

AGENDA
PORT OF ROYAL SLOPE COMMISSION MEETING
4975 Road 13.5 SW; Royal City, WA 99357
September 9, 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

CLOSE REGULAR MEETING AND OPEN PUBLIC HEARING ON SELLING LOT 10
CLOSE PUBLIC HEARING AND RECONVENE REGULAR MEETING

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

OLD BUSINESS

1. Railroad:
 - a. Rail Extension to Lot 10
 - b. Operator Lease Renewal
2. Updated Wetland Report

NEW BUSINESS

1. WPE Phase 1
2. Appraisal Lot 10

COMMISSIONERS' REPORT:

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

APPROVAL OF THE MINUTES FROM THE August 26th, 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. Bonnie is now a Water Distribution Manager 1!
2. Thank you Card for Justin Jenks
3. Review Contract Drafts
4. Approve Paying Retained Amounts on Halme Builders & Smith Excavation
5. Comprehensive Plan Review
6. Budget Review
7. Miscellaneous

ADJOURN

Next Regular Meeting September 23rd @ 2:00 pm

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

BOARD OF COMMISSIONERS

Davey Miller

Frank Mianeki

Alan Schrom

September 9, 2020

The September 9th, 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.

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

Others Present: Director Cathy Potter and Bonnie Valentine.

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

Chairman Miller closed the regular meeting at 2:05 and Opened the Public Hearing on Selling Lot 10. There were no comments.

Chairman Miller Closed the Public Hearing at 2:17 and Reconvened the Regular Meeting.

COMMENTS FROM PUBLIC: There were none.

OLD BUSINESS

1. Railroad:

a. Rail Extension to Lot 10: Commissioner Schrom is working with the topographic data to determine the grade for the rail spur. We are getting closer to having an estimate for the cost of the cut and fill needed to put in the rail bed.

b. Operator Lease Renewal: There was much discussion on the amount to charge for the railroad lease. The possibility of charging a percentage of what the operator charges per railcar was mentioned. This would make it somewhat self-adjusting. Cathy has put together a monthly spread sheet for the rail operator to fill out so the Port would have a better idea of the number of railcars and the amount of maintenance the railroad requires. We need to talk to Paul and get his input on these changes.

2. Updated Wetland Report: It appears at this point that the rail spur will be out of the Wetland buffer.

NEW BUSINESS

1. WPE Phase 1: We have received Phase 1 of the Plat from Western Pacific Engineering. WPE is submitting it to the County for approval. They have also sent us the topography survey. We will try to schedule a meeting with them to clear up lot numbering on the Phasing Plan.

2. Appraisal Lot 10: We have received one of the two appraisals requested for on Lot 10.

COMMISSIONERS' REPORT

1. **Commissioner Miller:** Davey and Jerimy went to Tri Cities to pick up the rail purchased from Dan Murphy. It is now stored at Well 1.
2. **Commissioner Mianeki:** Frank had nothing to report.
3. **Commissioner Schrom:** Alan is still very busy working on the Rail Spur to Lot 10. He has been very instrumental in making sure the route is in the correct location. He has also been calculating the cut and fills needed to get the spur at the proper grade.

Approval of Minutes: Commissioner Schrom made a motion to approve the minutes of the August 26th, 2020 regular meeting as written. Commissioner Mianeki seconded the motion and the motion passed.

Discussion of Warrants and Warrant Approval:

Warrants were discussed. Commissioner Schrom made a motion to approve the September 9th, 2020 warrants as listed. Commissioner Mianeki 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, **September 9th, 2020**. The Board does hereby approve those September 9th, 2020 warrants as follows: **Payroll Warrants: #12810 - 12817** in the amount of **\$11,268.94**; **GF Warrants: #12818 - 12835** in the amount of **\$13,251.40**; and **IDF Warrants #6466 - 6478** in the amount of **\$261,741.42**.

Also approved was the Transfer from the General Fund back to the Industrial Development Fund on August 13th. out of the IDF in the amount of \$10,158.42.

