

**Town of Garfield  
TOWN COUNCIL  
REGULAR MEETING MINUTES Preliminary Draft  
Town Hall – July 22, 2015**

**CALL TO ORDER:** Mayor Ray McCown called the meeting to order at 7:00 PM

**ROLL CALL:** Mayor Ray McCown, David Jones, Daymon Marple and Mark Young. Staff: Clerk/Treasurer Cody Lord, Public Works Assistant Brad Hasenoehrl Absent: Sharon Schnebly and Tim Southern

**GUESTS** Joseph Hojnacki and Mike Fuentes with Apollo, Kirsten Wilson with Dept. of Enterprise Services, Paul Kimmel with Avista, Sandra Cavallo and Scott Bowman.

Kirsten Wilson is here to talk about the city doing energy efficient projects. The town has an opportunity to do an energy upgrade project through an RFP or through the Department of Enterprise Services (DES) and DES would manage the program for the town. DES takes care of all the bidding issues for the project. The town can still request certain contractors. It allows for a certain amount of guarantees and takes some of the workload off the town employees.

Mayor McCown said so you would be doing an inventory of what you could provide the town. The Mayor said we want to know what the product is that we are going after and that is still unclear. Daymon Marple is unsure about how many systems the town has that would require energy efficient upgrades. Joe Hojnacki from Apollo said that is why they come and do an energy audit to identify what can be improved. The first step in that process is the IAA contract, it shows there is no commitment but an interest in your part. The first step is to sign the IAA and getting information from Cody. Mayor McCown said the town would want to know what is available before signing for anything. Kirsten explains that Washington State RCW doesn't allow for that to occur. There are two ways; either an RFP or work within the DES with an interagency agreement to move forward.

Joe said the first step will not cost you anything. Mark Young clarifies so the town signs this contract, finds out the projects for no charge, and then decides whether to move forward or not? Kirsten said yes, the interagency agreement doesn't obligate the town to anything but allows the town to move forward with the exploration of potential projects providing energy cost savings. The preliminary audit is something the ESCO comes in and does, it is the first look through all the facilities. They will identify the potential of what the town can save. Then the town would move onto the investment grade audit proposal, this would be the first stage the town would need to spend any funds. The town then looks at the audits and selects which projects to approve.

The IAA agreement does not obligate you to funds but it does talk about fees the DES will charge if it is developed and the town goes to contract. It will clearly spell out the full contract fee and the termination fee. They will only charge a termination fee if the town issues contracts for signature and then says no. There are many steps before the town gets to that step including a couple advisory meetings before then. Daymon said he would like to come back to the spaces the town owns; this building, the fire department, and the sewer plant and he just doesn't see any huge savings. He said he doesn't see them being able to save the town enough to make it worthwhile. Over 40% of the street budget is Avista utilities and the town will be moving towards LEDs in the near future with TIB grants paying for those changes.

Kirsten said she could go through the contract in about ten minutes. Mark said he doesn't believe the council would be in a spot to make a decision this evening. Joe mentions that Palouse is having Stephen Bishop look over the same contract that Garfield received in hopes of moving forward with Apollo and DES. Mayor McCown said the council can reconsider it at the next meeting after some input from the town attorney. Kirsten said she can come down again if need be.

Paul Kimmel with Avista is here to talk about the LED program with the Transportation Improvement Board (TIB). Paul is the Regional Business Manager with Avista based in Palouse. Avista decided to go with a 5 year change out on street lights so Garfield will be placed on the list to have lights changed to LEDs within

the next 5 years. TIB and Avista have decided to move forward with this project based on operational savings and higher efficiencies. Findings from the pilot program study convinced TIB to fund permanently thru the program Re-light Washington. In a nut shell small communities throughout the state of Washington with Avista lights will benefit from TIB buying down the capital costs for replacement. LED technology is still about 4 times as expensive, but the technology continues to reduce in cost. TIB will contribute money and buy down costs which will result in a reduction in street light bills going forward. It is about a 30% rate reduction. Once the change out occurs in all the communities it will trigger that reduction.

In Palouse there is about a 50% energy savings. Daymon said in addition to lower costs, the lights last longer and don't burn as hot. Paul said they have already started a schedule for replacement. Garfield is set up for the 2017 schedule but that is not set in stone. They are going to schedule upgrades through their own work crews. Steve Brink will come up as he has time and change them out. Paul said possibly they could accelerate that date and move Garfield into 2016. TIB is certainly supportive of accelerating the change out as well.

