

PALOUSE CITY COUNCIL AGENDA

Regular Council Meeting
June 8, 2021 @ 7:00 pm
Via Zoom Teleconferencing

CALL TO ORDER: Mayor Cook called the Council Meeting to order at 7:01 PM.

ROLL CALL:

Council members present: Mary Welcome; Tim Sievers; John Snyder; Libby Akin; Katie Cooper.

Councilmember Sievers **MOVED** to excuse Councilmember Slinkard and Councilmember Fielder. Councilmember Cooper seconded. Motion passed unanimously.

City staff present: City Administrator (CA) Brad Coughenour, Deputy Clerk (DC) Misty La Follett; Police Chief Jerry Neumann; Public Works (PW) Superintendent Mike Wolf.

APPROVAL OF MINUTES:

Councilmember Snyder **MOVED** to approve the minutes from the regular council meeting May 25, 2021. Councilmember Cooper seconded. Motion unanimously passed.

PUBLIC WORKS REPORT:

Supt. Wolf presented council with his written report pertaining to infrastructure and facilities.

Councilmember Cooper questioned the increase in water consumption. Supt. Wolf opinion is that water consumption increased due to the lack of rain this spring.

Supt Wolf also informed council that the rake at the sewer facility was failing. Councilmember Sievers asked about the cost to replace the sewer plant rake. Supt. Wolf said he would research the repair or replacement cost and update council. .

POLICE REPORT:

Chief Neumann reported to council that he is waiting for updated COVID-19 information and guidance. Chief Neumann said based on his conversations that the state will be fully opened back up by June 30, 2021.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

CA Coughenour informed council that in order to be more efficient, he and DC La Follett will need more in-depth training using the BIAS software.

Lifeguards start this week and will meet with CA Coughenour for onboarding. The pool is scheduled to open on June 19, 2021.

DC La Follett submitted the May 2021 Treasurer's Report. Councilmember Sievers felt that the remaining funds in the cemetery budget seems low and asked about the ability of transferring funds from the Cemetery Endowment. The mayor said he will research this matter.

OLD BUSINESS:

TD&H Engineering provided council with an update on the Water System Improvement plan. Michelle Bly representing TD&H also requested council to approve the final pre-construction completion report and to approve the final draw of funds from the Department of Commerce. The mayor needs to approve these documents to close the construction loan before June 30, 2021. Councilmember Sievers made a motion to approve the documents from TD&H, Councilmember Libby Akin seconded. Motion unanimously passed.

CA Coughenour asked Michelle for an update on the water improvement timeline. The application for public works boards must be submitted by July 9, 2021, with updated budget numbers. Michelle will consult with CA Coughenour and will update the information and present a draft of the application to the council by June 22, 2021.

Cove Sidewalk Project Update: The Mayor reiterated to council that the timeline for this project is short as well. Mayor Cook and CA Coughenour spoke with Transportation Improvement Board (TIB), and they will not allow an extension on the \$200,000.00 grant award. Furthermore, there are no options for additional funding through TIB for the project.

Mayor Cook informed council that the cost of the project currently is \$230,000.00 to \$240,000.00 depending on the build out. The grant funds expire on March 22, 2022. The city needs to act on the Cove Sidewalk Project or risk losing the grant funding. It is the mayor's opinion, that the City Council may need to consider trying to bridge the \$30,000 to \$40,000 gap if the city is going to take advantage of the TIB dollars before they expire. Councilmember Welcome stated previously that "Councilmember Welcome and CA Dixon had considered an allotment of the ARP funding towards the Palouse Cove Sidewalk project, but only if it was needed to bridge a small gap in funding (\$10,000 or less). Due to the bid being higher than expected, Councilmember Welcome and Councilmember Slinkard discussed allocating that funding to Water and Sewer projects instead."

The mayor did send White Diamond Concrete bid to TIB for their feedback for possible ways to reduce costs.

CA Coughenour informed council that some of the feedback he received from TIB was to possibly use asphalt instead of concrete to save some money.

Councilmember Libby Akin was concerned about money running out for this project and would like to determine what a realistic timeline for this project might be with White Diamond Concrete. Councilmember Akin also expressed concern about getting into a phased approach for this project as we are already behind on this project.

