



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, July 17, 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).

Mayor Jackson, Town Administrator Denice Kulseth, Town Clerk Jennifer Krembs, Finance Director Bethany Berry.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

12:01 P.M. SET AGENDA

Agenda was set.

12:01 P.M. ANNOUNCEMENTS

No announcements were forthcoming.

12:01 P.M. PUBLIC COMMENT

No public comment was forthcoming.

12:02 P.M. CONSENT AGENDA

Moved by Councilmember Geffen, seconded by Councilmember Turnage to approve the consent agenda as written. Motion passed unanimously.

Approved:

Resolutions

- Resolution No. 2963 – Authorizing Change Order No. 2 with Lawson Construction, Inc., and accepting the Sunken Park Deferred Maintenance Project
- Resolution No. 2964 – Approving and issuing Cannery Village Permit
- Resolution No. 2965 – Authorizing Rose Lane Stormwater Improvement Project with M.E.M. Enterprises

Minutes Approval of the Summary of the Minutes dated July 3, 2025

The Rose Lane Stormwater Improvement Project will begin at the end of July or beginning of August 2025.

ACTION AND DISCUSSION ITEMS

12:05 P.M. Public Hearing - Six Year Transportation Improvement Program (TIP)

Mayor Jackson called upon Community Development Director Ericson to introduce the Six Year TIP.

At 12:05 p.m. Town Clerk Jennifer Krembs called for a Point of Order and stated the public hearing procedure is to be followed prior to adopting Resolution No. 2961. Mayor Jackson agreed.

At 12:06 p.m., the public hearing for the Six Year TIP was opened. Community Development Director Ericson presented an update on proposed Resolution No. 2961 to adopt the six year TIP for years 2026 through 2031. The

Council recognized transportation priorities identified by former Public Works Director Jesse Douglas-Seitz. No public testimony was forthcoming. The public hearing was closed at 12:09 p.m.

12:09 P.M. Resolution No. 2961 – Adopting Six Year TIP

Moved by Councilmember Starr, seconded by Councilmember Turnage to approve Resolution No. 2961, Six Year Transportation Improvement Program for the years 2026 through 2031 as written. Motion passed unanimously.

12:10 P.M. Solid Waste Advisory Committee (SWAC) Appointment

Administrator Kulseth explained that Councilmember Hushebeck’s term on the San Juan County (SJC) SWAC expires on July 31, 2025; she requested that the Council appoint a new Council representative. Councilmember Hushebeck explained the role and mission of the SWAC which meets once per quarter.

Moved by Councilmember Hushebeck, seconded by Councilmember de Freitas to appoint Councilmember Starr to the San Juan County Solid Waste Advisory Committee to represent the Town of Friday Harbor. Motion passed unanimously.

12:17 P.M. ADMINISTRATOR’S REPORT

Administrator Kulseth reported on the following:

- Kulseth met with the AWC Small Cities Advisory Committee on July 17, 2025. She requested legislative priorities for her to bring forth. A discussion on public records requests transpired.
- Facility Maintenance Manager Andy Gutierrez will seal the wooden railings located at Sunken Park.
- A Human Resource update was provided. Two offers are being made for the Streets and Parks Department positions; several candidates are being considered for the Public Works Director vacancy.
- The Water Treatment Plant Improvement Project cost estimate is higher than anticipated. Federal funding is already secured. The Town is working to identify additional funding sources.
- A preconstruction meeting for the Wastewater Treatment Plant Improvement Project took place on July 8, 2025. BOSS Construction was awarded the contract. The Town is working with the Department of Ecology and USDA to ensure funding will cover additional improvements.
- Seven Town employees attended the State Auditor’s Office fraud training hosted by SJC.
- A revised bid for upgrades to the Council Chambers entrance is being requested.
- Kulseth will be out of the office Friday, July 18, 2025, through Monday, July 21, 2025.

12:26 P.M. PUBLIC COMMENT

No public comment was forthcoming. Mayor Jackson invited SJC Council Chair Kari McVeigh to provide an update. Councilmember Geffen and McVeigh attended a Washington State Ferry-focused meeting with Governor Furguson on Orcas Island on July 14, 2025. An overview of the meeting was provided. The Council discussed ferry service. Kulseth offered to reach out to County Councilmember Justin Paulsen (SJC ferry representative) regarding extending the expiration date for multi-ride ferry passes due to poor ferry service.

12:40 P.M. FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

12:40 P.M. ADJOURNMENT

Hearing no further business and no objection, Mayor Jackson adjourned the meeting. The next regular meeting is scheduled for Thursday, August 7, 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