



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, May 1, 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) remote, Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5).

Mayor Raymont Jackson, Town Administrator Denice Kulseth, Finance Director Bethany Berry (remote), and Town Clerk Jennifer Krembs.

### FLAG SALUTE

Mayor Jackson conducted the flag salute.

### SET AGENDA

At 12:05 p.m., Mayor Jackson set the agenda.

### ANNOUNCEMENTS

At 12:05 p.m., Mayor Jackson called for announcements. No announcements were forthcoming.

### PUBLIC COMMENT

At 12:05 p.m., Mayor Jackson opened public comment. No public comment was made.

### COUNTY UPDATE

At 12:06 p.m., Mayor Jackson welcomed San Juan County (SJC) Manager Jessica Hudson to provide a County update. On May 12<sup>th</sup>, the County Council will review the final element of the SJC Comprehensive Plan, which will cover utilities. The opioid litigation settlement will be addressed at an upcoming meeting. Mayor Jackson thanked Hudson for attending.

### CONSENT AGENDA

At 12:18 p.m., the Consent Agenda was introduced by Mayor Jackson. Councilmember Hushebeck inquired about Resolution No. 2953 and wanted to clarify if there was a grant to support the deferred maintenance at Sunken Park. Kulseth explained that Gray and Osborne visited the site and evaluated the maintenance required. All the grant funding will be used to improve existing infrastructure including the gazebo. The gazebo lighting will be addressed, along with replacing the roof. Councilmember de Freitas asked about the roofing material for the gazebo. Kulseth advised against cedar shakes and recommended material that would be durable and Firewise. Richard Lawson Construction, Inc. will be awarded the contract.

#### Ordinances

- Ordinance No. 1816 – To ordain bond anticipation, note to provide interim financing for certain improvement for the Wastewater Treatment Upgrade Project.

#### Resolutions

- Resolution No. 2951 – Authorizing an agreement for on-call professional engineering services with Gray & Osborne, Inc.
- Resolution No. 2953 – Award Sunken Park deferred maintenance to Richard Lawson Construction, Inc.

#### Claims and Payroll

- Claim warrants: 62022 to 62041 and (1) EFT payment, dated March 6, 2025, in the amount of \$37,246.09.
- Claim warrants: 62042 to 62077, (1) EFT payment, and DFT237 reversal that should have been a warrant payment instead of a bank draft, dated March 6, 2025, in the amount of \$117,667.74.

- Claim warrants: 62078 to 62104, dated March 20, 2025, in the amount of \$88,818.46.
- Claim warrant: (1) EFT payment, dated March 25, 2025, in the amount of \$23,727.32.
- Utility billing refund warrant: 62105, dated March 27, 2025, in the amount of \$405.24.
- Claim warrants: 62106 to 62117, dated March 27, 2025, in the amount of \$11,445.18.
- Utility billing refund warrant: 62118, dated April 2, 2025, in the amount of \$168.56.
- Claim warrants: 62119 to 62153, dated April 3, 2025, in the amount of \$172,517.52.
- Utility billing refund warrants: 62154 to 61256, dated April 18, 2025, in the amount of \$426.98.

**Minutes** Approval of the Summary of the Minutes dated April 3, 2025, and April 17, 2025.

**Moved by Councilmember Geffen, seconded by Councilmember Starr, to adopt the Consent Agenda as presented. Motion passed unanimously.**

## **ACTION AND DISCUSSION ITEMS**

### LTAC Appointment

At 12:11 p.m., Mayor Jackson welcomed Mary Perrollaz and appointed her to the Lodging Tax Advisory Committee (LTAC). Perrollaz shared her family and small business experience running Dockside Treasures and San Juan Island Roasters which includes a coffee shop, mail order business, and wholesale business that sells to Coho Restaurant, Tucker House, and other hotels. Perrollaz explained in her line of work she is data driven and observant of economic highs and lows in town. Council thanked Perrollaz.

