

TOWN OF CUSICK
REGULAR TOWN COUNCIL MEETING MINUTES
APRIL 4, 2023

The Town Council of the Town of Cusick, WA held a regular monthly council meeting on Tuesday, April 4, 2023, in council chambers, at Cusick Town Hall, 111 1st Avenue.

All Council members were present and accounted for, constituting a quorum. The meeting called to order at 6:03pm, with Mayor Duane Schofield presiding. Pledge of Allegiance.

Roll Call:

Present (In-Person) Duane Schofield Mayor, Everett Alford Council member, Tina Alford Council member, Jessamyn Fitzhugh Council member, Robert Rosencrantz POC Commissioner, Glen Blakeslee POC Sheriff, Bob Webber Fire Chief POC Fire District 4, Brenda Smith DOH, Kate Hupp DOE, two representatives from the Library, and Joni Stillian

Present (via zoom/phone)

Nathan Johnson WWTO, Luke Servas Council member, Afton Servas Council member, Cathie DOC, Cynthia DOC, Lisa Davis, Claire, Amber Harris, Brenda, Gregg, Linda Darcy, and Cassie

Review & Approve Meeting Agenda and Minutes from 3/7/2023

Council reviewed the meeting agenda, Tina Alford motioned to approve the meeting agenda, Everett Alford seconded the motion. Motion passed unanimously.

Council reviewed the minutes from the March 7, 2023 meeting, hearing no revisions Jessamyn Fitzhugh motioned to approve the minutes, Everett Alford seconded the motion. Motion passed unanimously.

Sheriff's Report

Sheriff Blakeslee reported that there were 10 calls in March. An abandoned vehicle, 2 agency assists, CPS at the school, Domestic dispute over property, compliance, female arrested for domestic, 1 school patrol, and the Town fraud, which is an ongoing investigation.

Fire Chief Report/Occupancy

Chief Webber brought the Town an Occupancy Permit which will need to be framed and posted. He also reported that there was 1 Cusick call in March, with them responding to 44 calls all together and 381 hours of training.

Library District/Community Room Use

The library currently has a contract with the town to use the common room for 180 hours. The librarian asked who she should contact to schedule the time she needs in the common room, council explained to her that there is really no POC at this time and to write in on the calendar. Council then explained that the current contract will need to be re-done. She asked what specifically will be looked at. Everett told

her it will be the cost among other things. She was worried about the capacity and Chief Webber told her the library was grandfathered in so their capacity numbers will remain the same.

Kalispel Tribe EV Park Charging Station

There was no representative from the tribe present at this meeting. Everett Alford motioned to table the discussion until the May meeting, Tina Alford seconded the motion. Motion passed unanimously.

WTP Operations & Maintenance

Duane asked Casie if she has been receiving her packages, she said no but that everything is going good at the plant.

WWTP Operations & Maintenance

Nathan reported that Everett has been doing the day to day operations. Nathan will be completing the DMR's in the next day or two and everything else is up to date. Mayor stated that Valley Science payments are behind, he wanted to know if Nathan has been in contact with them. Everett stated that he had talked to them, Mayor reported he paid them \$861 today, which covered the oldest invoice. They are wanting to discuss the \$10,000 in past due invoices ASAP, the Mayor also reported that the current financial status of the Town has jeopardized other funding sources. Nathan stated he would like to get together with Everett and Duane on the irrigation report that Ecology needs. Everett asked Kate Hupp what is currently needed and she stated the soil samples are the first priority at this time, she said she will do anything she can to help. Everett and Nathan will get them done as soon as they can. Afton asked if she should hire someone to do the locating on Monumental, Everett said "no" and that he will handle it, Everett also reported that the lift station on Third Street in Usk is working well now.

Water/Waste Water Notes

Cathi asked if anyone had questions on the work session, there were none.

Public Employ Retire System

There have been no reports since last August. Luke said he was getting it set up but had not gotten it done. There will need to be a SAW account set up for the reporting, this will get done when there is a new clerk.

Clerical: March 7 Investigation, Funds and Info Loss, Suspension, Check Fraud, Recovery Efforts,

Candidates, Job Description, Hours, Pay, Training, Equipment, Advertising

Mayor stated that the Clerk has been suspended. He also reported that the Town's funds are missing and that the computer drive has been wiped clean. He then reported that there was a fraudulent check written and cashed, Afton then interjected that anything said about personnel should be in executive session. The Mayor said that the new clerk needs to have access to everything, but that it should have nothing to do with Luke. New clerk pay will be \$20.00 an hour, someone who is more qualified can then be raised to \$32.00 after a probation period, hours will be limited to 32 per week with Bias training required. Everett stated that it looked like we already gotten a few good applicants, Duane stated they should already have Bias training but Everett stated that will be hard to find. Everett also stated we need

the position filled as soon as possible so he asked the Mayor to set up some interview. Tina and Everett volunteered to be in on the interviews

Lift Station Maintenance, School Easement, Land Swap with the School District

Everett said that the school wants the softball fields in exchange for the easement. He added that he thinks the best thing to do is go across the street for the lift station. Keller won't answer until we pay them some money. Everett motioned to not trade land for the easement and to take the "re-route" option instead. Jessamyn seconded the motion, Tina voted yes but there was no vote from Luke or Afton. Motion passed unanimously.

