

**Town of Twisp
Council Minutes 08/12/08
6:00 PM**

Meeting called to order at 6:05 pm by Mayor Vern Nations.

Council Members Present: Mayor Pro-Tem Stephanie Hickman
Tom Gehring
Vicki Hallowell

Council members absent: Council Members Clint Estes and Tina DeRenzo.

PUBLIC HEARING REGARDING THE PROPOSED PUBLIC FACILITY AND SERVICES AND ECONOMIC ELEMENTS OF THE COMPREHENSIVE PLAN

Mayor Nations opened the public hearing at 6:06 pm. Town Planner Don Willson explained that the Economic Element and Public Facilities and Services Element had not been complete when the rest of the Comprehensive Plan had been adopted. Willson shared that the changes that the Council had suggested at the July 22, 2008 Council meeting were incorporated into the versions in front of them.

There was no public comment.

Mayor Nations closed the public hearing at 6:07.

Additions and/or Changes to the Agenda

There were no additions or changes to the agenda.

Council Member Gehring led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

There was no public comment.

ENGINEER PRESENTATIONS FOR HILLTOP BOOSTER PUMP PROJECT

At the previous meeting the Mayor and Council had decided to invite all three of the engineering firms that had submitted proposals for the Hilltop Booster Pump and Station Project to this meeting and allow them to present their proposals to the entire Council. Mayor Nations requested the engineers present in the following order: Gray and Osborne, RH2 Engineers and TD&H Engineers.

Gray and Osborne, Inc.

Mike Rohrich and Dave Ellis of Gray and Osborne Inc. began their presentation with a brief history of the company, their personal experience and similar projects they had been involved in. Mr. Ellis showed maps with service boundaries, shared pictures and examples of comparable projects and shared a clients list.

Council and those present asked the following questions: 1) Would a below ground pump station be hard for the Public Works Department crew to work in; 2) Could noise be a factor if the pump station is put too close to residential property; 3) Could a sub-terrain pump station be installed into the hillside; 4) Why would the engineer propose running the line up a 70 degree hill instead of up 2nd Avenue and May Street; 5) Would the pump station need to be heated if it was located underground; and 6) Could the residents tie an irrigation line upgrade into this project?

Rohrich and Ellis answered as follows: 1) Yes an underground pump station can be restrictive regarding space for maintenance. Superintendent McConnell also shared that the Confined Spaces Regulations must be followed in an underground pump station. 2) Yes noise is a factor with any pump station. 3) Yes a sub-terrain pump station could be installed it will depend on budget and the Council's preference; 4) The water lines on 2nd Avenue are not adequate therefore the line would need to run up the hill; 5) The pump station would need to be heated regardless of whether it was underground or above ground; and 6) They are willing to work with residents regarding combining projects.

RH2 Engineers

Don Popoff and Ryan Peterson gave a brief history of their company and their personal experience. Mr. Popoff shared with Council the various projects that he had been involved with for the Town of Twisp and commended Colleen Storms and Gary McConnell for their hard work. Mr. Popoff shared maps that showed that the pump station would be set as closely as possible to the current reservoirs. Popoff shared a timeline with the Council showing that some of the tasks should have been started already, especially the surveying. On the timeline Popoff pointed out that a 50% plan would be ready in January.

Mr. Peterson shared with Council that they design in 3-D and showed an example. Peterson explained that this type of designing is not done by many engineers and cuts down on mistakes and change orders because the contractors are better able to read and understand the design. Popoff relayed that two of the most important components of this job are the fire flow and the backup power system.

Council questioned how they intend to keep service to all of the customers during construction. Mr. Popoff explained that the lines would run parallel until the new main had been pressure tested and all meters connected.

TD&H Engineers

Cliff Morey of TD&H Engineers began by telling Council about the history of TD&H including providing examples of similar projects he has worked on. Mr. Morey explained that it is important to determine the highest and lowest elevation to best serve the area. He suggested designing the pumps and plumbing to take into consideration future additions. Morey stated he preferred to work with small cities and prides himself on providing good communication, no surprises, an adequate and realistic timeline, a realistic approach to future work on the equipment, and working well with funding agencies. Morey commended the Mayor, Council and Clerk/Treasurer Storms on their tenacity in getting funding for this project.

Mr. Morey shared examples of above and below ground pump stations, stated that C900 pipe was rated well for the pressure we would need to provide, valve location/placement was important, explained the importance of meters, pipe size and depth pipe is buried, the importance of communication with residents and suggested Town meetings, door notices and newspaper articles as a way to stay in touch.

MINUTES

MOTION:

Council Member Gehring moved to approve the July 22, 2008 minutes as sent. The motion was seconded by Council Member Hallowell and passed unanimously.

