



Town of Friday Harbor

60 Second St ~ PO Box 219, Friday Harbor, WA 98250

P: (360) 378-2810 | Fax: (360) 378-2380 | www.fridayharbor.org

MEMORANDUM

TO: Town Council
FROM: Bethany Berry, Finance Director
RE: Budget Work Session: 2026 Expenditures
DATE: 11/26/2025 – Presented at 12/04/2025 Council Meeting
ATTACHMENTS: Expenditure Requests, Revised

Purpose

The purpose of this budget work session is to review the 2026 budget expenditure requests.

Budget Requests

Requests for 2026 budget items were sent out by Finance Director Berry on August 25, 2025, with a due date of September 23, 2025. As of November 26, 2025, additional requests have come in due to anticipated projects and consultants needed for 2026. The following budget requests were received and incorporated into the budget:

	Department	Type	Request	Amount	Funding Source
1	Public Works	Project	1000 Guard St Yard Improvements	45,000	Capital
2	Public Works	Project	1000 Guard St Asbestos Abatement	50,000	Capital
3	Public Works	Project	1000 Guard St Building Improvements	50,000	Capital
4	Stormwater	Project	Carter Street Stormwater Improvements	70,000	Capital
5	Streets	Project	Road Striping	20,000	Operations
6	Streets	Project	Asphalt Patching	19,000	Operations
7	Water Distribution	Equipment	Replacement Utility Truck	100,000	Capital
8	Water Treatment	Interlocal	Annual Conservation Department Removal	30,000	Operations
9	WWTP	Equipment	Pumpstation #2 Emergency Power Connection	8,000	Capital
10	WWTP	Equipment	Replacement Utility Truck	200,000	Capital
11	WWTP	Project	Headworks Channel Repair	300,000	Capital
12	WWTP	Project	Shop Building Roof Replacement	275,000	Capital
13	IT	Project	Overall Town IT Upgrades	500,000	Operations
14	Town Clerk	Event	America 250 Event	4,200	Operations
15	Town Clerk	Event	Annual Arbor Day Event	1,100	Operations
16	Town Clerk	Project	Council Chambers Renovation	60,000	Capital
17	Town Clerk	Project	Website Support	4,000	Operations
18	Town Clerk	Project	Document Scanning	50,000	Operations
19	Water Distribution	Project	Water Tank Repair	100,000	Capital
20	Town Clerk	Project	Website Support – Laserfiche Integration	15,000	Operations
21	Public Works	Study	Utility Rate Study	50,000	Capital
22	LTAC	Grants	Lodging Tax Grant Allocations 2026	377,890	Special
23	Streets	Project	Sidewalk Repairs	60,000	Capital



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Total budget requests received for 2026 are \$2,389,190, excluding additional projects as determined in 2026 based on the Capital Improvement Plan.

The IT project upgrade request is the maximum amount needed to fulfill all possible upgrades. The 2026 budget incorporated \$436,955 into the initial budget and will be reassessed in 2026 based on timeline availability of staff and importance of improvements needed.

A request for a new street sweeper in the amount of \$250,000 will be moved to 2027 once the street capital reserve has enough saved for this purchase.

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Mike Liptack	Date: 09/22/2025	Department Head Review Initials:
Department: Public Works	Category of Expense: Capital <small>(i.e.: collection/treatment/recycle)</small>	
Type: <input checked="" type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: <small>(if applicable)</small> \$ <u>0.00</u>		2026 BUDGET REQUEST: \$ <u>45,000.00</u>
BARS# <small>(if recurring amount)</small>		
Budget Request Item: Pad and bay improvements in yard		
Description of Budget Request <small>(pictures/attachments acceptable)</small>		
Without a poured pad and proper stormwater drainage, the bays used to store street sweepings, excess soil, and composting plant waste are hard to remove and properly handle. This request is to pour a concrete pad and setup proper drainage so that we can use our skidsteer and backhoe to properly load trucks, and transport this waste.		
Cost Summary		
Itemized List of NEW Costs <small>(Broken out by Item)</small>	Requested Amount	
Concrete pad	\$30,000.00	
Stormwater improvements at back of yard	\$15,000.00	
	\$	
	\$	
Total Budget Request	\$45,000.00	
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No		
If yes, what type of source? _____		
Will there be any annual recurring costs? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No		
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Public Works Capital Project Funds - Street, Water, Sewer, Refuse, Storm		
107.685.5944460.63.00 – Improvement - Shared		
417.185.5943460.63.00 – Improvement - Shared		
427.285.5943160.63.00 – Improvement - Shared		
437.385.5943160.63.00 – Improvement - Shared		
457.585.5943160.63.00 – Improvement - Shared		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Mike Liptack	Date: 09/22/2025	Department Head Review Initials:
Department: Public Works	Category of Expense: (i.e.: collection/treatment/recycle) Capital	
Type: <input checked="" type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ <u>0.00</u>	2026 BUDGET REQUEST: \$ <u>50.00</u>
BARS# (if recurring amount)		
Budget Request Item: Asbestos abatement		
Description of Budget Request (pictures/attachments acceptable)		
Asbestos abatement at 1000 Guard street. This would allow refurbishment of the office and spaces at 1000 Guard street to proceed, adding valuable and needed office, conference, and break space for PW employees.		
Cost Summary		
Itemized List of NEW Costs	(Broken out by Item)	Requested Amount
Asbestos Abatement		\$50,000.00
		\$
		\$
		\$
Total Budget Request		\$50,000.00
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
If yes, what type of source? _____		
Will there be any annual recurring costs? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No		
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Public Works Capital Project Funds - Street, Water, Sewer, Refuse, Storm		
107.685.5944460.63.00 – Improvement - Shared		
417.185.5943460.63.00 – Improvement - Shared		
427.285.5943160.63.00 – Improvement - Shared		
437.385.5943160.63.00 – Improvement - Shared		
457.585.5943160.63.00 – Improvement - Shared		