At this point Maddie got on the phone, Luke and Afton hung up.

Financial Reports, Past Due Payables/Receivables, Invoicing

Duane has been paying invoices/necessary expenses as they come in by check and hand delivering when possible. Mayor reported that the outstanding invoices far outweigh what we currently have in the bank. He stated that we need to open a new bank account so we can start over, Everett said that we need one more person on the account. Everett motioned that the Town open up a new bank account with Mayor Schofield and Mayor Pro-tem Alford by on the account and that all minutes pertaining to banking be hand delivered to the bank. Tina Alford seconded the motion. Motion passed unanimously. Payroll: There was discussion regarding getting an outside source to do the payroll, for now we will get the new clerk to handle it.


Payables: Tina and Everett gave the list to the Duane who should be paid right away, Sheriff and Ace Hardware, Duane said quarterly payroll reports would be due as well. Tina said that we also need to get an invoice to the tribe, she will work on this with the Kalispel's payable clerk.

Everett asked Joni if she would be willing to sit in on interviews on Thursday, she agreed, Mayor will set them up.

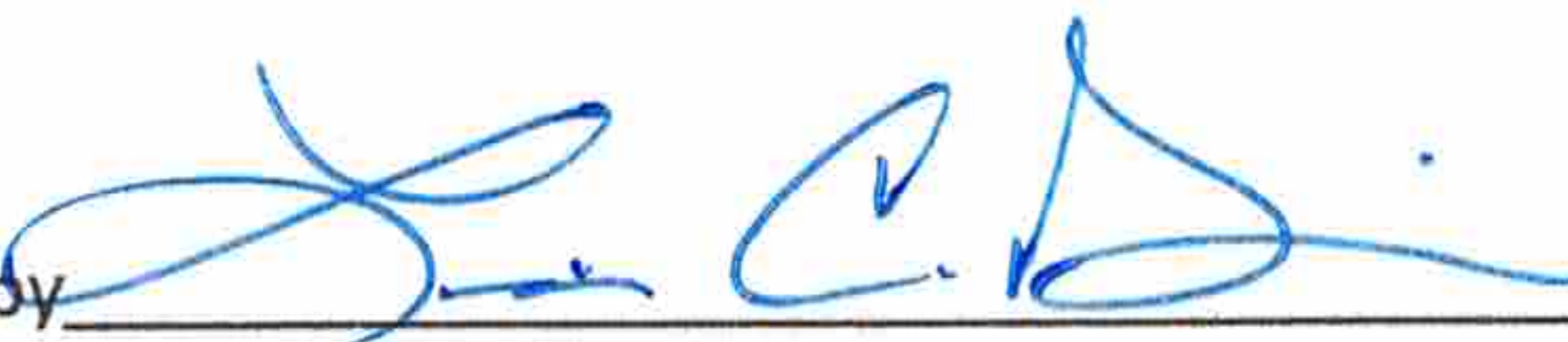
KTI EV Charging Station-Revisited

There were two representatives in attendance from the EDC who are working with KTI, and other organizations, to apply for grants, 393 Billion set aside for clean energy, to install EV Charging stations along the Selkirk Loop. They are considering putting one in Cusick, Everett wanted to know if there would be any charges to the Town in association with the charging stations, i.e. electricity. It is not known at this time so there will be a lot more information to come in the future. They will keep us posted.

Mayor Schofield adjourned the meeting at 7:31pm

Signed on this 2nd day of May, 2023 by 

Duane Schofield, Mayor Town of Cusick, WA

Attested to by  MAY 2, 2023
Printed Name LISA DAVIS MAY 2, 2023

TOWN OF CUSICK
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APRIL 4, 2023 ADDENDUM

At the Town Council Meeting held on April 4, 2023, it was motioned by Everett Alford and seconded by Tina Alford to open a new business checking account for the town at STCU with Mayor Duane Schofield and Mayor Pro Tim Everett Alford as responsible individuals on the account Tina Alford will also be on the account as an authorized signer.

Everett Alford motioned, and Tina Alford seconded to close the current checking account at STCU due to the fraudulent activity that is currently under investigation, the account will remain open to allow sufficient time to arrange to transfer the digital payments being made into the account and for the current loan withdrawals. Once the transfers are completed the account will be closed.

Online Banking services will be reinstated by STCU at the request of Mayor Duane Schofield and Everett Alford.

Training will be provided to Lisa Davis and Tina Alford by STCU for online services such as payroll, ach, and remote deposit capture.

Lisa Davis and Duane Schofield will have authority to access the online banking platform.

STCU credit card limits remain the same as 3500.00 for Roger Brown, 3000.00 for Mayor Duane Schofield.

Signed on this 2nd day of May 2023 by 
Mayor Duane Schofield

Attested to by on May 2nd, 2023, by 
Lisa Davis Assistant Clerk for the Town of Cusick