

**Town of Garfield
TOWN COUNCIL
PUBLIC HEARING PRELIMINARY BUDGET
REGULAR MEETING MINUTES Preliminary Draft
Town Hall – November 9, 2016**

CALL TO ORDER: Mayor Ray McCown called the meeting to order at 7:01 PM.

ROLL CALL: Mayor Ray McCown, Neal Leon, Mark Young, Daymon Marple, Dave Ulrick and David Jones. Staff: Clerk/Treasurer Cody Lord and Public Works Supervisor Reuel Klempel and Public Works Assistant Mark Phillips. Absent:

GUESTS: Tracy Hoffmeister, Jarrod Pfaff, Rebecca Jones and Becky Pfaff

1. Tracy Hoffmeister, Using RV for Office Space and Shed for Studio and Discussing How Many Chickens are Allowed on Her Property.

Tracy just wanted to make sure that the council knows that having siding on her RV wasn't intended to make it a permanent building. She states she has 3 households that have come together in one small house so she uses the RV as an office and the shed is used by her daughter as a studio. She put the skirting on the trailer because she doesn't like junk to be exposed and to help retain heat while she is using the space. Mayor McCown asks her if there is any sewer or water hooked up to it the trailer. Tracy responds no, they brought in electricity to the RV and that is it. It is not hooked up to town services and they sleep in the house.

Daymon Marple questioned if it is licensed as camper trailer. Tracy said no it is not licensed. Daymon explains if it is used as a recreational trailer it needs to be licensed. Daymon reviews the junk vehicle ordinance in the town code book but can't find any language that restricts or permits the issue. Mark Young feels they should table the matter and take some time to look into the details. Mayor McCown said possibly they could have the building inspector take a look at it. Tracy asks if she needs to come to the next meeting. The council said that was up to her on whether or not she would attend and Mayor McCown said they won't stop her from using it for now. Tracy said she would appreciate a quick resolution on the issue since the bad weather is coming soon. Neal Leon said there are no restrictions on the use of the shed.

Tracy also had a question about chickens, stating she has been told she could have 3 per household and she is wondering if they could have 5 on their property. Mayor McCown explains they hate to deviate from the ordinance restrictions because if they give permission to one family then they have to follow suit for everyone else in town. Rebecca Jones asked is this an ordinance that you actively enforce and Mark responded it has been an issue before. Mayor McCown says it is very tough to enforce and the police department deals with it when they get complaints. Mark states they will not ignore it if it becomes an issue.

2. Becky Pfaff Posting of Signage on 3rd Street

Becky Pfaff would like to request a 30 minute parking sign outside her coffee shop in 3rd Street. Something like 30 minute parking from 6 am to Noon Monday through Friday. Becky feels it would be easier for her customers to have access to her shop if a vehicle isn't parked outside her shop for long periods of time, especially since winter is coming. It is determined the sign would be on 3rd Street and not on the highway. Dave Ulrick said he sees no problem with allowing the 30 minute parking. Mayor McCown asked Becky if she wanted the town to get the signage for her. Mark Phillips thinks he may have an option in inventory and will take a look. There is some discussion about the type of sign and Dave thinks it would be better to use a state rated sign with reflective qualities to meet state standards. Mayor McCown said they will need to drill a hole in the concrete to set it and Dave responded there are regulations on how far it must be from the road. Mayor McCown also said they need to follow up on a left turn sign for Mike Nodine. Becky will email her

thoughts on a sign to Cody.

APPROVAL OF MINUTES: Daymon Marple **MOVED** to approve the minutes of the Regular Council Meeting Oct. 26th, 2016. David Jones seconded the motion and the motion carried unanimously.

POLICE DEPARTMENT REPORT: No Police Officer Present for this Meeting.

PUBLIC WORKS REPORT: Reuel Klempel and Mark Phillips present for the Public Works Department

Water

- They are working towards getting the holes filled on 10th and Spokane Street. The digging revealed several on/off valves that were not properly marked. Now they are identifiable in the future.

Sewer

- On Wednesday they met with Department of Ecology (DOE) and they said since there were so many violations at the plant for the last couple years they will be keeping a microscope on Garfield for a while and they want a lot of time spent out at the plant with monthly reports showing the time spent there. They would like to have Mark out there about 4 hours a day training and Reuel is currently spending about 75% of his time out there. DOE said they are a regulatory agency and have the ability to penalize communities for non-compliance but they would rather see the town come into compliance and keep their funds in their own communities.

