

## REGULAR COUNCIL MEETING

APRIL 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.**

To be in accordance to the Governor's proclamation to not hold an in-person meeting, this council meeting was held via ZOOM.

Mayor KayDee Gilkey called the April 21, 2020 regular council meeting to order at 6:15 pm, due to the council having technical difficulties getting signed into the ZOOM meeting.

Town Council members present on ZOOM were Jamie Paden, and Valerie Rogers.

Mayor KayDee Gilkey and Emily Thomas and Steven Walk were physically and appropriately distanced present at the council table.

David Watling was absent due to illness.

Others present: Jason Vancleave and Brodie VanNoy with General Pacific and Devin Billington on ZOOM & Cheryl Loeffler in the office.

### Approval of the Minutes

#### ACTION

Jamie Paden moved to approve the regular council meeting minutes from April 7, 2020, as presented, seconded by Emily Thomas. The motion carried 4-0.

### Approval of Claims April 21, 2020

Steven Walk moved to approve the claims for April 21, 2020 with EFT's #823-827 for \$8,105.63 and checks #20076 and 20098-20106 for \$4,605.71; seconded by Jamie Paden. The motion carried 4-0.

4-21-2020	
Claims	\$3,214.87
Payroll	9,496.47
Total Paid	\$12,711.34

All three of the signers came to the office prior to the meeting to review the claims.  
Check #20076 was printed out of order. Checks 20096 & 20097 were voided due to error with printing.

Signed by Jamie Paden, Steve Walk and Emily Thomas.

### Old Business

#### 1<sup>st</sup> Street Sidewalk Project Phase #2

##### Acceptance of bid.

The Governor's emergency [Proclamation 20-28](#), issued March 24 (and extended until May 4, 2020 by [Proclamation 20-28.1](#)), requires agencies to meet completely remotely without providing for a physical location. Because of this restricted access to the meeting, the Proclamation also says that: Agencies are further prohibited from taking "action," as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible.

Cheryl contacted MRSC to ask if accepting a bid would be considered necessary and routine. Their answer is since the project has been ongoing and the bid is the expected next step, it would be acceptable to take action.

The bid opening for this project was held on April 16<sup>th</sup>. The bid packages were placed in a box outside the town hall and the bids were collected at 11:00. Bryan Hicks was at this office and the contractors were present by conference call.

Five bids were opened and read over the phone with bids ranging from \$119,825.03 to \$231,442.00 with the engineer's estimate \$201,954.00.

Century West Engineering evaluated the bids and determined that Red Diamond Construction of Opportunity, WA to be the lowest responsive bidder. They have a valid contractor's license, have not been debarred from federal contracts and included the proper Bid Bond. Century West recommends that Fairfield award the contract to Red Diamond Construction for the total bid amount of \$119,825.03. Approval was also received from WSDOT to award this project to Red Diamond.

#### **ACTION**

Emily moved to award the contract to Red Diamond Construction for the total bid amount of \$119,825.03 for the 1<sup>st</sup> Street Sidewalk Project, Phase 2, seconded by Steve. The motion passed 4-0.

#### **Flag Day 2020**

The guidelines for social gatherings due to COVID-19 that must be followed still cause uncertainty for community events. The final decision about Flag Day has not been made at this time. The council has done some research about holding a blood drive and will check to see if possibly holding one on Flag Day.

#### **NEW BUSINESS**

##### **SCRAPS contract**

SCRAPS has a new equation for calculating contracts for animal control. This would raise our cost to \$3079 from \$1296 per year. Cheryl will invite Lindsey Soffes to a council meeting to discuss this large increase.

##### **Dust Control**

##### **Custom Spray**

The town budgeted \$3500 for dust control this year which includes to pay a portion for the residents that normally do the application by their property. Custom Spray applies calcium chloride and the cost is \$1.25 per linear foot for the standard application.

#### **ACTION**

Steve motioned to approve the standard application of calcium chloride for dust control by Custom Spray and to have the residents that do this application regularly pay half the cost of their application; seconded by Emily. The motion passed 4-0.

