

**REGULAR COUNCIL MEETING**  
**MARCH 5, 2024**  
**6:00 P.M.**  
**COMMUNITY CENTER**

**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 David Rafferty called the regular council meeting to order at 6:01 pm and opened the meeting with the Pledge of Allegiance.

Council members present were Alisha Anderson, Brady Collinson, Cynthia Davidson, Amanda Blood and BillENZler.

Others present were Terry Phillips, Diane Kooyman, Debbie Cato, Richard Ralidis, Devin Billington, Jared Harward and Cheryl Loeffler.

**Guest**

Terry Phillips presented a proposal for an RV campground that could be placed behind the town shop where the Memorial Garden had been proposed a few years ago. To start out it could be "dry camping" with potential for hook-ups in the future. Rules and limitations will need to be worked out about the length of time one can stay there and what activities would be allowed on the premises.

More research needs to be done but it has potential. Cheryl will investigate what it takes to insure an RV campground.

**Public Comments**

There were no public comments tonight.

**Old Business**

**Cyber Security Pilot Program**

At Cheryl's request, the cyber security agreement with VC3 was reviewed by the council and a motion was made to approve the said agreement before she would send an electronic signature.

**ACTION**

Cynthia Davidson made a motion to approve the one-year cyber-security pilot program for one year at no cost to the town; seconded by Alisha Anderson. The motion was approved 5-0.

**CDBG Contract for Engineering Services**

The Professional Agreement between Century West and the Town of Fairfield for the amount of \$29,284, which is for the design phase of the Seward Street Sewer Project Century West was presented to the council for their approval.

**ACTION**

Amanda Blood motioned to approve the Professional Agreement between Century West and the Town of Fairfield for the design phase of the Seward Street Sewer Project. The agreement is for the amount of \$29,284. Alisha Anderson seconded the motion which was approved 5-0.

**New Business**

**Fairfield Food Co-Op**

There are currently 22 people signed up for the co-op's first workshop. They are not only from Fairfield but also Spangle, Latah, Tekoa, Oakesdale and Viola. The council wants the garden beds to be given out first come, first serve with Fairfield residents taking first priority. With the grant, purchases so far include 30 raised garden beds along with the potting soil, food dehydrators and canners. We will continue to purchase the necessary items as they come on sale. The membership fee to the co-op will be \$25 or someone can donate at least two hours to help out somewhere during this project to cover the membership fee.

**Test and Go Kiosk**

The council reviewed the information that was provided by the Department of Health regarding a kiosk that could be placed in an area with 24-hour availability that would be filled with Covid-tests along with other types of medical testing. After discussing this possibility, the council decided that this type of program would not be suitable for Fairfield.

**Public Works**

**Sewer**

Sewer samples next week.  
WWTF Lift Station #2 fault.  
Annual 2023 Dam Inspection submitted.  
Updates to Dam Emergency Action Plan (EAP) being finalized with the state.  
Updates to Dam Operation and Maintenance Manual (O&M) completed finalized with the state.  
Annual Bio-solids report submitted – Attached.  
Rates for septic pumping.

**Streets**

Grading should happen soon waiting for weather.

**Parks**

Annual in-depth checks and maintenance are being performed on mowers prepping for spring season.

**Water**

Water Samples next week.  
Estimate for Hamilton water service in house vs outsourced. – Attached  
Cyber Security for Utilities Certificate RCAC 02/22/2024 CEU’s  
Cyber Security EPA (Environmental Protection Agency) 02/27/2024  
Water and Sewer Rates attached of other communities.

**General**

L&I Update.

**An Example of a Regular Task:**

*Daily Monitoring Report DMR (1 HR.)*

*A DMR is a report filed monthly by each Wastewater Facility in Washington. This report is sent to Ecology and is designed to ensure systems are maintaining compliance and to monitor ongoing system results. These reports include information pertaining to flows in and out of the facility, sample results, and other notable details. Fairfield tests for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), Total Phosphorus, Ammonia (NH3), and Fecal Coliform in our WWTF on a bi-monthly basis. In addition to these tests, we test for temperature and pH daily. We also record flows daily, track precipitation and weather temperature and factors, and record any other pertinent information that may affect our WWTF. All this information is filed in house and most of this information is sent to the state by no later than the 15<sup>th</sup> of each month. This information is useful to ensure that our facility is operating at its peak performance and to assist in noting any areas where improvements may be needed.*

**ACTION**

Brady Collinson moved to approve the sewer project using the CDBG grant, seconded by Bill Enzler. The motion was approved 5-0.

**Approval of the Minutes from February 20, 2024, regular council meeting**

**ACTION**

Cynthia Davidson moved to approve the February 20, 2024 regular council minutes as read; seconded by Bill Enzler. The motion was approved 4-0 with Alisha Anderson abstaining.

**Claims**

Alisha Anderson moved, and Cynthia Davidson seconded to approve the March 5, 2024 claims with EFTs for the total amount of \$13,291.57 and checks numbered and 21567-21581 for \$44,672.87. This motion was approved 5-0.

Date	03-05-2024
Claims	\$43,699.32
Payroll	14,265.12
Total Paid	\$57,964.44

Check register signed by Brady Collison Cynthia Davidson and Amanda Blood

**Other**

The town was contacted by Dan Walker, who produced the videos that went along with the Palouse Scenic Byway campaign. The original videos came out in 2013 with an updated version in 2019-2020. Several of the communities have asked to have him update their town’s videos and he is asking if Fairfield would like an updated version as well. The cost to the town would be around \$250. We will check with Dan to see if Flag Day could be instrumental in the timing of the new video.

**Security cameras**

Additional security cameras needed on the community center and a better camera for behind town hall and at the shop with a 30-day video retention. Devin is interested in cloud-based security systems that will notify users of unusual activity going on. We will look into a Loss Control Grant to purchase the upgraded cameras.

**Compliments, Concerns and Complaints**

None tonight.

**Dates to Remember**

**3-6** Cheryl and Jared will be out of the office to a training in Pullman.

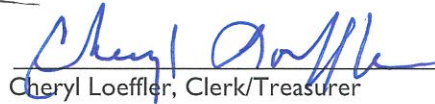
**3/14** Fairfield Food Co-Op workshop at the Farm at UCA

**Adjourn**

Alisha Anderson moved to adjourn the meeting at 7:25 pm.



David Rafferty, Mayor



Cheryl Loeffler, Clerk/Treasurer