TOWN OF FRIDAY HARBOR 2025 Budget Request Form		
Submitted by: Mike Liptack	Date: 09/22/2025	Department Head Review Initials:
Department: Public Works	Category of Expense: (i.e.: collection/treatment/recycle) Capital	
Type: <input checked="" type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ <u>0.00</u>	2025 BUDGET REQUEST: \$ <u>50,000.00</u>
BARS# (if recurring amount)		
Budget Request Item: Completing Renovations - 1000 Guard Streeet		
Description of Budget Request (pictures/attachments acceptable)		
This item si tyo complete the renovations needed after the Asbestos abaement is completed. It includes sealing the attic space to contain Asbestos there and prevent access, new flooring, drywall updates, and furniture for new offices as well as any appliance upgrades, lights, sinks, doors, and minor electircal work		
Cost Summary		
Itemized List of NEW Costs	(Broken out by Item)	Requested Amount
Flooring		\$ 15,000.00
Attic containment		\$5,000.00
aplliances		\$15,000.00
furniture		\$15,000.00
Total Budget Request		\$50,000.00
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source?	<input type="checkbox"/> Yes, Approx. Amount \$ _____	<input checked="" type="checkbox"/> No
If yes, what type of source? _____		
Will there be any annual recurring costs?	<input type="checkbox"/> Yes, Approx. Amount \$ _____	<input checked="" type="checkbox"/> No
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Public Works Capital Project Funds - Street, Water, Sewer, Refuse, Storm 107.685.5944460.63.00 – Improvement - Shared 417.185.5943460.63.00 – Improvement - Shared 427.285.5943160.63.00 – Improvement - Shared 437.385.5943160.63.00 – Improvement - Shared 457.585.5943160.63.00 – Improvement - Shared		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Mike Liptack	Date: 09/23/2025	Department Head Review Initials:
Department: Public Works - Streets	Category of Expense: Stormwater <small>(i.e.: collection/treatment/recycle)</small>	
Type: <input checked="" type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: <small>(if applicable)</small>	\$ _____	2026 BUDGET REQUEST: \$ <u>70,000.00</u>
BARS# (if recurring amount)		
Budget Request Item: Carter street Stormwater improvements		
Description of Budget Request (pictures/attachments acceptable)		
Carter, between Larson and Harbor, has an ongoing storm water issue where the flow of the system is reversed, causing flooding and excessive erosion in this area. Teh above cost is an estimate, I will work with Ryan to finalize		
Cost Summary		
Itemized List of NEW Costs	(Broken out by Item)	Requested Amount
New culverts, new catchbasins, regrading of existing storm water runs and associated asphalt repaving		\$ 100,000.00
		\$
		\$
		\$
Total Budget Request		\$ 100,000.00
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source?	<input checked="" type="checkbox"/> Yes, Approx. Amount \$ <u>30,000.00</u> <input type="checkbox"/> No	
If yes, what type of source?	<u>Storm water fees already collected for project on Guard</u>	
Will there be any annual recurring costs?	<input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No	
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Stormwater Capital Project Fund 452.585.5943160.63.05 - Improvement - Carter St		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Mike Liptack	Date: 09/22/2025	Department Head Review Initials:
Department: Public Works -Streets	Category of Expense: (i.e.: collection/treatment/recycle) Ongoing Maint.	
Type: <input checked="" type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable) \$ _____	2026 BUDGET REQUEST: \$ <u>20,000.00</u>	
BARS# (if recurring amount)		
Budget Request Item:		
Description of Budget Request (pictures/attachments acceptable)		
Yearly spring restriping of the roads in town. Rough estimate based on typical per foot cost for 10 total miles of striping, may not include extras for being on island.		
Cost Summary		
Itemized List of NEW Costs (Broken out by Item)	Requested Amount	
striping 10 miles total	\$20,000.00	
	\$	
	\$	
	\$	
Total Budget Request	\$20,000.00	
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source?	<input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No	
If yes, what type of source?	_____	
Will there be any annual recurring costs?	<input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No	
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Street Operating 101.610.5423040.41.01 – Prof Svs - Striping Already budgeted annually. Will budget for \$30,000 due to actuals from 2024. No striping happened in 2025.		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Mike Liptack	Date: 09/22/2025	Department Head Review Initials:
Department: Public Works - Streets	Category of Expense: (i.e.: collection/treatment/recycle) Asphalt Patching	
Type: <input type="checkbox"/> Project <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable) \$ _____	2026 BUDGET REQUEST: \$ <u>19,000.00</u>	
BARS# (if recurring amount)		
Budget Request Item: Asphalt Patching		
Description of Budget Request (pictures/attachments acceptable)		
Estimate for 100 patches of 3 meters square each, full depth at standard rates		
Cost Summary		
Itemized List of NEW Costs (Broken out by Item)	Requested Amount	
300 meters square fo full depth patching	\$ 19,000.00	
	\$	
	\$	
	\$	
Total Budget Request	\$19,000.00	
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source?	<input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No	
If yes, what type of source?	_____	
Will there be any annual recurring costs?	<input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No	
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Street Operating 101.680.5953060.63.01 – Improvement - HMA Pavement for Various Locations Already budgeted annually based on needs. No patching happened in 2025. Will budget for \$20,000.		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Kasey	Date: 09/19/2025	Department Head Review Initials:
Department: Water Dist.	Category of Expense: Distribution <small>(i.e.: collection/treatment/recycle)</small>	
Type: <input type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input checked="" type="checkbox"/> Other <u>Utility Truck</u>		
This budget request is a: <input checked="" type="checkbox"/> Prior Budget Change <input type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: <small>(if applicable)</small>	\$ _____	2026 BUDGET REQUEST: \$ <u>100,000.00</u>
BARS# (if recurring amount)		
Budget Request Item: replacement vehicle		
Description of Budget Request <small>(pictures/attachments acceptable)</small>		
Replacement Utility truck for water distribution. Utility boxes and crane would be ideal for tool storage and installing heavy parts. (hydrants, valves, large fittings, etc.)		
Cost Summary		
Itemized List of NEW Costs	<small>(Broken out by Item)</small>	Requested Amount
Truck		\$65,000.00
Utility Boxes		\$15,000.00
Crane		\$20,000.00
		\$
Total Budget Request		\$100,000.00
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source?	<input type="checkbox"/> Yes, Approx. Amount \$ _____	<input checked="" type="checkbox"/> No
If yes, what type of source? _____		
Will there be any annual recurring costs?	<input type="checkbox"/> Yes, Approx. Amount \$ _____	<input checked="" type="checkbox"/> No
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Water Capital Equipment Reserve 416.185.5943460.64.02 – Equipment - Vehicles		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Mike Liptack	Date: 09/22/2025	Department Head Review Initials:
Department: WTP	Category of Expense: Maintenance <small>(i.e.: collection/treatment/recycle)</small>	
Type: <input checked="" type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: <small>(if applicable)</small>	\$ _____	2026 BUDGET REQUEST: \$ <u>30,000.00</u>
BARS# (if recurring amount)		
Budget Request Item: Removal of Fuels from Watershed		
Description of Budget Request (pictures/attachments acceptable)		
Conservation Department contract to remove dead trees and fuels from watershed for fire prevention 3 year contract Previous work completed by conservation district without costs		
Cost Summary		
Itemized List of NEW Costs <small>(Broken out by Item)</small>	Requested Amount	
Fuel removal and cleanup	\$30,000.00	
	\$	
	\$	
	\$	
Total Budget Request	\$30,000.00	
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source?	<input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No	
If yes, what type of source?	_____	
Will there be any annual recurring costs?	<input checked="" type="checkbox"/> Yes, Approx. Amount \$ <u>30,000.00</u> <input type="checkbox"/> No	
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Water Operating 410.111.5340040.41.04 – Prof Svs - Forest Management		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Joe Pasic	Date: 09/22/2025	Department Head Review Initials:
Department: WWTP	Category of Expense: (i.e.: collection/treatment/recycle) collections	
Type: <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable) \$ _____	2026 BUDGET REQUEST: \$ 8,000.00	
BARS# (if recurring amount) 420.004.5943560.64.00		
Budget Request Item: emergency power connection PS#2		
Description of Budget Request (pictures/attachments acceptable)		
Install an emergency receptacle at pump station #2 to power the pump station in case of power outage and generator failure.		
Cost Summary		
Itemized List of NEW Costs (Broken out by Item)	Requested Amount	
Install receptacle and associated parts	\$ 8,000.00	
	\$	
	\$	
	\$	
	\$	
Total Budget Request	\$ 8,000.00	
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source?	<input type="checkbox"/> Yes, Approx. Amount \$ _____	<input checked="" type="checkbox"/> No
If yes, what type of source? _____		
Will there be any annual recurring costs?	<input type="checkbox"/> Yes, Approx. Amount \$ _____	<input checked="" type="checkbox"/> No
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Sewer Capital Equipment Reserve 426.285.5943560.64.04 – Equipment - Small (Over \$5,000 - Under \$100,000)		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Joe Pasic	Date: 09/22/2025	Department Head Review Initials:
Department: WWTP	Category of Expense: (i.e.: collection/treatment/recycle) treatment/collection	
Type: <input type="checkbox"/> Project <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable) \$ _____	2026 BUDGET REQUEST: \$ <u>200,000.00</u>	
BARS# (if recurring amount) 420.210.5943560.64.01		
Budget Request Item: Equipment Replacement		
Description of Budget Request (pictures/attachments acceptable)		
Replace current 2002 ford F350 stake bed truck.		
Cost Summary		
Itemized List of NEW Costs	(Broken out by Item)	Requested Amount
F350/450 stakebed truck with tool boxes		\$ 200,000.00
		\$
		\$
		\$
Total Budget Request		\$ 200,000.00
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No		
If yes, what type of source? _____		
Will there be any annual recurring costs? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No		
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Sewer Capital Equipment Reserve 426.285.5943560.64.02 – Equipment - Vehicles		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Joe Pasic	Date: 09/23/2025	Department Head Review Initials:
Department: WWTP	Category of Expense: treatment <small>(i.e.: collection/treatment/recycle)</small>	
Type: <input checked="" type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: <small>(if applicable)</small>	\$ <u>0.00</u>	2026 BUDGET REQUEST: \$ <u>300,000.00</u>
BARS# (if recurring amount) 420.210.5350040.48.20		
Budget Request Item: Headworks channel repair		
Description of Budget Request (pictures/attachments acceptable)		
<p>In 2018 the head-works project was completed and put into service. Over the last 7 years cracks have started showing up in the slide gate walls. The damage has become a an eminent problem as the walls are crumbling. We are currently in design phase with Wilson Engineering to design a repair for the condition. Dollar amount above is estimated and could be in the \$175,000 to \$300,000 range. Project will go out to bid in late 2025. The head-works repair will be done in conjunction with influent screen rebuilding. They have reached their hours of operation and will be removed from the channel so during this project would be the ideal time to rebuild them.</p>		
Cost Summary		
Itemized List of NEW Costs	<small>(Broken out by Item)</small>	Requested Amount
head-works repair		\$ 250,000.00
Huber influent screen rebuild		\$ 50,000.00
		\$
		\$
Total Budget Request		\$ 300,000.00
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
If yes, what type of source? _____		
Will there be any annual recurring costs? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Sewer Capital Projects Reserve 422.285.5943560.63.17 – Improvement - Headworks		

