



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, February 6, 2020 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m. [Clerk's Note: Due to lack of quorum, session officially began at 12:15 p.m.]

ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2) and Barbara Starr (Position No. 5). Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4) were absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmembers de Freitas and Daniels.

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

Nathan Butler, EMS Representative, spoke in support of Ordinance No. 1687.

Carol Holman, Permit Technician, presented the first of Town maps that were made using the new GIS software. Council thanked Ms. Holman for her diligence in learning the new software.

ACTION AND DISCUSSION ITEMS

Committee Appointments

At 12:18 p.m., Mayor Ghatan requested that the Council affirm his appointment of two new members to the Friday Harbor Arts Commission. The members introduced themselves to the Council.

Moved by Starr, seconded by Monin, to affirm the appointment of Jackie House and Lisa Lamoreaux to the Friday Harbor Arts Council. Motion passed 3-0 with de Freitas and Daniels absent .

Ordinance No. 1684

At 12:23 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1684 regarding sign regulations. Administrator Wilson explained that the purpose of the Ordinance is to allow exemptions of certain types of signage through Administrative Policy. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1684, amending Ordinance No. 1218 and FHMC Chapter 14.04 concerning the regulation of signage. Motion passed 3-0 with de Freitas and Daniels absent.

42 Ordinance No. 1687

43 At 12:26 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1687, authorizing a ballot measure for
44 annexation to Fire District 3. Administrator Wilson explained the history of the proposal and procedure for calling
45 for a special election. Discussion followed regarding the intent of Resolution No. 2524 which pledged funds that
46 would otherwise be used for fire protection services to Town Capital Improvement projects.

47
48 **Moved by Starr, seconded by Hushebeck, to adopt Ordinance No 1687, declaring an intent to annex the Town of**
49 **Friday Harbor into San Juan County Fire Protection District No. 3 (dba San Juan Island Fire & Rescue) (the**
50 **“District”); providing for the submission to the qualified electors of the Town and the District at a special election**
51 **to be held in on April 28, 2020 of a proposition authorizing the annexation of the Town into the District; setting**
52 **forth the text of the ballot proposition; directing proper Town officials to take necessary actions; and providing for**
53 **other properly related matters. Motion passed 3-0 with de Freitas and Daniels absent.**

54
55 Resolution No. 2533

56 At 12:38 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2533 concerning annual groundwater
57 monitoring at the FH Landfill. Administrator Wilson explained that SCS Engineers has offered a proposal for year
58 2020. No discussion followed.

59
60 **Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2533, authorizing the Mayor to execute an**
61 **agreement with SCS Engineers for 2020 groundwater monitoring program services at the Friday Harbor Landfill.**
62 **Motion passed 3-0 with de Freitas and Daniels absent.**

63
64 Resolution No. 2534

65 At 12:44 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2534 concerning the conveyor belt
66 project at the WWTP. Administrator Wilson explained that Change Order No. 2 is in the amount of \$11,813.92 for
67 additional labor and materials ordered by the Town. The Contractor and Project Manager expect that the Change
68 Order will actually cost less. Progress will be audited. No discussion followed.

69
70 **Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2534, authorizing the Mayor to execute**
71 **Change Order No. 2 with Mike Carlson Enterprises for the conveyor belt system at the Wastewater Treatment**
72 **Plant. Motion passed 3-0 with de Freitas and Daniels absent.**

73
74 Resolution No. 2535

75 At 12:48 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2535 concerning SJC PFFAP grant
76 funding. Administrator Wilson explained that Town already received grant funding for the First Street Pocket Park.
77 The agreement has not previously been accepted by Resolution. No discussion followed.

78
79 **Moved by Starr, seconded by Monin, to adopt Resolution No. 2535, ratifying a grant agreement with San Juan**
80 **County for Public Facilities Financing Assistance Program (PFFAP) funds for the First Street Pocket Park. Motion**
81 **passed 3-0 with de Freitas and Daniels absent.**

82
83 Resolution No. 2536

84 At 12:50 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2536 concerning the headworks
85 project at the WWTP. Administrator Wilson explained that Change Order No. 4 is in the amount of \$54,000 for
86 additional labor and materials ordered by the Town. Discussion followed regarding the financing for the project.

