

## REGULAR COUNCIL MEETING

FEBRUARY 1, 2022

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**

Mayor Jamie Paden called the February 1, 2022 regular council meeting to order at 6:00.

Town Council members present were Alisha Anderson, Jacob Warren, Steven Walk, Valerie Rogers and Emily Thomas.

Others present were Scott Lewis from Apollo Solutions, Chris McCarthy from Dept of Enterprise Services, Perry Paden, Angela Walk, Erica Warren, Devin Billington and Cheryl Loeffler.

The meeting opened with the Pledge of Allegiance.

### Guest

#### Scott Lewis from Apollo

Scott went over the Measurement and Verification report that Apollo Solutions prepared, showing the production of the solar panels at the treatment plant at the end of the first year. Fairfield is scheduled to have these reports prepared for the 2<sup>nd</sup> and 3<sup>rd</sup> years, but we can opt out of them.

### ACTION

Steven Walk motioned to cancel the measurement and verification reports that would be prepared for the second and third years of the solar panel operation, seconded by Emily. The motion passed 5-0.

Cheryl asked Chris what to do with the remaining balance from the project. The remaining funds are a result of sales tax being incorporated into the project, and it was determined later that the project was exempt from sales tax and the project was completed under budget. The funds are the town's and do not have to be returned. They can be used towards the loan.

### Old Business

#### Event Committee

Perry Paden was here to discuss the information he has gathered. He has talked with different insurance companies about event insurance, which is available for events with or without alcohol being served. The town has obtained event insurance, without alcohol, through RMSA and a third company, for Flag Day. It costs the town \$175 for the one-day insurance.

In order for events to have the ability to serve alcohol, the organizing group must have their 501c-3. The Service Club is registered with the state as a non-profit organization. The council reiterated that a meeting with the Service Club must take place first. Perry will invite them to the next council meeting. Putting together a list of people and having a round-table discussion to determine their interest could be a good start.

The first event he would like to do is work with Palouse Country Assisted Living and put together an Easter Egg Hunt. Jacob did remind everyone that the motion made and passed at the last meeting was to do research about forming this committee, not to start the actual planning of events.

#### Report from fiscal audit

The town was found to be compliant with the fiscal monitoring of the grant requirements from Spokane County Community Services, Housing, and Community Development (CSHCD).

#### Loss Control Grant

RMSA approved the \$5000 loss control grant for security improvements. Devin will work with KBITS, the town's IT person, on purchasing surveillance cameras. Jacob is still researching video retention and the signage.

## **Yard of the Month**

Alisha has not contacted Steve Braun and the FFA yet. She needs more information. Tekoa does a Yard of the Month. Cheryl will find out who she should contact there to see how their program is ran and bring that information to the next meeting.

## **Past Due Accounts**

The current past due report was provided to the council. Late fees will be charged to those that haven't paid by February 1<sup>st</sup> and door hangers will be put out with 24-hour notice for shut-offs on February 10<sup>th</sup>. There were no applications for the COVID-19 utility hardship grant.

There is new funding through SNAP that has just become available. Cheryl will do more research on this. One resident is currently applying, and we have received payment from a different SNAP funding source for another resident.

## **Planning Commission**

### **WATV Ordinance**

Jacob has done work with the Washington Off-Road Vehicle Association. He will look through this ordinance and prepare a fact sheet that will be user friendly.

## **PCIB roles**

The council was given some information from MRSC and the State Attorney General regarding the Open Public Meeting Act and whether the PCIB can be classified as an advisory committee.

The ordinance that joined these two boards needs to be rewritten to better define the Planning Commission and Improvement Board roles. Cheryl will send the council the ordinance that combined the two boards.

## **NEW BUSINESS**

### **Little Free Pantry**

Richie Brower of the Pathfinders from Upper Columbia Academy would like to work with the town in building and placing Little Pantry boxes around town. The council thinks this would be a good idea. Cheryl will invite Richie to a council meeting to discuss this further.

## **Public Works Report**

### **Sewer:**

- WW samples going in this week.
- Northridge sewer main replacement project completed. Smoothing road and final cleanup.
- KME installed new flow meters.
- Effluent building ceiling replacement.

### **Streets:**

- Northridge to have 5/8- gravel added to the course base and smooth out potholes/voids. Road will settle and will continue to have gravel added as needed. Final clean-up and smoothing out the road is still in progress.

### **Water:**

- AMI water meter system. Collector installed today. We are waiting on software and licensing then we will be able to remotely read water meters.
- Meter replacement timeframe 3 years or as soon as possible? According to BIAS, our billing software, extending installation of the meters over years will be very difficult for billing purposes and suggests, if possible, to get them installed at once. The council asked to see the budget for the meters before they make a decision.
- ERG Assistance is working on a document for us to send out to further inform consumers about the water meter transition.
- Bacteria sample to go in this week.

**General:**

- Annual Customer Satisfaction Survey is scheduled to go out with our next water bills. We will be going over prior year’s results to analyze areas of improvement.

**An Example of a Regular Task:**

Bio Solids Report (2 HRS.)

This is an annual report done by all wastewater plants and facilities in Washington whether they have biosolids or not. This report is sent to DOE and the local health jurisdiction after completion. This report serves as documentation for the state and to ensure bio-solids, or sludge is being handled and dealt with safely and properly. Fairfield will be submitting our report shortly.

**Approval of the Minutes**

These corrections need to be made to the January 18, 2022 minutes:

Add that the council asked about notification sent to Murphy’s regarding the tree on McNeil.

No mention of discussing the paper of record. Needs to be on the next agenda.

The date for the fireman’s banquet should be Feb 6<sup>th</sup>.

**ACTION**

Emily moved to approve the January 18, 2022 regular council minutes with the stated corrections; seconded by Steve. The motion was approved 5-0.

**Approval of the Claims**

Valerie moved and Jacob seconded to authorize the claims of February 1, 2022 with EFTs for \$7,450.14 and checks #20767-20786 for \$49,128.42, seconded by Jacob. The motion was approved 5-0.

	2-01-2022
Claims	\$46,102.10
Payroll	10,476.46
Total Paid	\$56,578.56

Signed by Steven Walk, Emily Thomas and Valerie Rogers.

**Other**

**ARP Funds**

A conversation about ARP funds will be held on February 17<sup>th</sup> at the community center. Commissioner Mary Kuney will facilitate the meeting along with representatives from Greater Spokane, Inc, Innovia, Avista, and broadband. The town councils and clerks from the surrounding towns will be invited. The ARP funds are intended for economic development.

**Cathy McMorris Rogers**

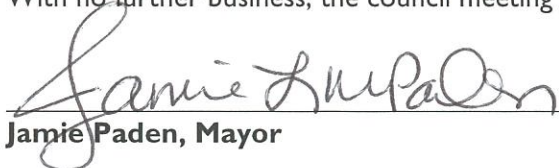
Cathy McMorris Rogers will be holding a town-hall meeting on February 18<sup>th</sup> at the community center from 10:30-11:30. Everyone is invited to attend.

**Compliments/Complaints**

Jamie complimented Devin on his dog rescue from the treatment ponds.

**Adjourn**

With no further business, the council meeting adjourned at 7:36 pm.

  
 Jamie Paden, Mayor

  
 Cheryl Loeffler, Clerk/Treasurer