Billing Address

Town of Friday Harbor WA WWTP
PO Box 219
Friday Harbor, WA 98250
UNITED STATES

Delivery Address

Town of Friday Harbor WA WWTP
375 Tucker Avenue
Friday Harbor, WA 98250
UNITED STATES

OFFER:**C1001722 / V1**

Your Reference:

Friday Harbor, WA (13007414)

Date printed:

8/26/25

Our Reference:

David Abernathy

Phone:

Email:

David.Abernathy@hhusa.net

Your Reference:

Customer No.:

123933

All parts in stock unless otherwise indicated below.

Customer is responsible for the following prior to Huber's technician arrival:

(1)Removal of Huber machine from channel,

(2)Pressure washing of machine, and

(3)Providing lifting equipment.

Failure to do so will result in additional charges of \$1,000 per day Huber is onsite.

Pos	Quantity	Unit	Item Description	Price USD	Total USD Tax (%)
**** Parts for RPPS unit 1 ****					
10/1	1.00	pcs	506105 brush L 837 6D 40/65 0,6	366.45	366.45 8.5%
20/1	1.00	pcs	504851 brush L2326 6D 40/65 0,6	916.13	916.13 8.5%
30/1	1.00	pcs	506086 brush R404 roller Ro2 1000	344.58	344.58 8.5%
40/1	9.00	pcs	10013456 flat jet nozzle JAQ1490 1/8" 60° 3 bar: 4,9 l/min	52.60	473.40 8.5%
50/1	1.00	pcs	504844 brush L 912 6D 40/65 0,6	405.65	405.65 8.5%
60/1	2.00	pcs	706881 flat jet nozzle 632.941.5ECC 1/4" 20° 3 bar:27,4 l/min	37.29	74.58 8.5%
70/1	1.00	pcs	10013623 scraper 243	368.38	368.38 8.5%
80/1	4.00	pcs	702545 round-head screw DIN 603 M 8x 25	2.13	8.52 8.5%

HUBER Technology, Inc.

1009 Airlie Parkway • Denver, NC 28037

Phone (704) 949-1010 • Fax (704) 949-1020 • huber@hhusa.net • www.huber-technology.com

A member of the HUBER Group

Offer: **C1001722**
Date printed: 8/26/25
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Pos	Quantity	Unit	Item Description	Price USD	Total USD Tax (%)
90/1	4.00	pcs	706629 washer DIN 440 A 9,0 t3	2.46	9.84 8.5%
100/1	6.00	pcs	702837 hexagon nut DIN 934 M 8	0.44	2.64 8.5%
110/1	3.00	pcs	10141167 Support Roller Kit D100 d30 L 40 800kg	308.60	925.80 8.5%
120/1	1.00	pcs	10118446 RotoMat 600-1200 Lower Bearing Assembly Kit	1,574.55	1,574.55 8.5%
130/1	1.00	pcs	10065405 Rebuild Kit Valve Body 5282 DN 25	105.00	105.00 8.5%
131/1	1.00	pcs	10065666 LOCTITE 648 Kit **** Parts for RPPS unit 2 ****	125.99	125.99 8.5%
140/1	1.00	pcs	506105 brush L 837 6D 40/65 0,6	366.45	366.45 8.5%
150/1	1.00	pcs	504851 brush L2326 6D 40/65 0,6	916.13	916.13 8.5%
160/1	1.00	pcs	506086 brush R404 roller Ro2 1000	344.58	344.58 8.5%
170/1	9.00	pcs	10013456 flat jet nozzle JAQ1490 1/8" 60° 3 bar: 4,9 l/min	52.60	473.40 8.5%
180/1	1.00	pcs	504844 brush L 912 6D 40/65 0,6	405.65	405.65 8.5%
190/1	2.00	pcs	706881 flat jet nozzle 632.941.5ECC 1/4" 20° 3 bar:27,4 l/min	37.29	74.58 8.5%
200/1	1.00	pcs	10013623 scraper 243	368.38	368.38 8.5%
210/1	4.00	pcs	702545 round-head screw DIN 603 M 8x 25	2.13	8.52 8.5%
220/1	4.00	pcs	702669 hexagon bolt DIN 933 M10x 40	2.06	8.24 8.5%
230/1	6.00	pcs	702837 hexagon nut DIN 934 M 8	0.44	2.64 8.5%
240/1	3.00	pcs	10141167 Support Roller Kit D100 d30 L 40 800kg	308.60	925.80 8.5%
250/1	1.00	pcs	10118446 RotoMat 600-1200 Lower Bearing Assembly Kit	1,574.55	1,574.55 8.5%
260/1	1.00	pcs	10065405 Rebuild Kit Valve Body 5282 DN 25	105.00	105.00 8.5%

