



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, January 21, 2021 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

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

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

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ANNOUNCEMENTS

Mayor Ghatan thanked Becki Day, SJI Chamber Director and Victoria Compton, SJC EDC Director for their efforts on behalf of businesses for their small business advocacy throughout the Covid-19 shutdown.

Mayor Ghatan announced that the recent study for privatizing the Sidney ferry was rejected by the legislature.

ACTION AND DISCUSSION ITEMS

Sheriff's Report

At 12:03 p.m., Mayor Ghatan welcomed SJC Sheriff Ron Krebs. Sheriff Krebs updated the Council on annual statistics and quarterly activities for law enforcement. Sheriff Krebs noted that overall statistics for "crime" in year 2020 were low in part because residents and visitors were "staying home" and compared that to national level, political demonstrations were 100% peaceful. Upcoming priorities include accreditation (review process for national law enforcement standards) for Sheriff's Office. The Council thanked Sheriff Krebs. No action was taken.

SJC Department of Health Report

At 12:14 p.m., Mayor Ghatan introduced Kyle Dodd, SJC Health Manager, to make an update regarding local COVID-19 response. Mr. Dodd provided an update on general statistics, new Governor's Orders and vaccinations. SJC will remain in Phase 1 until the North region progresses. SJC is prioritizing the small amount vaccine it received. Approximately 600 vaccinations have been given to date. Mayor Ghatan and the Council thanked Mr. Dodd. No action was taken.

41 **PUBLIC MEETING**

42 SERP – WWTP Upgrades

43 At 12:30 p.m., Mayor Ghatan opened the (SERP) public meeting for comments regarding the Town’s funding
44 application for sanitary sewer system upgrades.

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46 The Town of Friday Harbor intends to file an application for federal financial assistance with the U. S. Department
47 of Agriculture, Rural Development, Rural Utilities Service for the for funding of upgrades to the existing
48 wastewater treatment plant. The Department of Ecology has authorized a loan for design phase improvements.

49
50 The purpose of the meeting was to review funding sources, project description, alternatives, rate impacts and
51 public comment as part of its public participation (SERP) process. Mayor Ghatan introduced the project engineer,
52 Scott Wilson of Wilson Engineering, to lead the public participation meeting.

- 53
- 54 • Project Overview: These upgrades consist of the design and replacement of the sewer treatment plant
55 SBR treatment system with an extended aeration activated sludge treatment system.
 - 56 • Funding Sources: The design phase of the project will be funded by a loan from the Department of
57 Ecology. The construction phase will be funded by a loan/grant from USDA Rural Development.
 - 58 • Project Description: This project involves wastewater treatment plant improvements in order to address
59 aging equipment, future flow and loading capacity and current standards for redundancy and reliability.
60 Improvements include, but are not limited to: new biological treatment system, equalization basins, and
61 new solids dewatering equipment.
 - 62 • Alternatives: The alternatives for biological plant process to increase plant capacity are sequencing batch
63 reactor (improved current system), extended aeration and membrane bioreactor. All three will enable the
64 plant to meet current and future permit limits and send clean water to the bay allowing for safe
65 recreational use. Membrane gives the best nutrient removal. Alternatives in decreasing cost estimates:
66 Membrane bioreactor (\$20,907,700), extended aeration (\$14,567,700), and sequencing batch reactor
67 (\$13,647,700).
 - 68 • Rate Impacts: No new rate increases, except those prescribed by FHMC for cost-of-living adjustments, are
69 anticipated due to other sewer capital bonds being paid off in year 2021.
 - 70 • Recommended Alternative: Extended Aeration is the recommended alternative because it is cost
71 effective, handles variable flow and waste loads and will provide good nutrient removal.

72
73 Mayor Ghatan opened the meeting to public comment. No audience was in attendance. Hearing no testimony,
74 Mayor Ghatan closed the public comment portion of the meeting. No action was taken.

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76 SERP – Sewer Outfall Line

77 At 12:37 p.m., Mayor Ghatan opened the (SERP) public meeting for comments regarding the Town’s funding
78 application for the sewer outfall improvement project.

79
80 The Town of Friday Harbor intends to file an application for federal financial assistance with the U. S. Department
81 of Agriculture, Rural Development, Rural Utilities Service for the for funding of upgrades to the existing sewer
82 outfall line. The Department of Ecology has authorized a loan for design phase improvements.

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85 public comment as part of its public participation (SERP) process. Mayor Ghatan introduced the project engineer,
86 Scott Wilson of Wilson Engineering, to lead the public participation meeting.

