

**Town of Garfield**  
**TOWN COUNCIL**  
**REGULAR MEETING MINUTES Preliminary Budget**  
**Town Hall – December 7, 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, David Jones and Daymon Marple. Staff: Clerk/Treasurer Cody Lord. Absent: Dave Ulrick and Public Works

**GUESTS:** Lisa and Eric Hasenoehrl with Keltic Engineering.

Lisa and Eric Hasenoehrl are here to talk about the TIB Grant, the I&I issues at the plant and the potential for a retention pond to serve the plant in the future. Eric says he heard that there was some interest from the town and also from Dept. of Ecology to explore future options with having a retention pond for the sewer treatment plant and that the purpose would be to move towards land application and away from discharging into the surface waters. The way it works is the town would apply for a design grant in the spring 2017 to be used in 2018 and then after DOE approval you would try to get another grant/loan to complete the project which would be 1/3 grant and 2/3 loan. The town would most likely apply for this in 2019 and it would be available for use in 2020. Moving towards land application would allow the town to employ a Level I Operator instead of having to pay a Level II Operator but then the town would incur the cost of irrigation sprinklers and with upkeep and maintenance the cost may not be that much cheaper. Also there is a method of using a wetland that is essentially a holding tank and would hold excess material until it could be run through the treatment system. Eric is not sure this would be the best method for the town. Mark Young asks why this doesn't seem like the best method. Eric says it would be in the town's interest to follow through on indentifying the I&I issues and fixing them so not as many gallons are making it to the plant and that would result in less material to treat.

Diana Washington from DOE also thinks this is a better way to go. Mayor McCown explains the I&I issues are the broken sewer lines and troubled manholes that are letting water into the system. If the town can figure out where the I&I issues are then it would reduce the amount of gallons the plant is having to treat and the town would no longer be in violation. Daymon Marple questions if he did the math correctly in indentifying how much of a reserve pond the town would need. Eric and Mayor McCown said the pond would need to be very good size as some of the high day run offs can exceed 250,000 gallons. Also with these high flows it completely washes out all the good bacteria in the plant. Eric said that the planning dollars are free so there is no harm in applying and seeing what the best plan going forward for the town would be, but he feels the town should really be focusing on the I&I problem as soon as possible. Daymon said also they apply for the planning grant dollars it shows to Diana that they are taking this seriously and trying to come up with solutions to the town's sewer plant issues.

Eric said they have produced the materials before with the diagram and map showing the manholes in town and how to track where the I&I issues are coming from. The guys need to go out and take pictures in the manholes to track the flows. They will want to take pictures now while the flow is down and then again in the wet or thawing season when the flows are high. Eric explains the pipes in the low lying area are the most susceptible to water issues. The amount of water they will be looking for would be a 1 inch difference in the pipe. They will also need to stick a flow gauge stick in the hole and measure the depth in the pipes. They will then need to chart this each time they take the measurements. Those measurements can be stuck into a excel sheet and used to help determine where the high flows are coming from. If they use the tables that Keltic has provided, they will easily be able to determine the general area where the high flows are coming from. There are a total of 21 manholes that need to be inspected.

Normally the plant runs about 60 to 70,000 gallons a day but on high flows it can reach up to 250,000 gallons so it should be fairly easy to see where that excessive flow is coming from. Eric said on 3<sup>rd</sup> Street there are a couple manholes that are low lying and take in water. A small manhole may be letting in a large amount of water. A couple manholes are brick and the mortar is missing so therefore it is letting in water. There are kits you can purchase to water proof the walls so it doesn't let as much water in. There

is also elastomeric grout that could be used in a couple. Old clay lines could also be allowing unnecessary water into the system. If you reduce the I&I issue you will reduce your operating costs at the plant by reducing labor and systems needed for treatment. Daymon said if they can start working on this then DOE would be happy to see progress and David Jones said they also like to see results.

Mark questions how the town gets started on this project. Eric said the public work guys can go out and start to track the numbers and start to identify where the issues are coming from. Eric said they could come assist the first time but thinks they will find it quite easy once they get started. Daymon said they should also be getting the camera from Rosalia and looking down the lines. Mark said to some extent didn't the town already do this. Mayor McCown said there was a company that used cameras in the lines and also they have had the lines smoked tested a couple times. Eric said the lines were smoked tested but they weren't done in the wet season. Mayor McCown said that Evergreen Rural Water will smoke test the lines for free. Mark asks will the water depth testing need to take place twice a year and Eric responded you will need to be doing this a couple times a month and during the melting months you may want to do it four times a month. Mark questions how long it will take to conduct these tests. Eric said it will only take maybe 5 minutes per manhole and much of that time will be walking to the next one, they could have all the manholes recorded in a couple hours.