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Pos	Quantity	Unit	Item Description	Price USD	Total USD Tax (%)
261/1	1.00	pcs	10065666 LOCTITE 648 Kit	125.99	125.99 8.5%
			**** Spare solenoid valves w/coil ****		
270/1	2.00	pcs	10129211 1" Brass Solenoid Valve C1D1 Kit	592.00	1,184.00 8.5%
280/1	1.00	pcs	10000002 Estimated Freight and Import Duties	984.00	984.00 8.5%
			**** SERVICE ****		
280/2	1.00	pcs	10000002 Labor for rebuild tech 1	13,475.00	13,475.00 8.5%
280/3	1.00	pcs	10000002 Labor for rebuild tech 2	12,650.00	12,650.00 8.5%
280/4	1.00	pcs	10000002 Lifting equipment	2,683.40	2,683.40 8.5%
				Total net	USD 42,377.82
				Including Sales Tax	USD 3,602.12
				Total gross	USD 45,979.94

Additional tariffs, import duties, or other government-imposed charges introduced after a quote or order has been placed are not included in our pricing and will be invoiced separately to the customer. HUBER Technology Inc. will inform customers of relevant changes to the best of our knowledge and economic feasibility.

The quotation is subject to national or international export control regulations and embargoes or any other export restrictions.

Valid for: 30 days
Delivery: prepaid and add
Payment terms: Net 30 days

Best regards

David Abernathy
Huber Technology, Inc.

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Aftermarket Sales & Service Rates 2025

Field Service Base Rate \$170.00 per hour

Training

Product Training..... \$170.00 per hour

Travel

Travel (time)..... \$170.00 per hour

Mileage..... \$0.65 per mile

Manufacturing/Engineering Services in house

Services include failure analysis of returned hardware..... \$170.00 per hour

Premium Rates

Overtime rate (in excess of 8 hours per day..... \$240.00 per hour

Standby rate..... Applicable base rate

Double time rate (Sunday, Holiday, or in excess of 12 hours)..... \$340.00 per hour

Expenses

Travel and accommodations..... Actual cost

Per Diem.....Business Rate Plan 1.. \$74.00 per day

High Cost Area Rate 2.. \$86.00 per day

Service Truck Rate \$250.00 per day

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Aftermarket Sales & Service Rates 2025

Field service Base Rate. Rates are calculated from the day the Service Specialist departs Huber Technology, Huntersville, North Carolina until the day the Service Specialist returns to Huber Technology, Inc., Huntersville, North Carolina. Rates include weekends and holidays. If a Service Specialist is required to travel from any other location, including, Germany the rates are calculated from when the Service Specialist departs the home office until the day the Service Specialist returns to the home office.

Travel. Time includes transportation to and from the airport, security clearance, time between flight changes, driving time and local travel to and from worksite. Travel time in excess of eight (8) hours may be billed at the premium rate.

Double Time. Any Sunday or **Recognized Huber Technology, Inc. Holiday.**

Transportation. The customer is responsible for reimbursing Huber Technology, Inc. for all transportation charges associated with service work. Flights will be booked as coach-tourist class unless it is unavailable. Rental car, gas, taxis, airport / hotel limousines, company or personal vehicles will be used when necessary.

Standby rate. Applies to the time a Service Specialist is available for work and is located at or near the job site but unable to work due to circumstances beyond his control. Time shall be considered time worked and will be charged at the applicable base or premium rate.

Accommodations and Meals. Meals are charged at \$60.00 per day or \$70.00 per day depending on the area (See Business Rate Plan 1 and 2). If an overnight stay is required, the customer is required to reimburse Huber Technology, Inc. for lodging charges. Hotel rooms will be booked on a business executive, single occupancy basis.

Visa, Work Permits & Local Taxes. The customer is responsible to pay any and all taxes, user fees or special assessments. If a visa or work permit is required before departing for an international assignment, the fee will be charged to the customer at actual cost (including any expediting charges).

Warranties. Per Huber Technology, Inc.'s Terms and Conditions of Sale, Huber Technology, Inc. warrants Field Service work performed at site. "Breach of Warranty" claims do not entitle the customer to refuse payment for field service work. HUBER TECHNOLOGY, INC. MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO THE DESIGN, SALE, MERCHANTABILITY OR FITNESS OF THE GOODS FOR A PARTICULAR PURPOSE OR USE EXCEPT AS EXPRESSLY SET FORTH IN HUBER TECHNOLOGY, INC.'S TERMS AND CONDITIONS. HUBER TECHNOLOGY, INC. IS NOT SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR WARRANTY, TORT CLAIMS INCLUDING NEGLIGENCE AND STRICT LIABILITY, OR ANY OTHER THEORIES OF LAW. HUBER TECHNOLOGY, INC. IS UNDER NO EVENT LIABLE FOR ANY SPECIFIC, INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS, DAMAGES, EXPENSE, INJURY, DISMEMBERMENT, OR DEATH OF ANY KIND WHATSOEVER.

SCHEDULING – 10 Working Days Notice. Request for field service should be made in writing (letter, fax or e-mail) to Huber Technology, Inc. at least ten (10) working days prior to the date for which services are requested. Confirmation of the service will be conveyed verbally by Huber Technology, Inc.

Insurance. All Huber Technology, Inc. Service Specialists are insured. Liability insurance certificates may be provided upon request by the customer in order to allow for sufficient time for document processing, the request must be made at least seven (7) working days prior to the date of services.

Huber Technology, Inc. can not offer fixed lump sum contracts for Field Service activities. The duration of site visitation is neither under our direct control nor influence, and as such we can only provide estimates of time on-site to affect the required service actions. Field service published rates and terms are valid through December 2025

Hazardous Locations.

Huber Technology, Inc. reserves the right to recall its personnel if the worksite does not meet governmental health and safety standards.

Minimum Daily Charge. For all Field Service Base Rates or combinations of Base Rates, the minimum fee will be for eight (8) hours. If services are performed on the same day as travel, travel time will be billed in addition to service time.

Overtime. The overtime rate applies to work or travel in excess of eight (8) hours per day (weekdays) and all Saturday work. Workdays in excess of (16) hours are prohibited. Service specialist are NOT required to perform, and may decline, work in excess of twelve (12) hours. The overtime charge shall be at the base rate plus a one hundred percent (100%) premium.

Recognized Huber Technology, Inc. Holidays New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve and Christmas Day.

Expenses. The customer is responsible for ALL expenses associated with service work. All travel expenses including airfare, taxi, mileage for personal or company owned vehicles or any other chauffeured vehicle, living accommodations and meals will be invoiced. Invoices will include a cost

break-down. Copies of receipts will not be furnished unless specifically requested. Original receipts cannot be provided. Receipts for under \$25.00 cannot be provided. Use of personal or company owned vehicles will be invoice at the rate set by IRS mileage regulations.

