



## **SUMMARY OF THE MINUTES TOWN COUNCIL**

## Thursday, March 6, 2025 – Council Chambers – Afternoon Session

## CALL TO ORDER

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

## ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Richard Geffen (Position No. 2), Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5).

Town Administrator Denice Kulseth (absent), Town Clerk Jennifer Krembs, Executive Assistant Julie Greene, and Finance Director Bethany Berry (online).

## FLAG SALUTE

Mayor Jackson conducted the flag salute.

## SET AGENDA

At 12:01 p.m., Mayor Jackson set the agenda.

## ANNOUNCEMENTS

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At 12:01 p.m., Mayor Jackson called for announcements, and shared earlier this month he became a great-grandfather; Council congratulated Mayor Jackson. No further announcements.

## PUBLIC COMMENT

At 12:02 p.m., Mayor Jackson opened public comment. Jeff Rachwitz, Finnegan Ridge resident, commented on the contrast of infrastructure requirements for developments and street improvement projects compared to what has been required of the Purple Lane (Finnegan Way) Development. Rachwitz requested the Town help the Purple Lane neighborhood as the development caused road damage, and the damage is fiscally falling upon residents to repair and maintain. Kate Rachwitz, Jeff Rachwitz's wife, said lighting and infrastructure requirements are not reasonable and put the wealthy at an advantage compared to nonprofits and smaller organizations. Rachwitz shared her concern for urban development taking away from the small-town ambiance and beauty. She challenged Council's affordable housing campaign platforms and questioned the Council's equal treatment of developments promoting affordable housing. Mayor Jackson requested the opportunity to make public comment as a public citizen.

Councilmember Starr called for a Point of Order and stated Robert's Rules of Order does not allow the Mayor to participate in the public comment period. Councilmember de Freitas suggested the topics from public comment be addressed as future agenda items when Town Administrator Kulseth and Community Development Director Ryan Ericson are both present. Mayor Jackson agreed.

## CONSENT AGENDA

At 12:12 p.m., the Consent Agenda was introduced by Mayor Jackson. No further discussion followed.

Moved by Geffen, seconded by de Freitas, to adopt the Consent Agenda as presented. No discussion. Motion passed unanimously.

## Resolutions

46           • Resolution No. 2939 – Authorizing Change Order No. 2 and project acceptance with Island Home Finishes for the Sunshine  
47           Alley Bathroom Improvement Project.  
48           • Resolution No. 2941 - Accepting and authorizing a funding update from the Department of Ecology.  
49

50 **Minutes** Approval of the Summary of the Minutes dated February 20, 2025.  
51

## 52 **ACTION AND DISCUSSION ITEMS**

### 53 Public Works Update - Wastewater Treatment Plant Improvement Project

54 At 12:13 p.m., Mayor Jackson introduced Public Works Director Jesse Douglas-Seitz to provide an update on a  
55 possible amendment to support the Wastewater Treatment Plant Improvement Project. The Washington State  
56 Department of Commerce Small Communities Initiative Group meets monthly online. The meetings have  
57 provided support for the project with attendance from the United States Department of Agriculture (USDA), the  
58 Department of Ecology, Wilson Engineering Engineer Scott Wilson, and KBA, Inc. This past month the group  
59 kicked off the Small Community Project Priority List (SCPPL) amendment process authorizing additional funding  
60 for the project. USDA requires all funding be secured for the project before moving forward. Douglas-Seitz is  
61 hopeful the Wastewater Treatment Plant Improvement Project will be ready for bid advertisements in April.  
62 Funding requires the project be awarded with a signed contract before July 1, 2025. Douglas-Seitz explained  
63 proposed Resolution No. 2940 authorizing Amendment No. 2 to the Town’s contract with KBA, Inc., for additional  
64 advisory support. Councilmember Hushebeck commented on the amount of the contract increase. Douglas-Seitz  
65 recognized that the Wastewater Treatment Plant Improvement Project is larger than previous projects completed  
66 by the Town. The original contract with KBA, Inc., contracted for owner advisory support, and Amendment No. 1  
67 added an independent cost estimate which should be completed by March 24, 2025. Amendment No. 2  
68 authorizes additional advisory support as the 90% review of the Wilson Engineering design came back with  
69 multiple comments making additional funds for 100% design review, bid support, and awarding the project  
70 advisable. Councilmember de Freitas inquired about Wilson Engineering compensation due to the plans requiring  
71 additional work. Wilson Engineering requested an additional amendment to the project; however, Douglas-Seitz  
72 declined to amend as time allocated for the project has exceeded time allotted. Wilson Engineering is committed  
73 to completing the project. Councilmember de Freitas requested that Council’s sentiments be shared with Wilson  
74 Engineering.  
75

