

**REGULAR COUNCIL MEETING**  
**SEPTEMBER 7, 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 September 7, 2021 regular council meeting to order at 6:01.

Town Council members present were David Watling, Jamie Paden Steven Walk and Valerie Rogers. Emily Thomas was absent. David Watling left with a medical issue a few minutes into the meeting.

Others present were Kayla Billington of KBITS, Perry Paden, Angela Walk, Devin Billington, and Cheryl Loeffler.

**Approval of the Minutes**

**ACTION**

Steven Walk moved to approve the August 17, 2021, as presented; seconded by David Watling. The motion was approved 3-1 with Jamie Paden abstaining.

**Approval of Claims**

**ACTION**

Jamie Paden moved to approve the September 7, 2021 claims with EFTs for \$6,248.71 and checks 20607-20615 and 20622-20637 (taken out of order) for \$27,364.91 seconded by Steven Walk. The motion was approved 4-0.

	09/07/2021
Claims	\$20,864.13
Payroll	12,749.49
Total Paid	\$33,613.62

Signed by Jamie Paden, Steven Walk and Valerie Rogers

**Guest**

**Kayla Billington, KBITS Information Technology Services**

Kayla provides IT services for public works and town hall and helps on the town's website when needed. She was present tonight discussing recommendations from CISA, a federal agency under the Department of Homeland Security that provides guidance on cybersecurity. She also suggested that multi-factor authentication be utilized. Staff and council should contact Kayla so they can change their password for their fairfieldwa.com accounts.

**Old Business**

**Movie Night**

The votes for which movie will be counted on the 10th. The screen is here, and public works has done a practice run setting up and taking down. It appears easy to operate. Richie Brower from Upper Columbia Academy will be bringing some audio equipment for us to use.

**RCO Grant**

The official notification that the Pit project will be funded has been received. The grant is for \$33,000 plus the \$11,000 that we have to provide, which can be in-kind as well as actual funds. The next step is to make contact for the required Cultural Resources Survey.

**Meeting with Solid Waste**

Cheryl and the clerks from Rockford, Spangle and Latah met with Spokane Regional Solid Waste a few weeks ago and

discussed potential grants for cleaning up around our communities. They have notified us of a potential ecology grant for recycling tires, which could be in either Latah or Fairfield. They are looking into grants for possibly purchasing our own chipper but for the time being, they will reimburse the town 75% of the chipping bill. With John Thomas being so busy in his regular line of work, this will probably be our best alternative. Devin and Cheryl will work together to get this set up with a tree company and hauler.

### **PCIB Recommendations**

#### **BP 2021-12 Replacement deck at 202 N Jackson**

After receiving the plans showing the setbacks and railing, the PCIB recommended that the council approve the deck replacement at 202 N Jackson. All documents are in place.

### **ACTION**

Jamie moved to accept the recommendation from the PCIB to approve Building Permit 2021-12, replacement deck at 202 N Jackson Road; seconded by Valerie. The motion was approved 3-0.

The PCIB has asked the council to attend their meeting on September 14<sup>th</sup> when all their members will be present to discuss roles.

### **NEW BUSINESS**

#### **Zoom Application**

Kara Riebold from the Port of Whitman has contacted the town regarding federal funds that are available through a ZOOM grant to bring broadband internet to town. One of the requirements is that the town receives real estate excise taxes (REET), which we do not. This tax is only on a home when it sells, and the purchaser is the payer. It was brought before council in 2011 but that council did not vote on it. KayDee and Cheryl have a meeting on Friday with Kara, and this will be discussed in more detail with her. The present council's comments were in favor of implementing REET.

#### **Summer Lunch Program Audit**

The documents requested for the summer lunch program audit were not ready for the meeting tonight. Cheryl will continue to work on the Procurement Plan and Code of Conduct for the procurement review.

#### **Public Works Report**

##### **Sewer**

- Wastewater samples will go in this week.

##### **Streets**

- Grading will take place for fall once we receive some rain.
- Cascade should be out this week for warranty work on Main Street sidewalks.
- Ditch work starting on Carlton, 4<sup>th</sup>, and Prairie View.

##### **Parks**

- We are waiting to receive quotes back on removing pine trees.

##### **Water**

- Bacteria sample going in this week.
- RV dump frost free repair completed.
- 404 N. 1<sup>st</sup> Street water meter repair – permit pending.
- Emergency hydrant repair for Hilltop Hydrant #41, Main line repair, and service stub repair completed.

### **ACTION**

Valerie moved to approve the emergency declaration for the repairs of the fire hydrant at Palouse Country Assisted Living; seconded by Jamie. The motion was approved 3-0.

- Water Meter Replacement Project-bids received August 20<sup>th</sup>. Two sealed bids came in: Correct Equipment and Ferguson

ITEM	CORRECT EQUIPMENT	FERGUSON
3/4 " Meter	\$236	\$338.41
2" Meter	992	1256.24
Auto On/Off capability	Y	Y
System	37,199.00	64,729.00
Final Price Year 1:	63,691.44	111,091.79

YEAR 1:  
50 ¾" Water Meters, 10 2" Water Meters, antennas, radios, software, training, and support to have system operating.

### **ACTION**

Steve moved to accept the bid from Correct Equipment for the purchase of said amount of water meters at for \$63,691.44 for the first-year installment of the meter replacement project; seconded by Jamie. The motion was approved 3-0.

The plan is to first replace those meters inside homes, the meters that are unreadable or known to have problems. Communication with the residents is key to making this transition smooth.

### **General:**

#### **An Example of a Regular Task:** SCADA

*Our SCADA (Supervisory Control and Data Acquisition) system in Fairfield is used for our water system. This SCADA is extremely useful in monitoring and operating the water system allowing town staff access to more information instantly, allowing more control over the system, and is useful in alerting the appropriate people in the case of an issue within the system. Over the Labor Day weekend, the SCADA System functioned just as designed and notified of the reservoir water levels getting low. The system was able to notify us about this issue prior to any concerns of the issue being brought to the town, its notification was early enough that the issue was able to be addressed in a timely manner with little to no impact on consumers and the system was back to operating as it should prior to a loss in water pressure or any other related issues being noted. With the information the system provides to us we were able to act quickly and appropriately with no guess work, and instantly were able to monitor the improvement as the operations were adjusted. This weekend is a great example of the value of this SCADA System to our town.*

#### **Other**

None

#### **Compliments/Complaints**


None

#### **Dates to Remember**

Range Mobile Clinic     September 15  
Movie night                September 17

### **ADJOURN**

With no further business, the council meeting adjourned at 7:06 pm.

  
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KayDee Gilkey, Mayor

  
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Cheryl Loeffler, Clerk/Treasurer