

Thursday, January 3, 2019 – Council Chambers – Afternoon Session

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), and Tim Daniels (Position No. 4)

Anna Maria de Freitas (Position No. 3) and Barbara Starr (Position No. 5) were absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers de Freitas and Starr.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Resolution No. 2443

At 12:02 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2443 concerning the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson explained that the agreement provides for additional contract management. The project engineer is in the final stages of closing out the contracts for construction. Discussion followed regarding recoupable costs.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2443, authorizing the Mayor to execute Supplemental Agreement No. 3 with Gray & Osborne Engineering for construction management services for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 3-0 with de Freitas and Starr absent.**

Resolution No. 2444

At 12:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2444 concerning the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson explained that the agreement is separate from grant related costs. The project engineer will review certain claims that have been disputed by Town and Strider Construction. Discussion followed regarding recoupable costs.

**Moved by Daniels, seconded by Monin, to adopt Resolution No. 2444, authorizing the Mayor to execute an agreement with Gray & Osborne Engineering for claims analysis for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 3-0 with de Freitas and Starr absent.**

Resolution No. 2445

At 12:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2445 concerning the Web / A / Nichols Street Project. Project Manager, Pedro Mena explained that Change Order No. 4 reconciles the remaining quantities for time and materials prior to accepting the project. Discussion followed regarding the bio-filters used for the project.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2445, authorizing the Mayor to execute Change Order No. 4 with Mike Carlson Enterprises for the Web / A / Nichols Street Project. Motion passed 3-0 with de Freitas and Starr absent.**

Resolution No. 2446

At 12:15 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2446 concerning the Spring Street ADA Handicap Ramp Project. Administrator Wilson noted that intersection improvements are now complete. No discussion followed.

**Moved by Daniels, seconded by Hushebeck, to adopt Resolution No. 2446, accepting the Spring Street ADA Handicap Ramp Project. Motion passed 3-0 with de Freitas and Starr absent.**

**ADMINISTRATOR'S REPORT**

At 12:17 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Grange Pocket Park – Mayor Ghatan requested that Park design occur during 2019.
- Greenway Park – A resident requested permission to install a “lending library” at Greenway Park.
- 2018 Revenues – Year end balances for tax revenues were listed.
- PW Yard – Preliminary designs were distributed.
- Water Levels – Trout Lake is full.
- Round Towner Shuttle – The non-profit is seeking additional funding sources.
- Employee Interviews – Town will be interviewing applicants for the WWTP and Finance Office.
- SJC Fairgrounds Master Plan – The Plan is available for review on the SJC website.
- Local 1849F – Negotiations continue.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 17081 through 17092 and direct deposit run dated December 31, 2018 in the amount of \$288,978.49; and approve the payment of Claim Warrant Nos. 44961 through 44994 in the amount of \$106,499.39. Motion passed 3-0 with de Freitas and Starr absent.

**APPROVAL OF MINUTES**

Moved by Daniels, seconded by Hushebeck, to approve the minutes of **December 20, 2018, as submitted.** Motion passed 3-0 with de Freitas and Starr absent.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**EXECUTIVE SESSION**

At 12:45 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 20 minutes. Participants: Town Council, Mayor Ghatan, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 1:05 p.m. for an actual session time of 20 minutes. No actions were taken following executive session.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:06 p.m. The next regular meeting is scheduled for Thursday, January 17, 2019 at 12:00 p.m.

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**These minutes were approved on January 17, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, January 17, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), and Barbara Starr (Position No. 5).

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; and Clerk, Amy Taylor.

Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4) were absent.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers de Freitas and Daniels.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Sheriff's Report

At 12:01 p.m., Mayor Ghatan welcomed SJC Sheriff Ron Krebs. Sheriff Krebs updated the Council on annual statistics and quarterly activities for law enforcement. The Council thanked Sheriff Krebs. No action was taken.

Presentation – SJC Arts Council

At 12:26 p.m., Mayor Ghatan welcomed Claire Wright, President of the SJC Arts Council to make a presentation. Ms. Wright described the Art Council's mission, goals and upcoming projects. The Council thanked Ms. Wright. No action was taken.

Public Works Report

At 12:50 p.m., Public Works Director Wayne Haefeke, presented a quarterly report for activities of the department. Topics included daily activities for utilities and status of upcoming capital projects. The Council thanked Mr. Haefeke. No action was taken.

Ordinance No. 1656

At 1:03 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1656 concerning speed reduction. Public Works Director Wayne Haefeke explained that the ordinance reduces the speed of Gerard Lane from 25 mph to 15 mph. Councilmember Monin stated concerns that the speed limit should be lowered throughout town. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1656, amending Chapter 10.04 Friday Harbor Municipal Code concerning speed reduction. Motion passed 3-0 with de Freitas and Daniels absent.**

Ordinance No. 1657

At 1:06 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1657 concerning the Planning Commission. Mayor Ghatan explained that the ordinance expands the roles and responsibilities to include hearing certain land use applications. Discussion followed regarding that scope.

**Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1657, amending Chapter 2.24 of the Friday Harbor Municipal Code (FHMC) concerning roles and responsibilities of the Planning Commission Motion passed 3-0 with de Freitas and Daniels absent.**

Ordinance No. 1661

At 1:20 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1661 concerning the business licensing program. Clerk Taylor explained that the ordinance amends the current program to coincide with Business Licensing Services. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1661, repealing and replacing Chapter 5.04 of the Friday Harbor Municipal Code to implement the requirements of EHB 2005 (2017) regarding business licenses and related regulations. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2447

At 1:28 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2447 concerning the FH Landfill. The resolution authorizes annual landfill monitoring for 2019. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2447, authorizing the Mayor to execute an agreement with SCS Engineers for 2019 groundwater monitoring program services at the Friday Harbor Landfill. Motion passed 3-0 with de Freitas and Daniels absent.**

**MAYOR'S REPORT**

At 12:29 p.m., Mayor Ghatan presented the Town Council with an update of the following:

- Marguerite and Guard street bench placement;
- 2019 Pig War Picnic location;
- Letter from the FH Food Bank;
- Removal of language from plats; and
- FH Arts Commission update.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, approve the payment of Claim Warrant Nos. 44995 through 45035 in the amount of \$185,593.16; and Treasurer Checks Nos. 9811 through 9818 in the amount of \$8,063.17. Motion passed 3-0 with de Freitas and Daniels absent.

**APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Monin, to approve the minutes of January 3, 2019 as submitted. Motion passed 3-0 with de Freitas and Daniels absent.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:01 p.m. The next regular meeting is scheduled for Thursday, February 7, 2019 at 12:00 p.m.

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**These minutes were approved on February 7, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, February 7, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3), and Barbara Starr (Position No. 5).

Noel Monin (Position No. 2) and Tim Daniels (Position No. 4) were absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Monin and Daniels.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Leadership SJ

At 12:03 p.m., Councilmember Hushebeck described the 2019 Leadership SJ (Governance Day) event. Governance Day is scheduled February 8, 2019.

Committee Appointments

At 12:05 p.m., Mayor Ghatan asked the Council to affirm the appointment of David Jenkins, and reappointment of Diane Martindale and Megan Kilpatrick-Boe, to the Friday Harbor Arts Commission. Mayor Ghatan invited Mr. Jenkins to introduce himself and describe his qualifications. The Council thanked Mr. Jenkins.

**Moved de Freitas, seconded by Starr, to appoint David Jenkins and reappoint Diane Martindale and Megan Kilpatrick-Boe, to the Friday Harbor Arts Commission. Motion passed 3-0 with Monin and Daniels absent.**

SJI Chamber of Commerce

At 12:08 p.m., Mayor Ghatan introduced Becki Day, Chamber of Commerce Director, to provide an annual report. Ms. Day reported on quarterly luncheons and awards, events, attendance, staffing and success of their location. Mayor Ghatan and the Council thanked Ms. Day. No action was taken.

Resolution No. 2448

At 12:17 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2448 concerning the Web / A / Nichols Street Improvement Project. Administrator Wilson explained that the project is reconciled and recommended for acceptance. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2448, accepting the Web / A / Nichols Street Project. Motion passed 3-0 with Monin and Daniels absent.**

Resolution No. 2449

At 12:20 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2449 concerning sidewalk improvements on Argyle Avenue. Administrator Wilson explained that MEM Enterprises submitted the low responsive bid for the project. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2449, awarding the bid and authorizing the Mayor to execute a contract for the construction of the Argyle Avenue Sidewalk Widening Project. Motion passed 3-0 with Monin and Daniels absent.**

Town Hall Seismic Analysis

At 12:24 p.m., Mayor Ghatan introduced discussion of the 2019 Town Hall Seismic Analysis Study. Administrator Wilson explained that certain recommendations have priority, but none were listed that need to be addressed on an emergency basis. Town will coordinate with project engineers for the Town Hall Renovation Project to address recommendations. Discussion followed regarding the importance of such studies. No action was taken.

Letter of Support - Plastic Bag Ban

At 12:31 p.m., Mayor Ghatan introduced discussion of the Letter of Support for State HB 1205 that was presented for approval by SWAC. Administrator Wilson described main points of the proposed legislation. HB 1205 proposes to ban single use plastic bags statewide and impose fees for reusable and paper bags. Discussion followed regarding the merits of HB 1205.

**Moved by Starr, seconded by de Freitas, to affirm Town's support of the letter presented by SWAC for State HB 1206. Motion passed 3-0 with Monin and Daniels absent.**

Town Council Retreat

At 12:50 p.m., Mayor Ghatan introduced discussion of topics for the 2019 Town Council Retreat. Administrator Wilson presented retreat topics. Discussion followed regarding the structure of the meeting. No action was taken.

**ADMINISTRATOR'S REPORT**

At 1:15 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Tucker Avenue Street Trees – Trees will be planted when weather permits.
- WSF Electric Ferries – WSF is suggesting that the San Juan Island runs use electric ferries. More information will be presented.
- Linder Street Storm Drainage Project – Bids for the project are due February 12, 2019.
- Reusable bags – It was suggested to use LTAC funding to offer reusable promotional bags to visitors.
- District 3/EMS Merger – Discussion followed regarding preliminary findings of the Citizen Advisory Group.
- Ed Warbass Way Sculpture – The Artist is starting the next phase of the piece and due for release of the second payment installment. **Moved by Starr, seconded by de Freitas, to release the second installment for payment of the Ed Warbass Way Sculpture. Motion passed 3-0 with Monin and Daniels absent.**
- Refuse Department – Authorization was requested to (re)hire a fourth position in the department. **The Council concurred.**
- 2019 Spring Cleanup – The Spring Clean Up event will be April 22nd through 29<sup>th</sup>, 2019. Flyers will be distributed with the monthly utility billing.

**PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Starr, to approve the payment of Claim Warrant Nos. 45075 through 45137 in the amount of \$536,310.56 and Treasurer Check Nos. 9819-9821 plus one ECT in the amount of \$5,350.04. Motion passed 3-0 with Monin and Daniels absent.

**APPROVAL OF MINUTES**

Moved by Starr, seconded by Hushebeck, to approve the minutes of **January 17, 2019 as submitted.** Motion passed 3-0 with Monin and Daniels absent.

**FUTURE AND NON-AGENDA ITEMS**

Councilmembers listed future agenda items.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:56 p.m. The next regular meeting is scheduled for Thursday, February 21, 2019 at 12:00 p.m.

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**These minutes were approved on February 21, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, February 21, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:05 p.m.

**ROLL CALL**

Councilmembers: Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Barbara Starr (Position No. 5).

Steve Hushebeck (Position No. 1) and Tim Daniels (Position No. 4) were absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Hushebeck and Daniels.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Ghatan announced schedule changes for the agenda, including a planned recess.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

ROW License Application – 350 Warbass Way

At 12:09 p.m., Mayor Ghatan introduced discussion of a license application for private use of unopened right-of-way located at 350 Warbass Way. Land Use Administrator, Mike Bertrand and the architect for Applicant Adam Draizin, described the application and project. The parcel owner is requesting a license for use of unopened ROW in order to remove an existing structure and build a private off-street parking garage and car deck. Discussion followed regarding whether the steep sloped areas on Warbass Way are generally appropriate for street vacation.

**Moved by de Freitas, seconded by Starr, to approve the permit application for a license to use unopened right-of-way at 350 Warbass Way. Motion passed 3-0 with Hushebeck and Daniels absent.**

Ordinance No. 1662

At 12:20 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1662 concerning restricted parking lots. Administrator Wilson explained that the County has requested that parking enforcement restrictions be repealed for parking lots controlled by San Juan County. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Ordinance No. 1662, amending Chapter 10.04 FHMC concerning restricted public parking lots. Motion passed 3-0 with Hushebeck and Daniels absent.**

Resolution No. 2451

At 12:23 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2451 concerning the Linder Street Storm Drainage Project. Public Works Director Wayne Haefele explained the scope of the project and recommended award to Richard Lawson Construction. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2451, awarding the bid and authorizing the Mayor to execute a contract for the construction of the Linder & Geneste Street Storm Drainage Project. Motion passed 3-0 with Hushebeck and Daniels absent.**

Spring Street Waterfront Vault

At 12:26 p.m., Mayor Ghatan introduced discussion of the Spring Street Waterfront Vault. Administrator Wilson explained that the status of the tideland aquatic lease for the project has not changed. Town will likely not be able to take advantage of the grant funding before it comes due. The Department of Ecology is requesting that Town provide a letter releasing the grant funding earmarked for the project. Discussion followed regarding options. **Council consensus to not release the funding until the grant expires.**

WWTP – SBR Valve Replacement

At 12:30 p.m., Mayor Ghatan introduced discussion of emergency SBR valve replacement at the Wastewater Treatment Plant. Administrator Wilson explained that the broken valve is causing 24-hour shifts (with overtime) at the WWTP. Authorization was requested to move forward with the purchase said parts with later ratification by the Council. No discussion followed.

**Moved by Starr, seconded by de Freitas, to arrange for the purchase of necessary replacement valve parts for the SBR tank at the Wastewater Treatment Plant. Motion passed 3-0 with Hushebeck and Daniels absent.**

**ADMINISTRATOR'S REPORT**

At 1:41 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Reusable Plastic Bag Project – Sample bags were distributed.
- WSF Issues – Town met locally with WSF representatives. Discussion followed regarding quality and performance issues. The Council requested that the FAC attend the next Council meeting.
- Tucker Avenue Reconstruction Project, Phase 2 – Legal services by special counsel are recommended as Town and Strider Construction move through the remaining closeout of the Project. **Moved by de Freitas, seconded by Monin, to authorize the agreement for legal services with the Law firm of Inslee, Best, Doezie & Ryder, PS for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 3-0 with Hushebeck and Daniels absent.**
- Incident Report – Minor fence damage occurred when the rear of the garbage truck hooked a chain link fence. Staff is filing the proper reports and fence will be repaired.
- United Way of SJC – United Way is requesting assistance to support the severe storm weather shelters. Discussion followed. **Moved by Monin, seconded by de Freitas, to reimburse United Way SJC for up to \$2,000 in year 2019 for support of the severe storm weather shelter. Motion passed 3-0 with Hushebeck and Daniels absent.**

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 45138 through 45177 in the amount of \$103,187.25. Motion passed 3-0 with Hushebeck and Daniels absent.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **February 7, 2019 as submitted.** Motion passed 3-0 with Hushebeck and Daniels absent.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**ACTION AND DISCUSSION ITEMS (Continued)**

Recess

At 1:12 p.m., Mayor Ghatan recessed the meeting to hold a closed session pursuant to RCW 42.30.140(4)(A). The meeting reconvened at 1:32 p.m.

Resolution No. 2450

At 1:33 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2450 concerning the collective bargaining agreement. Administrator Wilson thanked everyone involved in the process. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2450, authorizing the Mayor to execute a labor contract with Washington State Council of County & City Employees, AFSCME, AFL-CIO local 1849F, for the period of January 1, 2019 through December 31, 2021; and authorize the Negotiating Team to make de minimus modifications as needed. Motion passed 3-0 with Hushebeck and Daniels absent.**

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:38 p.m. The next regular meeting is scheduled for Thursday, March 7, 2019 at 12:00 p.m.

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**These minutes were approved on March 7, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, March 7, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5). Noel Monin (Position No. 2) was absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Historic Preservation Review Board

At 12:01 p.m., Mayor Ghatan requested the reappointment of David Harsh, Carol Strum and Jeff Iverson to the HPRB. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to reappoint David Harsh, Carol Strum and Jeff Iverson to the Historic Preservation Review Board. Motion passed 4-0 with Monin absent.**

US Customs and Border Protection

At 12:03 p.m., Mayor Ghatan welcomed Officer Tom Barnes, local US Customs and Border Protection Office, to provide an update. Officer Barnes publicly thanked the community for being so generous during the government shutdown; commented on their current location on First and Spring Street; and provided anecdotal statistics for current crossings. Discussion followed regarding new online apps for “check-ins”. Mayor Ghatan and the Council thanked Officer Barnes. No action was taken.

SJC Ferry Advisory Committee

At 12:13 p.m., Mayor Ghatan introduced Jim Corenman, SJC Ferry Advisory Committee Chair, to provide an update. Mr. Corenman and the Council discussed design and funding of new WS Ferries and service issues. The Mayor and Council thanked Mr. Corenman. No action was taken.

Department Report – Systems Administration

At 12:54 p.m., Mayor Ghatan introduced Mike Greene, Systems Administrator, to provide a quarterly update. Mr. Greene reported that no major incidents have occurred during the last quarter and listed in-progress and completed projects between October through present. The Council thanked Mr. Greene. No action was taken.

Annual Report - Town Wellness Program

At 1:10 p.m., Mayor Ghatan introduced Julie Greene, Wellness Coordinator, to provide an update. Ms. Greene reported that Town achieved its 2019 WellCity Award and 2% insurance discount and listed current activities for the program. The Council thanked Ms. Greene. No action was taken.

SSDP Application No. 97RR

At 1:16 p.m., Mayor Ghatan introduced discussion of SSDP Application No. 97RR. Michael Bertrand, Land Use Administrator, explained that the Town Planning Commission held a public hearing regarding the application by the Port of Friday Harbor for altering outdoor seating at Spring Street Landing. The Planning Commission recommends approval of the request to reallocate 385 square feet of existing outdoor seating area at the north side of the building to be split between the upper and lower levels of the plaza. Discussion followed regarding public access.

**Moved by Hushebeck, seconded by de Freitas, to adopt the recommendations of the Planning Commission and direct staff to prepare findings of fact, conclusions of law and decision regarding SSDP Application No. 97RR. Motion 4-0 with Monin absent.**

Rezone Application No. 72

At 1:27 p.m., Mayor Ghatan introduced discussion of Rezone Application No. 72. Michael Bertrand, Land Use Administrator, explained that the Town Planning Commission held a public hearing regarding the application to rezone three parcels from Single-family to Multi-family residential. The Planning Commission’s recommendation is to approve the request. Discussion followed regarding the location of the parcels.

**Moved by Hushebeck, seconded by Daniels, to adopt the recommendations of the Planning Commission and direct staff to prepare findings of fact, conclusions of law and decision regarding Rezone Application No. 72. Motion 4-0 with Monin absent.**

Annual Report – Friday Harbor Arts Commission

At 1:40 p.m., Mayor Ghatan introduced Julie Greene, FHAC Coordinator, to provide an update. Ms. Greene reported on current proposals and requested funding to print additional copies of the Friday Harbor Arts Brochure. Discussion followed regarding updates to the brochure. The Council thanked Ms. Greene. **Council consensus to reprint 2500 (or closest pricing break) of the Friday Harbor Arts Brochure for year 2019.**

Public Art – Sculptures

At 1:56 p.m., Mayor Ghatan explained that Town has an opportunity to purchase two sculptures at cost from a local artist. Mayor Ghatan described the bronze owl and fox that would be located at the corner of Second and West Street. Discussion followed regarding budget for the purchase.

**Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the purchase and installation of two sculptures in the approximate amount of \$5,400 with funding split between hotel motel and arts commission funds. Motion passed 4-0 with Monin absent.**

Ordinance No. 1663

At 2:07 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1663 concerning adoption of state building codes. Wayne Haefele, PW Director, explained that the Ordinance provides for fire suppression alternatives, such as installation of water tanks, in areas of Town that lack adequate water pressure for development. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1663, amending Chapter 15.04 FHMC concerning adoption of state building codes. Motion passed 4-0 with Monin absent.**

Ordinance No. 1664

At 2:09 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1664, fixing salaries of officials and non-represented personnel and repealing Ordinance No. 1660 in its entirety. Administrator Wilson explained that the Ordinance adjusts salaries and benefits for exempt personnel to match that of represented employees. Discussion followed regarding benefits.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1664, fixing salaries of officials and non-represented personnel and repealing Ordinance No. 1660 in its entirety. Motion passed 4-0 with Monin absent.**

**ADMINISTRATOR'S REPORT**

At 2:14 p.m., Administrator Wilson presented the Town Council with an update of the following:

- GIS Assessment – The report is nearly complete.
- WWTP – Status of projects at the Wastewater Treatment Plant.
- SWAC – The County is requesting that Town use its LTAC funds for a plastic reduction project.
- Tucker Avenue, Phase 2 – Special counsel is beginning work on the claim with Strider Construction.
- Spring Banners – Banners have been ordered.
- Tucker Avenue, Phase 2 – The summary judgement with Carla Higginson is scheduled April 4<sup>th</sup>.