MAYOR NATIONS UPDATE

Mayor Nations had no update.

DEPARTMENT HEADS AND COMMITTEE REPORTS

Rick Balam, Police Chief

Chief Balam discussed the monthly stats sharing that the police department had responded to 111 calls and had written 29 traffic citations for the month of July. Chief Balam stated that in the past the most responses in a month had been 56. Balam attributes the increase to having a full police staff, it being summer and citizens realizing that the police department is there for them and will respond.

Chief Balam reported that he and Officer Ty Sheehan responded to the Apple House shed fire in Brewster in which they aided in evacuations and road closures.

Chief Balam reported that Officer Matt Moen has completed his field training and is on his own and doing a great job.

Mayor Nations asked Balam how much time the paperwork regarding reports takes the officers and how that effects their time on the streets. Balam stated that paperwork, research, reports and court does take a considerable amount of time for he and the officers but that there is no way around it because reporting can make or break a case.

Gary McConnell, Public Works Superintendent

Superintendent McConnell reported that Howard Betty rebuilt all of the picnic tables in the park at a cost of approximately \$750. Council Member Gehring asked about holes left by tree removal and the bank across from George Wooten's property on 2nd Avenue. McConnell shared that those areas will be filled in and that the bank will be shored up using blocks, which will be looked at later in the meeting. Council discussed the use of large rocks versus the blocks; McConnell shared that the blocks are more stable and reduce erosion.

Colleen Storms, Clerk/Treasurer

Clerk/Treasurer Storms shared a budget calendar she had prepared to show the financial status of the Town which showed: Budget steps; State Law time limitations and recommended start dates; and Capital Facilities Plan. Storms also suggested developing a prioritization of required plans and timeline to keep the Town in compliance.

Clerk/Treasurer Storms reported that she had attended a two day financial workshop in Leavenworth and that Council Member Hallowell attended the first day with her.

Storms shared her upcoming priorities including completing requests for funds regarding the 2nd Avenue Street Project.

Keith Comstock, Fire Chief

Fire Chief Comstock was not present however William Robinson reported that all of the cars had been cleaned up around the Fire Department compound.

Don Willson, Town Planner

Town Planner Willson discussed the SEPA application regarding placing fill at the north end of Glover Street. Willson shared that there had been no opposition only a couple considerations; dust control and drainage. Willson stated that the public comment period had closed on August 1, 2008.

Planner Willson discussed the SEPA application regarding the Bynum property on 2nd Avenue. Willson shared that the Grange members are concerned about drainage. Willson stated that the public comment period will close on August 13, 2008.

Willson volunteered to contact Selland Construction regarding the Bynum property and the Grange members concerns.

Action: Willson will contact Selland Construction regarding the Bynum property and the Grange members concerns.

OLD BUSINESS

PUBLIC DEVELOPMENT AUTHORITY BOARD MEMBER DISCUSSION

Council Member Gehring shared that the PDA had their first meeting on August 1, 2008. The PDA members worked on the structure of the board and appointed officers: Richard Hart, Chairman; Wanda Iverson, Secretary; and Meg Donohue, Treasurer. Gehring shared that the PDA held their second meeting on August 11, 2008 and discussed environmental issues at the Forest Service property, getting ready for the bidding process and the possibility of tribal interest. Council Member Hollowell reported that Rusty Post had provided some information on possible contaminants present at the Forest Service property. Hollowell feels that it is very important to identify these issues and make the Forest Service responsible for the clean up. Council Member Gehring reminded the Council of the upcoming open houses and that the bid date is August 26, 2008.

Council Member Gehring officially announced his resignation from PDA sharing that apparently it creates a link to the Town of Twisp and could cause a liability issue. Gehring did not agree with the reasoning but wishes to remain on the Town Council and will stay an active part of the PDA as a non-voting liaison to the Town Council.

2ND AVENUE STREET PROJECT

Don Popoff, RH2 Engineers handed out to the Council a design update for the 2nd Avenue Street Project. Mr. Popoff reported that the water main was installed and being pressure tested, the contractor was cutting water lines into residences and that the drainage was almost complete.

Popoff shared that the next steps will be laying down 8 inches of crushed rock and the first part of September the curb work would begin. Popoff relayed that the project was on budget.

Mr. Popoff showed the Council two different colored retaining blocks and requested that they choose either the tan or the gray. Council Member Gehring suggested the tan and the Mayor and Council agreed.

William Robinson, Twisp Fire Department shared that the detours and the watering were working out well for them.

