PORT OF ROYAL SLOPE

4572 Road 13.6 SW; Royal City, WA 99357

BOARD OF COMMISSIONERS

Davey Miller *Frank Mianecki* *Alan Schrom*

December 13, 2023

The December 13th, 2023, 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: Director Bonnie Valentine, Kally Carter, and Robert Weber.

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

Comments from Public: There we none.

Approval of the Minutes: Commissioner Schrom made a motion to approve the minutes of the November 8th, 2023, regular meeting. Commissioner Mianecki seconded the motion and it passed.

Discussion of Warrants and Warrant Approval: Warrants audited and certified by the auditing officer as required by RCW 42.24.090 and reimbursement claims as required by RCW 42.24.080 have been recorded in a listing and made available to the Board as of this date, **December 13, 2023**. The Board does hereby approve those warrants as follows: **GF Payroll Warrants: #13572 – 13579** in the amount of **$5,946.03; Warrants #13580-13589** in the amount of **$3,723.17; IDF Warrants #6804 - 6809** in the amount of **$1,901.27** and **LTGO** payments for **LOCAL #1** in the amount of **$2,250.00** and **LOCAL #2** in the amount of **$16,125.00.**

Commissioner Mianecki made a motion to approve the December 13, 2023, warrants as listed. Commissioner Schrom seconded the motion and it passed.

Discussion of Revenues and Revenue Approval: After reviewing the income list, 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 13, 2023,** in the amount of **$46,752.12** for the General Fund and **$7,251.89** for the Industrial Development Fund. The Grant County Treasurer's Report for November had not been received at this time.

COMMISSIONERS REVIEW OF ACCOUNTS: Commissioner Miller reviewed the warrants and invoices for the General Fund and the Industrial Development Fund and found no discrepancies.

NEW BUSINESS

1. **Zero DB Fiber Crossing Thacker Rd:** There has been a request for a fiber crossing on the east side of the Thacker Rd railroad crossing in Adams County. It will be an underground crossing.
2. **Resolution 2023.07 adopting the GC HMP:** Commissioner Schrom made a motion to approve Resolution 2023.07 adopting the Grant County Hazard Mitigation Plan. Commissioner Mianecki seconded the motion and it passed.
3. **CPC Water Connection:** Kim Delay at CPC would like to connect to the Port water system. He hopes weather and supplies cooperate so he can connect in January. Commissioner Schrom approves the connection as long as it meets the Port engineer's requirements. Commissioner Mianecki seconded the motion and it passed.
4. **Valle Transportation Water Connection:** Valle Transportation's contractor has sent plans to the Port for their water connections. They will be needing a fire suppression connection as well as a potable water connection. The Port's engineer has reviewed the initial plans and requested changes. We are currently waiting for the fire connection plans. Commissioner Shrom made a motion to approve Valle Transportation's connection to the Port water system once they meet the Port engineer's requirements. Commissioner Mianecki seconded the motion and it passed.
5. **Commissioner Schrom Oath of Office:** Commissioner Schrom took his Oath of Office for a six year term beginning January 1, 2024.
6. **Review Employee Handbook:** Portions of the Employee Handbook concerning vacation and compensatory time were reviewed and discussed. Commissioner Schrom made a motion to allow Director Valentine to carry over a maximum of 45 hours of compensatory time. Commissioner Mianecki seconded the motion and it passed. Director Valentine will make the recommended updates and changes for approval at our next meeting.

Commissioner Mianecki made a motion for a 20-minute recess. Commissioner Schrom seconded the motion and it passed.

At 2:55 Chaiman Miller recessed the regular meeting for 20 minutes.
At 3:15 Chairman Miller reconvened the regular meeting.

OLD BUSINESS

1. **Royal Premix Road Crossing:** Easement Agreements from the Port Attorney were reviewed. Director Valentine will get clarifications from the attorney.
2. **Water line Crossing Rd E SW-FD #10 Letter:** Grant County Fire District # 10 has submitted a letter requesting a water connection to the Port water system. This will require crossing Road E SW. They are requesting a potable water connection and would like to have a hydrant installed on the east side of the road as well. Director Valentine will talk to the Port engineer about the connection.

COMMISSIONERS' REPORT

1. **Davey Miller:** Davey attended an open house with the Clearway Energy Group. Clearway is the group in charge of the Royal Slope Solar Project. They shared current information on the project.
2. **Frank Mianecki:** No Report
3. **Alan Schrom:** Alan responded with Bonnie to an alarm at Well 2 involving a booster pump fail. After trying to reset the VFD it was decided to call DB Electric for follow up. Alan also checked on the railroad to see if there was any new runoff from the bench. He didn't see any new runoff. He also went to the All-Ports Meeting at the Port of Moses Lake.

OFFICE REPORT

1. **Director Valentine Vacation Feb 15-23:** Director Valentine is requesting vacation February 15-23. There was a discussion and a plan made for on call coverage for the wells while she is gone.
2. **Streamline Web Consultants:** Director Valentine was contacted by Streamline Web Consultants selling a web design and maintenance program. They specialize in special district web sites.
3. **Miscellaneous:** Director Valentine attended the All-Ports Meeting at the Port of Moses Lake. It was well attended. Director Valentine is looking into additional funding for Well #3. She would also like to attend a Legislative Day on January 23 in Olympia. Commssioner Mianecki made a motion to give Bonnie Valentine a $2.50 an hour raise to take effect on January 1, 2023. Commissioner Schrom seconded the motion and it passed.

At 4:04 Chairman Miller closed the Regular Meeting and opened a ten minute Executive Session for an employee review.
At 4:10 Chairman Miller closed the Executive Session and reconvened the Regular Meeting.

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 Chairman Miller adjourned the meeting at 4:12 p.m.

December 27th, 2023, meeting is canceled.

Next Regular Meeting will be on January 10, 2024, at 2:00 pm

Respectfully submitted,

Bonnie Valentine

Bonnie Valentine, Director

D. Miller

Davey Miller, Chairman

Excused

Frank Mianecki, Vice-Chairman

Alan Schrom

Alan Schrom, Secretary