

**REGULAR COUNCIL MEETING**  
**JULY 6, 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**

The meeting was held in person at the Community Center. Mayor Gilkey also signed onto ZOOM and guests and council members followed COVID-19 guidelines.

Mayor KayDee Gilkey called the July 6, 2021 regular council meeting to order at 6:03. Town Council members present were Jamie Paden, Steven Walk, Valerie Rogers and Emily Thomas. David Watling was absent.

Others present were Bryan Hicks, Perry Paden, Bill Enzler, Teresa Holm, Amanda Blood, Dawn Hillsbery, Justin Gust, Madison Blood, Jojo Thomas, Jorja Jensen, Devin Billington, and Cheryl Loeffler.

**Approval of the Minutes**

**ACTION**

Emily Thomas moved to approve the June 15, 2021 as presented; seconded by Steven Walk. The motion was approved 4-0.

**Approval of Claims**

**ACTION**

**Approval of Claims July 6, 2021**

Jamie Paden moved to approve the July 6, 2021 claims with EFTs for \$32,161.86 and checks 20532-20553 for \$23,778.62 seconded by Steven Walk. The motion was approved 4-0. Check #20524 had a stop payment applied.

	07/06/2021
Claims	\$41,601.31
Payroll	14,339.17
Total Paid	\$55,940.48

Signed by Jamie Paden, Emily Thomas, Steven Walk.

**Engineer's report**

The reservoir project is winding down. There is an issue with the existing electrical load center that runs the mixer at the reservoir. It has loose breakers in the electrical enclosure, the wiring is in poor condition and a GIFL is required for the tank mixer electrical connection. The condition it is in now, it will not meet current electrical codes Bryan recommends approving Change Order #2 for \$987 to remove and replace the electrical load center. The project is below budget so this should have no impact on the final cost. We received the approval from CDBG to extend the timeline to complete the project and get all invoices in until the end of July.

Bryan has visited with Cascade regarding the sidewalks and at this point, there is no firm date set for them to come.

SRTC is looking towards legislature funding for the rural communities for street repair.

**ACTION**

Emily moved to approve Change Order #2, removing and replacing the existing electrical load center at the reservoir for \$987, seconded by Jamie. The motion passed 4-0.

**Guest**

**Fairfield Service Club**

The Service Club has met again since Flag Day and are here to pass on the comments they have received about Flag Day. The petting zoo did not like their location because there was not enough traffic.

They had complaints about having Railroad Avenue closed to through traffic, which brought in more discussion regarding

when the street was to be closed. More clarification from everyone is necessary for the future. People asked why the park was not being utilized.

### **PCIB Recommendations**

There had been a question but no formal complaint, raised about the timeframe for cleaning up after a housefire. After Justin researched ordinances, and communication with the mayor because the area could be a potential safety hazard, a letter was sent to the homeowner of 505 S 1<sup>st</sup> Street asking about the timeframe for cleanup and reminding the homeowner of the nuisance ordinance and potential safety hazards. She stated that cleanup was to start the following week.

The water was turned off the day of the fire. The house is a total loss so there are no appliances that se the sewer, so Cheryl asked what to charge for the sewer. Example: When the house at 502 W Hamilton was destroyed by fire, the homeowner had to provide proof of demolition and then the sewer fee was reduced to 50%. The new owner of the property does not have any living quarters on the property but is hooked up to the town's water. They are being charged full price for water but nothing for sewer. Cheryl will look through previous minutes to find that documentation.

### **Old Business**

#### **American Rescue Plan Act (ARPA)**

Fairfield has recently received the first payment in the amount of \$87,373 from ARPA. There are guidelines as to how these funds can be utilized. There will be discussion as to how and where the funds will be utilized.

#### **East Adams Rural Healthcare (EARH)**

After Kaiser Permanente (KP) left Fairfield abruptly, they offered to donate \$5000 towards future medical solutions. Those monies went to EARH, who was interested in having a mobile medical clinic in Fairfield. EARH is now asking the Town of Fairfield to donate some of the ARPA funds towards the mobile medical effort. The decision made by the council was that this did not fit the defined allocations of the ARPA funds.