David asked when the camera is dropped down the hole, what are they looking for. Eric replies they are just going to take a picture of the flow traveling through the pipes. They will then want to compare the outcome between the testing days. DOE will want copies of the results so information found in the field will need to be put into an excel spreadsheet. On the map the red lines are the ones you are going to run the camera down and it will show you what is happening. Someone will need to go out into the field and take hand notes. Mayor McCown said he will schedule with the guys the days when they know the flow is going to be higher. Lisa Hasenoehrl said once the data is completed they will give the guys an excel spreadsheet and they can plug the data in. Eric said it will result in numbers that they can follow up the branch and they will find the culprit area. Eric says they can also camera the system during dry times and in high flow times. Once they find an area that is suspect, then they can see how best to address it. Neal said basically they need to use process of elimination, they can check a manhole and if it is not running high run to the next manhole if it is running high you know it is the problem.

Lisa Hasenoehrl said that the TIB grant applied for this year was approved. It is to dig out the cracked base, reapply the base and crack sealing with the work being completed by the county. It will improve the areas that have alligator cracks. Mayor McCown said the Bridge on 3<sup>rd</sup> Street at the base of South Hill has some of the alligator cracking issues and he wonders if it would benefit from a seal coat and Neal said yes sealing it would help preserve it. Mayor McCown said possibly the county could also address this while they are here. Mark asked what is the process now and Lisa explained they will start working with the county to get on their schedule to get the project done which should be sometime during the upcoming summer. Lisa says the town applied for about \$25,000 but received \$46,000 because there is a chance there will be more money needed to cover the repairs of the base that will be dug out and it is easier to earmark the money for the project up front rather than asking after the project is started or completed. These funds are available for use in 2017.

**APPROVAL OF MINUTES:** Daymon Marple **MOVED** to approve the minutes of the Regular Council Meeting Nov. 16<sup>th</sup>, 2016. Mark Young seconded the motion and the motion carried unanimously.

**POLICE DEPARTMENT REPORT:** Chief Neumann present for this meeting.

Chief Neumann said everything is good in town. The department is still dealing with a neighbor dispute in Square Town. Mayor McCown said the surveyors are coming to survey that property on the 12<sup>th</sup> of December and hopefully those neighbors will get their issue solved. The department also tagged a vehicle in the trailer park and that vehicle was moved to Colfax. Daymon said the park looks so much better and now you are able to actually drive through it. The department is spending a little extra time at the Garfield School per their request due to some junior high issues. The department also did a death investigation a

couple weeks ago and the death appears to be from natural causes. Mayor McCown asked if the deceased had any family in the area that could be reached about the truck that is on California Street. Chief Neumann said Jerry Love can be contacted about that. Mayor McCown added it would be nice if the truck could be moved to a side street so that it is easier to plow once the snow comes and Chief Neumann believes he can get that done. Chief Neumann also stated the ATV/ORV ordinance is on the table. Palouse is currently looking at it as well.

Daymon asks is the language that is cited in the ordinance based on Washington State RCW and Chief Neumann says that is the way he recognizes it. What the state wants and what the town wants is that a road worthy type of vehicle be used. It would require ORVs and ATVs to get license plates and must have tail lights, head lights and must be able to pass inspections to get a plate. There is a kit that owners can purchase to make them street legal. Mayor McCown asked does the town currently have a problem with these types of vehicles and is this ordinance actually needed. Garfield would have the same problem as Palouse with these vehicles and that is if they are being used in town without an ordinance in place, state and county police officers can stop and harass at will if they are illegally operating an ORV or ATV on the highway. Also if a person is operating an ATV or ORV and has an accident, having an ordinance in place would reduce the town's liability. Mayor McCown said each of the council members have a copy of it and need to take it home to review and they can talk about it at a future meeting. There was a question about some people in town using power wheel chairs in town as transportation and Chief Neumann said they are exempt from these restrictions.

### **PUBLIC WORKS REPORT:**

Mark Phillips and Reuel Klempel are both absent from tonight's meeting. Mayor McCown handed out a list that Reuel made of items that are needed at the plant in the coming year. Mayor McCown said everything is going well at the plant and they are trying to get through their first month with no violations. In the past they have been receiving a violation for the chlorine test that is required to be taken on the weekend that they have not been able to complete. A building will be moved to the west side of the pond and automated testing machines will be placed in the building to take samples on the weekends and alleviate the violations that are currently happening. There are still two or three hydrants that are not working. Mark tried to patch the water line at McCully's house which is mostly done but still has a slow leak and the mayor had Mark fill in the hole until after the cold weather passes. Mayor McCown provided a list of items he would like to have the public works department complete in the coming year and asks the council to also provide any items they can think of that need to be added to the list. All the town's equipment is now stored inside the shop or the recycle center for the winter.

