

AGENDA
PORT OF ROYAL SLOPE COMMISSION MEETING
4572 Road 13.6 SW; Royal City, WA 99357
January 11, 2021
2:00 P.M.

CALL TO ORDER – CHAIRMAN MILLER
ROLL CALL

REORGANIZATION OF THE BOARD OF COMMISSIONERS: (Motion to approve)
CHAIRMAN – COMMISSIONER FRANK MIANECKI
VICE-CHAIRMAN – COMMISSIONER ALAN SCHROM
SECRETARY - COMMISSIONER DAVEY MILLER

CONDUCTING REMAINDER OF THE MEETING – CHAIRMAN MIANECKI

APPROVAL OF AGENDA

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

APPROVAL OF THE MINUTES FROM THE DECEMBER 17TH, 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

1. Establish Regular Meetings in 2021
2. Development Plan with County
3. Tyler Frank Request for Crossing / Easement
4. Railroad Crossing Forms

COMMISSIONERS' REPORT:

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

OFFICE REPORT:

1. EDA Newsletter
2. Government Surplus Items Purchased
3. Office Building

ADJOURN
Next Regular Meeting January 27th @ 2:00 pm

PORT OF ROYAL SLOPE

4572 Road 13.6 SW; Royal City, WA 99357

BOARD OF COMMISSIONERS

Frank Mianecki

Alan Schrom

Davey Miller

January 11, 2021

The January 11th, 2021 regular meeting of the Port of Royal Slope Commissioners was called to order at 2:10 p.m. by Chairman Miller.

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

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

Reorganization of the Board of Commissioners: Commissioner Schrom made a motion to reorganize the Board of Commissioners for 2021 as:

Chairman – Commissioner Frank Mianecki

Vice-Chairman – Commissioner Alan Schrom

Secretary - Commissioner Davey Miller

Commissioner Mianecki seconded the motion and it passed.

Commissioner Mianecki chaired the rest of the meeting.

Approval of Agenda: Commissioner Miller made a motion to approve the agenda. 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 December 17, 2020 regular meeting as written. Commissioner Miller seconded the motion and it passed.

Discussion of Warrants and Warrant Approval:

Warrants were discussed. Commissioner Miller made a motion to approve the December 2020 end warrants as listed. Commissioner Schrom seconded it 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, **January 11, 2021**. The Board does hereby approve those December 31st, 2020 end of year warrants as follows: **GF Payroll**

Warrants: #12901-12911 in the amount of \$11,274.48 and GF Warrant #12912 in the amount of \$77.04.

Commissioner Schrom made a motion to approve the January 11, 2021 warrants as listed. Commissioner Miller 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, January 11, 2021. The Board does hereby approve those warrants as follows: **GF Warrants: #12913 – 12924 in the amount of \$5,530.56; and IDF Warrants #6512 - 6522 in the amount of \$3,226.90.**

Discussion of Revenues and Revenue Approval: After discussion about the income, Commissioner Schrom made a motion to approve the revenues received, as presented. Commissioner Miller 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, **January 11, 2021** in the amount of **\$24,587.70** for the General Fund and **\$4,593.32** for the Industrial Development Fund. The Grant County Treasurer's report for December has not been received as of this date.

COMMISSIONERS REVIEW OF ACCOUNTS: It was noted that GCPW's December Water Invoice payment had not been received at the time of the meeting. Commissioner Schrom approved a onetime forgiveness of the \$50.00 late fee for GCPW. Commissioner Miller seconded the motion and it passed. The Commissioners also noted there was no payment to the US Bank Card on the list presented. Commissioner Miller made a motion for the US Bank Card payment to be made when the statement arrives. Commissioner Schrom seconded the motion and it passed.

NEW BUSINESS

1. Establish Regular Meetings in 2021: Commissioner Miller made a motion to approve Resolution 2021.01 establishing regular meetings for 2021 being held on the second and fourth Wednesdays of each month at 2:00 p.m. Commissioner Schrom seconded the motion and it passed.

2. Development Plan with the County: A letter was sent to Damien Hooper at the Grant County Planning Department requesting a 20-year extended Development Plan for the new plat. Damien was also asked for guidance in the proper procedure for the process.

