

1. CALL TO ORDER: The Regular Meeting of the Millwood City Council was called to order by Mayor Kevin Freeman at 7:00 p.m., February 11, 2014 at the Millwood City Hall. Council members present were: Shaun Culler, Brian Ellingson, Dan Sander and Richard Schoen. Glenn Bailey was excused. Also present: Attorney Brian Werst, Treasurer Debbie Matkin, Public Works Director Paul Allen and City Clerk/Planner Tom Richardson.
2. FLAG SALUTE: Brian Ellingson led the Pledge of Allegiance.
3. CONSENT AGENDA: Approval of Minutes of the Regular Meeting held January 14, 2014 and the Special Meeting January 28, 2014; January Payroll of \$34,315.13; January Claims of \$86,289.99; Treasurer's Report for January. Council members received the January Claims Register, January Payroll Register, and a list of Claims to be paid February 11, 2014. Mr. Sander noted errors on the last page of the minutes of January 28, 2014. Mr. Sander moved to approve the Consent Agenda, with the exception of the January 28 minutes. Motion seconded by Mr. Schoen. The motion carried unanimously.
4. PUBLIC COMMENTS: None.
5. PRESENTATION BY WELCH COMER ENGINEERS – WATER SYSTEM PLAN, BUCKEYE WATER MAIN PROJECT: Necia Maiani, P.E., of Welch Comer Engineers, gave an update on the status of the Buckeye Water Main and Sidewalk Project. She also reported on the draft revisions to the Water System Plan. She asked Council to give her feedback on her recommendations for financial reserves goal of \$27,000 for Operating Reserve (12.5%), \$75,000 for the Emergency Reserve, and \$26,100 as a reserve for the DWF loan payment, for a total of \$128,100; and for her recommended revisions in the list of capital projects. Mr. Sander said he would like the replacement projects moved up sooner if possible. He said he thought the report was a good conservative approach and said the engineer did a good job. Mr. Culler moved to accept the master plan addendum that reflects the reserve capital requirements and the six and 20 year plan updates as presented. Welch Comer's recommendations for financial reserves and recommended projects. Motion seconded by Mr. Schoen. Motion carried. Ms. Maiani will submit the draft WSP to the Department of Health for approval.
6. AMENDMENT OF 2014 BUDGET: Ms. Matkin explained the proposed amendments which would correct beginning fund balances, and provide funds for changing the Groundskeeper position to Maintenance Operator and make the position full-time. Mr. Freeman said this was part of his plan to give the public works director more time to focus more on management of the department, planning and getting grants. Mr. Sander moved to approve Ordinance 456 as presented. Motion seconded by Mr. Culler. Motion carried unanimously with four ayes, no nays, no abstentions. The ordinance was passed.
7. AMENDMENT OF 2014 SALARY SCHEDULE: Mr. Freeman explained the changes in the salary ordinance which implement the changes approved in the budget

amendment ordinance. Mr. Schoen moved to approve Ordinance 457 as presented. Motion seconded by Mr. Sander. Motion carried unanimously.

8. AMENDMENT OF BIAS SOFTWARE SERVICE AGREEMENT: Mr. Richardson said it is necessary to add language to the BIAS Software Service agreement relating to cybersecurity and the handling of confidential information in order to comply with our insurer's cybersecurity requirements. This resulted from the cybersecurity audit conducted by WCIA for all of its members last year. WCIA sent us some sample language from another city. Mr. Werst said the proposed amendment adds confidentiality provisions to the agreement. Mr. Culler moved to approve the amendment as submitted. Motion seconded by Mr. Ellingson. Motion carried unanimously.

9. AMENDMENT OF MCKINSTRY INVESTMENT GRADE AUDIT AGREEMENT: Mr. Werst said the proposed amendment to the IGA agreement with McKinstry would document what McKinstry's representative stated at the previous meeting regarding extension of the 30-day time period for signing the ESCO agreement. The agreement would start the 30-day period from the date when the city receives a grant from the Department of Commerce. Mr. Sander moved to approve the McKinstry IGA Agreement. Motion seconded by Mr. Schoen. Motion carried unanimously.

