

Mayor Art Smyth called the meeting to order at 6:06 p.m. The Council meeting was conducted via telephone conference call (GoToMeeting) pursuant to Governor Inslee's Proclamation No. 20-28. A roll call was taken to document those in attendance.

Council Members present by phone were Avis Christensen, Emmanuel Hurtado, Tim Rieb, Jan May and John Housden. Also present were Public Works Director Lee Webster, Chief of Police Marcos Ruiz, Finance Director Misty Ruiz, Deputy Clerk Desha Rupeiks, City Attorney Chuck Zimmerman and Michelle Johnson of JUB Engineering.

The Regular Council meeting minutes from 9/16/2020 were reviewed. The final agenda for the October City Council meeting was also reviewed.

**MOTION:** *Council Member May made the motion to approve the above noted Council meeting minutes. Council Member Hurtado seconded the motion and it passed unanimously.*

**MOTION:** *Council Member Christensen made the motion to approve the October final agenda. Council Member May seconded the motion and it passed unanimously.*

**PAYROLL AND ACCOUNTS PAYABLE:**

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 October 14, 2020, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

Void check number 61336 (\$29.75 – paid wrong vendor) and stop payment check numbers 61343 and 60425 (lost checks, reissued with check number 61405 for \$810.61).

October 2020 Manual Claim Fund vouchers, November Council 2020 Claim Fund vouchers and October 2020 Payroll check numbers: 3656-3694, 61322-61326, 61386-61404, 61406-61417 and 61423-61475 in the total amount of \$932,443.73.

**MOTION:** *Council Member Hurtado made the motion to approve the above noted bills and payroll. Council Member Rieb seconded the motion and it passed unanimously.*

**JUB UPDATES:**

Michelle Johnson presented the JUB project updates. She reported that the manganese removal project, well house and water line projects are moving along well. Apollo did have some delays and are developing a request for some additional contract days. The driller is working on State Way and making good progress and anticipate having the drilling complete later this month. The primary site grading has been performed for both well house sites and underground piping work is set to begin mid-month at the lower reservoir site.

The General Sewer Plan amendment has been completed and is ready for submission to the Department of Ecology. This includes an update to the Capital Improvement Plan addressing issues identified at the treatment plant this summer. A funding application has been prepared for the Department of Ecology to begin exploring funding options to address the needs identified in the Capital Plan.

**CHIEF OF POLICE MARCOS RUIZ:**

**DEPARTMENT UPDATES:**

Chief Ruiz reviewed the department updates. He noted that there were four qualified applicants for the open officer position, with two of those being lateral applicants. The position will close next week, with anticipation of the position being filled shortly thereafter.

Council Member Housden asked about Halloween. Ruiz stated that the Health Department is discouraging door to door trick or treating, but the department will not tell families they cannot, but will offer alternatives such as a modified trunk or treat.

**FIRE CHIEF DYLAN GAMBLE:**

***MOTION: Council Member Rieb made the motion to excuse Fire Chief Dylan Gamble from the October City Council Meeting. Council Member Housden seconded the motion and it passed unanimously.***

***MOTION: Council Member Housden made the motion to lift the City-wide burn ban, in conjunction with Okanogan County lifting their burn ban. Council Member Christensen seconded the motion and it passed unanimously.***

**MAYOR ART SMYTH:**

**FCS GROUP REQUEST FOR ADDITIONAL BUDGET AUTHORIZATION FOR WATER AND SEWER RATE STUDY:**

***MOTION: Council Member Christensen made the motion to approve the FCS Group request for additional budget authorization for the Brewster Water/Sewer Rate Study in the amount of \$3,200.00. Council Member May seconded the motion and it passed unanimously.***

**INVOICE CLOUD CONTRACT – RATIFICATION OF SIGNATURES:**

***MOTION: Council Member May made the motion to approve the Invoice Cloud Billing and Receipting Contract as well as the ratification of the signatures on the contract. Council Member Hurtado seconded the motion and it passed unanimously.***

**JUB ADDITIONAL SERVICES CONTRACT – RATIFICATION OF SIGNATURES:**

***MOTION: Council Member Hurtado made the motion to authorize the ratification of signatures on the JUB Additional Services Contract, JUB project number 70-20-026. Council Member Rieb seconded the motion and it passed unanimously.***

**FINANCE DIRECTOR MISTY RUIZ:**

Due to COVID-19 restrictions the City of Brewster Budget retreat has been cancelled. Each council member received the budget book and were provided time to discuss this individually.

**MONTHLY FINANCE REPORT:**

The monthly finance report was presented and reviewed.

**QUARTERLY FINANCE REPORT:**

The quarterly finance report was presented and reviewed.

**SPECIAL COUNCIL MEETING NOV. 4<sup>th</sup>**

Finance Director Misty Ruiz requested a special council meeting on November 4<sup>th</sup> at 6pm to hold a preliminary budget hearing and the property tax levy public hearings for the City and District 15 EMS.

**MOTION:** Council Member Housden made the motion to hold a Special Meeting on November 4<sup>th</sup> at 6pm. Council Member May seconded the motion and it passed unanimously.

CITY OF BREWSTER COUNCIL MEETING NOV. 11<sup>TH</sup>

November 11<sup>th</sup> is Veterans Day.

**MOTION:** Council Member Housden made a motion to hold the regularly scheduled council meeting on this day. Council Member May seconded the motion and it passed unanimously.

**PUBLIC WORKS DIRECTOR LEE WEBSTER:**

PROJECT UPDATES: Public Works Director Lee Webster reviewed the following:

WATER TESTS:

Tests were performed on the City Water System and two samples came back with non-fecal coliform. This is caused by dirt and organic material. The probability is high that this was caused by sprinklers being blown out without a proper back flow preventer. Back flow preventers are required for homes with sprinkler system on municipal water systems. Cross connection surveys will be sent to all customers.

SEASONAL PART TIME HELP:

An additional part time employee has been brought in to assist with duties as needed through the end of the year. This position was budgeted however the hours were needed later in the season due to a leave of absence.

SEWER TREATMENT PLANT:

The City has advertised for a sewer treatment plant operator. Interviews will continue next week. William Lawson and Lance Evans continue to do a great job updating and repairing the sewer treatment plant.

TROVILLO HOUSING PROJECT PUBLIC HEARING:

A request has been received to add two additional H2A housing units to the Trovillo Housing Project on Indian Avenue. The City is waiting to receive an amended and restated development agreement. Public Works Director Lee Webster requested a public hearing notice to be published for a hearing on December 9<sup>th</sup> at 6pm.

**MOTION:** Council Member Rieb made a motion to hold a public hearing on December 9<sup>th</sup>. Council member Housden seconded the motion. The motion passed unanimously.

AIP MASTER PLAN:

The Airport Master Plan is posted on the City website for public outreach. COVID-19 mandates create difficulties with typical outreach. Please log on to the City web site to review.

OTHER PUBLIC WORKS UPDATES:

A Fire Hydrant was damaged by a Semi at Gebbers Farms. The hydrant was broken but functioned as it should by stopping the water at that location after the accident.

Douglas County PUD will be holding meetings on the trail projects. Mayor Smyth and Public Works Director Lee Webster will attend.

ADJOURNMENT

With there being no further business to come before the Council, the meeting was adjourned at 6:38 p.m.

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Mayor Art Smyth

ATTEST:

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Finance Director, Misty Ruiz