



Town of Coulee Dam
Green Oasis at the Foot of Grand Coulee Dam

Minutes
1301st Regular Council Meeting
August 9, 2017

6:00 p.m. Regular Council Meeting

Mayor Wilder called the 1301st regular meeting of the Coulee Dam Town Council to order at 6:00 p.m.

Roll Call

Council members present: Gayle Swagerty, Duane Johnson, Ben Alling and Keith St. Jeor. David Schmidt was excused absent.

Staff Present: Public Works Superintendent Mike Steffens and Clerk/Treasurer Stefani Bowden.

Pledge of Allegiance

Gayle Swagerty led the Pledge of Allegiance.

Presentation

Douglas County Auditor Thad Duvall informed the council of the new requirement to place ballot drop boxes in every town. He has been in contact with Okanogan County Auditor and they both feel the best place to install a drop box would be in front of Town Hall, near the utility payment drop box. He asked for council's permission to place 2 boxes, one for Douglas County and one for Okanogan County, and assured the town that the boxes would be clearly labeled and maintained by the counties. The Auditor's will also make sure that any ballots dropped in the incorrect box will be forwarded to the correct county. Ben Alling moved and Keith St. Jeor seconded to allow the placement of the boxes. Motion carried. The Auditors will work with the Town Clerk for placement time and location.

Public Input

None

Agenda updates & modifications

None

Consent Agenda

Duane Johnson moved with Gayle Swagerty seconding to approve the consent agenda. Motion carried.

Vouchers: Claim Vouchers and Checks:
 Claim Voucher No.'s 36773 through 36794 and EFT's dated July 26, 2017 in the total amount of \$143,459.09

 Manual Claim Voucher No.'s 36804 through 36805 in the total amount of \$140,129.86

 ACH dated June 17, 2017 in the amount of \$54.00 to Washington State Patrol for Background Check fees.

 Claim Voucher No.'s 36806 through 36833 and EFT's dated August 9, 2017 in the total amount of \$45,576.47 .

Payroll Checks: Payroll Check No.'s 36795 through 36803 , direct deposits and EFT's dated July 14 and 28, 2017 in the total amount of \$100,490.89

Bank Fees: July 2017 Bank fees/Invoice Cloud Fees

Voided Check: 36792 in the amount of \$19,948.09

Treasurer's Report: 2017 2nd Quarter Financial Report

Action Agenda

None

Discussion Agenda

A. Reserve Funds/Fund Balance Carry-overs

Mayor Wilder reviewed the established reserve funds for the town noting that the fund balances are well within an average percentile in comparison to other towns throughout the state. Several funds show a steady annual increase. Reserve funds are typically established for replacement of short-term assets, grant matching funds, future capital assets and capital debt service. The USDA Rural Development loans require specific amounts to be set aside for debt service. Too large of carryover amounts and reserve fund balances could potentially indicate that user fees are too high or that maybe the Town needs to consider updates to current facilities and equipment. Mayor stated "just something to think about as we approach budget time".

B. Wastewater Treatment ERU Calculations

The reserve fund discussions lead into the topic of future rates and ERU calculations to support the new Wastewater Treatment Facility. The engineers and Mayor took two separate approaches regarding the calculation of Elmer City ERUs versus the Town of Coulee Dam ERUs but both versions ended up with very close figures in the end. Elmer City costs should range somewhere between \$32.76 and \$38.50 per ERU while Coulee Dam is looking at a user fee of \$61.14 to \$61.40. These Varela, RD and the Mayor's fees are well under the initial estimated fees under the old (2011) Gray and Osborne plan. Discussions were held as to how and when to pass the project costs on to Elmer City for their proportionate share. Councilman St. Jeor asked what ERU amounts are being charged to the motels, USBR and Casino. The Town has an established calculation method that is reevaluated every spring and adjustments are made to those accounts based on that annual calculation.

C. Fire/Ambulance Human Rights Complaint Outcome

A very brief review of the Notice of Commission Action issued by the Human Rights Commission for a complaint filed against the Fire and Ambulance Department for Sexual Discrimination found that there was no unfair practice of the Town and the case will be closed due to "No Reasonable Cause".

D. Varela & Associates project updates

Daniel Cowger of Varela and Associates was present to provide an update on the Wastewater Treatment Project. Everything is moving forward. The Contractor has delivered some equipment and supplies and is scheduled to start construction next week. There has been some concern that the contractor has slightly delayed the project but they have assured the engineers that they can meet their schedule. Citizen Fred Netzel stated that he has been to the construction site and questioned why there are survey flags on the USBR property. Mayor Wilder reminded everyone that the Town has a license agreement with the USBR for use of that property. Wilder also wanted to remind Mr. Netzel and the councilmembers that no one should be on or walking around the construction site without approval due to safety issues.

Mr. Cowger also provided updates on the West Side Lift Station. A flow meter has determined that there is a higher flow than anticipated. Some "investigative work" will be performed to determine the cause. It could be a number of things...infiltration, higher than average users, etc.

The current TIB street project will go out to bid in December with a bid award anticipated for January 2018. The TIB applications for next year's street projects are due on the 17th. Applications are nearly complete and Varela is hoping to submit them by the end of week.

Staff, Council & Committee Report

Mayor

The West Side non-potable water reservoir is in need of cleaning. Discussions were held on the logistics of completing it including draining of the tank and how to accomplish it with the least amount of down time for users.

Police

Police Department is now at full staff. Mayor noted that lots of activity has been occurring recently and he is very pleased with the operations of the department.

Councilmembers

Gayle Swagerty briefly stated that the Parks element of the Comprehensive Plan is being worked on. Fiddle Creek cleanup and maintenance plan was a topic of discussion at the Parks and Natural Resources Board meeting held earlier in the day.

Duane Johnson thanked the Mayor for the detailed explanation and spreadsheets of the reserve funds. It will be helpful for the budget process.

Keith St. Jeor and Ben Alling provided some suggestions for the draining of the non-potable reservoir.

Gayle Swagerty also wanted to thank the Mayor for the work put into the reserve fund spreadsheets.

Announcements

None

Executive Session

None

Public Input

None

Adjournment

Councilmember Ben Alling motioned with Keith St. Jeor seconding to adjourn Council Meeting #1301 at 8:05p.m. Motion carried.

Mayor

F. Gregory Wilder

Clerk

Stefani Bowden