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- Funding Sources: The funding source for the project is a Department of Ecology loan.
 - Project Description: In this project the Town’s wastewater treatment plant outfall pipe, which empties into the bay, will be replaced to accommodate higher capacity and reduce environmental impacts due to the aging of the pipe. A total of 1,900 feet of the outfall will be replaced in two sections with 18-inch HDPE pipe.
 - Alternatives: The alternatives evaluated for the project include (1) do-nothing alternative, (2) installation of 1,100 landward feet of outfall directly on the seabed, (3) installation of the 1,100 landward feet by shallow trenching and anchoring the pipe to the sea floor, and (4) installation of the 1,100 landward feet of outfall pipe by horizontal directional drilling.
 - Alternative 1 is not acceptable due to potential of pipe failure if nothing is done since the pipe is aging and has needed repairs in the recent years.
 - Alternatives 1 and 2 can be eliminated due to the fact that permits for both would not be approved by relevant agencies due to environmental concerns.
 - Recommended Alternative: Alternative 4 was the most viable option because it will have the least environmental impact, create no obstruction to navigation, and reduces the public health risk. The cost of the project is estimated to be \$2,435,000. This includes design and construction.
 - Rate Impacts: No new rate increases, except those prescribed by FHMC for cost-of-living adjustments, are anticipated due to other sewer capital bonds being paid off in year 2021.

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108 Administrator Wilson noted that the Town will be considering an agreement to develop an updated utility rate

109 study later in the day.

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111 Mayor Ghatan opened the meeting to public comment. No audience was in attendance. Hearing no testimony,

112 Mayor Ghatan closed the public comment portion of the meeting. No action was taken.

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114 Proposal – Relocation of System Administration / Records Storage

115 At 12:52 p.m., Mayor Ghatan introduced discussion of relocating Systems Administration to the upper level of the

116 Town Fire Station. Town Hall has a backup generator for the Fire Station and Town Hall, while the current

117 Systems Administration next door does not. During power outages Town Hall does not have use of phones,

118 computer network or internet because of lack of power to Town servers. Mike Greene, Systems Administrator,

119 explained that he is seeking authorization to swap office space with the current location of records and files

120 storage. **Council consensus to transition the department into the Fire Station.**

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122 Resolution No. 2608

123 At 12:54 p.m., Mayor Ghatan introduced discussion of the hydrogeologic study of Finnegan Ridge. Administrator

124 Wilson explained that Northwest Hydraulic Consultants returned the responsive proposal for the Finnegan Ridge

125 study. Discussion followed regarding if it were possible that an individual parcel could be responsible for excessive

126 stormwater.

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128 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2608, selecting and authorizing an agreement**

129 **with Northwest Hydraulic Consultants to provide engineering services for the forensic hydrologic / hydrogeologic**

130 **study of Finnigan Ridge to Perry Place. Motion passed 4-0 with Monin absent.**

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Resolution No. 2609

At 1:05 p.m., Mayor Ghatan introduced discussion of the Elsworth Avenue / Rhone Street Sewer Relocation Project. Administrator Wilson and Public Works Director Wayne Haeefe explained that Change Orders Nos. 1 and 2 reconcile the project, including the reclamation of contaminated soil that will be reimbursed by the Grange. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2609, authorizing Change Order Nos. 1-2 and accepting the Elsworth Avenue / Rhone Street Sewer Replacement Project. Motion passed 4-0 with Monin absent.

Resolution No. 2610

At 1:10 p.m., Mayor Ghatan introduced discussion of the Water Treatment Plant Backup Generator Project. Administrator Wilson explained that Change Order No. 1 reconciles the project. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2610, authorizing Change Order No. 1 and accepting the Water Treatment Plan Generator and ATS Installation Project. Motion passed 4-0 with Monin absent.

Resolution No. 2611

At 1:12 p.m., Mayor Ghatan introduced discussion of the Mullis Street Improvement Project (818 Mullis to Spring RAB). Administrator Wilson explained that Town solicited a proposal for required materials testing. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2611, authorizing an agreement with MTC, Inc. for materials testing and special inspection of the Mullis Street Improvement Project (818 Mullis to Spring RAB). Motion passed 4-0 with Monin absent.

Resolution No. 2612

At 1:15 p.m., Mayor Ghatan introduced discussion of Resolution No 2612, selecting the engineering firm of MTC, Inc. for materials testing and other related on-call services. Administrator Wilson explained that Town often contracts for materials testing and special inspections for capital projects and wants to select Materials Testing and Consulting for A/E services. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2612, selecting MTC, Inc. as the engineering firm for special and construction inspection, materials testing and non-destructive testing of capital improvement projects and related on-call services. Motion passed 4-0 with Monin absent.

Resolution No. 2613

At 1:18 p.m., Mayor Ghatan introduced discussion of Resolution No. 2613 concerning a utility rate study. Administrator Wilson explained that FCS Group was invited to provide a proposal to update the Town’s 2008 Utility Rate Study. The scope of work includes updating water, sewer and stormwater utility rates and connection charges. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2613, authorizing and agreement with Financial Consulting Solutions Group, Inc. to conduct a utility rate and right to connect study. Motion passed 4-0 with Monin absent.

181 Ordinance No. 1709

182 At 1:20 p.m., Mayor Ghatan introduced discussion of combining the Clerk and Treasurer position. Administrator
183 Wilson explained that a majority of towns have combined the offices to eliminate the need for an elected
184 treasurer. The recommendation is to combine the offices and eliminate the need for an elected (resident of
185 Town) Treasurer given Treasurer Wilson’s upcoming retirement and recruitment for a new finance director.
186 Discussion followed regarding the process. No action was taken for the first reading of Ordinance No. 1709.

