

REGULAR COUNCIL MEETING
AUGUST 15, 2023
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 Valerie Rogers called the August 15, 2023 regular council meeting to order at 6:01 at the Community Center.

The meeting opened with the Pledge of Allegiance.

Town Council members present were Brady Collinson, Diane Kooyman, David Rafferty and Emily Thomas.

Others present were Kayla Billington of Kbits, Bryan Hicks, Debbie Cato, Richard Ralidis, Devin Billington and Cheryl Loeffler.

Excuse any council absences

ACTION

David Rafferty moved and Diane Kooyman seconded to excuse Alisha Anderson from tonight's council meeting. The motion was approved 4-0.

Correspondence and/or Guest

KBITS, IT Consultant

Kayla explained to the council about the recent phishing on the fairfieldwa.com emails and the set up now with multi-factor authentications (MFA) for each address. She advised that there be at least one dedicated administrative account and advised that the mayor, public works and the clerk or deputy clerk should not have administrative rights as those positions are highly targeted, especially in the smaller governments.

She stated that with cyber security being such an item everywhere, her business is not set up for the 24-hour monitoring that is required and suggests that in the very near future, the town begin searching for a full service IT company that can provide that more detailed security. She will monitor the emails and suggests adding two additional admin accounts for monitoring purposes. It was suggested to take the admin responsibilities away from Cheryl, keep Devin on and add KBITS, to the admin, which will give her the credentials needed to perform her monitoring.

ACTION

David Rafferty moved to approve two additional admin accounts, having Devin Billington remain as one and KBITS, IT Consulting to be the other admin for additional email security; seconded by Diane Kooyman. The motion was approved 4-0.

Engineer's Report

2023 Sewer Improvement Project

Bryan Hicks from Century West reported that the sewer project is winding down and they should be paving within the next couple of days. They ran a camera through the lines and found a belly from Railroad Avenue to the manhole, which the contractor fixed right away. There are valves identified on each end of the alley but waterline only on the Railroad to Johnson section.

Bryan asked Red Diamond if they could patch two additional areas while they are here. One would be the manhole on Ticknor that was originally funded in 2017 by FEMA and the other is on Brewster that the pavement had to be removed due to a major water leak. They came back with a quote of \$4,563 for the repairs. The funds to pay for these repairs would be from the FEMA grant of \$3,134 and street capital of \$1,429.

ACTION

Emily Thomas moved proceeding with Red Diamond repairing the two additional pavement areas on Ticknor and Brewster and to accept their bid of \$4,563 using the FEMA grant for the Ticknor repair and street capital for the Brewster repair; seconded by David Rafferty. The motion was approved 4-0.

Public Comments

- The comment was made about the length of the council meetings. Mayor Rogers explained that we have tried previously to monitor the time for each topic/speaker but still would end up with some very long meetings.
- It would be nice to have the speakers use the microphone.
- Thank you to public works for filling in the potholes on Third and Hamilton.

Old Business

Resolution 2023-02 A Resolution Of The Town Council Of The Town Of Fairfield, Spokane County, Washington, Updating The Adopted Comprehensive Plan In Response To The Annual Municipal Budget With Regard To The Transportation Improvement Program In The Transportation Element And The Capital Improvement Program In The Capital Facilities Element Of Said Adopted Comprehensive Plan

ACTION

Emily Thomas moved to approve Resolution 2023-02 02 Updating The Adopted Comprehensive Plan In Response To The Annual Municipal Budget With Regard To The Transportation Improvement Program In The Transportation Element And The Capital Improvement Program In The Capital Facilities Element Of Said Adopted Comprehensive Plan; seconded by Brady Collinson. The motion was approved 4-0.

Memorandum of Understanding (MOU) for AARP Grant

The town has been awarded a \$2,500 grant from AARP to purchase items that would be used in Hart Park, jointly with the grant for a pickleball court, which we were not awarded, The scope of work lists areas that the funds can be used such as installation of water/sewer lines, or items that would be related to Hart Park and future pickleball courts such as slatted benches.

ACTION

Brady Collinson moved to accept the MOU from AARP for the \$2,500 grant; seconded by Diane Kooyman. Motion was approved 4-0.

Office Update

Both Devin and Cheryl have been in contact with ServPro and AWC and still no definite end in site for the repairs to be complete. Cheryl will move to the board room at PNW until the job has been completed. They have offered the room with no rent. We will post on the door on bright paper of the temporary location.

Community Picnic

Cheryl presented a breakdown of the cost for the community picnic supplies which totaled \$325.80. The council asked to have movie night on the next agenda to discuss a possible Halloween event. Cheryl will reach out to Richie Brower and Todd Janssen who both have made comments about putting together an after harvest celebration. The Community Church may also be interested in contributing to some kind of autumn event.