Councilmember Sievers felt that there are too many questions for the Council to make an immediate decision. He went on to say that council needs to decide by the next City Council meeting on June 22, 2021.

NEW BUSINESS:

COMMITTEE REPORTS:

Budget, Finance, Major Acquisitions – Chair Welcome: On May 27, 2021, Councilmember Welcome manually audited the petty cash and cash drawer at City Hall, and both were in balance on former Deputy Clerk Ann Thompson's last day.

Streets, Property, & Facilities – Chair Sievers: Councilmember Sievers stated that the training with the lifeguards and Palouse EMS is scheduled for 2021. Six lifeguards have been hired and the pool is fully staffed. Mayor Cook asked DC La Follett about swim lessons, Deputy Clerk La Follett said that the swim lessons are filling up and there is a lot of interest from people outside of the city.

Personnel – Chair Snyder: Councilmember Snyder had no report.

Water & Sewer – Chair Slinkard: Councilmember Slinkard was absent, but the Mayor noted that Water and Sewer business was address earlier.

Policy & Administration – Chair Cooper: Councilmember Cooper had no report. Councilmember Cooper asked CA Coughenour to track down the Whitman County Humane Society and report the status.

Joint Fire Board – Chair Fielder: Councilmember Fielder was absent. No report presented.

EXECUTIVE SESSION:

Council went into executive session at 7:47 pm to discuss personnel. Council reconvened at 7:58 pm.

MAYOR'S REPORT:

Mayor Cook had no further comments.

ALLOW PAYMENT OF BILLS:

Councilmember Cooper noted that the Hemphill Heating bill was still showing on treasurer's report in the amount of \$849.46, and not the corrected amount of \$713.67. DC La Follett said the check in the amount of \$849.49 was not sent out and will be voided. DC Councilmember Sievers made motion to approve the payment of bills, except for the Hemphill Heating invoice. Councilmember Welcome seconded. The motion passed unanimously.

ADJOURN:

Councilmember Sievers **MOVED** to adjourn. Councilmember Snyder seconded. The motion carried. The council meeting adjourned at 8:05 PM.

APPROVED: 

ATTEST: 

Electronic Signature Agreement Form

ESAF

Washington State Department of Ecology
Water Quality Program

Headquarters: (360) 407-7097
Web site: www.ecy.wa.gov/programs/wq

For Ecology Use Only		Date Received:	
Form	Reviewed	Entered	Verified
ESAF			

1. Site Location Information

If you are applying for multiple facilities/permits, please include a list containing the site location information and permit numbers for all requested facilities/permits.

Site/Facility Name: Palouse STP
Site Location Address: 500 W Main ST
City/State/Zip: Palouse, WA 99161-0248
Permit Number: WA0044806

2. Electronic Signer Contact Information

Role: Facility Signer Facility Coordinator

Signature Account User Name: _____
Full Name: Brad Coughenour
Work Mailing Address: East 120 Main Street / P.O. Box 248
City/State/Zip: Palouse, WA 99161
Work Phone No. (Ext): 509-878-1811
Work Email Address: cityadmin@palouse.com

3. Proof of Identity

Please include a copy of one of the following documents, with your name on the document, with your ESAF to prove your association with the facility-(ies):

- Your permit's letter of coverage;
- Your permit's cover sheet;
- A previously submitted DMR;
- A correspondence from Ecology that has both the facility name and permit number on the same page;
- Signature authority delegation letter signed by the permittee (responsible official).

4. Electronic Signature Agreement and Certification Statement

By completing and submitting this form to Ecology, I agree to follow the rules and procedures governing the Electronic Signature account. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would.

5. Clean Water Act Certification Statement

All submittals to the Department of Ecology under this WQWebPortal application are subject to the following certification, as required by federal and state regulations:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

6. Certification Statement


I agree that I will: <ul style="list-style-type: none"> • Protect my Electronic Signature account, which includes my answers to the verification questions and my password; • Review the content and meaning of my submitted Annual Reports and Notifications; • Within 24 hours of discovery, report to Ecology if: <ul style="list-style-type: none"> o My Electronic Signature account is lost, stolen or used by someone else; o There is any difference between the information I submitted and the information displayed in WebDMR; o My role as a signer for this organization changes. Agree: <u> BC </u> (initial here)	I agree that I will not: <ul style="list-style-type: none"> • Let anyone else use my Electronic Signature account. Agree: <u> BC </u> (initial here)
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I, Brad Coughenour (print Electronic Signer's name), understand that:

1. My electronic signature is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations;
2. A failure to timely notify Ecology of a possible misuse of my Electronic Signature account may result in my liability for the information submitted;
3. There are significant penalties for submitting false information, including possible fines and imprisonment, related to the federal Department of Justice and federal environmental program;
4. I will be asked to verify that I am following the rules outlined in this agreement when I electronically submit documents.