Payment. All field service invoices are in U.S. Currency and all payments must be in U.S. Dollars. **Payment is due NET 30 DAYS from the date of invoice.**

Purchase Orders. A purchase order is required BEFORE any field service arrangements will be made. The purchase order is to be made out to Huber Technology, Inc. and must contain the following information:

- 1) Customer's name, 2) company, 3) billing address, 4) dates of service, 5) type of service requested (i.e. installation, commissioning, troubleshooting, training, etc.), 6) serial number / model number, 7) equipment purchase order number, and 8) equipment tag numbers. A "confirming-copy" purchase order must follow any preliminary arrangements. Equipment location including city, state, plant site, directions to the site, a local contact and telephone number must also be included.
 - 2) Amended Purchase Orders. An amended PO is required if services are extended beyond the cost of the original PO. If the Service Specialist is on site and an amendment is required, the PO must be completed and submitted to Huber Technology, Inc. before the Service Specialist can continue working.
- Applicable law.** Any purchase order accepted by Huber Technology, Inc. in conjunction with Field Service work, shall be deemed to have been executed, delivered and accepted in the State of North Carolina, USA and shall be governed, construed and enforced pursuant to the laws of the State of North Carolina, USA

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Warranty and Returns Policy & Instructions

Huber Technology, Inc. ("Huber") warrants any **original** Huber part (mechanical or electrical) for a period of:

A. Twelve (12) months from the date of purchase and only when part(s) are installed by a Huber factory trained technician. Should the part(s) fail within the warranty period, a replacement shall be supplied at no cost to the owner ("Replacement Part")

1. Only valid if the product is operated in accordance with the manufacturer's instructions.
 2. The replacement part(s) must not be modified or changed in anyway.
 3. The replacement part(s) must be installed by a qualified person to the manufacturer's specifications
- Or

B. Three (3) months from the date of purchase and/or installed by a non-Huber factory trained technician.

1. Only valid if the product is operated in accordance with the manufacturer's instructions
2. The replacement part(s) must not be modified or changed in anyway.
3. The replacement part(s) must be installed by a qualified person to the manufacturer's specifications

This warranty does not apply to any damage or defect arising out of any of the following circumstances:

- Part(s) needing repair or replacement due to events or circumstances outside of normal use and operation of the equipment.
- Part(s) or components damaged due to power surges, short circuits, loss of power, lightning strikes, fire or water damage, vandalism, theft, or any other causes outside of normal use and operation of the equipment or that would normally be covered by casualty insurance on the equipment.
- Damage or defects caused by neglect, incorrect application, abuse, or by accidental damage of the parts or components.
- Repair or replacement of part(s) or components due to improper or negligent operation of the equipment.
- Damage or defects to the part(s), component(s), or equipment caused by the attempted repair by an unauthorized or unqualified person.

All Huber parts warranties are non- transferable, and cannot be sold, assigned or transferred in any other way.

This warranty of **original** Huber Service parts does not include the labor to remove the defective part nor the labor to install the new part. **All labor costs associated with the replacement of the part is the responsibility of the owner.** The request for assistance of a certified Huber technician is available upon the issuance of a purchase order by the owner. The fee for the assistance of a Huber technician includes labor (billed at prevailing Huber Field Service Base Rates) plus associated expenses for travel to and from the jobsite.

Return of New Wear or Spare Parts:

- Any original Huber part(s) returned to Huber after a purchase order has been submitted is subject to a flat twenty percent (20%) restocking fee for each part returned.
- The customer has up to thirty (30) days to return a part from the purchase order submittal date to Huber.

Returns will not be accepted past thirty (30) days.

- Part(s) must be new and never installed. Any indication of wear or installation, at Huber's sole discretion, may result in the part(s) being shipped back to owner, at the owner's cost, and no credit shall be issued.

• Exception:

The owner may exchange, without a restocking fee, if the incorrect part(s) is delivered and/or sold to the

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owner by a Huber team member. Huber will ship the correct part(s) to the owner expeditiously. A refund will be issued to the owner upon Huber's receipt of the incorrect part(s).

warehouse.

The customer may return, without a restocking fee, any original Huber part(s) if said part(s) was sold as part of a complete rebuild and the Huber technician concluded the part(s) were not needed. The customer has thirty (30) days from the date the service was completed. After thirty (30) days have expired, the normal Huber restocking fee shall apply.

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Warranty and Returns Policy & Instructions

Return of Damaged / Defective Items

- In the event of a damaged or defective part, the return process can often be expedited by providing a digital image of the damage or defect (along with a clear description of the problem) in an email to the Huber Aftermarket Team ("Aftermarket Team") at the following email address: returns@hhusa.net. The phone and fax numbers for Aftermarket Team are: 704.990.2045; Fax: 704.896.2830. Huber reserves the right to inspect in person even if a digital image is provided as outlined above.
- If the damage or defect **cannot be verified over the phone or via email** contact, the item may be required to be returned to Huber Technology, Inc. for inspection before a determination can be made as to the state of the product.
- The Aftermarket Team will validate the warranty claim for the defective part.
- If the Aftermarket Team determines that the part is under warranty and should be replaced, the Aftermarket Team will provide a Return Merchandise Authorization ("RMA") number and a shipping address to the Customer for the return of the defective part.
- The Customer shall ship the part to the specified address with the RMA number listed on the outside of the package.
- When the warranty part has been repaired (or replaced) by Huber, the part will be shipped to the "ship-to" address included in the RMA information provided by the Customer.

Return shipping cost

- ONLY in the event that an incorrect part is sold to the Customer by a Huber team member, will Huber pay for shipping. The Customer will be provided with a prepaid return shipping label.
- UNDER ALL OTHER CIRCUMSTANCES, the Customer returning the part(s) is responsible for any freight costs incurred for returning the part(s).
- UNDER NO CIRCUMSTANCE will Huber reimburse (or provide credit) for return shipping costs incurred by the Customer.

How to Request an RMA (Return Merchandise Authorization)

Contact the Huber Technology Aftermarket Sales Team and request a Return Merchandise Authorization ("RMA") number.

- Completely fill out the RMA form.
- Include the completed RMA form in the package along with the item(s) to be returned.
- Write the RMA number conspicuously on the outside of the package to ensure proper routing upon receipt by the Aftermarket Team.
- Ship the package to:

o o Huber Technology, Inc.
Aftermarket Sales and Service
1009 Airlie Parkway
Denver, NC 28037
Phone: 704.874.8237 Fax 704.896.2830 Email: service@hhusa.net

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Joe Pasic	Date: 09/22/2025	Department Head Review Initials:
Department: WWTP	Category of Expense: (i.e.: collection/treatment/recycle) treatment	
Type: <input type="checkbox"/> Project <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ _____	2026 BUDGET REQUEST: \$ 15,000.00
BARS# (if recurring amount) 420.210.5350040.48.20		
Budget Request Item: Shop building roof replacement		
Description of Budget Request (pictures/attachments acceptable)		
Remove and replace roof on shop building with new green roof to refresh structure protection and match existing buildings		
Cost Summary		
Itemized List of NEW Costs (Broken out by Item)	Requested Amount	
replace roofing with metal roofing	\$ 275,000.00	
	\$	
	\$	
	\$	
Total Budget Request	\$ 275,000.00	
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source?	<input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No	
If yes, what type of source?	_____	
Will there be any annual recurring costs?	<input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No	
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
Sewer Capital Repair Reserve 423.285.5943560.63.01 - Major Repairs - Sewer Buildings		

Town of Friday Harbor – Technology Risk Mitigation & Infrastructure Budget Proposal (FY2026)

1. Executive Summary

The Town of Friday Harbor depends on secure, resilient digital infrastructure to operate essential services including utilities, water systems, public safety, finance, and administration. Recent assessments identified several high-impact risks: cyber intrusion, hardware failure, and data loss from inadequate redundancy. This FY2026 budget directly supports critical operations across utilities, water systems, and emergency management. It prioritizes cybersecurity modernization to meet emerging compliance requirements from the Department of Homeland Security's State and Local Cybersecurity Grant Program (SLCGP) and EPA water-sector resilience initiatives. The total projected cost is \$500,000 USD, distributed across hardware, software, and training investments.