##### **Blood drive**

A blood drive was suggested earlier so Cheryl has been working with Ken Fuchs to get one coordinated in Fairfield. They would require at least 25-30 committed donors to come out here with their blood mobile. Will check to see if June 13<sup>th</sup> would be a possibility.

##### **Surplus equipment**

Cheryl has been working at organizing the records in the basement file room. The room is also the storage area for office equipment and various other items. She is asking to be able to declare the obsolete or outdated items as surplus. It was suggested to put together a list and sell on Facebook. There is an older computer that has never been used that she will ask Kayla Billington to look at it and give recommendations.

#### **ACTION**

Emily moved to declare the outdated office equipment from the basement storage area as surplus and to sell items on Facebook and discard what does not sell, seconded by Jamie. Motion passed 4-0.

#### **Public Works Report**

Jason Vancleave and Brodie VanNoy with General Pacific answered questions from the council regarding the cellular water meters that Devin has been looking into. Badger Meters have been around for 50 years. Jason did not see any issue with pricing if the town had a transition period with installation. There is very low upkeep and no collectors would need to be installed. There is an annual fee, currently at .89/meter. This rate is guaranteed for three years. Their price would include the software to run the program along with the training needed. It will also work with our BIAS operating system. The other system being looked at is a radio-controlled system that would need to have regular updates. Devin included the price comparison:

Meter type Company	AMR DRIVE BY CONSOLIDATED SUPPLY Spokane, WA	AMA CELLULAR GENERAL PACIFIC Portland, OR
Setup Cost	12,013.94	8,700
250- 5/8" X 3/4" water meter	50,669	61,100
2- 2" water meter	1,176	1,524
Total cost to start	62,659	74,324
Annual fees	3,080 (Optional)	2,691.36

## Public Works Report

### Sewer:

- Wastewater and water samples will be taken in this week.

### Streets:

### Parks:

- Merry-Go-Round has been freshly painted. It will be re-installed when the park can be opened.
- We have started edging the walkway running through the park.

### Water:

- Badger water meters confirm 100% cell coverage at meter locations. At this meeting are Jason Vancleave and Brodie VanNoy with General Pacific to address any questions you may have with the cell-based meters.
- S. McNeil water leak taken care of. Was on town's side in old galvanized line, this was vacated, and the customer's water service meter was relocated to outside the house with poly pipe running to the main.

### General:

- PW Survey Completed 34 returned. – Attached with Plans for Improvement

### An Example of a Regular Task:

### Equipment Inspection (10 Min.)

Every day before any equipment is operated a general inspection of the machine is done. This is done to ensure safety of operators and bystanders and prevent damage to the town's equipment. In general, the equipment is checked for any visible damage. Fluid levels are checked, such as oil, hydraulic fluid, and fuel. Machines are greased in eight-hour intervals of operation or as recommended by manufacturer standards. Fuels and fluids are added as needed. Maintenance is done as recommended by manufacturers. Any hazardous conditions or other issues that may arise with the equipment are reported to the supervisor as soon as they are noticed and appropriate action to resolve the issue are then taken. We take pride in keeping our equipment as nice as possible and although a simple task noticing issues early will keep nice equipment that will function properly.

### Other

The next meeting will be at the community center so the council can have the appropriate distance between them.

### CARES Act

Congress passed the CARES Act in March to provide dollars for states and cities to help cover new expenses created by COVID-19. The CARES Act recipients include cities and counties with a population greater than 500,000. Spokane County is a recipient.

During the emergency response to COVID-19, the Greater Spokane Emergency Management elected leaders, which KayDee is involved in, identified several priority areas to focus resources to help minimize the impact of the pandemic to the region. Last week there was a preliminary discussion about using part of the \$96 million in CARES Act funding to help fund those priorities.

### ADJOURN

With no further business, the council meeting adjourned at 7:10 pm.

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KayDee Gilkey, Mayor

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Cheryl Loeffler, Clerk/Treasurer