

Mayor Lee Webster called the meeting to order at 6:00p.m. Council Members present were Dan Smith, Art Smyth, Kris Dawson, Dave Freels and John Scheller. Also present were Public Works Director JD Smith, City Clerk Misty Ruiz, Police Chief Ron Oules and Deputy Clerk Desha Dawson.

**OATH OF OFFICE/SWEARING IN OF NEWLY ELECTED COUNCIL MEMBERS:**

**KRIS DAWSON COUNCIL POSITION #4**  
**DAVID FREELS COUNCIL POSITION #5:**

Council Members Kris Dawson and David Freels were sworn in, as elected, for their term on City Council by Mayor Lee Webster.

Mayor Webster stated that upon the recommendation of our City Attorney, Chuck Zimmerman, we will now be recording our City Council Meetings. This will ensure continuity, as we have been made aware that a member of the public who attends our meetings has been, and will be, recording our meetings as well. Mayor instructed those present to keep their comments relevant to the topics being discussed.

Council Member Scheller moved to approve the minutes from the Regular City Council Meeting on 12-14-2011 and Special Meeting Minutes from 12-29-2011 as submitted. The motion was seconded by Council Member Smyth and passed unanimously.

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the City Council.

As of this date 1-11-2012 the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows: Claims Fund voucher numbers #45020 through #45078 in the total amount of \$82,226.52. Payroll Fund voucher numbers #12836 through #12859 in the total amount of \$66,795.53.

**ADDITIONS/CHANGES TO THE AGENDA:**

There were changes/no changes or additions to the Final Agenda.

**MOTION:** Council Member Smyth made the motion to approve the January 11, 2012 City Council Final Agenda. Council Member Freels seconded the motion and it passed unanimously.

**PUBLIC COMMENT:**

**STAN MORSE :**

Mr. Morse stated that he has just finished a four-year term on the Chelan City Council and at this time, he is strongly considering running for the State Representative, 12<sup>th</sup> District Position against Cary Condotta in the upcoming election. He would be running as a Republican. He has been a lawyer for 32 years, including City Government Law. He stated that anyone interested in discussing his endeavor with him, or any ideas can contact him at any time.

ERIC DRIESSEN, BREWSTER SCHOOL SUPERINTENDENT – SCHOOL LEVY:

Brewster School Superintendent Eric Driessen present to Council to address any questions about the upcoming school levy. He handed out brochures that outline the levy and what it will cover, if passed.

FIRE DISTRICT #15 – CDBG GRANT:

Tim Baird, and Bill and Tonya Vallance of Fire District #15 presented to Council to discuss the District's previous request that the City consider possibly selling the current Fire Hall to the District, with the District then applying for a CDBG Grant to upgrade that facility. They also asked that the City be the sponsor for the grant. One other thing they had asked permission for was to have a structural engineer to evaluate the building. This has been performed.

At this point, the District is inquiring as to whether the City has considered any of the above areas, including the possible sale of the Fire Hall, adjacent lot and being the sponsor for the CDBG Grant. Council Member Dawson does not feel comfortable making a decision now. Council Member Freels has many questions. Council Member Scheller would prefer to wait as well. Freels asked what the benefit of doing any of this would be to the City. Tonya Vallance stated we would only be considering the sale of the building and that sale would have no effect on the current services. Baird stated one benefit would be the direct influx of cash to the City for the sale and that the City would no longer be responsible for the maintenance of the building.

The CDBG grant application due date is March 1<sup>st</sup>. After submitting the application, they would not know until June if they were accepted or not. Public Works Director Smith asked if they are not approved for the grant, is the sale of the building conditioned on the approval. Tonya V. said this is correct. Currently, the District pays rent to the City for the storage of their Fire/Rescue vehicles. Public Works Director Smith asked if the sale were to go through, would the City then be paying the District to store its fire truck in the building. Baird stated more than likely, we would not be charged.

Council Member Smith asked if the sale of the building to the District is even something we are authorized to do. How will this affect the tax payers? T. Vallance stated she can check into this.

Baird stated that they are not trying to "push" the City into anything, and certainly does not want to rush the grant application process. Baird also recommended that the Council Members present written questions that the District can then address one by one. T. Vallance suggested that the Council, Mayor and District meet to go over any questions or concerns before a decision is made. Council Member Scheller agreed stating that both parties should meet and discuss this further. Council Member Dawson and Council Member Smith agreed to meet with the District to discuss this further. Baird stated he would also be available for this meeting.

MAYOR WEBSTER:

PUBLIC HEARING:

WATER COMP PLAN:

Eric Smith of Erlandsen & Associates presented to Council to review the Water Comp

Plan for the City of Brewster, engineered and prepared by them. They looked into our future use in the next ten years, including population projections, operations/maintenance of our system, quality, pipes, pumps, lines, water rights, etc. They look for any areas of deficiency and make a list of probable projects for improvements. The DOH has reviewed this Water Comp Plan with a few recommendations still left to address before the Comp Plan is complete. The City is required to have an approved water system plan with the DOH.