2. Objectives

- Strengthen cybersecurity posture and incident response readiness.
- Modernize core infrastructure through virtualized redundancy.
- Ensure business continuity and disaster recovery.
- Comply with state and federal IT security frameworks (CJIS, EPA, NIST-800-53 baseline).
- Train staff to reduce operational and data-handling risks.

3. Technical Foundations

The Town operates five VMware hosts, each with a secondary backup server, supporting approximately 40 virtualized systems across core services. WAN connectivity between the Town Hall, Public Works, the Water Treatment Plant (WTP), Water Distribution (WD), Trout Lake, and the Wastewater Treatment Plant (WWTP) is maintained through Juniper SRX-series firewalls using a hub-and-spoke VPN topology. We also monitor various remote pumping stations and water monitoring systems. The town uses Microsoft 365 for email and operates a comprehensive Identity and system access management system using Active Directory and the Microsoft Entra ID system.

SCADA industrial control systems at the WWTP and WTP use varied software for control and monitoring, interfacing with PLC devices via Modbus/TCP. These systems should be segmented via VLANs with restricted access policies and periodic configuration audits.

4. Budget Summary by Department

Department / Function	Purpose	Budget (USD)	Type
Information Technology (Core Services)	Proxmox cluster migration, backup resilience, monitoring (Zabbix)	\$140,000	CAPEX
Cybersecurity & Network Defense	Endpoint protection, MFA, penetration testing, NPS hardening	\$120,000	OPEX
Public Works / SCADA Systems	Isolation of Ignition network, redundant historians, field sensors	\$55,000	CAPEX
Town Hall Operations & Administration	Office 365 resilience, staff cybersecurity training	\$35,000	OPEX
Emergency Management / Disaster Recovery	Offsite DR replication, backup verification, recovery exercises	\$45,000	CAPEX
Compliance & Policy	Audit preparation, CJIS/EPA alignment, policy updates	\$25,000	OPEX
Facilities / Physical Security	Server-room UPS, environmental monitoring, door access controls	\$20,000	CAPEX
Contingency Reserve (12%)	Unforeseen project overruns or inflationary adjustments	\$60,000	—

Total: \$500,000 USD

5. Implementation Timeline

Quarter	Milestone	Deliverables	Budget Draw (USD)
Q1 (Jan–Mar)	Launch cybersecurity upgrades	Deploy endpoint suite, MFA, and training	\$120,000
Q2 (Apr–Jun)	Infrastructure modernization	Proxmox cluster install and failover test	\$140,000
Q3 (Jul–Sep)	SCADA and DR enhancement	DMZ isolation, DR site configuration	\$100,000
Q4 (Oct–Dec)	Audit & resilience testing	Pen test, backup validation, compliance report	\$115,000
Contingency	Reserve	Project overruns or inflation	\$25,000

Total: \$500,000 USD

6. Summary & Funding Justification

This plan prioritizes sustainability, cybersecurity, and public safety. The total budget aligns with the Town’s fiscal capacity while providing measurable resilience improvements across critical systems. The requested appropriation of \$500,000 USD covers infrastructure modernization, cybersecurity initiatives, and contingency reserves.

Appendix A: Risk and Compliance Analysis

A1. Detailed Technology Risk Matrix

This appendix presents a deeper view of risk probability, consequence, and mitigation priorities for fiscal tracking and reporting. Risks are categorized by severity and operational domain.

Risk Category	Likelihood	Impact	Risk Level	Mitigation Cost (USD)
Cybersecurity Breach / Ransomware	High	Critical	High	\$120,000
Server Hardware Failure	Medium	High	High	\$75,000
Network Outage (SRX / VPN)	Medium	High	High	\$40,000
Data Loss / Backup Failure	Medium	Critical	High	\$35,000
SCADA Compromise	Low	Critical	High	\$50,000
Power or Cooling Failure	Medium	Medium	Medium	\$20,000
Software Obsolescence	High	Medium	Medium	\$25,000
Insider or Accidental Exposure	Medium	Medium	Medium	\$15,000
Cloud or Email Outage	Medium	Medium	Medium	\$25,000
Physical Security Breach	Low	High	Medium	\$25,000
Network Equipment Failure	Low	High	Medium	\$15,000
Regulatory Non-Compliance	Medium	High	High	\$20,000
Disaster Recovery / Site Loss	Low	Critical	High	\$25,000
Public Web Compromise	Medium	Medium	Medium	\$5,000
Vendor / SaaS Risk	Medium	High	High	\$10,000

A2. Compliance Framework Alignment

The Town's IT infrastructure program aligns with NIST SP 800-53, CJIS, and EPA Cybersecurity Frameworks. Periodic internal audits ensure compliance with Washington State Public Records Act and DHS SLCGP grant requirements.

Key deliverables include:

- Annual penetration testing and log review cycle.
- Documented recovery and incident response procedures.
- Quarterly audit checklist verifying control adherence.

A3. ROI and Multi-Year Savings Projection

Metric	Baseline (2024)	Post-Mitigation (2026)	Improvement
Average annual downtime (hours)	38	6	-84%
Estimated recovery cost per major incident	\$150,000	\$20,000	-87%
Backup recovery reliability	60%	95%	+35%
Regulatory compliance audit readiness	Partial	Full	100% coverage
Staff cybersecurity awareness	45%	85%	+40%
Mean Time to Recover (MTTR)	12 hrs	2 hrs	-83%
Mean Time Between Failures (MTBF)	6 weeks	18 weeks	+200%

Over five years, expected cumulative cost avoidance exceeds \$1.2 million, yielding a 2.4x ROI relative to capital expenditure.

A4. Funding Eligibility and Long-Term Sustainability

The Town of Friday Harbor's FY2026 technology plan qualifies under several federal and state grant frameworks, including:

- DHS State and Local Cybersecurity Grant Program (SLCGP): Eligible for infrastructure modernization and training reimbursement.
- EPA Water System Cyber Resilience Grant: Covers SCADA network segmentation, historian replication, and operator cybersecurity training.
- FEMA BRIC Program: Applicable for disaster recovery hardening and redundant data center capacity.
- Washington State IT Modernization Initiative: Supports cloud transition and hybrid failover configurations.

