

REGULAR COUNCIL MEETING
JANUARY 19, 2021
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.

With technical difficulties with Zoom, Mayor KayDee Gilkey called the January 19, 2021 regular council meeting to order at 6:20. Town Council members present on ZOOM were Jamie Paden, Steve Walk, Valerie Rogers and Emily Thomas. David Watling was absent due to illness.

Others present by ZOOM were Devin Billington and Cheryl Loeffler.

Approval of the Minutes

ACTION

Emily Thomas moved to approve the minutes from the January 5, 2021 council meeting, seconded by Valerie Rogers. The motion carried 4-0.

Approval of Claims

ACTION

Valerie Rogers moved to approve the December 31, 2020 claims with checks #20376-20379 for \$2,121.72 and the January 19, 2021 with EFTs for \$8,124.00 and checks #20374-20390 for \$60,209.61; seconded by Steven Walk. The motion carried 4-0. Check #20375 was taken out of order.

	12-31-2020	1-19-2021
Claims	\$2,121.72	\$57,429.56
Payroll	0.00	10,90405
Total Paid	\$2,121.72	\$64,315.71

Signed by Steve Walk, Jamie Paden and Valerie Rogers

Engineer's Report via email

Reservoir Project Update: It has been a little over a month since the plans were submitted the Reservoir Project to Dept. of Health (DOH) for review and still have not received any comments back. DOH is assisting the COVID contact tracing efforts, so it has been taking a long time to get comments back. Unless there are any objections, Bryan would like to move forward with advertising the Reservoir project and not wait for DOH. If DOH has any comments, they can be addressed in an addendum during bidding. A set of contract documents have been submitted to Richard Culton at CDBG a couple weeks back and he did not have any comments, so the project is good to go from the funding agency. Bryan suggested that it would be best to go ahead and get the project out to bid now so we're ready to break ground as soon as the weather allows this spring.

He has prepared the advertisement for Bid with a bid opening date of Feb 18 if council approves moving forward.

ACTION

Steve moved to progress to advertising for bids for the Reservoir Project before official approval from DOH; seconded by Emily. The motion was approved 4-0.

Old Business

Resolution 2021-01 Fee Schedule

ACTION

Emily moved to accept Resolution 2021-01 Fee Schedule as presented; seconded by Valerie. The motion was approved 4-0.

Radar sign

Cheryl contacted Elan Signs and received quotes for one \$2,952 and \$5,162 for two radar signs. After discussing, the council decided to stay with the two signs we already have but to rotate them randomly. Devin has already received permission from WSDOT to place another sign on Highway 27. Devin and Jason will get the additional holes dug when the ground thaws. The additional holes will be on Carlton and South 1st Street.

We will do some brainstorming for the Loss Control Grant, up to \$5000.

NEW BUSINESS

General Engineering Consulting Services Agreement

A General Consulting Services Agreement between Century West and the Town of Fairfield was presented to the council. The agreement allows Century West to provide on-call consulting and general engineering services to include but not limited to planning, design and construction for water, sewer, streets, storm drainage, grant writing. If the town requests work, a separate work task order and fee estimate will be prepared by the engineer. No work can begin until the task order has been approved and signed.

Work order #1 was also presented to the council that would allow Century West to proceed when asked to prepare bid documents for the water meter replacement project at a cost not to exceed \$3,350.

ACTION

Steven moved to approve the General Consulting Services Agreement between Century West and the Town of Fairfield and to hold off on Work Order #1 at this time; seconded by Emily. The motion was approved 4-0.

Public Works Report

Sewer:

- WW Samples will go in this week.
- Purchase of wastewater sampler/refrigerator.
- Flow meter replacement, waiting on quotes. (Quotes requested from H2O, KME, Brannon Instrument)
- Letter from DOE; EPA. Enforcement actions may be taken on SNC (Significant Non- Compliant) systems, we are not in that category. DOE/EPA may be keeping a closer watch on all WW systems.
- Devin WW Treatment I and II Review Class put on by IRWA 27th and 28th.

Streets:

- Freezing and thawing of roads repetitively as our weather has been doing is not good for them and may cause potholes.

Parks:

Water:

- Water Bacteria Sample will go in this week.
- Major water leak located at 404 N. 1st Street on the town's side.

General:

- Routine servicing and maintenance of equipment is currently in progress.

Truck #1 2002 Chevy went to Buds Auto due to misfiring and will be out of commission for approximately three weeks. Rick provided a bid for \$2,253 including tax which will recondition heads with new exhaust valves, gaskets: head, head bolt, intake, valve cover and O-rings.

ACTION

With it being January and truck #1 has a blade on the front for snowplowing, Jamie moved to declare the necessary repairs to truck #1 an emergency; seconded by Emily. The motion was approved 4-0.

An Example of a Regular Task:

Ph Tests (15 Min.)

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 lower ratings are more acid and a higher rating is more base. 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 sent to DOE each month in 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 half an hour assuming it doesn't need recalibration. Calibrating the machinery can vary in time taking up to 1hr.

Other

The Waverly School House project in Waverly would like to contract the town for our equipment and the staff to run the equipment to build a parking lot. The fees will go along with the town's fee schedule, but Devin will check into whether municipalities need to pay prevailing wages when working with each other. It would not be worthwhile if prevailing wage is paid. The parking lot project cannot hinder the work needed to be done in Fairfield.

306 S 1st Street

This property has recently sold and will be closing sometime this month. During a title search, a recorded complaint and recorded order on the property regarding the condition of the property since 1999. In reviewing minutes from September of 2007, the then council declared that all requirements had been met but did not remove these red flags. The title company is asking to have a signed document stating this fact so the title can be cleared. Cheryl provided the mentioned minutes and a signed document stating this information.

Compliments/Complaints

Dates to Remember

Blood Drive January 27, 2021
Liberty School Levy Return ballots by Feb 9th

ADJOURN

With no further business, the council meeting adjourned at 7:05 pm.



KayDee Gilkey, Mayor



Cheryl Loeffler, Clerk/Treasurer