

**REGULAR COUNCIL MEETING**  
**JANUARY 21, 2020**  
**6:00**

**NOTE TO PERSONS REVIEWING THIS DOCUMENT: THIS IS NOT A VERBATIM TRANSCRIPT. WHILE AN ATTEMPT HAS BEEN MADE TO DOCUMENT PERTINENT POINTS, THESE MINUTES CONTAIN ONLY A SUMMARY OF THE DISCUSSION AND VOTING.**

Mayor KayDee Gilkey called the January 7, 2020 regular council meeting to order at 6:00 pm.

Mayor and Town Council members present were KayDee Gilkey, Jamie Paden, Steve Walk, Valerie Rogers and Emily Thomas and Dave Watling.

Others present: Perry Paden, Angela Walk, Justin Gust, Amy Wheeler, Eileen Moffitt, Devin Billington & Cheryl Loeffler.

**ACTION**

Valerie Rogers moved to approve the January 7, 2020 regular council meeting minutes as presented, seconded by Jamie Paden. Motion carried 4-0.

**New Council member**

Cheryl Loeffler swore in David Watling to fulfill the vacancy of council position #1.

**Approval of Claims**

**ACTION**

Jamie Paden moved to approve the claims for January 21, 2020 with checks #19996-20013 for \$279,780.09; seconded by Steve Walk. The motion carried 5-0. Check #19995 was voided from a printing error.

01/21/2020	
Claims	\$276,176.90
Payroll	3,603.60
Total Paid	\$279,780.09

Signed by Jamie Paden, Valerie Rogers and Emily Thomas

**Engineer's Report** Bryan Hicks emailed this report

**First St Sidewalk 2<sup>nd</sup> phase**

Everything is in WSDOT's hands at the moment. Once they approve the design, we can submit the paperwork to request the release of construction funds. The paperwork is prepared and now just waiting for Chad Roberts' OK to have KayDee sign and submit it.

**Pavement Rehab Project-TIB**

A message was left for Chris Workman from TIB today to check on the status of the town-wide Pavement Rehab Project.

**Sidewalk Resurfacing Project**

Cascade emailed the other day to check on the status of their retainage from the Main Street Project. The releases have not yet been received from L&I, Employment Security and Dept of Revenue so the funds cannot be released. The Notice of Completion was submitted in late October or November.

**Collection System O&M**

The manual should be in Devin's hands today or tomorrow.

## **Community Development Block Grant (CDBG)**

It is not official, but the Water Reservoir Project is slated to be funded. The preliminary CDBG Award list won't be published until the beginning of February for public comment, but word is filtering out already on the proposed projects. Funds for that project will be available after July 1. It usually takes until August or so for the funding agreement paperwork to be processed. However, we might be able to ramp up the design early for a late season bid. The sooner we can fix the telemetry system, the better.

## **Old Business**

### **Appoint council departments**

The year, the mayor appoints each council member to a department. The two new members will be appointed to the prior member's department and the others will stay where they have been.

Dave	Streets
Jamie	Finance
Steve	Sewer
Valerie	Parks
Emily	Water

### **Loss Control Grants from RMSA**

Cheryl completed the grant applications for the radar sign and fencing for around Thiel Park. Each one was for \$2500 and both were accepted. They are reimbursable grants.

### **Solar Array**

Cheryl, KayDee and Jason all met with Apollo last week to be updated on the solar array project. They provided pictures of two other projects for reference. The project should be completed sometime in mid-February.

### **2020 Budget**

The 2020 budget was approved in December, with notation that the salaries were not included until after employee reviews were completed. Those have been done and were all positive reports. The minimum wage went up \$1.50 to \$13.50 on 1-1-2020, which is approximately a 7% increase. The council wanted to provide the employees with a merit wage increase as well. There will also be the addition of an on-call employee that can be called in to help with the plowing if necessary and we will begin to budget for a future deputy clerk position.

### **ACTION**

In order to keep up with the mandatory minimum wage increase of \$1.50 and to provide a merit wage increase to the full-time employees, Jamie moved to give Jason Pestana a \$2 increase to \$18.00 per hour, Devin Billington a \$2.50 increase to \$23.00 per hour and a \$2.50 increase to Cheryl Loeffler to \$24.00 per hour and to add the on-call position at \$15.00 per hour, effective 1-1-2020; seconded by Emily. The motion passed 5-0.

### **PCIB**

The public hearing for the 2017-2037 Comp Plan was held open for public comment until tonight. No public comments were sent in and Justin Gust closed the public hearing at 6:35 pm.

### **Letter to 201 N 1<sup>st</sup> Street**

Justin wrote a letter to the property owner to help avoid misunderstandings and to explain what the PCIB is, the steps it takes and what the PCIB is asking him to do in regard to the collapsing building.

## **NEW BUSINESS**

### **Building permit 2020-01 Fairfield Country Store**

The PCIB reviewed this building permit and recommends that the council approves the permit.

### **ACTION**

Emily moved to approve Building Permit #2020-01 for the Fairfield Country Store; seconded by Valerie. The motion was approved 4-0 with Jamie abstaining.

**Public works**

**Small water system management planning guide (SWSMPG) Chapter 1.6**

The council found a few grammatical errors in the preliminary guide. They also suggested that a copy of the threat identification checklist be placed in the town hall office for easy access if a threat were to ever be called in.

**Sewer:**

- Wastewater samples went in last week, influent.

**Streets**

- Snow removal has been taking place; any questions, comments or concerns? Cheryl had calls about Marll Court and the apartments on Ticknor.

**Parks**

- The Pit is the only public park in town that does not have the hours posted. Council agreed it should be posted. Devin will get it posted when the ground thaws.

**Water**

- Currently waiting on Dept of Health (DOH) to finalize the Water Quality Monitoring Schedule (WQMS) before we will be informed on what samples are expected to be taken for this year.
- Water leak at 608 W Tempest. The meter was shut off temporarily for homeowner to repair and then turned back on once repaired. Town was notified right away of the leak.
- Water repair is scheduled for Wednesday, Jan 22 for 108 S 1<sup>st</sup> Street. A valve on the town side of the meter has failed. Homeowners affected were notified that the water will be turned off.

**An Example of a Regular Task:**

**pH Tests (15 minutes)**

pH tests are taken every day in Fairfield when there is an effluent flow. This is done to ensure the water being put back into the creek is at a neutral state, not too alkaline and not too acidic. The pH scale ranges from 0-14 with the lower ratings more acidic and a higher than 7 rating is more basic or alkaline. The goal is to be at 7, a completely neutral state. To test for pH in Fairfield, a grab sample is taken from the effluent flow then tested by a computer in the wastewater building. These tests are then recorded and the results sent to the Dept of Ecology (DOE) each month to maintain compliance with our permits. The pH testing machinery is tested and calibrated every week when it is being used to ensure accuracy for our samples. This takes approximately thirty minutes assuming it doesn't need recalibration. Calibrating the machinery can vary in time, taking up to an hour.

**Compliments/Complaints**

A huge thank you goes out to Devin & Jason for all the hard work and long hours to keep the streets open and cleaned up.

**Dates to remember**

<b>1-25-2020</b>	Fairfield Service Club Chili Feed Proceeds to help fix up "The Pit"
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**ADJOURN**

With no further business, the council meeting adjourned at 6:53 pm.




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KayDee Gilkey, Mayor




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Cheryl Loeffler, Clerk/Treasurer