**PAYMENT OF CLAIMS**

Moved by Starr, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. XXXXX through XXXXX; and approve the payment of Claim Warrant Nos. XXXXX through XXXXX in the amount of \$. Motion passed 4-0 with Monin absent.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **February 21, 2019 as submitted**. Motion passed 4-0 with Monin absent.

**FUTURE AND NON-AGENDA ITEMS**

Councilmember Starr requested adjustments to the maps provided with Staff reports.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

## **2019 Town Council Minutes**

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:45 p.m. A special meeting is scheduled Saturday, March 23, 2019 at 9:30 a.m. for the purpose of a Council Retreat. The next regular meeting is scheduled for Thursday, March 21, 2019 at 12:00 p.m.

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**These minutes were approved on April 4, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, March 21, 2019 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5). Noel Monin (Position No. 2) was absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin.

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

### **PUBLIC ACCESS TIME**

Becki Day, SJI Chamber Director, announced the theme for the Fourth of July Parade. The 2019 theme is “Parade of Stars...” The Pig War BBQ will be held next door to the Historical Museum. Discussion followed regarding insurance costs for parades and events.

### **ACTION AND DISCUSSION ITEMS**

#### FFCOL – Rezone Application No. 72

At 12:06 p.m., Mayor Ghatan introduced discussion of the Findings of Fact, Conclusions of Law & Decision for Rezone Application No. 72. Michael Bertrand, Land Use Administrator, presented the FFCOL. No discussion followed.

**Moved by de Freitas, seconded by Starr, to approve the Findings of Fact, Conclusions of Law & Decision for Rezone Application No. 72. Motion passed 4-0 with Monin absent.**

Ordinance No. 1665

At 12:08 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1665, rezoning 732, 734 & 736 Nash Street. Michael Bertrand, Land Use Administrator, explained that the ordinance rezones and makes the corresponding changes to the Town land use maps for said parcels. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1665, rezoning Tax Parcel Nos. 351491576, 351491577 and 351491578 located at 732 Nash Street, 734 Nash Street and 736 Nash Street, Friday Harbor, San Juan County, Washington. Motion passed 4-0 with Monin absent.**

Resolution No. 2452

At 12:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2452 accepting an easement for stormwater utilities. Administrator Wilson explained that the easement is located in the Foxhall Subdivision. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2452, accepting a right of way easement for stormwater improvements. Motion passed 4-0 with Monin absent.**

Resolution No. 2453

At 12:13 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2452 concerning surplus property. Administrator Wilson explained the process for deeming equipment surplus. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2453, authorizing the Mayor to offer for public sale such used equipment deemed surplus. Motion passed 4-0 with Monin absent.**

Resolution No. 2454

At 12:16 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2454 concerning inspection of the submarine sewer line and Town outfall. Administrator Wilson explained that the line requires periodic inspection for damage. Jen-Jay, Inc. offered a responsive proposal. No discussion followed.

**Moved by de Freitas, seconded by Daniels, to adopt Resolution No. 2454, authorizing the Mayor to accept a proposal from Jen-Jay, Inc. for inspection of the sewer outfall pipe and inspection of the Warbass Way submarine sewer connection points. Motion passed 4-0 with Monin absent.**

Resolution No. 2455

At 12:19 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2455 concerning distribution of liquor excise taxes. Administrator Wilson explained that Town received funds from the State from liquor profits and liquor excise taxes. A percentage must be used for drug and alcohol treatment programs. The agreement allows the funds to be transferred to Compass Health for such programs. No discussion followed.

**Moved by Daniels, seconded by de Freitas, to adopt Resolution No. 2455, authorizing transfer of funds to Compass Health for drug and alcohol treatment programs. Motion passed 3-0 with Starr abstained and Monin absent.**

Resolution No. 2456

At 12:26 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2456 concerning the Argyle Avenue Sidewalk Widening Project. Administrator Wilson explained that Change Order No. 1 changes the alignment of the street near the SJC Fairgrounds at the request of the County. Work will be at the expense of SJC. No discussion followed.

**Moved by Daniels, seconded by Starr, to adopt Resolution No. 2456, authorizing the Mayor to execute Change Order No. 1 to the agreement with MEM Enterprises, LLC for the Argyle Avenue Sidewalk Widening Project. Motion passed 4-0 with Monin absent.**

Resolution No. 2457

At 12:28 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2457 concerning the WWTP Headwork Project. Administrator Wilson explained that Change Order No. 1 adjusts the road length and alignment, perimeter fencing and gating at the WWTP. No discussion followed.

**Moved by Daniels, seconded by Starr, to adopt Resolution No. 2456, authorizing the Mayor to execute Change Order No. 1 to the agreement with MEM Enterprises, LLC for the Argyle Avenue Sidewalk Widening Project. Motion passed 4-0 with Monin absent.**

GIS Assessment

At 12:40 p.m., Mayor Ghatan introduced discussion of the draft GIS Assessment. Administrator Wilson reviewed the Executive Summary contained in the report. Discussion followed regarding the findings.

**Moved by Daniels, seconded by de Freitas, to implement the findings for the “first year”. Motion passed 4-0 with Monin absent.**

**ADMINISTRATOR'S REPORT**

At 12:52 p.m., Administrator Wilson presented the Town Council with an update of the following:

- GAC Filter – Town will issue an RFP for activated carbon for water treatment.
- System Administration – The department has a list of unbudgeted items that need to be purchased for the WWTP. **Moved by Daniels, seconded by Starr, to authorize the purchase of computer equipment (approximately \$7,275) for the Wastewater Treatment Plant. Motion passed 4-0 with Monin absent .**
- Debt service – Town will discuss long-term debt service for the WWTP at the Council Retreat.
- PW Projects – Status of current projects was listed.
- Spring Banners – The banners are being hung.
- CAG Report – The CAG report is due in April.
- Arbor Day – The Town will schedule the event on April 4, 2019.

**PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Starr, to approve the payment of Claim Warrant Nos. XXXXX through XXXXX in the amount of \$. Motion passed 4-0 with Monin absent.

**FUTURE AND NON-AGENDA ITEMS**

Councilmember Hushebeck provided an update on the EDC Trades Program.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:28 p.m. A special meeting is scheduled Saturday, March 23, 2019 at 9:30 a.m. for the purpose of a Council Retreat. The next regular meeting is scheduled for Thursday, April 4, 2019 at 12:00 p.m.

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**These minutes were approved on April 4, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Saturday, March 23, 2019 – Brickworks, 150 Nichols Street – Special Meeting (Council Retreat)**

**CALL TO ORDER**

Mayor Ghatan called the special session of the Town Council to order at 9:30 a.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), and Tim Daniels (Position No. 4). Barbara Starr (Position No. 5) was absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; Public Works Director, Wayne Haefele; and Clerk, Amy Taylor.

**DISCUSSION ITEMS**

Town Council Retreat

At 9:30 a.m., Mayor Ghatan opened the Council Retreat. The following topics were discussed. No actions were taken:

- Town Utilities
  - Water
    - Implementing wireless water meter reading
    - Allowing water service for out-of-town ADUs
  - Sewer
    - Long term funding for infrastructure -existing bonds
    - Utility service for San Juan County Fairgrounds
  - Streets
    - Warbass/Harrison/Nash/Marguerite funding
- Urban Growth / UGA / Annexation
  - Potential areas for future annexation(s)
    - Argyle Avenue (San Juan County Fairgrounds)
    - Mullis Street (District 3)
  - Fire Department / EMS Merger – CAG Report
- Comprehensive Planning
  - Walkability
  - GIS implementation

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:45 p.m. The next regular meeting is scheduled for Thursday, April 4, 2019 at 12:00 p.m.

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**These minutes were approved on April 4, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, April 4, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5). Anna Maria de Freitas (Position No. 3) was absent.

Others Present: Mayor, Farhad Ghatan; Town Administrator, Duncan Wilson (partial meeting); and Clerk, Amy Taylor. Treasurer, Kelle' Wilson was absent.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember de Freitas.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Proclamation – 2019 Arbor Day

At 12:01 p.m., Mayor Ghatan proclaimed April 4, 2019 as Arbor Day in the Town. Guest Ciscoe Morris was presented with a proclamation dedicating “Ciscoe’s Eastern Red Bud” for the 2019 planting.

LTAC Appointment

At 12:05 p.m., Mayor Ghatan recommended the appointment of Misty Todd to the Town Lodging Tax Advisory Committee. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to affirm the appointment of Misty Todd to the vacancy on the Town Lodging Tax Advisory Committee. Motion passed 4-0 with de Freitas absent.**

FFCOL – SSDP No. 97RR

At 12:07 p.m., Mayor Ghatan introduced discussion of draft Findings of Fact, Conclusions of Law & Decision for SSDP Application No. 97RR concerning the reallocation of seating at Spring Street Landing. Land Use Administrator Mike Bertrand presented the findings. Discussion followed regarding public access.

**Moved by Hushebeck, seconded by Daniels, to approve Findings of Fact, Conclusions of Law & Decision for SSDP Application No. 97RR. Motion passed 3-1 with Monin opposed and de Freitas absent.**

Planning Commission Recommendations – PRD No. 5 – Hyon Su (Charles) Thomas - Purple Lane

At 12:13 p.m., Mayor Ghatan introduced discussion regarding the Planning Commission recommendations for PRD Application No. 5 known as the Finnigan Ridge Planned Residential Development (Purple Lane). Land Use Administrator described the findings. Mr. Bertrand explained that FFCOL are available for adoption if the Council decides to approve the application without modifications. Discussion followed regarding street infrastructure.

**Moved by Daniels, seconded by Monin to adopt the Planning Commission recommendations and approve the application for PRD No. 5 – Finnigan Ridge Planned Residential Development, Phase 1 (Purple Lane). Motion passed 4-0 with de Freitas absent.**

**Moved by Hushebeck, seconded by Monin to accept Findings of Fact, Conclusions of Law for PRD Application No. 5 – Finnigan Ridge Planned Residential Development, Phase 1 (Purple Lane). Motion passed 4-0 with de Freitas absent.**

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 17113 through 17128 and DDR dated March 31, 2019 in the amount of \$313, 705.68; and approve the payment of Claim Warrant Nos. 45274 through 45314 in the amount of \$162,697.29. Motion passed 4-0 with de Freitas absent.

**APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Daniels, to approve the minutes of **March 2019 as submitted**. Motion passed 4-0 with de Freitas absent.

**FUTURE AND NON-AGENDA ITEMS**

Mayor Ghatan announced the “Fox and Owl” sculptures for Second Street are in Town’s possession.

**CITIZEN RESPONSE**

Ron Warden requested that the Town consider mechanisms for development that prohibit over-capitalizing on local affordable housing.

Charles (Su) Thomas responded that the Finnigan Ridge PRD is intended to provide affordable housing for local residents. The investors will make all attempts to offer lots locally before looking to off-island investments.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 12:48 p.m. The next regular meeting is scheduled for Thursday, April 18, 2019 at 12:00 p.m.

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**These minutes were approved on April 18, 2019. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, April 18, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:05 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4) were present. Noel Monin (Position No. 2) and Barbara Starr (Position No. 5) were absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Monin and Starr.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Port of Friday Harbor – Joint Meeting

At 12:09 p.m., Mayor Ghatan welcomed the Port of Friday Harbor Commissions for a joint meeting to discuss issues of mutual concern. Discussion topics included: Improvements to Fairweather Park, parking management on Front Street, recycling and waste management, tote bag program, future annexations, airport master planning, Jensen Marina improvements and transient accommodations. No actions were taken. The Mayor and Council thanked the Port Commissioners for attending.

EMS / Fire Merger Proposal

At 1:12 p.m., Mayor Ghatan introduced discussion of the recommendations by the Citizens Advisory Group for the proposed EMS/Fire Merger. Administrator Wilson summarized findings of the report and explained that the chief recommendation is to establish a steering committee. Discussion followed regarding who would serve as a Town representative on the “Integration of EMS and Fire Steering Committee.” The Steering Committee will begin working on an “implementation plan” to propose to the involved government entities.

**Moved by de Freitas, seconded by Hushebeck, to appoint Duncan Wilson to the “Integration of EMS and Fire Steering Committee.” Motion pass 3-0 with Monin and Starr absent.**

Ordinance No. 1666

At 1:20 p.m., Mayor Ghatan introduced discussion regarding Ordinance No. 1666 concerning the Final Site Plan of Finnegan Way Planned Residential Development – Phase 1 to the Town of Friday Harbor. Land Use Administrator Mike Bertrand reviewed the final site plan. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1666, acceptance of the accepting the Final Site Plan of Finnegan Way Planned Residential Development – Phase 1 to the Town of Friday Harbor. Motion passed 3-0 with Monin and Starr absent.**

Resolution No. 2458

At 1:27 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2458 concerning a financial study for the sewer utility. Administrator Wilson explained the need to assess short and long-term debt for the sewer utility. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2458, authorizing a financial study by PMI for short and long-term debt analysis for the sewer utility. Motion passed 3-0 with Monin and Starr absent.**

Resolution No. 2459

At 1:33 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2459 concerning funding for the cold weather shelter. Administrator Wilson explained that the Town and United Way have negotiated reimbursement funding (stipends) for operation of a cold weather shelter. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt (amended) Resolution No. 2459, authorizing an agreement with United Way for operation of a cold weather shelter. Motion passed 3-0 with Monin and Starr absent.**

Resolution No. 2460

At 1:37 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2460 concerning the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson explained that Town is accepting the Tucker Avenue Reconstruction Project, Phase 2. The resolution does not relinquish terms of the agreement. No discussion followed.

**Moved by de Freitas, seconded by Daniels, to adopt Resolution No. 2460 accepting the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 3-0 with Monin and Starr absent.**

Resolution No. 2461

At 1:41 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2461 concerning the GIS implementation. Administrator Wilson explained the scope of work for the first-year of implementation. No discussion followed.

**Moved by de Freitas, seconded by Daniels, to adopt Resolution No. 2461, authorizing an agreement with NW GIS Consulting for implementation of the first-year phase of GIS. Motion passed 3-0 with Monin and Starr absent.**

Records Needs Assessment

At 1:49 p.m., Mayor Ghatan introduced discussion of a needs assessment to determine a new electronic content management system for public records. Administrator Wilson recommended having a consultant on-site to assess the current paper filing system and make recommendations for electronic storage. Clerk Taylor explained that Town has applied for a grant to purchase technology/software. No discussion followed. **Council consensus to finalize a contract for said needs assessment.**

**ADMINISTRATOR'S REPORT**

At 1:57 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Citizens Advisory Group – Continued describing recommendations in the report.
- Voided Claim – Treasurer Wilson reported that the Finance Office voided a claim that was printed in error.
- Annual Report – Treasurer Wilson noted that the annual report has been distributed electronically.
- Travel Policy – The Town is considering a policy that pays employees on a per diem basis for meals during travel.
- “Fox and the Owl” Sculptures – The new sculptures on West and First Street are installed.

**PAYMENT OF CLAIMS**

**Moved by de Freitas, seconded by Hushebeck, to affirm Treasurer Check Nos. 9827 through 9834 and (1) Electronic Check Payment in the amount of \$101,439.89; and approve the payment of Claim Warrant Nos. 45315 through 45376 in the amount of \$453,104.03. Motion passed 3-0 with Monin and Starr absent.**

[Clerk's Note: Treasurer Wilson reported that the Finance Office voided Claim Warrant No. 45063 in the amount of \$32,231.28 to the Town of Friday Harbor for permitting fees. The Warrant was drawn in the wrong amount. The Claim Warrant will be reprocessed with the corrected information for the next available Payment of Claims.]

**APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Daniels, to approve the minutes of April 4, 2019 as submitted. Motion passed 3-0 with Monin and Starr absent.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:23 p.m. The next regular meeting is scheduled for Thursday, May 2, 2019 at 12:00 p.m.

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**These minutes were approved on May 2, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

***2019 Town Council Minutes***

Thursday, May 2, 2019 – Council Chambers – Afternoon Session

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4). Barbara Starr (Position No. 5) was absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Starr.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Ordinance No. 1667

At 12:02 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1667, amending the interfund loan for Wastewater Treatment Plant improvements. Administrator Wilson explained that LGIP is offering favorable interest rates and recommended adjusting the current interfund loan for the favorable rates. No discussion followed.

**Moved by Daniels, seconded by Hushebeck, to adopt Ordinance No. 1667, amending Ordinance No. 1647 which authorized an interfund loan to provide interim financing for certain improvements to the Town's wastewater treatment plant. Motion passed 4-0 with Starr absent.**

**DEPARTMENT REPORT**

Public Works

At 12:04 p.m., Public Works Director, Wayne Haefele provided a status update on current and upcoming construction projects. Current projects included: Linder Street, 327 Zone Pump Station, Nash/Price Street Improvements, Argyle Avenue Sidewalk Widening and WWTP Headworks. Upcoming issues and projects include: Fencing for the Public Works Yard, water line maintenance near Peterson Building, WWTP sludge dryer repair/replacement and WWTP filter media replacement. No actions were taken.

**ADMINISTRATOR'S REPORT**

At 12:30 p.m., Administrator Wilson presented the Town Council with an update of the following:

- CAG Report – Steering Committee discussion will include the Town's intention regarding property taxes if a proposal is put forth to the voters to annex into the District.
- UW Pump Station – Town has opened negotiations with the UW Labs regarding repair of (I/I) sewer pipe leakage.
- Nash & Price Street Improvements – Town submitted a request to bid for the project to TIB.

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- Mullis & Spring RAB – The idea was presented for a roundabout at the Mullis & Spring Street intersection. **Council consensus to develop preliminary drawings in-house for future discussion.**
- Spring Street Stormwater Vault – The project funding has been officially withdrawn.
- Pickleball Court Scheduling – A resident has requested that the ability for scheduling the Court be made available. **Consensus that Cahail Park amenities will remain “first come first serve” during park hours.**
- WWTP Vehicle – The WWTP is requesting permission to order a new truck for the department. The vehicle has been budgeted. **Moved by de Freitas, seconded by Monin, to accept the Proposal BRF# 2019.03 in the amount of \$29,000 for a new vehicle for the WWTP. Motion passed 4-0 with Starr absent.**
- Landfill Monitoring – No changes have been recorded since the last monitoring.
- FH Airport Mural – (Mayor) The Port gave permission for installation of a mural.
- Business Licensing Services – (Clerk) The Town is online with State Business License Services for licensing.
- Zito Media Franchise – (Discussion) The franchise remains expired. Zito Media refuses to accept the terms of renewal.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 17129 through 17138 and the Direct Deposit Run dated April 30, 2019 in the amount of \$315,360.05; and approve the payment of Claim Warrant Nos. 45377 through 45419 in the amount of \$333,206.00 and Treasurer Check Nos. 9835 through 9842 in the amount of \$74,156.53. Motion passed 4-0 with Starr absent.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **April 18, 2019 as submitted.** Motion passed 4-0 with Starr absent.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:06 p.m. The next regular meeting is scheduled for Thursday, May 16, 2019 at 12:00 p.m.

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**These minutes were approved on May 16, 2019. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, May 16, 2019 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2) and Tim Daniels (Position No. 4). Anna Maria de Freitas (Position No. 3) and Barbara Starr (Position No. 5) were absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember de Freitas and Starr.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

SJI Garden Club

At 12:01 p.m., Mayor Ghatan proclaimed June 2nd through June 8th as SJI Garden Club Week in the Town of Friday Harbor in appreciation of the Club's annual support and generous donations to the hanging flower baskets. Marguerite Bennett, Club President, presented the Town with a \$500 check. The Mayor and Council thanked Mrs. Bennett.

Resolution No. 2462

At 12:08 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2462, regarding the WWTP outfall improvements. Administrator Wilson explained that Town is selecting Wilson Engineering to complete design of the improvements. (Clerk's Note: See Resolution for selection criteria.) No discussion followed.

