



MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday July 25, 2022

Members of the Etna City Council met on this 25th day of July, via TELECONFERENCE and IN PERSON. Mayor Cliff Munson called the meeting to order and led in the Salute to the Flag of the United States of America.

Roll Call

Councilmembers Lori Fleck, Charnna Gilmore, Mayor Cliff Munson, and Brandon Fawaz were present.

Oral Comments from the Public on Non-Agenda Item

None.

Consent Calendar

- Check Register 6/01/2022-6/30/2021

Councilmember Gilmore asked about the fuel management system and whether it is working yet. Public Works Director Dan Burbank stated that the system is accurate, and he will provide reports very soon.

Councilmember Fleck moved to approve the Consent Calendar, Fawaz seconded, and the motion passed.

Ayes: Fleck, Gilmore, Fawaz, Munson

Council/Department Reports:

City Manager Adam Cox reported the City Clerk position has been posted and four applications have been received so far. Cox also recommended hiring a financial consultant to assist in resolving the 2021 employee premium pay from the ARP funding. He has also been working on CDBG loan issues. Fleck asked about the timeline of when employees will receive their amended W2s. Fleck is concerned that waiting will give the perception of dragging our feet.

Police Chief Josh Short included a report in the council packet and added that there have been issues in the past in applying for grants because it requires them to provide additional reporting which is difficult. Chief Short has been working on a speed survey and has been working with Burbank on ways to make streets safer. Chief Short would like the Council to think about when they want the pool to close due to staffing issues when school starts. Fleck is willing to volunteer time to help manage the pool and does not want to see the pool closed when the weather is still hot. Fawaz recommended keeping it open until Labor Day. Councilmember Gilmore asked the status of the Fort Jones PD Contract. Cox is waiting to hear back from Fort Jones. Fleck asked how long the city will be carrying them and when will they be ready to take on their own. Chief Short and Cox are in the process of addressing these issues.

Public Works Director Burbank provided a written report in the council packet.

Ambulance Director Teri Arrwood provided a written report in the council packet and added that she and Asst. Clerk Jenny Bennett attended a webinar recently and thanked Jenny for breaking down the expenses for the department. Arrwood asked the council about the Strike Team MOU and contract, and the sleeper protocol. Cox is working on these topics and will get Arrwood more information. Councilmember Fleck thanked Arrwood for taking care of the towels at the station for the hikers at the park. Fleck recommended allocating some of the money from the park to the ambulance department.

Asst. City Clerk had nothing to report. Mayor Munson thanked Bennett for providing easier to understand financial reports.

Mayor Munson reported that he has been looking into grants for the emergency services building. Munson has also been working on the transfer of funds to LAIF.

Councilmember Fleck gave Bennett a thumb drive and requested the last three to five years of minutes, bank statements, access to the finance system to check for red flags. Fleck has been working with Cox as well.

Councilmember Gilmore reported that the portfolio for loans that have been paid back to the city is moving in a positive direction. An application was submitted for the \$107,000 past the deadline because it was too timely, but the state is intending to disburse the funds if we can present a project that is satisfactory for the funds. Gilmore also provided some data that shows that the stream flow for Etna is better than last year.

Fire Chief Alan Kramer reported that there was a structure fire in Fort Jones and few other fires that they were able to get handled.

CURRENT BUSINESS:

Discuss/Approve Developing an MOU with Siskiyou Telephone & City of Etna Water Use. Councilmember Fawaz moved to approve the concept that the telephone company can purchase water from the city at the \$10.00 per load with the continued commitment from them to help the city. Councilmember Gilmore would like to add a stipulation that in the event the water situation becomes extreme then the agreement can be suspended until the situation improves. Gilmore seconded, and the motion passed.

Ayes: Fleck, Gilmore, Fawaz, Munson

Discuss/Approve Reduction in Force Public Works Department. Director Burbank made the council aware that this employee would like to be considered for a part-time position. Cox explained that this decision considered the need and current resources in the department, and a reduction in public works would improve funds for the department. Savings would be approximately \$50,000 annually. Councilmember Gilmore and Fleck are supportive and encouraged all department heads to look at their budgets and identify areas where they can cut, and this is the first of a couple reductions that may need to happen. Fawaz commented that the city has been too lax in keeping finances in order and he trusts department heads and their recommendations. Fleck pointed out that she will abstain on the vote due to conflict of interest. Mayor Munson commented that his concern since he came on Council was not having a secure

city budget. Grants need to be recognized as one-time funds. Gilmore moved to approve the reduction in force, Fawaz seconded, and the motion passed.

Ayes: Gilmore, Fawaz, Munson

Abstain : Fleck

Discuss/Approve Creating a City Finance Committee. Cox is proposing for the city to create a standing finance committee that meets quarterly. Cox suggested two councilmembers and the city treasurer. Fleck suggested it be her and Munson, and someone from the public that has government accounting experience. Mayor Munson recommends Fleck set up the committee and it can be added to the agenda for the next meeting. Councilmember Fawaz clarified that the meetings are open to the public. Gilmore supports the idea of forming a finance committee. Gilmore moved to approve creation of a standing Finance Committee. Fleck seconded and the motion passed.