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Jennifer Krembs	Date: 09/22/2025	Department Head Review Initials: DBK
Department: Town Clerk	Category of Expense: (i.e.: collection/treatment/recycle)	
Type: <input checked="" type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ _____	2026 BUDGET REQUEST: \$ <u>4,200</u>
BARS# (if recurring amount)		
Budget Request Item: <u>America 250</u>		
Description of Budget Request (pictures/attachments acceptable)		
Year of events to promote America 250.		
Cost Summary		
Itemized List of NEW Costs (Broken out by Item)	Requested Amount	
<u>Rental Price & Approximate cost</u>	\$ 100	
<u>Promotional Funds</u>	\$ 100	
<u>Hot Dogs</u>	\$ 900	
<u>Misc Food & Drink</u>	\$ 3,100	
Total Budget Request	\$ 0.00 200.00 + 4,000	
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source?	<input type="checkbox"/> Yes, Approx. Amount \$ _____	<input checked="" type="checkbox"/> No
If yes, what type of source? _____		
Will there be any annual recurring costs?	<input type="checkbox"/> Yes, Approx. Amount \$ _____	<input checked="" type="checkbox"/> No
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
General Operating 001.040.5739040.49.01 - America 250 Event		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Jennifer Krembs	Date: 09/22/2025	Department Head Review Initials: DK
Department: Town Clerk		Category of Expense: (i.e.: collection/treatment/recycle)
Type: <input checked="" type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ 500	2026 BUDGET REQUEST: \$ 600
BARS# (if recurring amount)		
Budget Request Item: Arbor Day Educational Event		
Description of Budget Request (pictures/attachments acceptable)		
Rental, Keynote ferry ticket, Plants & trees for the public.		
Cost Summary		
Itemized List of NEW Costs (Broken out by Item)	Requested Amount	
Brickworks Rental	\$ 100 estimate for 2026	
Plants @ 1.99	\$ 49.75	
Trees @ 4.49	\$ 336.75	
Key note Ferry Ticket possible expense for 2026 ~180	\$ 420.51 plus tax	
Total Budget Request	\$ 0.00 / 600	
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input checked="" type="checkbox"/> No		
If yes, what type of source? _____		
Will there be any annual recurring costs? Please make annual <input checked="" type="checkbox"/> Yes, Approx. Amount \$ 1,100 <input type="checkbox"/> No		
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
General Fund 001.773.5739040.49.02 - Arbor Day Event Increased request by \$500 due to cost of Brickworks rental		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Jennifer Krembs	Date: 09/22/2025	Department Head Review Initials: DK
Department: Town Clerk	Category of Expense: (i.e.: collection/treatment/recycle)	
Type: <input type="checkbox"/> Project <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input checked="" type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ _____	2026 BUDGET REQUEST: \$ <u>60,000</u>
BARS# (if recurring amount)		
Budget Request Item: <u>Remodel Council Chambers[^] Furniture & Improvements</u>		
Description of Budget Request (pictures/attachments acceptable)		
Council Chambers Furniture and improvements to the interior space, i.e. paint the ceiling, trim, lighting, flooring, doors.		
Cost Summary		
Itemized List of NEW Costs (Broken out by Item)	Requested Amount	
<u>Estimate Repair maintenance</u>	\$ <u>60,000</u>	
	\$	
	\$	
	\$	
Total Budget Request		\$0.00
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source?	<input type="checkbox"/> Yes, Approx. Amount \$ _____	<input checked="" type="checkbox"/> No
If yes, what type of source? _____		
Will there be any annual recurring costs?	<input type="checkbox"/> Yes, Approx. Amount \$ _____	<input checked="" type="checkbox"/> No
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned
General Capital Repairs Reserve 003.085.5189040.48.20 - R&M - Town Hall		

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by: Jennifer Krembs	Date: 09/22/2025	Department Head Review Initials: DK
Department: Town Clerk		Category of Expense: (i.e.: collection/treatment/recycle)
Type: <input type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input checked="" type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ _____	2026 BUDGET REQUEST: <u>\$4,000</u>
BARS# (if recurring amount)		
Budget Request Item: <u>Social & Website Support & Management</u> <u>Media</u> Description of Budget Request (pictures/attachments acceptable)		
Cost Summary		
Itemized List of NEW Costs (Broken out by Item)	Requested Amount	
Unknown amount - future support	\$ 4,000	
TBD	\$	
	\$	
	\$	
Total Budget Request		\$0.00
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
If yes, what type of source? _____		
Will there be any annual recurring costs? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by:	Date:	Department Head Review Initials:
Department:	Category of Expense: (i.e.: collection/treatment/recycle)	
Type: <input type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ _____	2026 BUDGET REQUEST: \$ _____
BARS# (if recurring amount)		
Budget Request Item:		
Description of Budget Request (pictures/attachments acceptable)		
Cost Summary		
Itemized List of NEW Costs	(Broken out by Item)	Requested Amount
		\$
		\$
		\$
		\$
		\$
Total Budget Request		\$
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
If yes, what type of source? _____		
Will there be any annual recurring costs? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by:	Date:	Department Head Review Initials:
Department:	Category of Expense: (i.e.: collection/treatment/recycle)	
Type: <input type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ _____	2026 BUDGET REQUEST: \$ _____
BARS# (if recurring amount)		
Budget Request Item:		
Description of Budget Request (pictures/attachments acceptable)		
Cost Summary		
Itemized List of NEW Costs	(Broken out by Item)	Requested Amount
		\$
		\$
		\$
		\$
Total Budget Request		\$
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
If yes, what type of source? _____		
Will there be any annual recurring costs? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by:	Date:	Department Head Review Initials:
Department:	Category of Expense: (i.e.: collection/treatment/recycle)	
Type: <input type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ _____	2026 BUDGET REQUEST: \$ _____
BARS# (if recurring amount)		
Budget Request Item:		
Description of Budget Request (pictures/attachments acceptable)		
Cost Summary		
Itemized List of NEW Costs	(Broken out by Item)	Requested Amount
		\$
		\$
		\$
		\$
Total Budget Request		\$
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
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Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by:	Date:	Department Head Review Initials:
Department:	Category of Expense: (i.e.: collection/treatment/recycle)	
Type: <input type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ _____	2026 BUDGET REQUEST: \$ _____
BARS# (if recurring amount)		
Budget Request Item:		
Description of Budget Request (pictures/attachments acceptable)		
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		\$
		\$
		\$
		\$
Total Budget Request		\$
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Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
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Will there be any annual recurring costs? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned

Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250


(360) 378-2810 / fax (360) 378-2380 / www.fridayharbor.org

TO: Bethany Berry
 FROM: Julie Greene
 DATE: November 24, 2025
RE: LODGING TAX GRANT ALLOCATIONS 2026

At their November 6, 2025, meeting, the Council approved the LTAC's recommendations for 2026 distributions from the second 2% Lodging Tax fund. At their November 20, 2025, meeting, the Council approved 2026 distributions to the Chamber of Commerce from the first 2%.

GRANTEE	1ST 2% (COUNCIL)	2ND 2% (LTAC)	TOTAL 1ST & 2ND
SJI Visitors Bureau		\$ 210,000	\$ 210,000
SJI Chamber - Weekends		\$ 5,480	
- July 4th fireworks	\$ 18,000		
- July 4th parade	\$ 4,000		
- Operations	\$ 70,000		
- Center modernization	\$ 5,890		
<i>Total SJI Chamber</i>	\$ 97,890		\$ 103,370
FH Film Festival		\$ 5,840	\$ 5,840
Whale Museum-Promotions		\$ 24,000	\$ 24,000
SJIMA		\$ 11,800	\$ 11,800
SJCT		\$ 5,800	\$ 5,800
Archipelago Collective		\$ 2,800	\$ 2,800
Alchemy Art Center		\$ 2,720	\$ 2,720
Friends of SJs		\$ 2,060	\$ 2,060
Kwiaht		\$ 1,620	\$ 1,620
SJI Artists - Guide		\$ 2,100	\$ 2,100
- Marketing		\$ 3,780	\$ 3,780
Wolf Hollow		\$ 2,000	\$ 2,000
TOTALS	\$ 97,890	\$ 280,000	\$ 377,890