**Moved by Daniels, seconded by Hushebeck, to adopt Resolution No. 2462, authorizing the Mayor to execute an agreement with Wilson Engineering for design of the WWTP outfall improvements. Motion passed 3-0 with de Freitas and Starr absent.**

**ADMINISTRATOR'S REPORT**

At 12:30 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Six Year Transportation Plan (6YTIP) – A preliminary TIP was distributed to the Council. Comments were taken. The public hearing is scheduled June 20<sup>th</sup>.
- Trout Lake Dam – Town will receive a proposal to re-evaluate the structure. The last full inspection was in 2010. Brief discussion ensued regarding watershed risk and management.
- Plastic bag ban – The State initiative for banning plastic bags failed. SWAC is monitoring further progress.
- PFFAP Grant – The grant is available through SJC. Applications are due June 14<sup>th</sup>. Town intends to apply for the "David Jones Pocket Park".
- Island Rec – A request to continue limited amplified sound was received for John O. Linde Community Park. Council will consider the request on June 6, 2019.
- 327' Water Zone Project – The necessary pumps are arriving and project should be substantially complete by June 14<sup>th</sup>.
- Energy Efficiency Grant – The Systems Administrator has requested permission to apply for a lighting grant through OPALCO for energy efficiency in the Town Annex. **Council consensus to apply for said grant.**
- Hotel Motel Tax Grant – **Council consensus to set the annual grant allocation for tourism promotion programs at \$237,000.**
- Homeless Encampments – An update was provided regarding the newest court rulings for homelessness encampments.
- Tucker Avenue Reconstruction Project, Phase 2 – **Moved by Hushebeck, seconded by Monin, to approve the engagement of Stewart Consulting for claims analysis. Motion passed 3-0 with de Freitas and Starr absent.**
- SAO Exit Interview – The interview is scheduled June 6, 2019 at 11:30 a.m. for the most recent State Audits.

## **2019 Town Council Minutes**

- Ed Warbass Sculpture – **Moved by Hushebeck, seconded by Daniels, to approve the partial payment of \$9,000 to Gareth Curtiss for work completed on the sculpture. Motion passed 3-0 with de Freitas and Starr absent.**
- Town Flower Baskets – The Street Crew was complimented on placement of the new hanging baskets.
- FH-UGA – Town is drafting a letter of support for the proposed FH-UGA.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Daniels, to affirm the payment of Claim Warrant Nos. 45420 through 45479 in the amount of \$510,595.58. Motion passed 3-0 with de Freitas and Starr absent.

### **APPROVAL OF MINUTES**

Moved by Monin, seconded by Hushebeck, to approve the minutes of **May 9, 2019 as submitted**. Motion passed 3-0 with de Freitas and Starr absent.

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

Mayor Ghatan noted the installment of the public art mural at the FH Airport.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:01 p.m. The next regular meeting is scheduled for Thursday, June 6, 2019 at 12:00 p.m.

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**These minutes were approved on June 6, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

### **Thursday, June 6, 2019 – Council Chambers – Afternoon Session**

#### **CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

#### **ROLL CALL**

Councilmembers: Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5). Steve Hushebeck (Position No. 1) was absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

#### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

#### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Hushebeck.

#### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

#### **PUBLIC ACCESS TIME**

Becki Day, SJI Chamber of Commerce Director, announced the agenda for the parade and events for the Fourth of July.

**ACTION AND DISCUSSION ITEMS**

SJC Update

At 12:10 p.m., Mayor Ghatan introduced Bill Watson, SJC Councilmember, to provide an update on issues of mutual concern. Topics included regional healthcare coverage and comprehensive planning.

SJC EDC Update

At 12:21 p.m., Mayor Ghatan introduced Victoria Compton, SJC EDC Director, to provide an update concerning the Knowledge Worker Network Program and Trades Education Program. No action was taken.

Resolution No. 2463

At 12:30 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2463 concerning John O. Linde Community Park. The current amendment for limited amplified sound sunsets on June 14, 2019. Island Rec is requesting Amendment No. 3 to continue the use of limited amplified sound during sanctioned events. Discussion followed regarding the extension of the sunset date for an additional year through 2021.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2463, approving the request to use limited amplified sound during sanctioned sporting events through June 30, 2021; and to "approve to form", Amendment No. 3 of the operations and maintenance agreement. Motion passed 3-0 with Monin abstained and Hushebeck absent.**

Resolution No. 2464

At 12:38 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2464 concerning the Tucker Avenue Reconstruction Project, Phase 2. The Town requires claims analysis support for the current litigation with Strider Construction. Stewart Consulting, LLC has offered a proposal on a time and materials basis with a preliminary estimate not to exceed \$18,000. The scope of services include review and analyze of the entitlement and valuation of the construction claim asserted by the Contractor for the project. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2464, ratifying the letter of engagement with Stewart Consulting for claims analysis services for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed unanimously.**

Resolution No. 2465

At 12:43 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2465 concerning the WWTP Headworks Project. The Town directed the contractor to perform additional work at the WWTP. As a result of additional improvements requested by the Town, the Engineer and Town agreed to increasing the scope and total budget for consulting services. Wilson Engineering submitted a time and materials estimate in the amount of \$21,553 to perform the additional scope of services. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2465, authorizing the Mayor to execute Amendment No. 2 to the consultant agreement with Wilson Engineering, LLC for addition headworks improvements at the Wastewater Treatment Plant. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2466

At 12:46 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2466 concerning the Linder Street Storm Drainage Project. The Town requested additional pavement restoration at the project site. Change Order No. 1 is in the amount of \$12,389.90 for additional labor and materials and to reconcile other quantities for the project. Discussion followed regarding the effort and quality of work that went into the project.

**Moved by Daniels, seconded by Starr, authorizing the Mayor to execute Change Order No. 1 for the Linder Street Storm Drainage Project. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2467

At 12:50 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2467 concerning the Linder Street Storm Drainage Project. The project is completed and inspected. The Town Engineer recommends acceptance of the project. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2467, accepting the Linder Street Storm Drainage Project. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2468

At 12:53 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2468 concerning the purchase of equipment. The Town wishes to purchase solar powered, radar equipped, speed signs for Grover Street. The vendor offered a quote of \$5,655 plus miscellaneous add-ons to furnish the equipment. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2468, authorizing the purchase of solar powered, radar equipped traffic calming devices to monitor speed on Grover Street. Motion passed 4-0 with Hushebeck absent.**

Ordinance No. 1668

At 12:55 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1668 concerning the speed restrictions. The Town Engineer has concluded that it is appropriate to reduce the speed limit on Grover Street from 25 miles per hour to 20 miles per hour based upon the high level of pedestrian traffic, residential activity, high density, unrestricted parking and proximity of the elementary school and athletic fields. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1668, amending Section 10.04.090(B) FHMC concerning speed restrictions. Motion passed 4-0 with Hushebeck absent.**

**ADMINISTRATOR'S REPORT**

At 12:58 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Street Banners – New summer banners are ready to order. The artwork was distributed.
- ESB 1406 – A new bill regarding sales tax was approved for affordable housing. Discussion will be scheduled.
- Warbass Way – **Council consensus to replace a portion of damaged fencing on Warbass Way within the Town right-of-way.**
- Watershed Management – Town will request proposals for a forester to assess the Trout Lake Watershed.
- Sunken Park – After hour activities are becoming a concern again. Discussion followed regarding the installation of lighting system.
- PFFAP – Town will submit a grant application for the planned pocket park on First Street.
- State Audit – Town received favorable results from the annual audit.
- Trout Lake Dam – The final seismic report was distributed to the Council.
- Meeting Continuation – The July 4<sup>th</sup> meeting is rescheduled to July 11<sup>th</sup> due to the legal holiday. Instead, the June 20, 2019 meeting will be continued to July 3<sup>rd</sup> and July 11<sup>th</sup> meeting cancelled.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 17139 through 17148 and direct deposit run dated May 31, 2019 in the amount of \$325,299.62; approve the payment of Claim Warrant Nos. 45480 through 45542 in the amount of \$548,869.81; and issuance of Treasurer Check Nos. 9843 through 9847 and Electronic Payments in the amount of \$510,562.98. Motion passed 4-0 with Hushebeck absent.

**APPROVAL OF MINUTES**

## **2019 Town Council Minutes**

Moved by de Freitas, seconded by Monin, to approve the minutes of **May 16, 2019 as submitted**. Motion passed 4-0 with Hushebeck absent.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

Bryce Ecklein, 475 Harrison Street, complimented the Town on recent utility work and commented on situational noise resulting from construction work on the weekend.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:12 p.m. The next regular meeting is scheduled for Thursday, June 20, 2019 at 12:00 p.m.

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**These minutes were approved on June 20, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, June 20, 2019 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Ghatan announced schedule changes for the agenda.

### **PROCLAMATION**

#### Space Settlement Design Competition

Mayor Ghatan proclaimed July 26<sup>th</sup> through July 29<sup>th</sup>, 2019 as “Island Orbital Technology Days” in the Town. The Friday Harbor High School Team (Island Orbital Technology) explained that they had earned their participation in NASA’s International Space Settlement Design Competition World Finals. The Team’s submission was ranked No. 4 in North America. Mayor Ghatan congratulated the Team and wished them good luck in the upcoming Finals in July at Kennedy Space Center, Florida.

### **PUBLIC ACCESS TIME**

Paul Hadiff, IOSA Member, spoke about IOSA’s mission and thanked the Town for its help with maintenance of emergency oil spill response equipment. Town donated staff time and use of equipment to clean several “booms” used to respond to local oil spill emergencies.

***2019 Town Council Minutes***

**DEPARTMENT REPORTS**

System Administration

At 12:10 p.m., Mike Greene, Systems Administrator, provided a quarterly update. The update included response to major incidents and systems maintenance at Town facilities. Discussion followed regarding installation of a centralized camera system. No action was taken.

**ACTION AND DISCUSSION ITEMS**

Presentation – Biofuels Reduction & Composting

At 12:25 p.m., Mayor Ghatan introduced Mike Ramsey, SJI Conservation District Director, to make a presentation regarding wildland fire prevention priorities in 2019. Discussion followed regarding the Town watersheds. Mayor Ghatan and the Council thanked Mr. Ramsey. No action was taken.

**PUBLIC HEARING**

Six Year Transportation Improvement Plan

At 12:44 p.m., Mayor Ghatan opened the public hearing for consideration of the Six Year Transportation Improvement Plan for years 2020-2025. Administrator Wilson outlined projects listed on the plan. Mayor Ghatan opened the hearing for public comment. Hearing none, Mayor Ghatan closed the public hearing.