Mayor McCown asked is it possible to get someone to do an energy audit on the park. Currently there is one street light that is paid along with the city light account and two lights in park the town pays separately for. There is a meter on the restroom building. Mayor McCown would like to switch the lights in the park over to the meter and put them on timer. Then put that yard light on the box so that the bill could be reduced. Mayor McCown asks Paul if someone could look at those figures to see if it makes sense to make those changes. Paul will talk with a project coordinator to see if it makes sense to make the changes. Paul will also keep Cody informed about the schedule for the LED changes. Daymon asked does the town need to apply with TIB to get on the schedule. Paul said no that TIB will trigger for all communities as they want to get that reduced rate as soon as possible. Paul assures the council that Avista does want to save the community money.

**APPROVAL OF MINUTES:** Daymon Marple **MOVED** to approve the minutes of the Regular Council Meeting and Public Hearing of July 8<sup>th</sup>, 2015. Mark Young seconded the motion and the motion carried unanimously.

**POLICE DEPARTMENT REPORT:** No police here tonight.

Daymon commented that the police are around town a lot more. Mayor McCown said there was a disabled vehicle downtown and he talked with the department about it and it was taken care of immediately.

**PUBLIC WORKS REPORT:** Brad Hasenoehrl present for the Public Works Department

Neal provided the town with a bid for grading streets. There are several streets in town with pot holes and Mayor McCown is worried about grading dry gravel into them and thinks it won't hold up very well. Neal said up on Union Street and the west side of Adams there are some pretty good potholes. Neal said if you fill them in with gravel then oil it will hold up pretty good.. Daymon clarified that the town is oiling over the top of the graded streets. Mayor McCown said it is almost to the point that he is considering not oiling this year, but there is still a lot of dry days left in summer so they will go through with oiling.

#### **Water-**

- Brad met with Strom and they talked about the lack of communication between the radios on the water towers and it is not sending a good signal to the Telemetry box. Strom looked over the system and said they could fix it for between four and six thousand dollars. They will get back to the town with a solid estimate soon. Strom had a couple options for wiring the new system and said they could use the existing wiring as long as the signal was strong. They want an undisturbed line that won't interfere with the system. Brad said the main reason to fix this is so the well doesn't stick on every time it gets hot out. They will put all new sensors in the tank. Mayor McCown said because Strom has done so much work for us this year, Brad will need to have a couple bids to get the project completed.

- The chlorine system is working as well as it can.

#### **Sewer**

- The sewer plant still had about 4 violations last month and Brad is still working to get fecal numbers down, as well as, the ammonia numbers.
- Brad and Mark replaced the last 8 nozzles on the bio-cell so that should help the system run more efficiently. Mayor McCown asked, did you get the nozzles to spray fine? Brad said yes but there is not enough pressure with only one lift pump running so they will have the second one operating soon to push more fluid through the nozzles. Daymon asked about the leaking seals on the bio-cell and Brad said with the nozzles installed the leaking has stopped.

#### **Garbage**

- The garbage truck is running great. There is one little issue that Brad can deal with, it is a little limiter switch which tells it to empty.

#### **Streets**

- The county called back and said they will be here by Friday to start grading and also Lyman will be here to start oiling on Friday too. Brad will have them grade and then oil right behind the county. The county said they will be to Garfield by 8 am. Brad suggests moving forward with the county and Lyman since they are prepared to start immediately and thanks Neal for his submitting a bid.

#### **Park**

- Brad said the park and entrances are being mowed and everything looks good in the park.

Mark asks when the fire hydrants will be changed. Brad said he and the fire department have a list of the ones that need changed. Neal suggests not opening them fast and don't shut them down fast, and then once they are open make sure to open the valves all the way. Cody suggests to Brad that he or the fire department schedule the fire hydrant testing with town hall so he can inform the community.