7. Signature of Electronic Signer

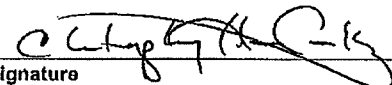
This form cannot be processed without a handwritten signature.

	<u>6/16/21</u>
Electronic Signer's Signature	Date
<u>Brad Coughenour</u>	<u>City Administrator, City of Palouse</u>
Name (print or type)	Title

8. Signature of Permittee (Responsible Official)

This form cannot be processed without a handwritten signature.

I, Christopher Cook (insert name of permittee or responsible official) acknowledge that the individual named above works at/for Palouse STP (insert site/facility name) and is authorized to submit documents on the site's/facility's behalf. I understand that I will be contacted by Ecology to validate the account holder's employment at the site/facility name listed above.

	<u>6/16/21</u>
Signature	Date
<u>CHRISTOPHER A. COOK</u>	<u>Mayor, City of Palouse</u>
Name (print or type)	Title

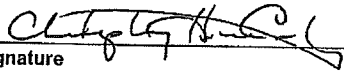
Note: You may skip this section if the responsible official has written, signed, and attached a delegation letter to this form or if the responsible official completes this form.

If you need this document in a version for the visually impaired call the Water Quality Program at 360-407-6401. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

9. Assign Administrator

This section cannot be processed without a handwritten signature.

I, Christopher Cook (Insert name of permittee or responsible official) acknowledge that Brad Coughenour (person being assigned) is authorized to be an administrator on the site's/facility's behalf. I understand that I will be contacted by Ecology to validate the account holder's employment at the site/facility name listed above.


Signature

6/16/21
Date

Christopher Cook
Name (print or type)

Mayor, City of Palouse
Title

Note: You may skip this section if the responsible official has written, signed, and attached a delegation letter to this form, if the responsible official completes this form, or if the responsible official is not assigning a person to the administrator role.

*Due to COVID and limited access to the office, we are accepting scanned Electronic Signature Agreement Forms (ESAF). When it is safe and you are able, please mail the original signed ESAF to Ecology for our official records.

Stormwater Permit Facilities – Industrial and Construction Stormwater

Major Industrial Facilities (NPDES and State Waste Discharge Permits)

Washington Department of Ecology
Water Quality Program Stormwater IT
PO Box 47699
Olympia, WA 98504-7699
360-407-7097
wqwebportal@ecy.wa.gov

Washington Department of Ecology
Solid Waste Management Program
Industrial Section
ATTN: Ewa Kotwicka
PO Box 47600
Olympia, WA 98504-7600
360-407-6945
WQWebDMR-Industrial@ecy.wa.gov

For all other permits, please contact one of the following offices:

Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum counties

Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman counties

Washington Department of Ecology
Water Quality Program - SWRO
PO Box 47775
Olympia, WA 98504-7775
360-407-6300
WQWebDMR-SWRO@ecy.wa.gov

Washington Department of Ecology
Water Quality Program - ERO
4601 N Monroe
Spokane, WA 99205-1295
509-329-3400
WQWebDMR-ERO@ecy.wa.gov

Benton, Chelan, Douglas, Kittitas, Kllickitat, Okanogan, and Yakima counties

Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom counties

Washington Department of Ecology
Water Quality Program - CRO
1250 W Alder St
Union Gap, WA 98903-0009
509-575-2490
WQWebDMR-CRO@ecy.wa.gov

Washington Department of Ecology
Water Quality Program - NWRO
ATTN: Chris Smith
PO Box 330316
Shoreline, WA 98133-9716
206-594-0169
WQWebDMR-NWRO@ecy.wa.gov