APPROVAL OF EXECUTION OF THE GRANT AGREEMENT WITH DEPARTMENT OF ECOLOGY

Superintendent McConnell reported that he had submitted a grant to the Department of Ecology (DOE) for well source meters, a telemetry system and a System Control and Data Acquisition (SCADA) system. The total project cost is \$40,589; DOE portion \$39,441 and Twisp's portion \$1,148. McConnell shared that the installation of the source meters and the poles would be done by the Public Works crew and the contractor would run the line necessary for the telemetry. McConnell reported that he would like to have at least the well source meters and the telemetry system installed this fall and then install the SCADA system in the spring.

McConnell shared that Gray and Osborne tested the well source meters 5 years ago and they were accurate.

MOTION:

Council Member Hallowell moved to approve the agreement with the Department of Ecology. The motion was seconded by Council Member Hickman and passed unanimously.

NEW BUSINESS

EQUIPMENT REPLACEMENT & CONTRACT

Clerk/Treasurer Storms shared with Council a contract to replace the Xerox copy machine in Town Hall. Storms reported that the current copier was 9 years old and some research had been done regarding an upgrade. Storms shared that the new lease would be through the state bid, the copier can print both in black and colored, print from all computers and had scanning capabilities to scan and be sent to anyone's computer for emailing or reproducing documents. Storms reported that the Town is charged per copy and that all supplies and services are included.

MOTION:

Council Member Gehring moved to approve the contract for a new Xerox copier. The motion was seconded by Council Member Hallowell and passed unanimously.

RH2 ENGINEERS AGREEMENT REGARDING THE GLOVER STREET PROJECT

Council discussed the Glover Street Project involving 3rd Avenue to SR20. Clerk/Treasurer Storms reported that the Transportation Improvement Board (TIB) had allowed the Town to continue this project with RH2 Engineers because they had designed the first portion of Glover Street from Twisp Avenue to 3rd Street in 2007. The approximate cost of the project is \$108,191.

Council Member Gehring questioned the status of the side street projects that were previously discussed. Storms stated that would be a completely different project.

MOTION:

Council Member Hickman moved to approve the RH2 Engineers agreement regarding the Glover Street Project. The motion was seconded by Council Member Gehring and passed unanimously.

SET PUBLIC HEARING FOR ZONING ORDINANCE

Mayor Nations discussed setting a public hearing for the zoning ordinance. Mayor Nations felt he would like to discuss the zoning ordinance further before setting the public hearing. Council agreed. Mayor Nations suggested setting up a workshop prior to setting the public hearing for the September 9, 2008 meeting.

Action: Set public hearing for September 9, 2008.

PUBLIC COMMENT

Council discussed a camp trailer parked on 5th Avenue. Chief Balam reported that Officer Moen had tagged the trailer and if it was not removed by August 13, 2008 it would be towed.

William Robinson conveyed a thank you from the Powwow Committee for their help regarding the upcoming event.

Gene Austin reported on the fire that burned down one trailer in the Horseshoe Trailer Park. Austin shared that Fire Marshal Gordon Jennings would be investigating the fire to determine the cause. Austin said the only problem that they incurred while responding to the fire was having trouble getting the fire engine through because of parked cars. Mr. Austin also reported that the fire hydrant at the corner of Magers Street and Twisp Avenue needs repaired.

ROUTINE APPROVALS

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 Town Council.

The following voucher/checks are approved for payment by a majority vote on this 12th day of August, 2008:

AWC	ACH	\$1,427.08	07/02/08
Checks/Vouchers	#25541 - #25542	\$5,531.96	07/29/08
Cashmere Valley Bank	ACH	\$1,254.99	08/01/08
AWC	ACH	\$6,914.77	08/01/08
NCNB	ACH	\$12,043.64	08/01/08
Checks/Vouchers	#25543 - #25547	\$6,421.18	08/01/08
Payroll	#11899 - #11928	\$30,960.39	08/01/08
Checks/Vouchers	#25548 - #25592	\$212,261.48	08/12/08
Checks/Vouchers	#25593 - #25594	\$27,337.25	08/12/08

Checks/Vouchers	#25595 - #25595	\$58,187.67	08/12/08
Checks/Vouchers	#25596 - #25603	\$7,660.00	08/15/08

MOTION:

Council Member Hallowell moved to approve the current accounts payable and current payroll and benefits and to disburse payment. The motion was seconded by Council Member Hickman and passed unanimously.

There being no further business to come before the Council, Council Member Gehring moved to adjourn the meeting. The motion was seconded by Council Member Hickman and passed unanimously. Meeting adjourned at 9:25 p.m.

APPROVED:

Mayor Vern Nations

ATTEST:

Clerk/Treasurer Colleen Storms