3. Tyler Frank Request for Crossing / Easement: Tyler Frank presented some pictures and maps to show the location he is requesting a railroad crossing and an easement to allow him access to his property from Road E SW.

4. Railroad Crossing Forms: Cathy has been working on the railroad Crossing and Easement Forms. She will continue to refine them for the Commissioners to review.

COMMISSIONERS' REPORT

1. Commissioner Mianeki: Frank received documents prior to the meeting via email for review since he attended the meeting via telephone.

2. Commissioner Schrom: Alan was able to walk Bonnie through fixing the scanner over the phone. Alan had emailed a link to Bonnie for an article in the December EDA Newsletter highlighting the Port of Royal Slope.

3. Commissioner Miller: Davey recently went to the Government Surplus Facility in Tumwater to look at some loaders that were available for purchase by the Port.

OFFICE REPORT:

1. EDA Newsletter: A copy of an article titled "AT A LANDLOCKED PORT, WATER IS VITAL" from the December 2020 EDA Newsletter, was shared with the Commissioners. Commissioner Schrom and Cathy had been interviewed for this article. It highlighted the

Port of Royal Slope and how funding from the EDA has been vital to the development of our infrastructure.

2. Government Surplus Items: Commissioner Miller had visited the Government surplus warehouse in Tumwater. He inspected a John Deere loader with a bucket and forks and an enclosed semi-trailer of which both items would be beneficial to the Port.

Commissioner Schrom made a motion to purchase the loader and trailer for approximately \$15,000. Commissioner Miller seconded the motion and it passed. The John Deere loader will be delivered next week.

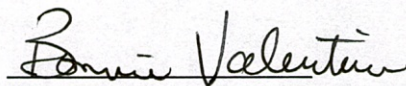
3. Office Building: The possibility of using a prefab steel building for the new office was discussed.

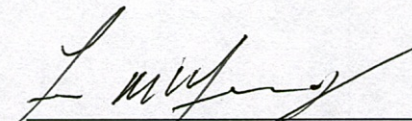
ADJOURN

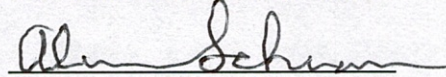
As there was no other business brought before the Board, Commissioner Miller made a motion to adjourn the meeting. Commissioner Schrom seconded the motion and Chairman Miller adjourned the meeting at 4:37 p.m.

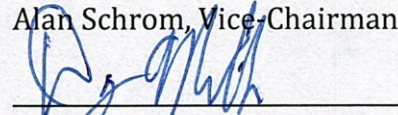
The next meeting in January will be held on January 28th at 2:00 p.m.

Respectfully submitted,


Bonnie Valentine, Director


Frank Mianeki, Chairman


Alan Schrom, Vice-Chairman


Davey Miller, Secretary

AGENDA
PORT OF ROYAL SLOPE COMMISSION MEETING
4572 Road 13.6 SW; Royal City, WA 99357
January 28, 2021
2:00 P.M.

CALL TO ORDER – CHAIRMAN MIANECKI
ROLL CALL

APPROVAL OF AGENDA

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

APPROVAL OF THE MINUTES FROM THE JANUARY 11TH, 2021 REGULAR MEETING

OLD BUSINESS

1. Development Plan with County
2. Railroad Crossing Forms
3. Tyler Frank Request for Crossing / Easement

COMMISSIONERS' REPORT:

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

OFFICE REPORT:

1. Billing of Government Surplus Items Purchased
2. Office Building
3. CCL
4. Employee Handbook
5. Bonnie CCC Training
6. Late Fee Forgiveness
7. Surface Transportation Board
8. Misc.

ADJOURN

Next Regular Meeting February 10th @ 2:00 pm

PORT OF ROYAL SLOPE

4572 Road 13.6 SW; Royal City, WA 99357

BOARD OF COMMISSIONERS

Frank Mianecki

Alan Schrom

Davey Miller

January 28, 2021

The January 28th, 2021 regular meeting of the Port of Royal Slope Commissioners was called to order at 2:10 p.m. by Chairman Mianecki.

