



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, December 19, 2024 – December 30, 2024 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) absent, Richard Geffen (Position No. 2), Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5). **Council consensus to excuse the absence of Councilmember Hushebeck.**

Town Administrator Denice Kulseth; Finance Director Bethany Berry; and Clerk Jennifer Krembs.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

SET AGENDA

At 12:02 p.m., the agenda was set.

ANNOUNCEMENTS

At 12:03 p.m., Mayor Jackson read the Friday Harbor Food Bank thank you letter for November 7th Friday Harbor Life Ring donation of \$15,000. No further announcements.

PUBLIC COMMENT

At 12:05 p.m., no public comment was forthcoming.

CONSENT AGENDA

At 12:06 p.m., the Consent Agenda was introduced by Mayor Jackson. No discussion followed.

Moved by Geffen, seconded by Starr, to adopt the Consent Agenda as presented. No discussion. Motion passed 4-0 with Hushebeck absent.

Resolutions

- Resolution No. 2917 – Adopting the Water System Plan accepted by Department of Health
- Resolution No. 2918 – Adopting KPG – Pocket Park Design Guidelines
- Resolution No. 2919 – Authorizing acceptance of the 2024 Crack Seal Improvement Project completed by Huizenga
- Resolution No. 2920 – Authorizing Amendment 2 to Resolution No. 2719 a contract with Gray & Osborne, Inc. for design and construction management services on the Marguerite Place Improvement Project (Park Street to Spring Street).

Payment of Claims & Payroll

- Claim warrants: #61619 to 61639; including EFT payments; dated November 14, 2024; in the amount of \$157,896.34.
- Claim warrants: #61640 to 61672; including EFT payments; dated November 22, 2024; in the amount of \$256,011.66.
- Payroll warrants: #20134 to 20142, including employee direct deposit and vendor ACH payments; dated November 30, 2024; in the amount of \$346,350.91.

Minutes Approval of the Summary of the Minutes dated December 5, 2024.

Councilmember de Freitas thanked Finance Director Bethany Berry for the making it possible for Council to review Town receipts.

ACTION AND DISCUSSION ITEMS

Budget Work Session

At 12:07 p.m., Mayor Jackson introduced Finance Director Berry to provide a budget update. The 2024 and 2025 budgets now reflect the projects moved from 2024 fiscal year to 2025 fiscal year. The 2025 budget does not include minor projects; it includes the Wastewater Treatment Plant (WWTP) and the Water Treatment Plant (WTP). Personnel increases are yet incorporated due to the pending Union contract. Berry invited questions; no questions were forthcoming.

Public Hearing - Final 2024 Budget Amendment (RCW 35.33.071/RCW 35A.33.070)

At 12:11 p.m., Mayor Jackson opened the Final 2024 Budget Amendment public hearing effective January 1, 2024. No additional staff comments or Council discussion were forthcoming. The public hearing was closed at 12:12 p.m.

Utility Shut Off Procedure Discussion

At 12:09 p.m., Mayor Jackson introduced Finance Director Berry to provide proposed changes to the utility shut off procedure, and Code changes to have a utility billing included in Section 13. Berry explained the current procedure consists of sending delinquency bills the 11th day of the month and counting 50 days beyond this day for shutting off utilities, which is approximately two months after payment is not received and can fluctuate. Berry shared delinquency bills start two months after payment is not received. Berry proposed for year 2025 the procedure is updated to provide clarity and consistency in the Friday Harbor Municipal Code (FHMC), with bills going out on the 11th day of the month, warning tags being placed on the 22nd day of the month, and utility shut off taking place on the 25th day. Councilmember Starr inquired if the change would provide customers less time to pay bills. Berry explained the timeframe is roughly the same amount of time, but the update would standardize days. Council approved Berry to rewrite the FHMC to clarify and streamline the procedure. Berry will bring the proposed changes to Council.

