

**REGULAR COUNCIL MEETING**  
**OCTOBER 20, 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 with the Governor's proclamation to not hold an in-person meeting, this council meeting was held via ZOOM. The meeting was recorded.

Mayor KayDee Gilkey called the October 20, 2020 regular council meeting to order at 6:01 pm.

Town Council members present on ZOOM were KayDee Gilkey, David Watling, Jamie Paden, Steve, Valerie Rogers and Emily Thomas.

Others present by ZOOM were Bryan Hicks, Perry Paden, Devin Billington and Cheryl Loeffler.

**Approval of the Minutes**

Steve Walk moved to approve the minutes from the October 6, 2020 council meeting, seconded by David Watling. The motion carried 5-0.

**Approval of Claims**

Jamie Paden moved to approve the October 20, 2020 claims of EFT's for \$2,989.54 and checks #20285-20294 for \$34,892.48, seconded by Steve Walk. The motion carried 5-0.

10-20-20		
Claims		\$33,169.44
Payroll		4,712.58
Total Paid		\$37,882.02

Signed by Jamie Paden, Steve Walk and Emily Thomas.

**Engineer Report**

**1<sup>st</sup> Street Sidewalk Project, Phase 2**

Century West has completed their review and final inspection of the 1<sup>st</sup> Street Sidewalk Project and found the work, including the punch list items, complete and acceptable as of July 27, 2020. Based on their review, they recommend that the town accept the project. About \$100,000 under what the grant was written for.

**ACTION**

Emily moved to accept the 1<sup>st</sup> Street Sidewalk Project; Phase 2 as completed as of July 27, 2020; seconded by Jamie. Motion was approved 5-0.

**Public Hearing for new water meters**

Mayor Gilkey opened the public hearing at 6:05. The purpose of the public hearing is to discuss the purchase and installation of remote-read water meters.

Both KayDee and Devin wanted to hold this public hearing to give our residents the opportunity to comment on this big water meter project. There was no public present at this meeting.

Devin presented the council with a packet of information on remote read meters. A proposed implementation plan starting this year budgeting an anticipated \$30,000.00 based off Badger AMA water meters, which appears to be our leading option of what we have received so far.

The packet includes:

- A comparison of all the options we have been quoted for remote read water meters. General Pacific, Core and Main I are AMA. All others AMR. AMA meters are cell-based and AMR are drive-by reads.
- Our best priced AMR compared to our best priced AMA based systems at a per unit cost and total for the system.
- Page 4-5: Benefits of Remote Water Meters
- Page 6: General Pacific quote from March 6, 2020.
- Page 7-22: Badger Water Meter additional information.

After reviewing the different types of meters, Devin recommends we go with the cell-based system. Implementation plan Devin would like to get this going as soon as possible. With new homes being put in soon and older meters having to be replaced, having to purchase regular meters now is not being frugal.

As we move forward with this project, it's very important that we remind the residents that many of the meters are very old and with age, the numbers on the meters don't read become less accurate and some may see an increase in both water consumption which could lead to a larger bill than they are currently getting.

The packet of information is available in the office and will be posted on the town's webpage and newsletter. Cheryl will also send it out with the emailed minutes.

Devin and Cheryl will work together to make sure all steps are followed for public works projects per the RCW guidelines.

With no public comments, Mayor Gilkey closed the public hearing at 6:17.

#### **ACTION**

Emily moved to begin the process to purchase, following the RCW guidelines for public works projects, the AMA water meters; seconded by Jamie. The motion was passed 5-0.

#### **Old Business**

##### **Small business grants**

A second wave of CARES Act grants could be opened up for businesses and non-profits within the town limits. Businesses must have a current business license and nonprofits must be registered and have a 501C-3. The town will cover their COVID-19 related expenses first and the remaining funds can be divided between the applicants. Cheryl mentioned that at least one business contacted her and said that they had not heard about the first round of this grant and possibly would have wanted to complete an application. It was suggested to put together separate email lists of business and residents to be used specifically to get information out other than relying on just the minutes. Cheryl will put this together.

#### **ACTION**

After the Town's COVID-19 related expenses are met, whatever is remaining of the \$15,000 from the CARE-Act, Steve moved to open a second wave of grants to the local business and registered nonprofits that are within town limits and that meet the first round of requirements. Each grant is not to exceed \$5000; seconded by Jamie. The motion was approved 5-0.

#### **Office laptop**

Cheryl has been taking the office laptop and working from home quite a bit since COVID-19 and some damage has been done to the laptop. Kayla Billington has done quite a bit of research for a replacement which was presented to the council tonight.

#### **ACTION**

Emily moved to approve the use of CARES Act funds up to \$1,500 before sales tax to replace the laptop computer that was damaged while the clerk was working from home, seconded by Steve. The motion passed 5-0.

