



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, January 4, 2018 – 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: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; and Position No. 4, Tim Daniels.

Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr 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 Starr.

### FLAG SALUTE

Mayor Ghatan conducted the flag salute.

### PUBLIC ACCESS TIME

No public access was forthcoming.

### ACTION AND DISCUSSION ITEMS

#### HOME Investment Partnership Program

At 12:03 p.m., Mayor Ghatan introduced Mark Tompkins, SJC Health and Community Services Director, to make a presentation regarding an opportunity to join the regional northwest Washington HOME consortium. The Home Consortium offers federal funding and technical assistance aimed at increasing the supply of decent, safe and affordable housing available to low-income and very-low-income families. The HOME regulations allow a group of contiguous local governments to organize to obtain HOME grant funding. Mr. Tompkins explained the pros and cons of joining the HOME Investment Partnership with Skagit, Islands and Whatcom Counties; and explained that if committed, the next step would be a letter to HOME Consortium indicating the Town's desire to join the consortium and request that the Town be added to the Regional Consolidated Plan for Federal fiscal year 2019. Discussion followed regarding administrative burdens for staff and allowable uses for any grant funding received.

**Moved by Monin, seconded by Hushebeck, authorizing the Mayor to execute a letter to HOME Consortium indicating the Town's desire to join the consortium and request that the Town be added to the Regional Consolidated Plan for Federal fiscal year 2019. Motion passed 3-0 with de Freitas and Starr absent.**

#### Resolution No. 2346

At 12:25 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2346 regarding unleaded gasoline and diesel fuel. Administrator Wilson explained that Petro SJ submitted the only bid for \$0.19 mark-up over cost. No discussion followed.

**Moved by Daniels, seconded by Hushebeck, to adopt Resolution No. 2346, awarding the annual supply of unleaded gasoline and diesel fuel. Motion passed 3-0 with Starr and de Freitas absent.**

Resolution No. 2347

At 12:28 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2347 regarding sewer manhole installation. Administrator Wilson explained the scope and location of sewer manholes. Discussion followed regarding stormwater issues.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2347, authorizing the Mayor to execute an agreement with Mike Carlson Enterprises for manhole installation. Motion passed 3-0 with Starr and de Freitas absent.**

Resolution No. 2348

At 12:30 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2348 regarding a Declaration of Emergency. Administrator Wilson explained that on December 28, 2017, Town staff discovered a large sink hole. The resulting investigation led to the discovery of extensive damage, including partial collapse, of approximately 675 linear feet of sewer main located on University Way, north of Tucker Avenue. The Mayor was consulted and Mike Carlson Enterprises was hired to prior to Council approval to begin repairs. Resolution No. 2348 ratifies the actions taken to prevent further damage. Public Works Director, Wayne Haefele, described the damage to the sewer line and resulting scope of work. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2348, authorizing the Mayor to execute a declaration of emergency for a damaged portion of sewer line on University Way. Motion passed 3-0 with Starr and de Freitas absent.**

Resolution No. 2349

At 12:43 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2349 regarding damaged sewer main on University Way. Administrator Wilson explained that the agreement with Mike Carlson Enterprises may require amendment because the agreement cost was based on time and materials estimates. No discussion followed.

**Moved by Monin, seconded by Daniels, to adopt Resolution No. 2349, ratifying an agreement with Mike Carlson Enterprises for replacement of damaged sewer line on University Way. Motion passed 3-0 with Starr and de Freitas absent.**

Resolution No. 2350

At 12:44 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2350 regarding the purchase of replacement sewer pump station equipment. Public Works Director, Wayne Haefele, recommended that the equipment for Little Creek Pump Station located in Hillview Terrace be replaced due to its age. Mr. Haefele explained that the pumps are due to fail. Discussion followed regarding the scope of work.

**Moved by Monin, seconded by Daniels, to adopt Resolution No. 2350, authorizing the Mayor to execute a contract for replacement of pumps at Little Creek Pump Station located in Hillview Terrace. Motion passed 3-0 with Starr and de Freitas absent.**

**ADMINISTRATOR’S REPORT**

At 1:00 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Marguerite Place – Public Works has been designing improvements to Marguerite Place from Spring Street to Park Street.
- WSF Lot C – Town Code Enforcement has contacted WSF about the derelict condition of Lot C.
- Waterline Replacement Project – Project closeout has begun and the project will be inspected by USDA in January.

- Spring Street Rain Garden – Town has sent soil samples to be analyzed.
- Linder Street Storm Drainage Project – Starr Surveying will be on-site.
- Homes for Islanders – HFI has paid \$250,000 in utility connection fees.
- International Flights – Flights to Victoria should begin in February. The Sidney sailing will end January 7, 2018.
- WSDOT – The March Point Round-About construction is scheduled to begin in July/August.
- FOG Program – Town is soliciting for proposals.
- America’s Pledge – Council was asked if it wanted to sign on to America’s Pledge.
- Preservation Trust – The Trust acquired land surrounding Trout Lake which will provide additional buffer for watershed.
- I/I Study – The study is on hold until the Sewer Plan Update is completed.
- Stormwater Vault – The State has included that its considering the Town’s funding request.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck to affirm the payment of Payroll Warrant Nos. 16952 through 18964 and Direct Deposit Run in the amount of \$289,793.81; and approve the payment of Claim Warrant Nos. 43756 through 43787 in the amount of \$57,330.45. Motion passed 3-0 with Starr and de Freitas absent.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:50 p.m. The next regular meeting is scheduled for Thursday, January 4, 2018 at 5:30 p.m.

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These minutes were approved on [date]. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk