

**REGULAR COUNCIL MEETING
AUGUST 20, 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 6:00 pm and opened the meeting with the Pledge of Allegiance. Council members present were Alisha Anderson, Brady Collinson, and Amanda Blood. Others present were Bryan Hicks, Chris & Rachel Davis, Richard Ralidis, Diane Kooyman, Pastor Debbie Cato, Devin Billington and Jared Harward.

Excusal of Council Absences

ACTION

Alisha Anderson made a motion to excuse Bill Enzler from tonight's council meeting due to family obligations; seconded by Amanda Blood. The Motion passed 3 to 0.

Mayor David Rafferty then informed those in attendance of Councilwoman Cynthia Davidson's passing the previous Saturday, thanking her for her service and dedication to the town of Fairfield.

Correspondence and/or Guest

Bryan Hicks announced the bid award winner for the Seward sewer project. DW Excavating of Davenport, Washington won with a competitive bid of \$199,966.62. The project should start in late September 2024, with an estimated 17 working days for completion (although Bryan believes it will take less time than that).

ACTION

Brady Collinson made a motion to approve the bid being awarded to DW Excavating of Davenport, Washington in the amount of \$199,966.62; this was seconded by Alisha Anderson. The Motion passed 3 to 0.

Bryan also asked that the council approve an amendment to the original cost estimate for Construction Management (CM) of the current design phase of the project, with an additional \$37,250.00 being added to the original amount of \$29,284.00 bringing the amended estimate to a new total of \$66,534.00.

ACTION

Brady Collinson made a motion to approve Amendment #1 in the amount of \$37,250.00 being added to the original CM estimate bringing the amended total to \$66,534.00; this was seconded by Alisha Anderson. The Motion passed 3 to 0.

Public Comments

Pastor Debbie asked that the Community Center be made available for Cynthia's memorial instead of the Fairfield Community Church worship hall due to climate control issues.

ACTION

Alisha Anderson made a motion to approve use of the Community Center for up to 5 hours for Cynthia's memorial under the community service hours program; this was seconded by Amanda Blood. The Motion passed 3 to 0.

Rachel Davis volunteered to organize the 2025 Community Yard Sale; suggesting it be held in Thiel Park with all remaining unsold items being collected and donated to local thrift organizations. Public Works is fine with this, as long as no vehicles are driven in the park itself and all remaining materials are cleaned up after the event.

Old Business

WiFiber Franchise Agreement

The council is still awaiting review of the agreement by legal and will ask that wireless service in the Community Center, Thiel Park, and WWTF is provided by WiFiber as part of the agreement.

New Business

KBITs contract

The council agreed to renew the IT service agreement between KBITs and the Town of Fairfield.

Employee Handbook

The Town of Fairfield Employee Handbook was updated to include a timeline for receipts being turned into the Town Clerk within 48 hours of purchase, procedure for how town employees who are also involved in EMS services will respond to calls, and the removal of all pronouns to be in compliance with the Washington State requirement.

Open Council Position - Finance

With Cynthia's recent passing the Town of Fairfield will need a new council member in charge of Finance. The town has 90 days to fill the position and is weighing options at this time.

MRSC 2025 Budget Suggestions

Jared presented a report on 2025 budget suggestions put out by MRSC to keep up with the current rate of inflation. Jared will also be attending "Financial Bootcamp" put on by MRSC, the first week in October, to be better prepared for creating the 2025 budget. Devin also suggested that council budget workshops begin in September this year to allow extra time to help with the learning curve.

Update on Cheryl

Due to medical reasons Cheryl Loeffler has been unable to work in-office continuing to train Jared in regard to the responsibilities associated with Town Clerk. Jared asks that her position be extended to make up the lost time.

ACTION

Alisha Anderson made a motion to approve an extension of Cheryl's position to allow for the lost time to be made up; this was seconded by Brady Collinson. The Motion passed 3 to 0.

Public Works

Sewer: Sewer samples went in this week.
WWTF Lift Station #2 fault.

Streets: Addressing the pushing on Main Street.

Parks: Cameras are being installed in our parks.

Water: Working on Lead Service Line Inventory per the EPA. Due October 16th.
Cameras and security systems are being installed around our department buildings, wells, and reservoirs.
THM HAA5 samples went in.
Well #2 Nitrate samples went in.
Bacteria samples went in.

General: Hiring for Public Works Department – First round of interviews
Town Hall camera system installed.

An Example of a Regular Task:

Approval of Minutes

ACTION

Alisha Anderson moved to approve the minutes from the regular council meeting on August 6, 2024; this was seconded by Amanda Blood. Motion passed 3 – 0.

Approval of Claims

ACTION

Alisha Anderson moved, and Amanda Blood seconded to approve the August 20, 2024 claims with EFTs for the total amount of \$4,073.41 and checks numbered 21736 - 21750 for \$12,034.58. This motion was approved 3 – 0.

Date	08-20-2024
Claims	\$8,773.21
Payroll	\$7,334.78
Total Paid	\$16,107.99

Check register signed by Alisha Anderson, Brady Collinson, and Amanda Blood.

Compliments, Concerns and Complaints

Pastor Debbie expressed her continued to appreciation of Public Works and the amazing job they do on our parks.

Dates to Remember

Fairfield Farmer's Market
Back to School Splash Bash
Cheryl's Retirement Party
Co-op Workshop 10 – TBD
Fairfield Fall Festival

August 21
August 24
August 24
August 27
September 14

Adjourn

Alisha Anderson moved to adjourn the meeting at 7:22 pm.



David Rafferty, Mayor



Jared Hayward, Clerk/Treasurer