Discussion of Revenues and Revenue Approval:

After discussion about the income, Commissioner Schrom made a motion to approve the revenues received as presented. Commissioner Mianeki 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, **September 9th, 2020** in the amount of **\$677.04** for the General Fund and **\$422,792.45** for the Industrial Development Fund.

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

OFFICE REPORT

1. **Bonnie is now a Water Distribution Manager 1:** Bonnie passed her test on August 29th.
2. **Thank You Card for Justin Jenks:** The Commissioners, Cathy and Bonnie all signed a Thank You card for Justin Jenks. We wanted to thank him for the use of the lift to install the new numbers on the level indicator on the reservoir at Well 1.
3. **Review Contract Drafts:** The Commissioners looked at some contract drafts Cathy and Bonnie have been working on. They will make some changes and get some more ideas before they are completed.

4. Approve Paying Retained Amounts on Halme Builders & Smith Excavation:

The Commissioners have approved to pay the retainages as soon as all of the necessary documentation is received by the Port from L&I, Department of Revenue and Employment Security. Commissioner Mianecki made a motion to pay retainages as soon as the documentation is received. Commissioner Schrom seconded the motion and it passed.

5. Comprehensive Plan Review: The Commissioners have begun to review the 2020 Comprehensive Plan. It was good to see some of the large projects that were completed this year.

6. Budget Review: This was tabled until next meeting.

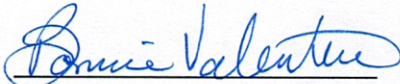
7. Miscellaneous: Cathy received an email from Curt Mathews offering the use of his railcar for a rail tour. He will be putting it in a museum in the next year or so.

ADJOURN

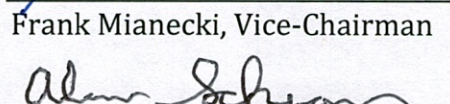
As there was no other business brought before the Board, Commissioner Mianecki made a motion to adjourn the meeting. Commissioner Schrom seconded the motion and Chairman Miller adjourned the meeting at 5:02 p.m.

Next Regular Meeting is September 23rd, 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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4975 Road 13.5 SW; Royal City, WA 99357
September 23, 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. SIP for Rail
 - c. Operator Lease Renewal
 - d. Avista
2. WPE
3. Appraisal Lot 10
4. CERB Final Report

NEW BUSINESS

1. Well Tank Cleaning & Inspection
2. 2021 Budget
3. Comprehensive Plan Update

COMMISSIONERS' REPORT:

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

APPROVAL OF THE MINUTES FROM THE SEPTEMBER 9th, 2020 REGULAR MEETING

OFFICE REPORT:

1. Landau Review
2. CARES Funding
3. PUD Substation Update
4. Miscellaneous

ADJOURN

Next Regular Meeting October 14, 2020 @ 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

September 23, 2020

The September 23rd, 2020 regular meeting of the Port of Royal Slope Commissioners was called to order at 2:15 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 Alan Schrom, Frank Mianecki arrived later.
Others Present: Director Cathy Potter, Bonnie Valentine

Commissioner Schrom made a motion to excuse Commissioner Mianecki for being late and the motion passed. Commissioner Mianecki arrived around 3:35 pm.

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

COMMENTS FROM PUBLIC: There were none.

OLD BUSINESS

1. Railroad:

a. Rail Extension to Lot 10: We are still moving forward with the rail spur to Lot 10. We have a cut and fill plan for the railbed. We asked Gary Hall if he would be willing to engineer the rail bed. He will get back to us.

b. SIP for Rail: Applying for SIP in October was discussed. We could use the funds to help pay for engineering, surveying, permitting, administrative costs or possibly to purchase ties.

c. Operator Lease Renewal: This was again discussed. Paul Didelius the current Rail Operator called during the meeting to go over some of the terms of the lease contract. It was good conversation and seems we are all moving forward towards the same goal.

d. Avista: Avista has been in contact with Cathy and it sounds like they may ask for an easement along the south side of the railroad in the area of Gary Weaver's property for a powerline.