## **Restoration and Conservation Office Grant**

KayDee put together a grant through the Recreation and Conservation Office (RCO) to install an irrigation system and upgrades to The Pit. This is a \$33,000 grant with a 25% match from the town, some of which can be in-kind. The grant was originally for a walking path which did not meet the grant criteria.

## **Extension of public utilities**

Governor Inslee has announced that the moratorium for turning off utilities for nonpayment will extend to December 31, 2020.

## **Old Fashioned Christmas**

Cheryl checked with Central Valley and University High Schools in Spokane about their craft fairs and both have been cancelled. Some of our vendors from last year prepaid and we owe it to them to decide.

## **ACTION**

Steve moved to cancel the 2020 Old Fashioned Christmas and to offer those vendors either a refund or credit to 2021, seconded by Steve. The motion was passed 5-0.

## **NEW BUSINESS**

### **RMSA Safety Award**

The AWC Risk Management Service Agency (RMSA) is a municipal risk pool protecting the employees, assets, and officials of 102 of Washington's cities, towns, and special purpose districts from property and liability risks and cost. RMSA strives to solve problems before they happen and protect its members' futures when they do. AWC RMSA Program Manager Harlan Stientjes stated that "the daily operations of running a municipal entity are complex, but actively managing risks helps keep municipalities running effectively, efficiently, and promotes stronger, more resilient communities. AWC RMSA commends Town of Fairfield for its dedication to good risk management practices by recognizing it as one of this year's Safety Award winners.

### **Cemetery budget**

The cemetery budget approval was moved to the Nov 3 meeting.

### **Public Works Report**

#### **Sewer:**

- Additional sewer service install Northridge.
- Three new sewer service installs are being scheduled for W. Portland.

#### **Streets:**

- Roads are being graded as time allows, and gravel will be added where needed as time allows.
- We are continuing to trim trees off the roadways.

#### **Parks:**

- Landscaping on hill by park. The Conservation District has donated shrubs and will be donating boulders.
- Maintained the grass in the creek through the park allowing for ease of access in the spring for planting trees.
- Mulch has been laid around the trees in the parks.

#### **Water:**

- A compliance nitrate sample from well house # 1 will be going in this week.
- We have completed water service repair work on W. Hamilton and will be cleaning off the road tomorrow.
- Cost associated with water meter relocations.
- New water services on Portland Avenue are being scheduled.
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The waterline at 307 W Hamilton had a leak on the town's side of the meter. The meter was in the basement and the plan has been in place to relocate the meters inside houses, so this meter was relocated at our expense.

The question came up about public works staff going onto private property to replace meters such as those meters that are in the basements. In the past, if it was the town that requests the meter be moved out, the town did not charge and the inside meter was abandoned but if the resident wanted the meter removed, there would be a charge. Cheryl will check on the legalities.

**An Example of a Regular Task:**

**Water Service installs (4HRS)**

More water service installs will be taking place shortly and water meter relocation has been in progress. This job requires us to first call for locates to ensure a safe dig area, and then carefully dig a trench to the water main for a water service line to be laid. We then will typically do a hot tap unless there are preventing factors. A hot tap means we drill into the water main and install a service without disrupting water service throughout the distribution system. From the hot tap we install all the essential components to provide safe and reliable drinking water to our consumers and to allow us to meter water usage. Water service installs can vary greatly in time with a lot of variables going into this job. If this is something you would like to know more about feel free to contact us.

**Other**

**Private shooting range**

The house and property at 613 W Portland has almost 20 acres and borders the outside town limits. The potential buyer would like to legally put in a 100-yard shooting range at the southwest corner of the property. He will not be shooting any semi-auto weapons. It will be strictly bolt-action rifles. He builds custom handmade ammo for long range custom rifles and needs to test the ammo sometimes for accuracy. He would only be shooting three shot groups maybe three to four sets. He would not be shooting often and would shoot at a reasonable time of day. The range already has a huge natural hill behind it, would also make his own safety barrier behind target and would build walls around shooting area that would baffle sound. There are zero houses where he will be shooting. He appreciates everyone's time and consideration on this and look forward to hearing from you.

The firearm ordinance states that shooting within town limits is prohibited without council approval.

**ACTION**

Steve moved to allow the new resident at 613 W Portland to build a private 100-yard shooting range at the SW corner of his property for testing his custom handmade ammunition, seconded by Dave. The motion was passed 5-0.

**Discounted fees?**

There are three new homes going in next spring on Portland Avenue. They have paid to have their waterlines in before the ground is frozen and have now decided to put the sewer lines in as well. Their question is since there are three of them at the same time, can they have a discounted fee?

Since these will be individual residences and not a development that has to put in sidewalks, streets, utilities among other things, these new residents will have to pay the full \$5,500 for each service.

**ADJOURN**

With no further business, the council meeting adjourned at 7:12 pm.

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**KayDee Gilkey, Mayor**

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**Cheryl Loeffler, Clerk/Treasurer**