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188 Ordinance No. 1710

189 At 1:31 p.m., Mayor Ghatan introduced discussion of the proposed fire district annexation. Administrator Wilson
190 presented Ordinance No. 1710 declaring intent to annex Town into Fire District 3 and placing a proposition on the
191 ballot for the April 27, 2021 special election. Administrator Wilson also reviewed a draft Resolution declaring the
192 intent regarding funds dedicated to fire services. If approved, the Town will dedicate the amount currently
193 contributed for fire service to capital infrastructure improvements. No action was taken for the first reading of
194 Ordinance No. 1710.

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196 FH Arts Commission – Crosswalk “Wave” Proposal

197 At 1:38 p.m., Mayor Ghatan introduced discussion of a proposed crosswalk project. The FHAC is seeking Council
198 approval to install pedestrian safety stencils in crosswalks at First and Spring Streets as a lighthearted safety
199 reminder directed at pedestrians asking that they make an effort to ensure drivers see them before stepping into
200 crosswalks. The stencils would read “Stop Look Wave”. Discussion followed regarding the concept, locations and
201 budget. **Council consensus to move forward with the proposal.**

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203 FH Arts Commission – RFP - Blair Avenue Mural

204 At 1:42 p.m., Mayor Ghatan introduced discussion of the revised RFP for the Blair Avenue Mural. Administrator
205 Wilson summarized revisions which included a \$5,000 budget increase.

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207 **Moved by Starr, seconded by de Freitas, to authorize the revised RFP, including budget increase, for the Blair**
208 **Avenue Mural Project. Motion passed 4-0 with Monin absent.**

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210 **ADMINISTRATOR’S REPORT**

211 At 1:45 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- 214 • USDA Loan Application – The application package is in its final stages for the Wastewater Treatment Plant projects.
 - 215 • Water Transmission Line Valve Replacement – The valve replacement on San Juan Valley Road is
 - 216 postponed.
 - 217 • GAC Filter – Town ordered a batch of replacement carbon.
 - 218 • Smoots Alley – Town will address the stormwater issues from the hillside.
 - 219 • Water Meter Audit – Apollo should be providing results soon.
 - 220 • AWC Grant – Town applied for a grant to repair the West Street sidewalk.
- 221
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223 **PAYMENT OF CLAIMS**

224 Moved by de Freitas, seconded by Starr, to approve the Finance Department Agenda Items as enumerated below.
225 Motion passed 4-0 with Monin absent.

226 Finance Department Agenda Items - Presented at Council Meeting: January 21, 2021

- 227 • Approval of 2021 Claim Warrants
 - 228 • Warrant Number: 47463-47498
 - 229 • Amount: \$310,527.02
 - 230 • Dated: 01/21/21
- 231 • Payment of 2020 Pre-write Warrants
 - 232 • Approved by Hushebeck, Monin, and de Freitas on 01/15/21
 - 233 • Reason: Final 2020 Claims
 - 234 • Warrant Number: 47433-47462
 - 235 • ACH Number: 01/15/21 1-2
 - 236 • Amount: \$143,616.49
 - 237 • Dated: 01/15/21
- 238 • Payment of 2020 Revised Payroll Warrants
 - 239 • Approved by Hushebeck, de Freitas, and Starr on 01/19/21
 - 240 • Previously approved at the 01/07/21 council meeting in the amount of \$341,984.33.
 - 241 • Revision includes an addition of ACH Number 37 to correct an underpayment of social security
 - 242 taxes.
 - 243 • Warrant Number: 17320-17330 and 12/31/2020 Direct Deposit
 - 244 • ACH Number: 34-37
 - 245 • Amount: \$342,579.55
 - 246 • Dated: 12/31/20
- 247 • Payment of 2020 Revised Treasurer Checks
 - 248 • Approved by Hushebeck, de Freitas, and Starr on 01/19/21
 - 249 • Previously approved at the 01/07/21 council meeting in the amount of \$155,712.95.
 - 250 • Revision includes an addition of check number 10030 in the amount of \$5,782.80 that was not
 - 251 included previously for a refund to the WA State Department of Revenue.
 - 252 • Check Number: 10016-10030
 - 253 • Amount of Electronic Checks: 1
 - 254 • Amount: \$161,495.75
 - 255 • Dated: December 2020

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257 **APPROVAL OF MINUTES**

258 Moved by de Freitas, seconded by Starr, to approve the minutes of January 7, 2021 **as submitted**. Motion passed
259 4-0 with Monin absent.

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261 **FUTURE AND NON-AGENDA ITEMS**

262 Councilmember de Freitas shared an additional letter from the business roundtable group.

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264 No future agenda items were forthcoming.

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266 **CITIZEN RESPONSE**

267 No citizen response was forthcoming.

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269 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:00
270 p.m. The next regular meeting is scheduled for Thursday, February 4, 2021 at 12:00 p.m.

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