



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, August 7, 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 - remote), 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.

12:02 P.M PUBLIC COMMENT

No public comment was forthcoming.

12:04 P.M. CONSENT AGENDA

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

Approved:

Ordinance

- o Ordinance No. 1821 – Amending Town Business License Model Threshold

Resolutions

- o Resolution No. 2967 – Ratify annual generator maintenance Task Order No. 1 with Legacy Telecommunications
- o Resolution No. 2968 – Ratify interlocal agreement for award of funds for public facilities financing assistance under RCW 82.14
- o Resolution No. 2969 – Authorize a contract with Treehouse Creative Digital Solutions for website consulting and build out.
- o Resolution No. 2970 – Authorize a contract with Unlimited Services LLC for Council Chambers Entrance Improvement Project

Payments and Claims

- 1) Claim warrants: 62049, 62347-62395 and DFT 352-362, 368-375 payments, dated June 5, 2025, in the amount of \$427,113.54.
- 2) Claim warrants: 62396-62430 payments, dated June 19, 2025, in the amount of \$162,866.13.
- 3) Utility billing refund warrants: 62431-62432 payments, dated June 30, 2025, in the amount of \$534.05.
- 4) Claim warrants: 62433-62456 and (2) EFT payments, dated June 26, 2025, in the amount of \$119,817.71.
- 5) Claim warrants: 62457-62461 payments, dated June 30, 2025, in the amount of \$8,317.16.
- 6) Claim warrants: 62462-62492 and (2) EFT payments, dated July 3, 2025, in the amount of \$320,261.90.
- 7) Claim warrants: 62493-62512, 62517-62543 and DFT 385-400 payments, dated July 17, 2025, in the amount of \$306,153.53.
- 8) Utility billing refund warrants: 62513-62516 payments, dated July 23, 2025, in the amount of \$906.90.
- 9) Claim warrants: 62544-62575, and (1) EFT payments, dated July 24, 2025, in the amount of \$218,564.54.
- 10) Payroll warrants: 20197-20206 and EFT payments, dated June 30, 2025, in the amount of \$373,354.39.

Minutes Approval Approval of the Summary of the Minutes dated July 17, 2025, and July 25, 2025

52 Ordinance No. 1821 amends the Business License Model Threshold from \$2,000 to \$4,000 annually as mandated by the state Department
53 of Revenue and effective January 2026. Resolution No. 2969 is a contract with Treehouse Creative Digital Solutions for ADA compliance and
54 website buildout support.

55

56 ACTION AND DISCUSSION ITEMS

57 12:08 P.M. Public Hearing Ordinance 1819 – Adopting F.O.G. Program

58 At 12:10 p.m., Mayor Jackson continued the public hearing on the F.O.G. Program and called upon
59 Community Development Director Ryan Ericson to present the proposed ordinance and share an
60 update on public outreach efforts. No public testimony was forthcoming. The public hearing was
61 closed at 12:14 p.m.

62 Councilmember De Freitas requested phasing in the implementation of proposed Ordinance 1819
63 with a public education component, shared concerns, and suggestions for implementation. She
64 inquired if test sampling could take place. Wastewater Treatment Supervisor Joe Pasic addressed why
65 testing for F.O.G. is not possible and shared that public education materials have and will be created
66 with best practices. Councilmember Hushebeck agreed with Councilmember de Freitas regarding
67 addressing compliance and being reasonable with implementation. Pasic explained the F.O.G.
68 calculator process, and he agreed to create an FAQ to support the business community. Ericson
69 explained the code violation process would provide time for the business to comply. The Council
70 expressed trust in Town staff to implement the program.

71

72 **Moved By Councilmember Geffen, seconded by Councilmember Starr to approve Ordinance No. 1819
73 adopting the Fats, Oils, And Grease (F.O.G) Program and creating a new chapter of the Friday Harbor
74 Municipal Code 13.22 Fats, Oils, And Grease Program. Motion passed unanimously.**

75

76 12:41 P.M. ADMINISTRATOR'S REPORT

77 Administrator Kulseth reported on the following:

- 78 ○ Kulseth shared updates on the Town's two large improvement projects. The Wastewater Treatment Plant
79 Improvement Project will mobilize on August 18, 2025. The work will be done by BOSS Construction and
80 completed by March 30, 2027. Pasic provided details on the improvements which include larger storage
81 tanks and an updated UV system. The Water Treatment Plant Improvement Project is beyond 60% design
82 for the fourth filter.
- 83 ○ Five-ride ferry passes have been extended to 120 days. This was spearheaded by County Councilmember
84 Justin Paulsen
- 85 ○ Kulseth sits on the Public Facilities Financing Assistance Program (PFFAP) Committee, and the Port has been
86 awarded a grant through the program for improvements.
- 87 ○ Alicia Carnevali is willing to extend the contract for use of the Spring Street parking lot for an additional
88 three years. Improvements could be made if the lease could be extended for a longer period of time.
- 89 ○ An all-staff training took place on July 25, 2025, regarding first amendment auditors and public records
90 requests. Staff learned how to respond, and all new hires will be required to take the training led by the
91 Town's attorney from Ogden, Murphy, and Wallace.
- 92 ○ Public Works Director Mike Liptack has been hired. His first day will be August 18, 2025.
- 93 ○ On July 31, 2025, Kulseth attended the Friends of the San Juans restoration project tour.
- 94 ○ Pasic passed his level three Wastewater Treatment Plant certification.
- 95 ○ On August 1, 2025, Kulseth and Mayor Jackson met with Representative Larsen and discussed funding to
96 support infrastructure projects.
- 97 ○ Kulseth addressed public records requests, the process, and the variety of recent requests.

98

99 1:00 P.M. PUBLIC COMMENT

100 No public comment was forthcoming.
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102 **1:01 P.M. FUTURE AND NON-AGENDA ITEMS**

103 Councilmember Starr commented on the Home Trust letter from Karl Eberhard and his request for a meeting.
104 Ericson provided an update. HolliWalk and the Argyle Project are two separate discussions. The Argyle Project is a
105 legislative process, so individual meetings are allowed. A memo will be prepared and shared with the Home Trust
106 before going to the Council. Council members are concerned about meeting with the Home Trust and requested
107 that the discussion about the agreement be held in a public setting rather than individually. The Council would
108 like to discuss Ericson's memo and requested to see the Development Agreement information for the projects on
109 both Grover Street and Guard Street with 30 minutes allocated for Council discussion. Mayor Jackson welcomed
110 Deputy County Manager Tillary Williams; Williams had no comment.

111

112 **1:15 P.M. EXECUTIVE SESSION**

113 Executive Session – Pursuant to RCW 42.30.110(1)(g) - To evaluate the qualifications of an applicant for public
114 employment or to review the performance of a public employee. The session was estimated to last until 1:45 p.m.
115 with action anticipated to follow. Participants: Mayor Jackson, Councilmembers Hushebeck, Geffen, de Freitas,
116 Turnage, and Starr; Town Clerk Jennifer Krembs; Finance Director Bethany Berry, and Administrator Kulseth. At 1:45
117 p.m., the session ended for an actual session time of 30 minutes. The public was notified and invited back into the
118 session.

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120 Moved By Councilmember Turnage, Seconded by Councilmember Geffen to reinstate funding for the
121 Public Works Project Manager. Motion passed unanimously.

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123 **12:46 P.M. ADJOURNMENT**

124 Hearing no further business and no objection, Mayor Jackson adjourned the meeting. The next regular meeting is
125 scheduled for Thursday, August 21, 2025, at 12:00 p.m.

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