### 76 Resolution No. 2940

77 Authorizing Amendment No. 2 with KBA, Inc., for additional advisory support for the Wastewater Treatment Plant  
78 Improvement Project.  
79

80 **Moved by deFreitas, seconded by Turnage, Resolution No. 2940 authorizing Amendment No. 2 with KBA, Inc., for  
81 additional advisory support for the Wastewater Treatment Plant Improvement Project. No discussion. Motion  
82 passed unanimously.**  
83

### 84 Public Works Update - Engineering Street Standards

85 Douglas-Seitz shared the Engineering Street Standards Presentation which covered existing classifications to  
86 include major arterials, minor arterials, local access streets, residential streets at 50' and 40' right of way, alleys,  
87 and streets that are private, unpaved, or unclassified. Residential streets are not eligible for Transportation  
88 Improvement Board (TIB) funding. Douglas-Seitz reviewed Harrison Street, Lampard Street, and Carter Street  
89 current use and made reclassification recommendations to move from residential streets to local access streets,  
90 which would make them eligible for TIB funding in the future. Councilmembers Hushebeck and de Freitas agreed  
91 with the reclassification of Harrison Street, shared traffic observations from the Harrison and Geneste  
92 neighborhood, and requested consideration of mindful redesign for mixed use. Douglas-Seitz shared the process  
93 of gathering data through traffic studies to inform reclassification recommendations. Larson Street (Tucker Street  
94 to Guard Street/Beaverton Valley Road) was reviewed with a potential recommendation for reclassification to a  
95 local access street. A Growth Management Act review is due next year, and the consultant is working with the  
96 Community Development Department; through this process, transportation and traffic flows were reviewed to  
97 reduce congestion on Guard Street by the high school. Extending Lawson Street would provide for future town