ADMINISTRATOR’S REPORT

At 12:16 p.m., Administrator Kulseth reported on the following:

- Kulseth shared a thank you card from Judy Alhadeff’s family for the Town’s condolence card.
- Kulseth contacted the Sheriff to inquire about recent accidents in crosswalks and to gather ideas to promote pedestrian safety. The commonality of recent accidents were older drivers and pedestrians wearing dark clothing; drivers were sighted for the accidents. Kulseth suggested the Town purchasing 1000 reflective strips that could have the Town’s logo and distributing them to public entities, such as schools and the library. The Sheriff’s department and Town will work together to provide a public relations campaign on defensive driving and pedestrian awareness of increasing visibility in the dark. Kulseth and Clerk Krembs will launch awareness efforts every daylight savings time to promote pedestrian safety.
- Good news! On behalf of the Town, Public Works Director Jesse Douglas-Seitz and Executive Assistant Julie Greene submitted a Public Facility Financing Assistance Program (PFFAP) application. The County approved the proposal to extend the life of the WTP. PFFAP is a rural sale and use tax fund. The Town receives 25% of the fund as a municipality. The Town last applied for PFFAP funding in 2018. The approved application grants \$500,000 over two years, \$250,000 for the first year, and \$250,000 the second year. The Town also applied for a Drinking Water Revolving Fund loan to support financing the project improvements. Kulseth is hopeful for the funding and for the improvement projects to be under construction in year 2026.

FUTURE AND NON-AGENDA ITEMS

No agenda items.

PUBLIC COMMENT

No public comment.

ADJORNMENT – Hearing no further business Mayor Jackson continued the meeting to Monday, December 30, at 12:00 p.m. Mayor Jackson wished everyone a Merry Christmas.

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SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, December 30, 2024 Council Chambers – Continued Session

CALL TO ORDER

Mayor Jackson called the continued session of the Town Council to order at 12:10 p.m.

ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Richard Geffen (Position No. 2), Anna Maria de Freitas (Position No. 3) absent, Mason Turnage (Position No. 4) absent, and Barbara Starr (Position No. 5). **Council consensus to excuse the absence of Councilmember de Freitas and Councilmember Turnage.**

Town Administrator Denice Kulseth; Finance Director Bethany Berry; and Clerk Jennifer Krembs.

CONSENT AGENDA

At 12:11 p.m., the Consent Agenda was introduced by Mayor Jackson. Councilmember Hushebeck inquired about the WWTP funding. Director Berry explained the intergovernmental funding revenues, with funding from US Department of Agriculture (USDA) in the grant amount of \$8,807,900.00 and a Department of Ecology loan in the amount of \$6,500,000.00. The Town contribution amount is \$1,060,070.00. The WWTP upgrade in the 2025 budget totals \$18,480,900.00. No further discussion followed.

Moved by Geffen, seconded by Starr, to adopt the Consent Agenda as presented. No discussion. Motion passed 3-0 with de Freitas and Turnage absent.

Ordinances

- Ordinance No. 1813 – Adopting 2024 Budget Amendment
- Ordinance No. 1814 – Adopting 2025 Budget

Resolutions

- Resolution No. 2921 – Authorizing Amendment 1 to Resolution No. 2815 a contract with KBA for advisory services for the WWTP
- Resolution No. 2922 – Authorizing Amendment 1 to Resolution No. 2790 a contract with Tyler Technologies for Finance Dept Software
- Resolution No. 2923 – Authorizing Amendment 4 to a contract for consultant services with Jason Miniken to 2025
- Resolution No. 2924 – Authorizing Amendment 2 to a contract with Legacy Telecommunications for generator maintenance repair.
- Resolution No. 2925 – Ratifying an agreement with Revize LLC for web services
- Resolution No. 2926 – Authorizing a contract with SCS Engineers for 2025 groundwater monitoring program services at the Friday Harbor Landfill.

FUTURE AND NON-AGENDA ITEMS

No agenda items.

PUBLIC COMMENT

No public comment was forthcoming.

143 **ADJORNMENT** – Hearing no further business Mayor Jackson adjourned the meeting at 12:17 p.m. Mayor Jackson
144 wished everyone a Happy New Year.
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147 These minutes were approved by motion of the Town Council. The original document is retained by the Clerk in
148 the Town Council’s permanent records. Attest: Jennifer M. Krembs, Town of Friday Harbor Clerk