Currently, Erlandsens has projected a 1.4% - 1.6% growth rate of the City over the next ten years and this is what most of their recommendations are based on. We currently have adequate capacity in our reservoirs, but they do need repairs (leaks). With respect to our distribution system is a hydraulic deficiency regarding our fire flow. The minimum require pipe size for this is 8" diameter – we currently have 4" and 6". This is something that will need to be changed within the next 20 years. They have also recommended that we loop any of our dead end lines.

Another issue is the quality of the pipe. Because of the age of some of our lines, these will need to be replaced on a schedules, rather than waiting until they break which more than likely could cause major interruption in services and cost us more money in the long run. The Hospital Way fire flow line is an issue and is on the near term improvement recommendation list.

The Angle Trailer Court is another area in need of upgrades/improvements. There is not a lot of fire flow in this area and there are a lot of dead end lines. There are only 3 meters that serve 39 trailers and these trailers all need to be individually metered. When asked which project was deemed the most critical to complete, Smith stated that the Angle Trailer Court should be high on the priority list.

Another issue that needs addressed is our river well and canyon well pumps. These pumps are nearing their life expectancy and will need replaced soon to keep continuity of service assured.

Erlandsen's, as a part of preparing our Water Comp Plan, also prepared cost estimates of the projected improvements that will be required to our system. At this time, they estimate that cost to be \$7.5 million. This will cover most of the repairs, but not all of them. Eric Smith stated that this study is a planning tool so that the City can stay on top of issues concerning our water service. We can apply for Grants to help assist with these repairs. Eric Smith stated they would like to have this Comp Plan completed and approved so that the City will be able to submit for funding to aid in covering the costs of these repairs. He stated that a CDBG grant is one option, depending upon how many submit (City will have to pick one grant to submit for). The Public Works Trust Fund is another avenue for low interest funds as well as the RCDC loan program.

E. Smith stated that Erlandsen's and Public Works Director JD Smith have attended some workshops with tech teams to strategize and outline some of the projects listed above, which has been helpful.

As stated, the Water Comp Plan is near completion. It is hopeful that the final draft and the resolution to adopt the WCP will be ready and available by the February Council.

PUBLIC HEARING – CITY OF BREWSTER WATER COMP PLAN:

Mayor Webster declared the Public Hearing for the City of Brewster Water

Comprehensive Plan open. No public comment was brought forth. Mayor Webster declared the public hearing closed.

**MISTY RUIZ – CITY CLERK TREASURER:**

**MONTHLY FINANCE REPORT:**

City Clerk Misty Ruiz stated that she is still closing out the books for December. The finance report they received shows the numbers through last Friday. We are in the process of our software conversion from Springbrook to Vision. The transition is going well, although will be time consuming to get all system modules in place ie: financials, cash management, utilities, etc.

**PUBLIC WORKS DIRECTOR JD SMITH:**

**PUBLIC WORKS UPDATE:**

Public Works Director Smith stated that the Draft Airport Leases have been received from Ogden, Murphy, Wallace and will be distributed to Council for review before the February Council. Julie Norton (OMW) will also be forwarding the new Ordinance regarding the Airport Rules and Regs as well as the Resolution regarding Airport Fees for Lease and Use of Lots or Spaces at the Airport. Public Works Director Smith suggested that Council Member Scheller and Dawson meet to review these as well (Airport Committee). Public Works Director Smith will schedule this meeting for next week.

Council Member Freels asked about the line dispute at the airport and has this been addressed. Public Works Director Smith stated that he has called Tory Wulf two times and has not received a response back. Public Works Director Smith will contact Mac Gebbers directly regarding this.

Public Works Director Smith also stated that he has done the GFI total water use for 2011 comparisons. In 2010, the new shed used 14.2 million gallons of water, and in 2011 they used 17.2 million gallons, which is well below the allowed 30 million. Again, this is well below their allotted use and it is good to know their water use has been reduced with the new shed.

**DOE WATER RIGHTS UPDATE:**

Public Works Director Smith stated that since the last meeting regarding the City of Brewster Water rights, he received an email from the DCPUD questioning why we had not requested irrigation rights for the Columbia Cove Park. In a previous meeting regarding our City Water rights between the Mayor, Public Works Director Smith and representatives of DCPUD, the City was of the understanding that the “water rights” referred to drinking water only. (It was previously voted to “shelve” our drinking water rights due to no demand for use at this time). The Mayor was also of the understanding that the DCPUD was going to request the irrigation rights for us on their own. If he had known we (City) needed to do this, we would have done it.

Upon further questioning after this email was received, Scott Krieter of the DCPUD stated that the DCPUD would be willing to pay for these rights, yet the City does need to request them. This water would be used to irrigate the Columbia Cove Park. We will request the same amount as Pateros, 40 acre feet. (Mayor Webster stated that the

DCPUD may only pay for 20 acre feet). Public Works Director Smith will find out for sure who pays for these water rights and how much.