DOE is very willing to help the town find grants to upgrade certain items at the plant. Reuel said there are several design flaws at the plant making it more difficult to operate since a lot of it is not automated. Mayor McCown was very pleased with the way that DOE reacted. They were very complimentary about the things that have been completed. They said it appears the town is heading in the right direction and stressed that the town continue to do that. Daymon said that the town is getting a new NPDES permit and DOE is working on that now. DOE would like to see a 5 year plan and they gave Garfield 6 months to submit that plan. Reuel said he would like to see the plant go to a zero discharge facility by possibly holding the discharge in a pond and using it for irrigation in the summer months.

DOE also brought up the I&I problem. On heavy rain days the plant sees a large increase in volume. The plant likes to run about 70,000 gallons a day but anything over that and the hydraulic load increases and washes out the plant. This is where DOE is thinking that grant money could come in handy. The grant money could help pipe lining where it is needed or fixing service lines that are letting un-needed water into the system. Mark Young asked is it possible to get the plant to a zero discharge facility? There are two parts to that issue; first the I&I and needs to be reduced so it is easier to contain 30,000 gallons of average daily flow and then the town would need to get some storage ponds built to meet the average historical flows where discharge can be stored until it can be applied to agricultural lands in the summer. DOE said there are no grants available for O&M issues but for improvements they are available.

One situation they are currently having is there are 2 secondary clarifiers and a scum pond and all of them run on the same header. The aeration chamber is an old clarifier, Reuel used the sludge judge in the chamber and it has 2 feet of black sludge at the bottom because the mixing is not happening correctly. Reuel needs to figure out how to solve the issue and control the DO in that tank and better manage the return rates. Mayor McCown wonders if the pipe going across the creek has something to do with it. Reuel said they have had only one really bad flow day but because it is averaged over the month he still didn't violate.

Daymon talks about the size of the ponds that would be needed out at the treatment facility and thinks it could be done without affecting the gun club. The fluids from the settling ponds can be irrigated to non-edible plants or can be irrigated underground. They could even irrigate the timbers

at the bottom of the cemetery hill. They wouldn't be able to water the cemetery unless it was done underground since fluid applied to the surface would be able to be walked on and not allowable by DOE standards. Daymon said Farmington has two ponds and has a much smaller responsibility in terms of testing and the operation doesn't require a Level II Operator to run the facility.

Mayor McCown said the current permit says that testing must be done at the end of the chlorine chamber. He said the best place to sample is clear at the end of the pond. If you test the BOD and TSS at the end of the chlorine chamber you are not getting the benefit of the settling pond. Reuel is looking at equipment to make this process automated and easier to manage. DOE will also be implementing restrictions on temperature of fluid being released into the creek. So if alleviating the need to discharge into the creek could be reduced or taken away it would be a lot better system.

Mark Young asks how the I&I into the plant can be fixed. Mayor McCown said the town needs to get in touch with the engineers and see what their suggestions are. Jarrod Pfaff said there have been several smoke tests conducted and there is a map that diagrams the flow and how the guys can flow meter test the manholes when rain falls. Jarrod said there is also a list of most of the problem spots and one location lets in 40,000 gallons a day with clear water when heavy rains fall and snow thaws. Dave said there are not a lot of clay lines left in the lower areas. Jarrod said there are still abandoned lines that are not capped for instance when the Love's diesel spill happened and they dug it up there were 3 or 4 connections they found in that area that were not capped. Mark asked if some of the problem with dealing with this situation was having to deal with private property and it was determined the main issue was the cost to address them.

Mark said this should be an issue they take up so the plant can remain in compliance. Jarrod said they only thing needed is they have to be willing to spend the money to make the repairs. Mayor McCown said they will have to look for money. There was some discussion about the main line and service lines and each of them could be contributing to the I&I but service lines will be tricky because they are on private property. Mark reminds them that DOE has given them 6 months to come up with a plan and dealing with the I&I should be part of it.

Reuel said basically what it comes down to is what direction would the town like to go with this and where does the town envision itself 5 or 10 years from now. Reuel said maybe after the holidays are over they can have a utilities meeting and figure out what it is that the council would envision and then get some input from ecology. Mark said in the meantime can Reuel be putting together what he thinks needs to be done. Reuel said what DOE is looking for is what will get the town to zero discharge. David Jones said they should be looking at what will reduce the flow going to the plant and how will they contain the discharge.

Mark said the I&I issues that the town is experiencing are almost insurmountable. Mayor McCown said they dug at Donna Manring's home and hit a 4 inch sewer line and nobody knows what it was servicing, he assumes it went to where Maureen had a trailer at one time. Mark said concerning the issue by Adams and 4th Street, the town still has that issue today and if the council knows about it then they need to do something about it. Mark asked Reuel to put together a sketch plan and some type of idea of what we need to do in town. Currently he feels like they don't have enough knowledge to know what to fix. Reuel said this is the first time he heard about the infiltration at 4th and Adams area. Mark suggests him traveling around town with Dave and then in January come back with a basic plan.