Swim bus donation

Cheryl had a phone conversation with Alaina Merrill, from Invenergy regarding their \$1,000 donation for the swim bus program. They want to write an article to publicize their donation and use some photographs. We will get permission from the parents so pictures taken of the kids can be used in publications.

It was also suggested that the town's Facebook page have more posts made showing the positive things that the town is doing such as the lunch program, the swim bus, movie night and community picnic and other community events like the farmer's market. Cheryl will have Jarred start working on this.

New Business

SCRAPS Regional Animal Control Advisory Board

A letter was received inviting the contracted towns to select a representative to be on the resurrected SCRAPS Advisory Board. Mayor Rogers appointed Diane Kooyman to be this advocate.

Reversal of Late Fee

With the office being in disarray, the utility bills went out later than they should have and the residents that have normally come to the office to pay their utility bill did not want to pay their utility bill in a private home setting which has caused them to acquire late fees.

ACTION

Diane Kooyman moved to remove all late fees that were charged to residents for the May/June 2023 billing cycle due to the unusual circumstances with the damage at town hall. Seconded by Emily Thomas. The motion was approved 4-0.

Summer Lunch Program

The Summer Lunch Program ends this Friday. An audit was performed by the Office of the Superintendent of Public Instruction (OSPI) and everything was in compliance with the exception of the chicken nugget box which did not have a label with the appropriate nutritional information. They will come close to serving 1000 meals. Thank you to the Freeman School District and their dietary program for the generous food donation this year and for also stepping in to help with the Spokane Regional Health District's additional requirements. A thank you has been sent to Freeman's supervisor.

Old Fashioned Christmas

It's time to send invites to vendors. The date is December 2nd. It was suggested to decorate Levi's Room and have Santa Claus visit with the children in there. Cheryl will set the event up if no one else is interested in doing it this year. Diane will look into solar Christmas lights for the trees along the fence in Thiel Park and a suggestion will be made to move the Christmas Tree lighting event to the museum for better visibility. It was difficult to see the beautiful tree last year in the gazebo.

Public Works

Sewer

- Sewer project Main Street alley progress
- Sewer main/service install project Prairie View
- Sewer samples are going in

Streets

- Patch work

Parks

- Adjusting sprinklers

Water

- Water service installation to begin in August 2023 on Skyview/Wernz
- Water leak below PCAL
- Water samples going in. Bacteria, THM, HAA5, Well #2 VOC
- Sanitary survey scheduled for the 23rd

General

- Servpro at Town Hall

Public works has been marking the sidewalks with pink paint to bring awareness to possible trip hazards.

An Example of a Regular Task: Sanitary Survey (5 HRS)

"What is a sanitary survey? A sanitary survey is an inspection of a public water system's facilities, operations, and records. This inspection is one of the ways we identify conditions that may present a public health risk. The state drinking water rule (chapter 246-290 WAC) requires all Group A public drinking water systems to have a routine sanitary survey once every 3-5 years. About 1,000 sanitary surveys are conducted by the Office of Drinking Water, local health jurisdictions (LHJs), and contract surveyors each year." ~ <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/1331-477.pdf>

The Town of Fairfield has done well with our past survey from 2018 and is currently on a 5 year increment. Fairfield is scheduled to have our survey this month and we will be welcoming out DOH to look at our system (both physical aspects and paperwork). The council and Mayor are invited to attend, but not required. After the completion of the survey, I will provide the results to the Mayor, council, and public for review. This is a routine survey that is part of the state requirements for group A public drinking water systems, as Fairfield is.

Department/Council Report

Alisha Anderson was not present at tonight's meeting to give her report. She will give her report the first meeting in September with Brady Collinson giving his report the second meeting.

Approval of Minutes

ACTION

Emily Thomas moved to approve the August 1, 2023 council meeting as read, seconded by Brady Collinson. The motion was approved 3-0 with Diane abstaining.

Claims

David Rafferty moved and Diane Kooyman seconded the August 15, 2023 claims with EFTs for \$7,670.25 and checks numbered 21361-21371 for \$27,551.08. The motion was approved 4-0.

	08-15-2023
Claims	\$25,236.73
Payroll	9,984.60
Total Paid	\$35,221.33

Signed by Emily Thomas, Brady Collinson and David Rafferty.

Other

Dates to Remember

August 15 Broadband 101 in Spokane
August 24& 25 Cheryl gone

Adjourn

Brady motioned to adjourn the meeting at 8:26.



Valorie Rogers, Mayor



Cheryl Loeffler, Clerk/Treasurer