Ayes: Fleck, Gilmore, Fawaz, Munson

Discuss/Approve Increasing Hourly Rate for Custodial Services Kiep-er-Kleen. Cox requested increasing the hourly rate for Dan Kiep from \$15.00 to \$18.00 as a contractor. Dan Kiep has taken on more work due to recent changes that have taken place. Councilmember Gilmore moved to approve increasing the hourly contract rate to \$18.00 per hour, Fawaz seconded, and the motion passed.

Ayes: Fleck, Gilmore, Fawaz, Munson

Discuss/Approve Temporary Wage Increase for Assistant City Clerk. Cox recommended to the council to increase the wage for Jenny Bennett temporarily until the city hires a City Clerk. The hourly rate would go from \$20.00 per hour to \$24.00 per hour retroactive. Councilmember Gilmore made a motion in support of this increase, Fleck seconded. Mayor Munson complimented Bennett for stepping up and keeping things going.

Ayes: Fleck, Gilmore, Fawaz, Munson

Discuss Financial Policies and Procedures. Councilmember Fleck discussed several issues. Fleck asked if all the credit cards been returned. All but the pool have been returned. The pool needed to purchase supplies immediately. Cox explained that any department heads that need supplies must go through City Hall first, unless it is an emergency. Fleck would like the Council to consider instituting a purchase order system. Fleck presented an old version of a procurement policy and the current one for review. Fleck also explained that the purchase policy has been codified as an ordinance rather than making it a resolution. Fleck would like the departments heads to have latitude, but specific purchases need to be identified on the budget. Fleck recommended that \$1,000 for every purchase use a PO (purchase order.) Fleck also requested that when supplies are purchased or ordered there must be a budget detail provided. Chief Short explained that many of the purchases are routine purchases such as tires. Fawaz recommended that the department heads have a meeting with the city manager and develop purchase policies. Fleck asked what happens when no receipt is turned in when the debit or credit cards are used. Lastly Fleck would like to address the COVID funds. Cox will set up a time to meet with Charlie (City Auditor.) Fleck stated that she has a source that provided her with some suggestions. Fawaz recommended that the advice come from someone affiliated with

the city such as the city attorney. Gilmore recommended that any advice needs to come back to the Council for review. Munson would like a meeting set between Council and staff before this item is addressed at a regular meeting. No action taken.

Discuss/Approve Water Conservation Plan. Councilmember Gilmore explained that currently we would be in level three conservation. Gilmore reminded the council that the plan was developed before the idea of being under a curtailment. Gilmore recommended that language be added to the plan to help satisfy curtailment restrictions from the State Water Board. Gilmore recommends adding the language from the current curtailment to the City of Etna's Conservation Plan to better satisfy the Scott River Watershed/Scott Valley curtailment.

Audience member Rick Kramer commented on this topic. Kramer disagrees with adding the language from the state issued curtailment and the city make determinations by what level the creek is running at. Kramer also recommended restricting the schools first before residents.

Gilmore is concerned that if the language does not get added to the conservation plan the city could be fined or penalized by the State Water Board.

Audience member Cate Trost (zoom) agreed with Rick Kramer's comments. Trost does not like the idea of penalizing residents if they use over their allotted amount of water.

Gilmore explained that due to the city's current archaic system the residential gallons per resident is based on a four-person household so that it would be fair. The city also does not have the staff time to monitor water use. The AG community is getting hit the hardest not the City of Etna residents by the curtailment. Gilmore would like the City of Etna to be supportive of the AG community. Gilmore has addressed the school board and their water use.

Mayor Munson stated adding the language to the conservation plan does not provide any mechanism for it to be enforced. Fleck recommended that the document be reviewed every year before going into the next spring or summer. Munson called for a motion.

Trost commented that the residents of the City of Etna are priority. Trost recommended the language be struck that discusses turning people's water off for noncompliance. Gilmore noted Trost's suggestions. Gilmore reminded the audience that the conservation plan is voluntary and is happy to modify it going forward if needed. Gilmore moved to approve that the Council recognize that the plan was adopted in July 2021 and that the Council is amending the plan to include language from the state curtailment on page six level four where it will state after 2.4 cfs "or during the state-imposed curtailment of surface water of the Scott River Watershed." Again, on page 9 on level four where it states two consecutive weeks, "or until state-imposed curtailment of the Scott River Watershed is lifted by the State Water Resource Control Board." Fleck seconded. Fawaz stated that he is conflicted because he is a farmer and is on the school board as well. Fleck voted yes with trepidation and with the promise it is reviewed regularly.

Ayes: Fleck, Gilmore, Munson

Abstain: Fawaz

CORRESPONDENCE:

****CITY COUNCIL MEETING RECORDINGS ARE AVAILABLE ONLINE www.etnaca.com****

CITY COUNCIL STATEMENTS AND REQUESTS:

Councilmember Gilmore requested to update the list of open tabled items. City Council reviewed and requested edits to the list.

Adjournment

There being no further business Mayor Munson ended the closed session and adjourned the meeting at 8:37 pm.

Respectfully submitted,

Jenny Bennett

Asst. City Clerk