2. WPE: Commissioner Miller, Cathy and Bonnie met with Kevin Richards and Sara Prather from WPE to make sure the plat will be completed in time to submit invoices for reimbursement.

3. Appraisal Lot 10: We have both appraisals for Lot 10. The two appraisals have been averaged to come up with a final sale price.

4. CERB Final Report: The final report for CERB funding on the waterline extension on Road 13.6 SW has been completed. Commissioner Schrom made a motion to approve the report and for Commissioner Miller to sign the report. Commissioner Mianecki seconded the motion and it passed.

NEW BUSINESS

1. Well Tank Cleaning: Bonnie has sent out 5 emails to request bids for cleaning the reservoirs at Wells 1 & 2. She has received 2 back so far. It appears it could be less expensive than originally anticipated.

2. 2021 Well Budget: The Commissioners went over the well budget for 2021. The reserves for well repairs/improvements in the IDF were discussed along with annual income and expenses.

3. Comprehensive Plan Update: The Commissioners reviewed the Comprehensive Plan line by line and made updates as needed.

COMMISSIONERS' REPORT

1. Commissioner Miller: Davey attended a meeting with Kevin Richards and Sara Prather from WPE. The master plat and phase 1 were discussed. Davey also received a complaint concerning the proposed powerline route to the new Red Rock Substation.

2. Commissioner Mianecki: Frank is going to have one of his employees replace the toilet in the office tomorrow.

3. Commissioner Schrom: Alan has collected enough data to get a cut and fill plan so we have a good idea how much earthwork needs to be done to make the railbed. We hope to have an estimate on the cost for the railbed soon. Alan was at the office to attend a conference call with Steve Quarterman from Landau to discuss the wetland delineation study in the Saddle Mountain Industrial Park. Alan also measured the man well access holes on top of the water tanks at Wells 1 & 2.

Approval of Minutes: Commissioner Mianecki made a motion to approve the minutes of the September 9th, 2020 regular meeting as written. Commissioner Schrom seconded the motion and the motion passed.

OFFICE REPORT

1. Landau Review: We had a conference call with Steve Quarterman from Landau about the wetland delineation and wetland buffering. We should have the final report soon.

2. CARES Funding: Cathy received a message from Commissioner Carter reference CARES funds available for laptops, tablets and other technology that could help facilitate virtual meetings etc. Commissioner Schrom made a motion to apply for the CARES funding to purchase laptops. Commissioner Mianecki seconded the motion and it passed.

3. PUD Substation Update: We received an email from Anita at the PUD with a brief description of all the different parts in progress to get the Red Rock Substation completed. It is great to know it is still moving forward.

4. Miscellaneous: Gary Weaver sent an email and a picture of the progress he is making cleaning up property along the railroad. Cathy shared an email she received from

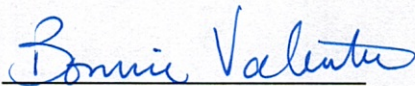
L&I with some additional questions about Halme Builders and the equipment garage construction.

ADJOURN

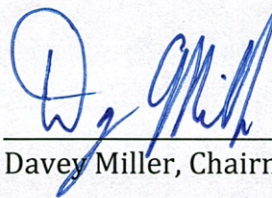
As there was no other business brought before the Board, Commissioner Schrom made a motion to adjourn the meeting. Commissioner Mianeki seconded the motion and Chairman Miller adjourned the meeting at 7:15 p.m.

Next Regular Meeting is October 14th, 2020 at 2:00 p.m.

Respectfully submitted,



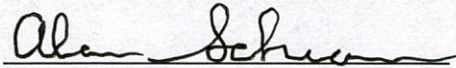
Bonnie Valentine, Director



Davey Miller, Chairman



Frank Mianeki, Vice-Chairman



Alan Schrom, Secretary