87
88 **Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2536, authorizing the Mayor to execute Change**
89 **Order No. 4 to the agreement with McClure and Sons, Inc. for the Wastewater Treatment Plant Headworks**
90 **Improvements Project. Motion passed 3-0 with de Freitas and Daniels absent.**

91
92

93 Resolution No. 2537

94 At 12:57 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2537 concerning the Mullis Street
95 Reconstruction Project. Administrator Wilson explained that the TIB has authorized the agreement for final design
96 of the project. Discussion followed regarding the proposed traffic circle at the Mullis Spring Intersection.

97
98 **Moved by Monin, seconded by Starr, to adopt Resolution No. 2537, authorizing the Mayor to execute a**
99 **professional service agreement with Gray & Osborne, Inc. to design a portion of Mullis Street (818 Mullis Street to**
100 **Spring Street). Motion passed 3-0 with de Freitas and Daniels absent.**

101
102 State Capital Budget

103 At 1:02 p.m., Mayor Ghatan introduced discussion of proposals to the State Legislature for capital improvement
104 funding. Administrator Wilson explained that the Town would like to submit an application for funding for the
105 completion of Nash Street. The Council concurred.

106
107 Better Forests

108 At 1:10 p.m., Mayor Ghatan introduced discussion of a proposal for a “memorial forest” located on Prohaska Lane
109 near the Town watershed. Administrator Wilson explained that the proposal is by a private company to allow the
110 spreading of cremated ashes. Discussion followed regarding potential environmental impacts to the water supply.
111 No action was taken.

112
113 **EXECUTIVE SESSION**

114 At 1:20 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding
115 litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 20 minutes.
116 Participants: Town Council, Mayor Ghatan, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session
117 ended at 1:51 p.m. for an actual session time of 31 minutes. The public was properly informed of the time
118 extension. No actions were taken following executive session.

119
120 **ADMINISTRATOR’S REPORT**

121 At 1:51 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 122
- 123 • WWTP RV Dump Station – **Council consensus to allow the closure of the “RV Dump Station” at the WWTP.**
 - 124 • WWTP Solar Project – The project is going through the Town permitting process.
 - 125 • GAC Filters – The new Vendor successfully swapped the first load of activated carbon for the GAC Filters
126 at the WTP.
 - 127 • FH Labs – Town met with the real estate representative for University of Washington to discuss I/I issues.
 - 128 • Purchase Order Policy – Currently, purchase orders exceeding \$500 are to be reviewed and approved by
129 the immediate supervisor of the person making the purchase. In many cases that is the Public Works
130 Director. The Finance Office has recommended that an increase to \$1,000 is practical, especially in the
131 case of utility departments. **Council consensus to allow adjustment of the purchase order policy.**
 - 132 • Warbass Way Sculpture – The art piece is tentatively scheduled for unveiling in May.
- 133

134 **PAYMENT OF CLAIMS**

135 Moved by Monin, seconded by Starr, to affirm the payment of Payroll and Claim Warrants as enumerated below.
136 Motion passed 3-0 with de Freitas and Daniels absent.

- 137 • Issuance of Payroll Warrant Nos. 17221 through 17229, January 31, 2020 Direct Deposit Run and ACH
138 Payments 1-3 in the amount of \$335,691.46;
 - 139 • Issuance of Claim Warrant Nos. 46281 through 46347 and ACH 1-2020 dated February 6, 2020 in the
140 amount of \$289,364.65; and
 - 141 • Issuance of Treasurer Check Nos. 9897 through 9899 and (1) Electronic Check occurring January 2020 in
142 the amount of \$4,992.79.
- 143

144 **APPROVAL OF MINUTES**

145 Moved by Hushebeck, seconded by Monin, to approve the minutes of **January 16, 2020 as submitted.** Motion
146 passed 3-0 with de Freitas and Daniels absent.

147

148 **FUTURE AND NON-AGENDA ITEMS**

149 No future agenda items were forthcoming.

150

151 **CITIZEN RESPONSE**

152 No citizen response was forthcoming.

153

154 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:00
155 p.m. The next regular meeting is scheduled for Thursday, February 20, 2020 at 12:00 p.m.

156

157

158 **These minutes were approved by motion of the Town Council . The original signed document is retained by the**
159 **Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

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