Mark said in 5 years the plant will be paid off and they just need to get to that pay off date so money can be freed for other projects. Reuel said it is doable and fixable, it will take some time but the town can get it there. Daymon asked will the contract between DOE and the town address the sampling at the end of the pond and the temperature issue. Reuel explains before they issue a permit the town will get a draft and the town can communicate to DOE what the changes are they would like to see. Daymon also said he wants to make sure Reuel is working on the 5 year plan. Reuel said DOE will give the town an administrative letter addressing what needs to be corrected

per the permit, also they will send a letter that will address the changes the town is making so the town doesn't receive more violations. Dave said the current NPDES permit ended in 2015 and that they may look at the one from 2010 to check for changes between the two.

Garbage

- Mark Phillips said there was a bad tire on the garbage truck and that the left front tire is worn twice and as bad at the right side.

Streets

- Nothing happening.

Parks

- Restrooms will be closed in the coming week.

OLD BUSINESS:

1. Review Special Market Conditions to Attach to Resolution for Future Backhoe Purchase

Mayor McCown asked Reuel and Mark if they could put together a list of the specifications they need for a backhoe purchase. Cody explains to the council in order to purchase with a Special Market Condition resolution the details must be very specific such as; location of purchase, make and model of purchase and the price the council is willing to pay for the purchase. Dave said the backhoe that was listed as surplus on the state site was \$25,000. Reuel said if you are looking at purchasing from another state agency surplus you can have first priority as another agency. Dave said basically they should call these surplus agencies and let them know what they are looking for, that way when it comes up the town will have the first attempt at it. Rebecca Jones questioned where the \$35,000 is coming from and with the current condition of the plant and I&I problems, is this the best use of town funds. Daymon responded the town needs the equipment to be able to repair the I&I problems. Mayor McCown said he will also assess whether or not to sell the other equipment once the backhoe is purchased. Reuel pointed out that grant money can't be used to purchase equipment but can be used to fix the I&I problem. Rebecca said \$35,000 in the bank is \$35,000 in the bank and a grant is a probability.

2. Review of Council Rules of Procedure

Mayor McCown said the literature on the table is the one they already discussed which is what Palouse currently uses. Mark pointed out that the sample Council Rules of Procedure could potentially present some hurdles for the town and that he is not for a lot of additional policy that other agencies say you have to have to properly function. He says Garfield is a small town and can't operate like Spokane or other cities, that common sense has gotten them through everything so far and he is inclined to leave it the way it currently is. Neal Leon also said he feels they should keep doing things the way that they have been doing them in the past. Council collectively decides that they will not take up the Council Rules of Procedure policy.

NEW BUSINESS:

1. Washington State Auditor's Office Results

Mayor McCown said the State Auditor left a letter with a few small changes the council needs to take up in the near future. Cody explains the council should address the current surplus policy, cost allocation policy and distribution of reserved and unreserved funds and how to properly reflect them based on BARS recommendations. Mark said he was in attendance at the Exit Meeting and none of the items they want revised are hard to accomplish. Mayor McCown said the numbers of the audit came out exact and they had very good things to say about Cody's performance with the town.

2. Employee COLA for 2017

Mayor McCown said Cody needs to finalize the employee pay resolution for the 2017 budgeting figures

and part of that is deciding whether or not to issue a Cost of Living Adjustment (COLA) for 2017. Cody placed an article on the table saying Seattle’s 2017 COLA is 2.1% and council had decided in the past that annually they would decide how much to grant in COLA up to 2%. Mayor McCown said he suggests the council allow the 2% COLA for 2017 budget. Daymon Marple **MOVED** to accept a 2% increase in payroll expenses for the COLA paid in 2017 salaries. David Jones seconded the motion and the motion carried unanimously.

3. 2016 Budgeted Transfers That Were Budgeted Will be Transferred Before the Next Council Meeting.

Cody informed the council he would like to complete all of the remaining 2016 budgeted transfers that are not currently completed. Daymon Marple **MOVED** to transfer the remaining 2016 budgeted transfers that are not completed. Neal Leon seconded the motion and the motion carried unanimously.

FINANCIAL:

Approval of Checks: Daymon Marple **MOVED** to approve the following bills presented to council for payment. Mark Young seconded the motion and the motion carried unanimously.

Check Register #12502-12505 Plus EFT Dept. of Retirement	Payroll: \$9,058.06
Check Register #12506-12529	Claims: \$21,075.38
	Total: \$30,133.44

ADJOURNMENT: Daymon Marple **MOVED** to adjourn the meeting at 7:50 PM. Neal Leon seconded the motion and the motion carried unanimously.

The Budget Workshop will commence immediately following the Regular Council Meeting.

Ray McCown, Mayor

ATTEST: _____
Cody Lord, Clerk/Treasurer