10. FIRE DEPARTMENT REPORT: Chief Andy Hail said January was an active month for Millwood up 40% from last year. There were a couple of structure fires and more serious medical responses. The chief explained the Pulse-Point system being deployed throughout Spokane County for notifying people trained in CPR via their smartphones. Mr. Schoen thanked the fire district for help provided to his neighbor.

11. STAFF REPORT: Paul Allen reported that water samples for January and February came back good. The Automatic Transfer Switch at the Old Park well and booster station is substantially completed. We have tested the generator and transfer switches under a simulated power failure with no issues. The generator is set to exercise every two weeks. The contractor is working on punch list items although some items will not be completed until spring. There are some items being performed by AES and Intermountain Electric that were outside of the Intermountain contract. Welch-Comer is working on updating the water plan and plans for the Buckeye water project slated for 2014. A project newsletter was mailed out to the residents that will be directly affected by the Buckeye project. The pump at Lift station #3 was repaired.

We have plowed the arterials and deiced several times, and repaired several potholes that have formed on Grace. All of the fire extinguishers have been inspected and recharged or replaced. We also checked and updated the first aid kits. McKinstry turned in the final paper work for grant submittal. These were submitted to Commerce on January 30. Mr. Allen said he was asked to check on McKinstry's projects with other municipalities. They all seem to have a very favorable opinion of McKinstry. He will have a report ready for council by the next council meeting. The city staff had training for 1<sup>st</sup> Aid, CPR and Blood Borne Pathogens in January. First aid kits were checked and updated. Mr. Allen

and Matt Erdahl attended an asphalt seminar put on by Welch-Comer. We will also be attending the cross-connection conference in Spokane at the end of February.

Ms. Matkin distributed copies of the final 2013 Budget Report. She said she is working with Finance Committee on some new billing and payment options.

Mr. Richardson said Patty Peterson is on leave recuperating from surgery. Ray Oligher is working part-time during her absence. He is working on getting quotes for janitorial service and an email/web hosting service. He requested a special council meeting on February 25 to consider three planning proposals. Mayor Freeman said the special meeting would be on February 25 at 6:00 p.m.

12 LEGAL REPORT: Mr. Werst said he is working on a water easement for the Buckeye Water Line Project. Avista Fiber's franchise which was transferred to Zayo Group is up for renewal this spring.

13. CORRESPONDENCE: The mayor said there is a meeting on Feb 27 from 5:00 to 8:00 for the Regional Solid Waste System at CenterPlace. The mayor plans to attend. There was discussion about the proposed changes in the system to replace the existing regional system interlocal agreements which expire in the fall. Mr. Schoen referred to the SRTC board meeting agenda which was distributed. Mr. Schoen said SRTC has announced a call for projects for the Surface Transportation Program for 2017-2018.

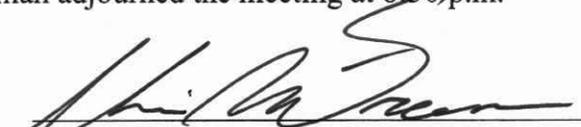
14. ANNOUNCEMENTS: None.

15. COUNCIL COMMENTS: Mr. Ellingson asked about the increased amount of graffiti in town and what we could do about it. The mayor said he will contact the sheriff and school resource officer. Mr. Allen said the county has set up a graffiti hotline.

16. PUBLIC COMMENTS: None.

17. EXECUTIVE SESSION: None.

18. ADJOURNMENT: Mr. Ellingson moved to adjourn. Seconded by Mr. Schoen. Motion carried unanimously. Mayor Freeman adjourned the meeting at 8:30 p.m.

  
Kevin Freeman, Mayor

Attest:

  
Thomas G. Richardson, City Clerk