Resolution No. 2469

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2469, providing for a Six Year Transportation Improvement Plan for years 2020-2025. Motion passed unanimously.**

**ACTION AND DISCUSSION ITEMS (CONTINUED)**

Light Industrial Zone Amendment

At 1:00 p.m., Mayor Ghatan introduced discussion of expanded uses in the light industrial zone. Land Use Administrator Mike Bertrand and Administrator Wilson explained that staff is recommending that legally condominiumized parcels have equal single-family ancillary uses as parcels that are not condominiumized. Discussion followed regarding effects of the amendment. **Council consensus to being forth an ordinance for consideration.**

Resolution No. 2470

At 1:05 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2470 concerning the effluent filter at the Wastewater Treatment Plant. The project was completed, inspected and found compliant with its contract. The Town Engineer recommends acceptance of the project. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2470 accepting the Wastewater Treatment Plant Effluent Filter Project. Motion passed unanimously.**

Resolution No. 2471

At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2471 concerning the Nash, Caines & Price Street (NCP) Project. Two bids were received for the NCP Project. The Town Engineer recommends Mike Carlson Enterprises, LLC as the lowest, responsive and responsible bidder. Mike Carlson Enterprises submitted a bid in the amount of \$703,475. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2471 awarding the Nash, Caines & Price Street Project to Mike Carlson Enterprises. Motion passed unanimously.**

Resolution No. 2472

At 1:13 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2472 concerning sewer related studies. The Town was awarded loan and forgivable loan funding by the Department of Ecology under the Water Quality Combined Financial Assistance Program to conduct an Inflow and Infiltration Study and to prepare the Town General Sewer Plan. The Town is required to execute an agreement and associated documentation with the Department of Ecology prior to conducting the project. The amount granted is \$124,435. No discussion followed.

**Moved by Daniels, seconded by de Freitas, to adopt Resolution No. 2472, authorizing the Mayor to execute loan and forgivable loan documentation with the Department of Ecology referred to as Agreement No. WQC-2019-FriHar-00085 for the projects known as the Inflow and Infiltration Study and General Sewer Plan Preparation. Motion passed unanimously.**

Resolution No. 2473

At 1:18 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2473 concerning the Sewer Outfall Replacement Design project. The Town was awarded loan and forgivable loan funding by the Department of Ecology under the Water Quality Combined Financial Assistance Program to conduct the Project. The Town is required to execute an agreement and associated documentation with the Department of Ecology prior to conducting the project. The amount granted is \$184,260. No discussion followed.

**Moved by Daniels, seconded by de Freitas, to adopt Resolution No. 2473, authorizing the Mayor to execute loan and forgivable loan documentation with the Department of Ecology referred to as Agreement No. WQC-2019-FriHar-00028 for the project known as the Sewer Outfall Replacement Design Project. Motion passed unanimously.**

Resolution No. 2474

At 1:20 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2474 concerning emergency sewer repairs on Argyle Avenue. On May 28, 2019 Town Public Works personnel discovered of a portion of side sewer and sewer main that had become completely root bound and impassible. The Town's line jetter had perforated the line and had become lodged in the line and could not be removed. The resulting use of the jettter started a sink hole in the travelled portion of the road right of way. The resulting situation initiated emergency response by Mike Carlson Enterprises to repair necessary water lines, on a time and materials basis. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2474, declaring an emergency situation related to a side-sewer and sewer-main blockage on Argyle Avenue and ratifying actions taken by Town Staff on May 28, 2019 related to the situation. Motion passed unanimously.**

Ordinance No. 1669 [Not Adopted]

At 1:29 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1669 amending Chapter 9.08.050 FHMC concerning the situational noise ordinance. The purpose of the ordinance is to establish situation noise limitations for disturbances resulting from residential and commercial construction. Discussion followed regarding the entire Chapter. Council consensus that work sessions and public hearings are appropriate. No action was taken.

**ADMINISTRATOR'S REPORT**

At 1:40 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Tree Inspection – The tree that caused the Argyle Avenue break will be inspected and removed if necessary.
- I / I Study – Town received the preliminary Study.
- Higginson vs. Town – An update was presented.
- University of Washington FH Labs – Town will begin negotiations with UW to repair the sewer mains to prevent I/I.

***2019 Town Council Minutes***

## **2019 Town Council Minutes**

- PFFAP – Pedro Mena will present the Town's application to SJC on July 11th.
- Employee Anniversaries – Julie Greene achieved her 5 year service date and Mike Greene his 1 year service date of employment with the Town of Friday Harbor.
- Sunshine Alley Camera – **Council consensus to purchase an additional (\$400) camera for Sunshine Alley.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to approve the payment of Claim Warrant Nos. 45543 through 45590 and ACH 2019-01 in the amount of \$538,455.03. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Approval of the June 6, 2019 minutes were postponed until July 3, 2019.

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

An evening session will be held on July 18, 2019 to discuss the EMS/Fire merger issues.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 2:16 p.m. to July 3, 2019 at 12:00 p.m. The next regular meeting is scheduled for Thursday, July 18, 2019 at 12:00 p.m.

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**These minutes were approved on July 3, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, July 3, 2019 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Ghatan called the continued session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

Others Present: Mayor, Farhad Ghatan; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor. Treasurer, Kelle' Wilson was absent.

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Ordinance No. 1669

At 12:02 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1669 concerning uses in the light industrial zone. The purpose of this ordinance is to expand ancillary uses for condominiums in the light industrial zone. Discussion followed regarding the legal process for condominiumizing and possible density the amendment would create.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1669, amending Chapter 17.52 FHMC regarding permitted uses in the light industrial zone , as revised. Motion passed unanimously.**

Town Watershed Assessment

At 12:16 p.m., Mayor Ghatan introduced discussion of the proposal for the Trout Lake Watershed Assessment. Administrator Wilson explained that the purpose of the discussion was to narrow the scope of service presented in the draft documents. Administrator Wilson recommended “Proposal No. 3” with the option to expand services in the future. Discussion followed regarding the scope. **Council consensus to finalize an agreement for consideration based on “Proposal No. 3”.**

Sunshine Alley Restroom Remodel

At 12:27 p.m., Mayor Ghatan introduced discussion of the call-for-bids for the Sunshine Alley Restroom Remodel. Administrator Wilson explained that the Town is ready to proceed with the bidding process pending Council approval. Discussion followed regarding plumbing and electrical costs.

**Moved by Hushebeck, seconded by de Freitas, to authorize the Town to issue the call-for-bid for the Sunshine Alley Restroom Remodel Project. Motion passed unanimously.**

**ADMINISTRATOR’S REPORT**

At 12:34 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Salmonberry Lane Easement – Town has been approached to provide legal ingress and egress along the north 30 feet of its property located at 1003 Harbor View Place (Town 1M Gallon Water Tank). Harborview Place and Salmonberry Lane current cross the subject area but have no legal right-of-way designation.
- Sunshine Alley Restrooms – Town staff has reported several issues at the restrooms resulting from “public bathing” in the morning. Council consensus to open the restrooms at 8:00 a.m. and place appropriate signage for “no public bathing”.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 17149 through 17160 and Direct Deposit Run in the amount of \$315,970.46; and approve Treasurer Check Nos. 9848 thru 9854 in the amount of \$84,263.54 and the payment of ACH/Claim Warrant Nos. 45594 through 45636 in the amount of \$247,068.10. Motion passed 4-0 with Daniels abstained.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr to approve the minutes of **June 6<sup>th</sup> and 20<sup>th</sup>, 2019 as submitted.** Motion passed 4-0 with Daniels abstained.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

## 2019 Town Council Minutes

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:10 p.m. The next regular meeting is scheduled for Thursday, July 18, 2019 at 12:00 p.m.

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These minutes were approved on July 18, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

### Thursday, July 18, 2019 – Council Chambers – Afternoon Session

#### CALL TO ORDER

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

#### ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4). Barbara Starr (Position No. 5) was absent.

Others Present: Mayor, Farhad Ghatan; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor. Treasurer, Kelle' Wilson was absent.

#### FLAG SALUTE

Mayor Ghatan conducted the flag salute.

#### EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Starr.

#### ANNOUNCEMENTS

Mayor Ghatan announced that a Pro-tem would be needed for the evening session.

#### PUBLIC ACCESS TIME

SJC Councilmember Bill Watson provided a brief update on the connector road status and public works projects for San Juan Island.

#### ACTION AND DISCUSSION ITEMS

##### LEOFF Committee Appointment

At 12:08 p.m., Mayor Ghatan asked the Council if any would agree to serve on the SJC LEOFF board. The board reviews insurance and retirement claims for local law enforcement and fire fighter officers. Councilmember Monin agreed to volunteer.

##### Affordable Housing

At 12:10 p.m., Mayor Ghatan introduced Mark Tompkins, SJC HCS Director, to update the Council on affordable housing issues. Mr. Tompkins and Ryan Page, SJC Housing Coordinator, discussed current programs and new legislation. The new legislation (HB-1406) provides a new affordable housing revenue stream for those counties, cities, and towns that choose to participate. The sales tax option is a credit against the state sales tax rate of 6.5%, so it will not increase the tax rate for consumers. Discussion followed regarding whether the County should claim the full percentage available in lieu of the Town creating a program of its own. The Council thanked Mr. Tompkins and Page. **Council consensus to support SJC's intent to participate and claim 100% of the sales tax credit available under the new legislation for affordable housing.**

**PUBLIC HEARING**

At 12:40 p.m., Mayor Ghatan opened the public hearing regarding amendments to the 2019 Town Budget. Administrator Wilson provided an explanation of the amendments. Discussion followed regarding revenue streams. Hearing no comments from the public, Mayor Ghatan closed the public hearing.

Ordinance No. 1670

At 12:47 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1670 amending the 2019 Town Budget. No discussion followed.