### Public Works Update

At 12:15 p.m., Mayor Jackson called upon Public Works Director Jesse Douglas-Seitz to share a Public Works update. Douglas-Seitz shared the history of streetlights purchased from the vendor CREE. There have been three different versions of streetlights purchased by the Town within recent years as the vendor continues to update LEDS and streetlight efficiency. Douglas-Seitz asked for Council advisement as he begins the procurement process to purchase new streetlights; the three streetlights to be purchased will address Council’s request to replace the arms on three poles located on the 700 block of Nash Street. Make, model, size, color, and statistics of CREE streetlight options were shared. The new CREE light models include back, front, and cul-de-sac deflectors with mid-intensity LEDs. Douglas-Seitz reported that the old style of streetlights are no longer available, and streetlights moving forward will be transitioned to newer models. The new lights are completely different and will not look like lights on the 600 block of Nash Street. The vendor documentation shows the lights are comparable, however, there is no guarantee of how the lighting will appear once installed. Councilmembers confirmed that the deflectors could be added to this model at an additional cost. Council directed Douglas-Seitz to move forward with the street light order.

## **CLOSED SESSION AND EXECUTIVE SESSION**

At 12:30 p.m., Mayor Jackson announced Council would be holding a Closed Session in accordance with the provision of RCW 42.30.140 (4) (a) to discuss the Collective Bargaining Agreement followed by an Executive Session in accordance with the provision of RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for employment or to review the performance of an employee. The combined sessions were estimated to last 30 minutes. Participants: Town Council, Mayor Jackson, and Administrator Kulseth.

The session ended at 1:08 p.m. for an actual session time of 38 minutes. The public was properly informed of the time extension. Action regarding Resolution No. 2952 and Ordinance 1817 were taken as follows:

**Moved by Councilmember Starr, seconded by Councilmember Geffen, to approve Resolution No. 2952 authorizing a labor contract with the Guild of Pacific Northwest Employees Local 1909 for years 2025-2027. Motion passed unanimously.**

**Council tabled Ordinance 1817 setting salaries for non-represented staff until the next regular Council meeting on May 15, 2025.**

Councilmember de Freitas was dismissed from the meeting.

#### **ADMINISTRATOR’S REPORT**

At 1:58 p.m., Administrator Kulseth reported on the following:

- Kulseth shared the Wastewater Treatment Plant is out to bid with some prospective interest already. The bids will be opened on May 22<sup>nd</sup> or on June 2<sup>nd</sup> if interested parties request an extension. Council is expected to award the bid at the June 5<sup>th</sup> regular scheduled meeting. The Bond Anticipation Note (BAN) just approved on the Consent Agenda provides interim financing from Savi Bank.
- Kulseth requested a volunteer to serve on the board of the Northwest Clean Air Agency which monitors clean air across the county. The County voted to join and, as a member, they are to provide a representative on the board from both the County and the Town. There will be approximately ten 90-minute board meetings with the next meeting taking place on July 10<sup>th</sup>. Other board members are from Bellingham, Mount Vernon, and Oak Harbor. The workload and agendas are unclear. Kulseth offered to invite Mark Buford to join the next meeting to answer Council questions. Councilmember Starr was willing to serve but requested more information and questioned the relevance for the Town to have representation.
- Kulseth shared Kasey Anderson attained his Water Treatment Operator II certification. Kulseth was pleased to announce our Water Treatment, Water Distribution, and Wastewater Treatment Plants have employees with the proper certifications. Due to the sufficient certifications, contracted operator Jason Miniken’s contract was terminated. Kulseth expressed gratitude for Miniken’s support.
- Kulseth was happy to share the Town received confirmation from the Department of Health that the Drinking Water State Revolving Fund award for the Water Plant’s fourth filter was approved. Of the \$4.5 million loan, over \$1.5 million will be forgiven as a subsidy with the balance of approximately \$2.9 million repayable at the low interest rate of 1.75% over 24 years.
- Interviews for the IT Administrator position are going well. Kulseth hopes to have a candidate to recommend soon.
- Kulseth provided an update on the Legislative Session. Senate Bill 5804 regarding the Public Works Assistance Account was not cut; those funds are vital for public works projects. House Bill 1791 was signed aligning REET 1 and REET 2 funds and allocation; use of funds for affordable housing has become permanent. House Bill 2049’s property tax increase should benefit schools but was amended to exclude general County and Town operations.

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

At 1:22 p.m., no new agenda items were forthcoming.

#### **PUBLIC COMMENT**

At 1:22 p.m., no public comment was made.

#### **ANNOUNCEMENT**

Mayor Jackson shared he will seek re-election to serve as mayor of the Town of Friday Harbor.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:24 p.m. Special meetings are scheduled for both May 5, 2025, at 12:00 p.m. and May 8, 2025, at 9:00 a.m. The next regular meeting is scheduled for Thursday, May 15, 2025, at 12:00 p.m.

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