ray Valle Jr and Ray Valle Sr came to the meeting asking about getting water to their property. There was much discussion on what it will take to get water to them. The railroad easement was also mentioned. They plan to build a shop to repair their trucks in.



**2. Project Corn Flakes 2.57 Acre Lot:** We have a local business interested in the 2.57acre lot south of Lad Irrigation.

### COMMISSIONERS' REPORT

**1. Commissioner Miller:** Davey looked at the new storage shed at Well #2. He said we need to get some calking to seal the eaves and we may need some more sheeting along with a bit of lumber to get the ceiling sheeted. He agreed it needs to be painted.

**2. Commissioner Miannecki:** Nothing to report.

**3. Commissioner Schrom:** Alan has considerable spent time trouble shooting a false low-level alarm at Well #2. He has been working on finding, ordering and replacing probes and wire.

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

### OFFICE REPORT

**1. Office Building:** Bonnie has sent some ideas to Steel Structures of America and hopes to hear back from them soon.

**2. Office Building to Lease:** The Commissioners discussed the terms of the lease for the Bartelson Office Building on Road 13.9 SW. Commissioner Schrom made a motion for Cathy to sign the lease and the motion passed.

**3. Consumer Confidence Report:** Cathy and Bonnie completed the CCR and it is ready for the Commissioners to review. After reviewing the CCR, Commissioner Schrom made a motion to approve the Consumer Confidence Report to be submitted to the DOH and mail to the Port's water customers and it passed.

**4. Audit-Engagement Letter:** Cathy and Bonnie have gathered information for the auditor so she can decide what she wants to focus on for our audit. Commissioner Schrom made a motion for Chairman Miller and Cathy to sign and return the Audit-Engagement Letter to the auditor and the motion passed.

**5. Miscellaneous:** The appraiser has been here to do an appraisal on our office. We received a phone call from a company interested in using the rail to bring in steel pipe. Cathy and Bonnie hope to find time soon to paint the new storage shed over at Well #2.


### ADJOURN

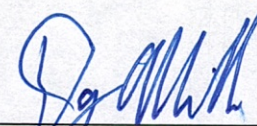
As there was no other business brought before the Board, Commissioner Schrom made a motion to adjourn the meeting and the motion passed. Chairman Miller adjourned the meeting at 5:26 p.m.


Special Meeting July 1<sup>st</sup>, 2020 at 11:00 a.m.


Next Regular Meeting is July 8<sup>th</sup>, 2020 at 2:00 p.m.

Respectfully submitted,

  
Bonnie Valentine, Director

  
Davey Miller, Chairman

  
Frank Miannecki, Vice-Chairman

  
Alan Schrom, Secretary