**Moved by Daniels, seconded by de Freitas, to adopt Ordinance No. 1670, amending the 2019 Town Budget. Motion passed 4-0 with Starr absent.**

Resolution No. 2475

At 12:49 p.m., Mayor Ghatan introduced discussion of Resolution No. 2475 regarding an assessment of the Trout Lake Watershed. Administrator Wilson explained that the Town needs to assess the overall health, safety and fire danger for the Trout Lake Watershed. Crownfire Forest Planning has offered a proposal. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2475, authorizing the Mayor to execute and agreement with Crownfire Forest Planning to implement an assessment of the Trout Lake Watershed. Motion passed 4-0 with Starr absent.**

Resolution No. 2476

At 12:50 p.m., Mayor Ghatan introduced discussion of Resolution No. 2476 regarding the Argyle Avenue Sidewalk Widening Project. Pedro Mena, Project Engineer, explained that Change Order No. 2 authorized additional time and materials to accommodate work ordered by San Juan County. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2476, authorizing the Mayor to execute Change Order No. 2 for the Argyle Avenue Sidewalk Widening Project. Motion passed 4-0 with Starr absent.**

Resolution No. 2477

At 12:54 p.m., Mayor Ghatan introduced discussion of Resolution No. 2477 regarding a quit claim deed. Administrator Wilson explained that all right-of-way easements were extinguished when Town accepted the property on Harbor View Place (location of the 1M Gallon Water Tank). It was recently discovered that the property owners beyond the Town's parcel on Harbor View Place and Salmonberry Lane have been using a portion of road that is technically "Town's private property". The quit claim deed establishes public right-of-way on the north 30' of the parcel and resolution "opens" it. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2477, accepting the quit claim deed for public right-of-way located at 1033 Harbor View Place. Motion passed 4-0 with Starr absent.**

Resolution No. 2478

At 12:58 p.m., Mayor Ghatan introduced discussion of Resolution No. 2478 concerning the belt dryer replacement at the Wastewater Treatment Plant. Administrator Wilson explained that the belt (sludge) dryer continues to fail. Wilson Engineering has offered a proposal to provide preliminary designs and funding (grant writing) assistance for a replacement system. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2478, authorizing the Mayor to execute an agreement with Wilson Engineering to preliminarily design and provide funding assistance for the belt dryer replacement project at the Wastewater Treatment Plant. Motion passed 4-0 with Starr absent.**

## 2019 Town Council Minutes

### Time-limited Parking – Web Street

At 1:03 p.m., Mayor Ghatan introduced discussion regarding parking on Web Street. Administrator Wilson explained that a business located on Web Street has requested that some of the spaces be designated from 8-hour to 2-hour parking. Discussion followed regarding alternatives. **Council consensus to establish split zone parking consisting of both 2-hour and 8-hour spaces. The change will be established after summer season.**

### Capital Facilities Plan

At 1:14 p.m., Mayor Ghatan introduced discussion of the draft Capital Facilities Plan (CIP) for year 2019. Administrator Wilson reviewed the projects listed and respective funding sources. Inquiry followed regarding projects of interest. The CIP will be forwarded to the Planning Commission for amendments to the 2018 Comprehensive Plan. No action was taken.

### **ADMINISTRATOR'S REPORT**

At 1:35 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Department of Ecology – Administrator Wilson recently attended training for grant/loan requests.
- Trout Lake Dam Study – Public Works Director Haefele is currently reviewing engineering qualifications for the next phase of the Study. AECom will likely be selected.
- PFFAP – The Town was granted \$30,000 for construction of the First Street Pocket Park through the PFFAP program for year 2020.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of ACH No. 2019-05 and Claim Warrant Nos. 45638 through 45691 in the amount of \$795,197.21. Motion passed 4-0 with Starr absent.

### **APPROVAL OF MINUTES**

Minutes were postponed until the evening session.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:40 p.m. The next regular meeting is scheduled for Thursday, July 18, 2019 at 5:30 p.m.

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**These minutes were approved on July 18, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, July 18, 2019 – 60 Second Street – Evening Session**

### **CALL TO ORDER**

Mayor Pro-tem de Freitas called the evening session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

## **2019 Town Council Minutes**

Others Present: Town Administrator, Duncan Wilson and Clerk, Amy Taylor. Mayor, Farhad Ghatan and Treasurer, Kelle' Wilson were absent.

### **FLAG SALUTE**

Mayor Pro-tem de Freitas conducted the flag salute.

### **DISCUSSION ITEMS**

#### Fire Annexation

At 5:30 p.m., Mayor Pro-tem de Freitas opened discussion regarding the proposal to annex the Town into Fire District 3. Administrator Wilson explained that annexation to District is an integral part of the proposed merger between the Fire District and EMS. Assuming the Council wished to move forward with a vote of the people to annex, the following options were discussed. No actions were taken.

- o Send to a vote of the people without any conditions or modifications.
- o Annex with a permanent reduction of \$297,000 in the allowable levy.
- o Annex with a reduction of \$297,000 on property levy for 3 years (equal to annual expense).
- o Annex with a reduction of \$150,000 permanently.
- o Annex with a reduction of \$150,000 for 3 years.
- o Annex and mandate transfer of \$297,000 annually to Street Capital for 3 years.

The Council accepted public comment.

### **NON-AGENDA**

The Council requested that transient rentals be added to a future agenda.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro-tem de Freitas adjourned the meeting at 7:00 p.m. The next regular meeting is scheduled for Thursday, August 1, 2019 at 12:00 p.m.

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**These minutes were approved on August 1, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, August 1, 2019 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5). Anna Maria de Freitas (Position No. 3) was absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember de Freitas.

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

Becki Day, SJI Chamber Director, thanked the Town for their continued support of the Fourth of July fireworks display. Ms. Day asked if the funding request for the 2020 events should be tailored for a split between the 1<sup>st</sup> and 2<sup>nd</sup> 2% hotel motel funding as has been done in prior years. The Council concurred.

**ACTION AND DISCUSSION ITEMS**

Bio-mass Presentation

At 12:08 p.m., Mayor Ghatan introduced Ryan Palmateer, SJI Conservation District Energy Program Manager, to make a presentation regarding woody biomass. The District is proposing a gasification plant in SJC. Mr. Palmateer provided information regarding energy production from gasification of scrap wood materials. Discussion followed regarding the use and location of a facility. Administrator Wilson noted that a facility was not appropriate in the downtown historical district and requested that the District stop indicating that the site would be located on Second Street. The Council thanked Mr. Palmateer. No action was taken.

Resolution No. 2479

At 12:36 p.m., Mayor Ghatan introduced discussion of Resolution No. 2479 regarding the Trout Lake Dam Study. Administrator Wilson explained that the goal of the study is to identify weaknesses in the dam and analyze the need for future improvements or strengthening. Public Works Director, Wayne Haefele, explained the need for the additional modeling. Discussion followed regarding the scope of work.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2479, authorizing the Mayor to execute an agreement with AECOM to provide additional assessment of the Trout Lake Dam. Motion passed 4-0 with de Freitas absent.**

Resolution No. 2480

At 12:42 p.m., Mayor Ghatan introduced discussion of Resolution No 2480 regarding the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson explained that the amendment only extends the completion date of the agreement. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2480, authorizing the Mayor to execute Supplemental Agreement No. 4 to the contract with the engineering firm of Gray & Osborne, Inc. for construction management services on the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 4-0 with de Freitas absent.**

Resolution No. 2481

At 12:44 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2481 regarding the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson explained that the amendment authorizes additional claims analysis by Gray & Osborne in regard to litigation with the contractor. No discussion followed.

**Moved by Daniels, seconded by Starr, authorizing the Mayor to execute Amendment No. 1 to the agreement with the engineering firm of Gray & Osborne, Inc. for claims analysis services for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 4-0 with de Freitas absent.**

Resolution No. 2482

At 12:46 p.m., Mayor Ghatan introduced discussion of Resolution No. 2482 concerning the Argyle Avenue Sidewalk Widening Project. Administrator Wilson explained that the change order reconciles the project. Discussion followed regarding design of the lane transition by San Juan County.

**Moved by Starr, seconded by Hushebeck, to adopt Change Order No. 3 to the agreement with MEM Enterprises, LLC. for the Argyle Avenue Sidewalk Widening Project. Motion passed 4-0 with de Freitas absent.**

Resolution No. 2483

At 12:49 p.m., Mayor Ghatan introduced discussion of Resolution No. 2483 concerning the Argyle Avenue Sidewalk Widening Project. Administrator Wilson explained that the project is ready for acceptance. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2483 accepting the Argyle Avenue Sidewalk Widening Project. Motion passed 4-0 with de Freitas absent.**

Resolution No. 2484

At 12:52 p.m., Mayor Ghatan introduced discussion of Resolution No. 2484 concerning the WWTP Headworks. Pedro Mena, Project Manager, explained that the majority of the cost was associated with digestor repairs (SBR). Administrator Wilson explained that the costs should be part of the contingency fund built into the USDA loan. No discussion followed.

**Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2484, authorizing Change Order No. 2 for the Wastewater Treatment Plant Headworks Project. Motion passed 4-0 with de Freitas absent.**

Resolution No. 2485

At 12:57 p.m., Mayor Ghatan introduced discussion of Resolution No. 2485 concerning award of contract for fencing at the Public Works site located on Harbor Street. Administrator Wilson explained that the parcel should be fenced for security reasons. Councilmember Daniels expressed concerns that Town is moving forward with uses and improvements without first having a discussion of master planning for the site. Discussion followed regarding the aesthetics of chain-link industrial fencing. **Council consensus to continue discussion of Resolution No. 2485 until additional options can be presented.**

Street Improvements - Cash Bond Reversal

At 1:22 p.m., Mayor Ghatan rescheduled discussion of this topic to August 15, 2019.

Work Session

At 1:25 p.m., Mayor Ghatan opened discussion regarding the proposal to annex the Town into Fire District 3. Administrator Wilson explained that annexation to District is an integral part of the proposed merger between the Fire District and EMS. Discussion of options continued. **Council consensus to bring back additional information for Option #7 (Annex and mandate trans fer of \$297,000 annually to Street Capital for three years).**

**ADMINISTRATOR'S REPORT**

At 2:20 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Fleming Holiday Lighting – The current LED lighting at Memorial Park is due to be replaced. **Moved by Starr, seconded by Hushebeck, to authorize the Mayor to execute and agreement with Fleming Holiday Lighting for Memorial Park and tree lighting. Motion passed 4-0 with de Freitas absent.**
- Spring Street School Tree – The Town Crew has almost completed the new portion of sidewalk. The tree roots remain intact.
- WWTP – Town is attempting to negotiate an agreement with the City of La Connor to accept wet sludge in lieu of dewatering and transferring as refuse.
- Utility Rate Study – FSG is recommending that Town modify its sewer rates.
- Trout lake – The lake level is at minus 26 inches.
- Nash Street – Curbs & gutters are set. The Contractor is preparing the roadbed for asphalt.
- Friday Harbor Labs – The UW wants to enter into an agreement with Town to manage construction of a sewer project to improve the infiltration issues.
- Front Street Kiosk – Signage needs to be updated.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrants and Direct Deposit dated July 31, 2019; and approve the payment of Claim Warrant Nos. 45692 through 45732 in the amount of \$166,122.64. Motion passed 4-0 with de Freitas absent.

**APPROVAL OF MINUTES**

Moved by Starr, seconded by Monin, to approve the minutes of **July 18, 2019 (2 sets) as submitted**. Motion passed 4-0 with de Freitas absent.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:24 p.m. The next regular meeting is scheduled for Thursday, August 15, 2019 at 12:00 p.m.