98 growth and create an alternative route for vehicles traveling from Beaverton Valley Road to Roche Harbor Road.  
99 Douglas-Seitz pointed out the reclassification and extension of Larson Street is only an idea for consideration.  
100 Councilmember Starr expressed concern and shared she joined the Council to help protect the Terra Bella  
101 neighborhood from having an additional road in that vicinity. Mayor Jackson appreciated Douglas-Seitz's forward  
102 thinking. Councilmember Turnage suggested moving forward with three of the four street recommendations and  
103 inquired about the use of Larson Street. Councilmembers Starr and Turnage noted Larson Street is not in good  
104 condition. Douglas-Seitz recommended reclassifying Harrison Street, Lampard Street, and Carter Street and  
105 offered to bring forth a resolution to reclassify streets; the Council concurred. Douglas-Seitz further reviewed  
106 Street Engineering Standards Section 8.4 tables with suggested updates for major arterials, local access streets,  
107 residential streets with 50' and 40' right of way, alleys, and private roads. The streets listed on the tables will be  
108 converted into maps. Table 8-1 Minimum Street Design Standards contained information to help with street  
109 classification measured by traffic volume. East Street, also known as Granny's Way, is an example of a  
110 commemorative street. Councilmember de Freitas inquired about a list of memorialized street names; Douglas-  
111 Seitz will follow up on this with Community Development Director Ryan Ericson and Clerk Krembs. Additionally,  
112 the Pocket Park Guidelines and street lighting will be included in the standards. Mayor Jackson asked who is  
113 responsible for private roads. Ericson explained the current Engineering Design Standards adopted in April 2022  
114 require that private roads meet public road standards due to the substandard roads in town; a road maintenance  
115 agreement should be in place with the community responsible for maintenance. Safety standards allow the Town  
116 to enforce code, and the responsibility lies with the Homeowners Association to make repairs if out of  
117 compliance. Councilmember Starr asked about lighting directionality; Douglas-Seitz confirmed the Town is dark  
118 skies compliant per the Illuminating Engineering Society (IES) which developed the Backlight, Uplight, and Glare  
119 (BUG) ratings as a tool to measure the amount of light in a given area or lighting zone. Councilmember de Freitas  
120 shared there should be continuity with lighting among neighborhoods. Councilmember Turnage requested  
121 reassurance that the lighting standards will not be limiting if the need for change is warranted in various  
122 situations. Douglas-Seitz reassured the Council this would not limit changes if they were warranted; he suggested  
123 the creation of a map to highlight lighting and explained how alterations to lights could provide backlighting.  
124 Douglas-Seitz plans to bring these changes back in April with a resolution. Sewer changes are upcoming with the  
125 implementation of a Fats, Oils, and Grease Program (FOG). Mayor Jackson asked for a Water Treatment Plant  
126 update. Douglas-Seitz shared the Department of Ecology awarded funds, and the Water Treatment Plant  
127 improvements are upcoming with examples of significant improvements, increased capacity, and funding  
128 received to support the project.  
129

#### **130 Public Works Update - Pedestrian Street Safety Update**

131 Douglas-Seitz gave credit to Clerk Krembs for the creation of the Traffic Safety brochure. The brochure addresses  
132 reduced speed limits, speed bumps, non-regulatory slow down signs, and mid-block crosswalks. Reflective bands  
133 are ordered and obstructed street light vegetation trimming is underway. Mayor Jackson suggested mailing the  
134 flyer and reflective bands. Finance Director Berry said the utility bill mailout service could only include the  
135 brochure. Councilmember de Freitas asked if the brochure could be less detailed. Douglas-Seitz stated the  
136 brochure should stay as is. Krembs agreed to create simplified informational media with key points. The Council  
137 thanked Krembs for the work done on the brochure and Douglas-Seitz for his informational presentations.  
138

#### **139 FUTURE AND NON-AGENDA ITEMS**

140 At 12:47 p.m., Mayor Jackson called for future agenda items. Councilmember de Freitas requested updates on  
141 lighting for Nash Street, code enforcement on Purple Lane, and informational requirements for curb, gutter, and  
142 sidewalks. The Council agreed on the topics.  
143

#### **144 PUBLIC COMMENT**

145 At 1:42 p.m., Mayor Jackson opened public comment. Jeff Rachwitz stated he was thankful to be at the meeting;  
146 he was impressed with Douglas-Seitz's presentations and amazed at the number of issues that are covered at  
147 Council meetings. Rachwitz recognized Town workers for doing their jobs in presenting the Council with information

148 on issues. Rachwitz pleaded with the Council to pay attention to the issues brought forth as the changes before  
149 them matter for the community.

150

151 **ANNOUNCEMENT**

152 At 1:46 p.m., Mayor Jackson called for announcements. Mayor Jackson invited the public to join Council meetings  
153 and make public comments as the public's voices matter. He wished everyone a happy Saint Patrick's Day.

154

155 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:47 p.m.  
156 The next regular meeting is scheduled for Thursday, March 20, 2025, at 12 p.m.

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158 \* \* \* \* \*

159 **These minutes were approved by motion of the Town Council. The original document is retained by the Clerk in  
160 the Town Council's permanent records. Attest: Jennifer M. Krembs, Town of Friday Harbor Clerk**