Commissioners Present: Frank Mianecki, Alan Schrom and Davey Miller

Others Present: Executive Director Cathy Potter and Director Bonnie Valentine

Approval of Agenda: Commissioner Miller made a motion to approve the agenda. 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 January 11, 2021 regular meeting as written. Commissioner Miller seconded the motion and it passed.

OLD BUSINESS

1. Development Plan with the County: Damien Hooper has responded with a letter agreeing that the Port should have a Development Agreement with Grant County. This would allow the Port to develop the new industrial park as funds are available. Bonnie has returned a draft Development Agreement for Damien to review.

2. Railroad Crossing Forms: Cathy has been working on Rail Crossing forms for the Commissioners to review. Several of the forms and fees were reviewed and discussed. Suggestions for changes were made. We will continue to work our way through them one at a time until they are finalized.

3. Tyler Frank Request for Crossing / Easement: The Commissioners discussed their investigations of the area in which Tyler Frank's request for a railroad crossing with an easement for access to his property from Road E SW. The Commissioners decided this location is not feasible for numerous reasons. Commissioner Miller made a motion to send Tyler Frank a letter explaining their reasons for not approving the crossing and easement. Commissioner Schrom seconded the motion and it passed.

COMMISSIONERS' REPORT

1. Commissioner Mianecki: Frank took time to go see the area where Tyler Frank put some stakes to mark his requested railroad crossing and easement for access to his property off Road E SW.

2. Commissioner Schrom: Alan has set up Cathy's portofroyal.com email. He also came to the office for a listening session via Zoom with the Washington State Department of Transportation regarding their budget for the upcoming biennium.

3. Commissioner Miller: Davey had Jeremy service the Port's newly acquired loader. He will investigate a new seat as the existing seat is worn out.

OFFICE REPORT:

1. Billing of Government Surplus Items Purchased: We have received an invoice for the 544GTC John Deer Loader and trailer. We will pay for them out of the Industrial Development Fund.

2. Office Building: Alan brought a calendar to discuss the timeline for building a new office.

3. CCL: The Port is on the QCBID agenda for their meeting on February 2nd at 10:00. We hope to discuss possible solutions to stop the water leaking from the Crab Creek Lateral.

4. Employee Handbook: Bonnie has been working on updating an employee handbook. She had questions for the Commissioners regarding paid holidays and insurance.

5. Bonnie CCC Training: Bonnie has registered for 2-days of Cross Connection Control Training on April 13 & 14th, 2021. Commissioner Miller made a motion to pay the \$250.00 fee for Bonnie to attend the 2-day CCC Training. Commissioner Schrom seconded the motion and it passed.

6. Late Fee Forgiveness: Norwest Ingredients has requested a one-time late fee forgiveness for their January payment. Commissioner Mianecki made a motion to grant one late fee forgiveness to each water customer in a calendar year (January to December). Commissioner Schrom seconded the motion and it passed. We will have a form to track businesses requesting late fee forgiveness.

7. Surface Transportation Board: We received notice of the STB's acknowledgement of RYAL, LLC as a Class III Carrier owned by Paul Didelius to provide service on the Port of Royal's Railroad from Othello to Royal City.


8. Miscellaneous: Dan Booth checked wire connections at Wells 1 & 2 on January 12th. He tightened several connections at Well 1 for the well pump, those were the only loose connections that he found. Bishop Spray Service was here on January 27th to apply sterilant at Well Facilities 1 & 2. The cost, timing, and feasibility of networking Cathy and Bonnie's computers was discussed.

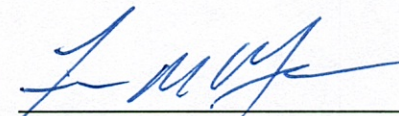
ADJOURN


As there was no other business brought before the Board, Commissioner Miller made a motion to adjourn the meeting. Commissioner Schrom seconded the motion and Chairman Mianecki adjourned the meeting at 6:50 p.m.

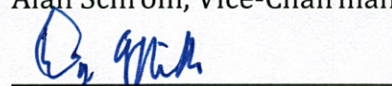
The next meeting will be held February 9, at 12:00 p.m.

Respectfully submitted,


Bonnie Valentine, Director


Frank Mianecki, Chairman


Alan Schrom, Vice-Chairman


Davey Miller, Secretary