### **Community Picnic**

The big screen has been rented and licensing fee paid for "Raya and the Last Dragon". Cheryl will get the event publicized.

#### **Who is doing what?**

Emily	DVD
Fairfield Country Store	2 boxes of hamburgers
Town	2 boxes of hamburgers, hot dogs, buns, condiments, paper products
Fire Department	Water & Gatorade BBQ grills

Perry Paden has volunteered to emcee the event and maybe have a live auction with proceeds going to the fire depart. A donation bucket will also be set out.

### **Junk vehicle**

Seehorn's was contacted about possibly towing the junk vehicle if the owner did not get it handled within the allowed timeframe, but they are not set up for that type of job. After visiting with Derick Matlock, the property owner where the vehicle sits, he advised Cheryl that the car can be removed from the property by whoever wants to have the vehicle for scrap. Cheryl was able to contact a man from Plummer, Idaho who removed the car the same day.

### **NEW BUSINESS**

#### **Interagency sharing**

Under a bill passed by the Legislature this year, data sharing agreements (DSAs) will be required for all state and local governments sharing data. This includes the data exchanged for your audits. For your reference, the legislation requiring DSAs is [ESSB5432](#), "Concerning cybersecurity and data sharing in Washington state government."

The State Auditor's Office is working to implement DSAs for all audit data shared as of July 1, 2021 when the new law takes effect. The council reviewed the document and approved Cheryl to sign this agreement.

## Public Works Report

### Sewer:

- WW Samples will go in this week.
- Sewer Service installs.

### Water:

- SCADA System is operational
- CCR submitted to DOH and sent out with water bills
- WUE Report submitted to DOH
- Water Meter Replacement Project
- 404 N. 1<sup>st</sup> St water meter repair at Wilbur Ellis is on hold watching weather

**General:** Welcome Cody Powell and Jorja Jensen. They are part-time staff for the summer.

### An Example of a Regular Task:

#### SCADA System

A SCADA System is a Supervisory control and data acquisition system. Fairfield will use this for operating our water system, and hopefully soon we will also extend this system to our wastewater operations. Our old SCADA system was outdated and stopped functioning a while back, and since then the water system has been operated entirely manually. We suspect this may have some to do with the air in the water due to wells being overworked at times and since we as a small crew and can only monitor and adjust so much while trying to accomplish all the other work that the town needs to have done and factoring in time for employees to go home. The water system has been running manually for 3 years now, meaning a town employee has had to be in Fairfield and check on the system at least twice a day every day for three years. This is a big commitment from our staff and the SCADA system will alleviate the issues of having employees come in on their days off or working after hours on the water system unless there is a true emergency. This SCADA system will not only save time and money with these functionalities but will allow for closer monitoring of the water system with various features and provide more data to the town about the system at every given minute. Data can be monitored by the water operator and public works at any time anywhere there is an internet connection, and if there are any urgent alerts a text and email will be sent to the appropriate people. This new system will be a major benefit to the town in providing reliable and high-quality drinking water.

### **Other**

There are two billing cycles for Mastercard that Devin's credit card has been compromised. All the questionable charges have been to Amazon and Amazon Marketplace. Cheryl has reported them to First Interstate, stopped the current credit card and set Devin up with a new credit card. This is a very good example of how important turning in every receipt.

Cheryl received a call from Money Tree on June 20<sup>th</sup> regarding someone trying to cash a check from the town of Fairfield to A&D Fire for the new fire extinguishers. A stop payment was put on the check immediately and Money Tree reported it to Crime Check. A new check was issued today and Devin will hand deliver it since we believe the original check was stolen from the business external mailbox.

### **Dates to Remember**

**July 14**

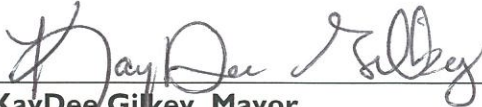
WSU Mobile Clinic in Fairfield

**July 22**

Community picnic

### **ADJOURN**

With no further business, the council meeting adjourned at 7:27 pm.

  
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KayDee Gilkey, Mayor

  
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Cheryl Loeffler, Clerk/Treasurer