#### **OLD BUSINESS:**

##### **1. Helpful Information for Ag Issues**

Mayor McCown asked if everyone had seen the list with recommendations of who to talk with about Ag issues. Mark did talk with Stephen Bishop about the issue of crop dusting and low flying planes, Stephen said the town is able to provide concerned citizens with some recommendations of who to talk with about their issues but the town also needs to explain to them why the town can't get involved. Mark said he dealt with his neighbor just today and as long as residents feel they have someone to voice their concerns then the anger would dissipate. Cody explains to the council he has made a list of important people and agencies dealing with Ag issues and will have them on hand if ever asked about the matter. Daymon asked is Scott with the Dept. of Ag. in the Spokane office and Cody said yes. Mark said they were spraying again last weekend but this time they seemed to fly in such a way to circumvent the spray from going back into South Hill.

#### **NEW BUSINESS:**

##### **1. TIB Grant Proposal**

Cody explains Keltic Engineering is proposing another attempt at fixing the curb, gutter, sidewalk and storm drain along the Eastside of Highway 27 from about the bend to the railroad tracks through a TIB grant. Keltic has presented three different options; one with no parking on the street, one with 10 foot wide parking allowed and the final would be street parking from existing sidewalk to the highway. There are three different figures for each project ranging from \$110.00 to \$50.00 a linear foot. Keltic is proposing doing the \$78.00 a linear foot option. The council is in agreement they would like to leave some kind of

street parking on Highway 27 as there is limited parking with those properties otherwise.

Sandra Cavallo said she has a question about the north side of town, how would that affect them. Mayor McCown said at this time they couldn't answer that question. Mayor McCown said he would rather see the roads to the school get fixed as he thinks that money would be better spent on that option. He explains that TIB wants to do more visible projects so when cars drive through town they can see where the money is being spent. Mayor McCown said to Sandra I know your house is very close to the highway, Sandra confirmed it is only about 6 to 7 feet to the highway. Mayor McCown said he would like Cody to call Central Washington Asphalt and have them come remove the construction signs and fill in around the ramps with gravel. The Mayor also said the sign company went through one of the culverts when putting in their signs.

Mayor McCown thinks at least a 10 foot parking strip would be good. Daymon talks about the south side of that street saying there are no sidewalks on that side. Mayor McCown said the wall of the Grumpy's Tavern is the property line and the wall of the Love's building is the property line. Cody explains Keltic will need to look at the street further to determine what can be done on that side but tells the council the town could apply for that in the same TIB grant application. Mark thinks the town should go for it and try to get both sides completed at once and he is in favor of the \$78.00 a linear foot option. Neal asked why they can't put a storm drain down instead of a storm swale. Cody thinks the main reason would be the difference in price but will check with Keltic.

Sandra worries about diverting any more water into the current culverts saying that during some springs they currently can't handle the water from the run off. Mayor McCown said the town wouldn't tie into that ditch so no additional water would make it into that system. The culvert they would be talking about comes down to the meat market and Love's building and has a different outlet. Council agrees to have Keltic move forward with looking into option #2 at the \$78.00 a lineal foot and also addressing both sides of the highway with possibly just a sidewalk on the south side of the street instead of parking on both sides.

## 2. 2<sup>nd</sup> Quarter Financial Statements and Summary

Mayor McCown asked Cody to go through the budget and just extract the revenues and expenditures for the whole budget, to not include the beginning and ending balances or transfers. He would like to know all sources of income and then to have a figure of what the town has spent to date so they have a very basic idea of what has come in and what has been spent. Mayor McCown explains the town is already at about 80% of the sewer plant budget for the year. Cody explains to council since the town is working with a fairly new public works staff with not a lot of budgeting experience, he would recommend making all the transfers at this time so they know exactly what their remaining budget for the year is going to be, and council agrees it would a good idea to move forward with the transfers.

### **FINANCIAL:**

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

Check Register # 11949-11951 PLUS EFTPS	Payroll: \$6,108.65	
Check Register # 11946-11948	Claims: \$4,389.55	
Check Register # 11952-11961	Claims: \$5,190.16	Total: \$15,688.36

### **2<sup>nd</sup> QUARTER ADJUSTMENT REGISTER**

Daymon explains the adjustments that were made in the second quarter to the budget and billing systems. Daymon signed off on the adjustments on behalf of the finance committee.

**ADJOURNMENT:** David Jones **MOVED** to adjourn the meeting 8:05PM. Daymon Marple seconded the motion and the motion carried unanimously.

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**Ray McCown, Mayor**

**ATTEST:** \_\_\_\_\_  
**Cody Lord, Clerk/Treasurer**