### **OLD BUSINESS:**

#### 1. Backhoe Purchase Under Special Market Conditions

Mayor McCown said that Reuel found a backhoe and he bid on it even though he didn't have the authority to do so. Reuel won the bid for the purchase of the backhoe. Mark said that is great he won the bid but the funding wasn't approved by the council and the town can't be doing business this way. Mayor McCown said he realized that but now the town is stuck with the purchase and if they didn't follow through they would no longer be able to purchase surplus items from the state. Neal said the town was not in a panic to make this purchase and they had plenty of time to get one. Mayor McCown said the selling agency has already billed the town for the purchase, it is \$29,000 and it is a dandy with everything they wanted on the machine. David questions why Reuel didn't have authority to make this purchase. Neal said they passed a motion to look for equipment up to \$35,000 but Neal and Dave were supposed to come back to the council with the items they were looking for when making the backhoe purchase. Neal said he heard nothing about approving a piece of equipment for purchase only the amount they were looking to spend. Mayor McCown said if they didn't make this purchase that he could guarantee that Reuel would quit. Daymon said he has been against the purchase of a backhoe from the start, however they will need one in the future to work on the I&I problems in town. Possibly they could have rented one but long term it will help to have the right equipment needed to make these repairs. Neal said he is not trying to say it is a bad

piece of equipment but the council makes the financial decisions not Reuel. David asked what can be done to fix this so they can make the purchase. Mayor McCown said Cody will need to prepare a budget amendment to authorize the purchase at the next meeting, the town will be spending the same amount of money whether it is done this year or next. Daymon said if you want a trigger for an audit issue this would be the very thing that will do it. Mayor McCown said there is a resolution for special market conditions purchase on the table and if the council approves it then it will be done. Neal said if the council goes through with this then they need to make it very clear that future purchase are only made after they have been asked for approved for by the council.

Mayor McCown said he would like to get this purchase taken care of and he will have a meeting with Reuel to make sure he knows how things are to be done in the future. Mark said they need to follow the process in the future and Daymon asked do they do a public reprimand for making this purchase without approval or do they allow the mayor to do that, what was just done without approval and resolution in place is not right and that is where issues with the auditors will come into play. Neal mentions he has more experience with equipment in the last 50 years than Reuel does and he should have had some input in the purchase. Neal was a little skeptical of the hours based on the age of the machine and says he has seen no pictures of it or specs of what they have purchased. Mayor McCown said the guys in Davenport didn't want to get rid of it. Mark asked so what is the process now. Mayor McCown said Cody has prepared a special market resolution #2016-12 that will need to be approved to authorize the purchase. Cody says because of the last minute notice he is adding a disclaimer that he pulled a resolution from a previous special market condition and made changes to that resolution to reflect this purchase and sent it to Bishop's Law office for review but they haven't gotten back to him with an approval of the contents of the resolution so it is what it is at this point. David Jones **MOVED** to approve Resolution 2016-12 authorizing and special market condition purchase of a 2003 New Holland backhoe. Mark Young seconded the motion. Neal Leon was in favor of passing the resolution and Daymon Marple was against it. The resolution and purchase passed.

### **NEW BUSINESS:**

#### 1. Ordinance 459-N Amending Ordinance 457-N Setting Levy Collection for 2017

Mayor McCown said this ordinance is to amend already adopted Ordinance 457-N stating how much the town is collecting in levy money in 2017. This needed to be amended since the \$10,000 Spokane Street levy failed. Daymon Marple **MOVED** to accept Ordinance 459-N amending Ordinance 457-N stating the levy funds collectible in 2017. Neal Leon seconded the motion and the motion carried unanimously.

#### 2. Amending Levy Certification for Collection in 2017

Mayor McCown said the levy certification is the letter the town sends to the county to inform them of the levy funds the town is collecting in 2017. The amount has changed only to reflect the \$10,000 Spokane Street levy that did not pass. Daymon Marple **MOVED** to change the details on the levy certification letter to send back to the county. Neal Leon seconded the motion and the motion carried unanimously.

#### 3. LED Lights 100 Watt or 200 Watt

Cody explained to the council he and Steve Brink had a conversation about 100 Watt versus 200 Watt LED bulbs to be used in city lights around town. There is a significant savings by using the 100 Watt which will result in about \$7.00 a light per month savings in town. Cody said the light outside Mitz's cabinets is a 100 Watt and the downtown corridor currently has older 200 Watt bulbs but the 200 Watts appear to be very bright. Cody said the light outside of Oakesdale heading towards the back road to Tekoa is a 200 Watt bulb if anyone would like to see how bright a 200 Watt bulb is. Mark said he was familiar with that light and has noticed it is very bright when driving by. Mayor McCown thinks there are a couple places in town that could use a 200 Watt light and encourages council to take a trip around town and see if there are any

places that stand out to them that could use more light. Mark said the town needs to save money where they can so he would suggest using 100 Watt bulbs.

**FINANCIAL:**

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

Check Register #12535-12537 PLUS EFTPS	Payroll: \$7,506.53
Check Register #12538-12541 PLUS EFT Dept. of Retire	Payroll: \$9,070.05
Check Register #EFT Dept of Revenue	Claims: \$1,374.67
Check Register #12542-12559	Claims: \$11,002.35
	Total: \$28,953.60

**ADJOURNMENT:** David Jones **MOVED** to adjourn the meeting at 8:02 PM. Daymon Marple seconded the motion and the motion carried unanimously.

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**Ray McCown, Mayor**

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