Public Works Director Smith also noted that the question was raised as to whether we would maintain our position "in line" for the water rights we have for the City of Brewster if we chose to shelve our 1000 acre feet at this time. (This question was asked at the previous Council Meeting). Public Works Director Smith stated he received confirmation from Eiko at the Department of Ecology and she stated that we would maintain our #3 position in line.

#### TIB GRANT UPDATE:

Public Works Director Smith stated we had applied for funding for a couple of street repair projects (Plaza Way and 1<sup>st</sup> Street). Unfortunately, we were not selected to receive funds. He did state that we will pursue another avenue for funding. The State has released funds for infrastructure projects. Public Works Director Smith will meet with Eric Smith of Erlandsen's to get those to projects submitted by the January 26<sup>th</sup> deadline. We will be applying for TIB funding for street repairs again in 2013.

#### GEAR BOX REPAIR:

The gear box for the lift station at the WWTP failed. The warranty has expired as well. It was estimated to be around \$4K to replace it (replacement would have been cheaper than a full repair). Public Works Director Smith noted, however, that the WWTP crew disassembled the gear box and found that the shims were what needed to be replaced and that the shaft and bearings were fine. This repair only cost the City \$200 vs. \$4000 and was happy that is crew was able to identify the problem and fix it inexpensively.

#### TRAINING REQUEST:

Public Works Director Smith stated that Fred Sheldon, from Omak, is retiring as the ERWOW Chairman and NWB Chairman for our area. Public Works Director Smith said he was approached on taking Mr. Sheldon's position on the Board for Evergreen Rural Water. Taking this position would require him to attend three annual meetings (two in Cle Elum, one in Vancouver). Although there is no direct benefit to the City of Public Works Director Smith is approved to take this position on the board, there is indirect benefit through the training, networking and exposure at a legislative level. If approved, Public Works Director Smith will take on the board position in November of 2012. Council Member Scheller believes it would be beneficial to the City of Brewster to have Public Works Director Smith on the ERWOW board.

Public Works Director Smith stated that there is a meeting coming up in Yakima February 7<sup>th</sup> through the 9<sup>th</sup>. He would like approval to attend this meeting as well. The cost would include the class fees, meals and mileage.

**MOTION:** Council Member Scheller made the motion to approve Public Works Director Smith to take the position of ERWOW Board Member as well as the attendance to the conference February 7-9. Council Member Freels seconded the motion and the motion passed unanimously.

#### POLICE CHIEF RON OULES:

#### STATS AND UPDATES:

Police Chief Ron Oules stated that the stats for this time of year show nothing out of the ordinary. Overtime was contractual only.

FALSE ALARM RESPONSE – DRAFT ORDINANCE REVIEW:

Police Chief Ron Oules reviewed the draft ordinance for the False Alarm Response. Council Member Smith is concerned about the wording in the ordinance that states there will be revocation of alarm registration after 6 false alarms. Police Chief Ron Oules stated that this wording is in the ordinance and is devised to identify those who do not comply with the requirements of the alarm registration and continue to have false alarms on a continuous basis. Police Chief Ron Oules stated there will be a “test” phase of this to ensure that the business owners in violation have been properly contacted by the BPD and informed of the rules in the Ordinance before any type of revocation of alarm registration occurs.

The Council, as a whole, approves of the draft ordinance. Police Chief Ron Oules stated that this will go to the City Attorney at Ogden, Murphy, Wallace for final review before it comes back to Council for their approval. Police Chief Ron Oules did note that since the last Council meeting, there have been six false alarm calls, four of them from the same business.

TRAINING REQUEST:

Police Chief Ron Oules stated that there is a Leadership Training Course coming up on January 27<sup>th</sup> in Burien that he would like to attend, as well as January 24<sup>th</sup> that Lt. Kelly Hook would attend in Wenatchee. The only expenses would be meals, as they would both commute to and from the class for the day.

**MOTION:** Council Member Smyth made the motion to approve the attendance of Chief Oules and Lieutenant Hook to the Leadership Training Classes in Wenatchee on January 24<sup>th</sup>, and Burien on January 27<sup>th</sup>. Council Member Smith seconded the motion and the motion passed unanimously.

ADDITIONAL COUNCIL COMMENT:

Council Member Scheller asked that a “task list” or list of follow-up action items be created and given to Council in their packets so they can keep up with what items and topics require follow up.

Council Member Freels would like for the Council Finance Committee and or Council as a whole to meet to go over our long term goals and expenditures, what projects we have coming up as well as current issues. He would like to go over the City Finances in more depth. Mayor Webster will check to see which of the Council Members currently make up the Finance Committee and get a meeting date and time set to discuss these issues.

Council Member Freels would also like for Public Works Director Smith and Roger Erlandsen to meet to discuss what will need to be done to repair the wash outs below Plaza Way. He would also like to have our storm drains and exposed culverts reviewed as well. Public Works Director Smith and Roger Erlandsen will set a time to meet and discuss these issues.

**ADJOURNMENT:**

With there being no further business to come before the Council, the meeting was adjourned at 7:35 p.m.

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Mayor Lee Webster

ATTEST:

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City Clerk/Treasurer, Misty Ruiz