TOWN OF FRIDAY HARBOR 2026 Budget Request Form		
Submitted by:	Date:	Department Head Review Initials:
Department:	Category of Expense: (i.e.: collection/treatment/recycle)	
Type: <input type="checkbox"/> Project <input type="checkbox"/> Equipment <input type="checkbox"/> Staff Position <input type="checkbox"/> Other _____		
This budget request is a: <input type="checkbox"/> Prior Budget Change <input type="checkbox"/> New Request		
PRIOR YEAR BUDGET AMOUNT: (if applicable)	\$ _____	2026 BUDGET REQUEST: \$ _____
BARS# (if recurring amount)		
Budget Request Item:		
Description of Budget Request (pictures/attachments acceptable)		
Cost Summary		
Itemized List of NEW Costs	(Broken out by Item)	Requested Amount
		\$
		\$
		\$
		\$
Total Budget Request		\$
Funding & Future Costs Summary		
Will this be funded with any grants or another revenue source? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
If yes, what type of source? _____		
Will there be any annual recurring costs? <input type="checkbox"/> Yes, Approx. Amount \$ _____ <input type="checkbox"/> No		
Grey Area is for Finance Department Use Only		
Fund #	Fund Name	BARS # Assigned

	BIDDER			ENGINEER'S ESTIMATE		N.W. DEVELOPMENT & UNDERGROUND		IRON CREEK CONSTRUCTION, LLC	
	BIDDER ADDRESS					1723SE Fenton Road		1420 NW Gilman Blvd., Ste. 2-2298	
						Port Orchard, WA 98367		Issaquah, WA 98027	
	WASHINGTON STATE WORKMAN'S COMP. ACCT. NO.					434,824-00		283,059-00	
	WASHINGTON STATE CONTRACTOR'S REG. NUMBER					NWDEVWD772PQ		IRONCCC874MN	
	BID BOND OR OTHER GOOD FAITH TOKEN					5% BID BOND		5% BID BOND	
NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
1	Minor Change	1 EST	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
2	Pedestrian Traffic Control	1 LS	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$5,000.00	\$5,000.00	
3	Cement Conc. Sidewalk Grinding, \leq 1 Inch	45 EA	\$300.00	\$13,500.00	\$886.50	\$39,892.50	\$885.00	\$39,825.00	
4	Cement Conc. Sidewalk Grinding, \geq 1 Inch	19 EA	\$400.00	\$7,600.00	\$699.86	\$13,297.34	\$987.50	\$18,762.50	
	Subtotal			\$27,100.00		\$55,689.84		\$64,587.50	
	Sales Tax @ 0% (Per W.S. Revenue Rule 171)			\$0.00		\$0.00		\$0.00	
	TOTAL CONSTRUCTION COST			\$27,100.00		\$55,689.84		\$64,587.50	
	Sealed bids were opened via email on Friday, November 21, 2025, at 2:00 p.m. (local time).								
	I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.								
									
	KEVIN BROWN, P.E.								

From: [Mike Liptack \(Director of Public Works\)](#)
To: [Bethany Berry](#)
Cc: [Denice Kulseth](#)
Subject: Re: [External] RE: Sidewalk Repair Project
Date: Wednesday, November 26, 2025 12:02:43 PM
Attachments: [image004.png](#)
[image005.png](#)

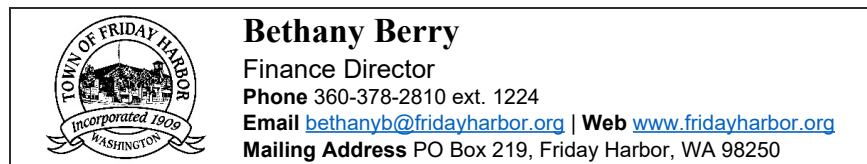
Hi Bethany, at this point it will be 2026.

Thanks for checking

From: Bethany Berry <bethanyb@fridayharbor.org>
Sent: Wednesday, November 26, 2025 10:37 AM
To: Mike Liptack (Director of Public Works) <mikel@fridayharbor.org>
Cc: Denice Kulseth <dkulseth@fridayharbor.org>
Subject: RE: [External] RE: Sidewalk Repair Project

I can make sure it is budget the higher amount since I can make that work. Is it a 2025 or 2026 project?

Thank you,



From: Mike Liptack (Director of Public Works) <mikel@fridayharbor.org>
Sent: Wednesday, November 26, 2025 9:01 AM
To: Bethany Berry <bethanyb@fridayharbor.org>
Cc: Denice Kulseth <dkulseth@fridayharbor.org>
Subject: FW: [External] RE: Sidewalk Repair Project

Hi Bethany,

Our bids for sidewalk repair came in almost double what Kevin estimated. Is this going to cause a problem?

Cc: Denice as this is much larger now



From: Kevin Brown <kbrown@g-o.com>
Sent: Tuesday, November 25, 2025 3:51 PM
To: Mike Liptack (Director of Public Works) <mikel@fridayharbor.org>
Subject: RE: [External] RE: Sidewalk Repair Project

[Mike](#),

Attached for your use is the bid summary. Looks like my estimate was quite a bit off. With both of the bidders coming from off island, it makes sense that their prices would be higher. Too bad a local contractor did not bid.

Please let me know if you have any other questions.

Thanks,
Kevin



Kevin Brown, P.E.

p. 360.454.5490 | **c.** 425.345.5754

Gray & Osborne, Inc. | 3710 168th Street NE, Suite B-210, Arlington, WA, 98223

www.g-o.com

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From: Mike Liptack (Director of Public Works) [<mailto:mikel@fridayharbor.org>]

Sent: Tuesday, November 25, 2025 10:43 AM

To: Kevin Brown <kbrown@g-o.com>

Subject: RE: [External] RE: Sidewalk Repair Project

Thanks Kevin, forwarded the two to you from the Public Works email.



Mike Liptack | Public Works Director

mikel@fridayharbor.org

1000 Guard St.

Friday Harbor, WA 98250

Office: (360) 378-2154 ext. 3000

From: Kevin Brown <kbrown@g-o.com>

Sent: Tuesday, November 25, 2025 9:10 AM

To: Mike Liptack (Director of Public Works) <mikel@fridayharbor.org>

Subject: RE: [External] RE: Sidewalk Repair Project

Good deal.

If you want to send me the bids, I can generate a formal bid summary.

Thanks,
Kevin



Kevin Brown, P.E.

p. 360.454.5490 | **c.** 425.345.5754

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From: Mike Liptack (Director of Public Works) [<mailto:mikel@fridayharbor.org>]

Sent: Tuesday, November 25, 2025 8:22 AM

To: Kevin Brown <kbrown@g-o.com>

Subject: [External] RE: Sidewalk Repair Project

Hi Kevin, quick update, got 2 bids and am qualifying them today. Will let you know if I need anything, thanks



Mike Liptack | Public Works Director

mikel@fridayharbor.org

1000 Guard St.

Friday Harbor, WA 98250

Office: (360) 378-2154 ext. 3000

From: Kevin Brown <kbrown@g-o.com>

Sent: Tuesday, November 25, 2025 8:19 AM

To: Mike Liptack (Director of Public Works) <mikel@fridayharbor.org>

Subject: Sidewalk Repair Project

Mike,

I wanted to check in with you regarding the Sidewalk Repair Project. How did the bid opening go last week? Do you need anything from me at this time?

Please don't hesitate to contact me with any questions.

Thanks,

Kevin



Kevin Brown, P.E.

p. 360.454.5490 | c. 425.345.5754

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www.g-o.com

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