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**These minutes were approved on August 15, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, August 15, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4). Barbara Starr (Position No. 5) was absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Starr.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

SJI Chamber of Commerce

At 12:02 p.m., Mayor Ghatan introduced Becki Day, Chamber of Commerce Director, to provide an annual report. Ms. Day reported on events, attendance, staffing and day to day operations. Discussion followed regarding observations of ferry activities. Mayor Ghatan and the Council thanked Ms. Day. No action was taken.

Resolution No. 2485

At 12:15 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2485 concerning security fencing for the new public works yard. The Council requested that thought be given to the aesthetics of plain chain link and barbed wire fence. Administrator Wilson recommended rejecting the bid for fencing because a review of other options indicated that the product changes involved would be broad enough to constitute a new scope of work. Discussion followed regarding options such as artwork.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2485, rejecting the bid for installation of perimeter fencing at the Public Works Yard located on Harbor Street. Motion passed 4-0 with Starr absent.**

Resolution No. 2486

At 12:25 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2486 concerning claims analysis for the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson provided an update on the progress of claims review. Discussion followed regarding the cost of litigation to date.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2486, authorizing the Mayor to execute Amendment No. 1 to the agreement with Stewart Consulting, LLC for claims analysis services for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 4-0 with Starr absent.**

Resolution No. 2487

At 12:35 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2487 concerning the Tucker Avenue Reconstruction Project, Phase 2. Public Works Director, Wayne Haefele, explained his recommendation to inspect and test the pavement installed during the project to ensure that the warranty is claimable if the HMA fails in the next year. Discussion followed regarding due diligence.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2487, authorizing the Mayor to execute an agreement with HWA GeoSciences, Inc for a geotechnical analysis of the pavement installed during the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 4-0 with Starr absent.**

TIB Applications

At 12:40 p.m., Mayor Ghatan introduced discussion of grant applications to the WA Transportation Improvement Board (TIB). Administrator Wilson requested a motion to ratify the submittal of funding applications for year 2020 for planned improvements on Second Street and Mullis Street. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to ratify the submittal of TIB grant applications for year 2020 for the projects known as Second Street Chipseal and Mullis Street Reconstruction. Motion passed 4-0 with Starr absent.**

Wayfair Rest – Cash Bond for Sidewalk Improvements

At 12:43 p.m., Mayor Ghatan introduced discussion of the release of assignment of a savings account for sidewalk improvements located at 35 Malcomb Street (Wayfarers Rest). Administrator Wilson explained that the Town has been holding funds in lieu of sidewalk improvements since year 1999 per Conditional Use Permit No. 45. Town has not made the improvements since that time. The owners, Paul Knapik and Andy Lynch, have requested to dissolve the savings account. Discussion followed regarding the use and need for improvements in the area.

**Moved by Monin, seconded by Hushebeck, to approve the settlement payment of \$5,000 to the Town sidewalk fund for (general) future improvements and release of the balance to the owners. Motion passed 4-0 with Starr absent.**

**WORK SESSION**

At 12:52 p.m., Mayor Ghatan opened a work session concerning the proposed fire and ems merger. Administrator Wilson explained that research indicates that Option #7 (Annex with mandated transfer of \$297,000 annually to Streets Capital for 3 years) may not be accomplished by Ordinance because the present Council may not bind the future elected officials in this matter. However, a resolution of intent may be adopted. Discussion followed. No action was taken.

**ADMINISTRATOR'S REPORT**

At 1:00 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Trout Lake – The water level measures minus 32" below the spillway.
- Sunshine Alley Restroom Remodel – The project is currently out to bid.
- Nash Caines Price Project – The cement treated base is scheduled.
- Visitor Bureau – The Town is discussing different models for funding from the hotel motel tax.
- Calgon Carbon – The Town approved Addendum #1 for the specifications to allow foreign carbon so long as it meets the appropriate federal and state standards.
- Sewer Study – Balances will be shifted between certain sewer funds to cover the costs of studies.

**PAYMENT OF CLAIMS**

Moved by Monin seconded by Hushebeck, to approve the payment of ACH-2019/Claim Warrant Nos. 45733 through 45788 in the amount of \$304,077.79 and issuance of Treasurer Check Nos. 9855 through 9859 in the amount of \$9,754.76. Motion passed 4-0 with Starr absent.

**APPROVAL OF MINUTES**

Moved by Monin, seconded by de Freitas, to approve the minutes of August 1, 2019. Motion passed 4-0 with Starr absent.

**FUTURE AND NON-AGENDA ITEMS**

Discussion regarding funding for the Visitors Bureau will be scheduled September 19, 2019.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:00 p.m. The next regular meeting is scheduled for Thursday, September 5, 2019 at 12:00 p.m.

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**These minutes were approved on September 5, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, September 5, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5). Noel Monin (Position No. 2) was absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; and Clerk, Amy Taylor. Town Administrator, Duncan Wilson was absent.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Prostate Cancer Awareness Month

At 12:01 p.m., Mayor Ghatan proclaimed September as Prostate Cancer Awareness Month. Mike Hamlette, local chapter of Us Too, accepted the proclamation and spoke about the seriousness of prostate cancer.

FH Arts Commission – Poetry Project

At 12:05 p.m., Mayor Ghatan introduced Julie Greene, FHAC Coordinator, to provide an update on the proposal for "Poetry Gardens". Ms. Greene described the project and budget request of \$5,000 to provide several poetry gardens around Town. No discussion followed.

**Moved by Starr, seconded by Hushebeck, to approve the requested budget and proposal for the "Poetry Garden" project, with a \$2,500 from the FHAC fund and match of up to \$2,500 from the "1<sup>st</sup> 2% HM fund". Motion passed 4-0 with Monin absent.**

2020 Hotel Motel Grant Applications

At 12:14 p.m., Mayor Ghatan introduced Julie Greene, LTAC Coordinator, to give an update on 2020 grant applications. Ms. Greene explained that nine applications were submitted totaling \$180,000+ and requested that Council make a preliminary grant allocation amount for year 2020. Discussion followed regarding the newly proposed process for the Visitors Bureau. **Council consensus that the Visitors Bureau will follow a separate process and to make the preliminary allocation of \$50,000 for other applicants.**

Budget Request - SJI Chamber of Commerce

At 12:19 p.m., Mayor Ghatan introduced Becki Day, SJI Chamber of Commerce Director, to make a budget request for year 2020. Ms. Day provided statistics on operations and events for 2019 to date. Ms. Day submitted a verbal request for a slight increase over year 2019 for support of operations and Fourth of July activities. Mayor Ghatan thanked Ms. Day.

**Council consensus to include in the preliminary 2020 Town Budget [1<sup>st</sup> 2% Hotel Motel Excise Tax Fund] the budget request of \$17,500 for Fourth of July Fireworks and \$56,000 for SJI Chamber operations.**

Budget Request – SJC Economic Development Council

At 12:25 p.m., Mayor Ghatan invited Victoria Compton, Economic Development Council Director, to present an annual report and request for support to fund economic development programs in year 2020. Ms. Compton presented results of the recent trades program, reviewed EDC offerings and work plan for 2019/2020. Ms. Compton made a 2020 budget request for \$43,470 to support the initiatives, reflecting an increase of 3.5% COLA for staffing plus \$3,500 for new programming costs. (Total budget request of \$46,970 in the General Fund #001.) Discussion followed regarding the program. Mayor Ghatan thanked Ms. Compton. No action was taken. The budget request will be considered during the next budget discussion.

## **2019 Town Council Minutes**

### Resolution No. 2488

At 12:42 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2488 concerning the Sunshine Alley Restroom Remodel. Town received two qualified bids for the project which were both more than double the estimated project cost. The project architect recommended that Town find the bids unresponsive and reject because of cost.

**Moved by Daniels, seconded by de Freitas, to adopt Resolution No. 2488, rejecting the bids for the Sunshine Alley Restroom Remodel Project. Motion passed 4-0 with Monin absent.**

### Resolution No. 2489

At 12:48 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2489 concerning surplus property. Public Works Director, Wayne Haefele, listed the asset inventory and described the condition of the four vehicles being retired. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2489, authorizing the Mayor to offer for public sale such used equipment deemed surplus. Motion passed 4-0 with Monin absent.**

### Resolution No. 2490

At 12:51 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2490 concerning the Nash, Caines, Price Street Project. Public Works Director, Wayne Haefele explained that Town requested that two sewer laterals be installed on Price Street. The request was a preemptive in nature to eliminate the need to excavate the new pavement.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2490, authorizing the Mayor to execute Change Order No. 1 to the agreement with Mike Carlson Enterprises for the Nash, Caines, Price Street Project. Motion passed 4-0 with Monin absent.**

### Resolution No. 2491

At 12:54 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2491 concerning Tucker Avenue Reconstruction Project, Phase 2. Legal analysis by William Lynton for construction claims asserted by the Contractor was more time consuming than anticipated. Amendment No. 1 increases the budget by \$15,000 to complete the review. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2491, authorizing an amendment to legal services agreement with Inslee Best Doezie & Ryder, PS (William Linton) for construction claims related to the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 4-0 with Monin absent.**

### Resolution No. 2492

At 12:59 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2492 concerning Nash Street. Gray & Osborne offered an agreement to design the unopened portion of Nash Street. Discussion followed regarding future utilities.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2492, authorizing the Mayor to execute a professional service agreement with Gray & Osborne, Inc. to design a portion of Nash Street (Spruce Street to Market Street). Motion passed 4-0 with Monin absent.**

**Marguerite Place**

At 1:04 p.m., Public Works Director, Wayne Haefele explained that Town received a favorable bid for pavement repairs on Marguerite Place and recommended that Town take advantage of the remaining “paving window” rather than waiting until Spring. Discussion followed regarding reconstruction of the street. A resolution to ratify the contract will be presented at the next meeting.

**Moved by Starr, seconded by de Freitas, to award the small works roster bid to Lawson Construction for pavement repairs on Marguerite Place. Motion passed 4-0 with Monin absent.**

**Hydraulic Lift**

At 1:09 p.m., Public Works Director, Wayne Haefele explained that the Lift was damaged during transport to the Water Treatment Facility. **Council consensus to approve the repairs for the hydraulic lift in the amount of \$7,150.**

**MAYOR'S REPORT**

At 1:14 p.m., Mayor Ghatan provided an update on the following:

- Sludge Dryer – Test runs with La Conner are going well. Town is still negotiating with La Conner for a long-term agreement for the handling of bio-solids.
- Grove Street – The radar speed signs on Grover Street are working well.
- Claims Memo – Treasurer Wilson explained that many municipalities are discontinuing the use of warrants and using checks. Discussion followed. **Council consensus for the Treasurer to finalize and implement the use of checks.**

**PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 17170 through 17178 and Direct Deposit Run dated August 31, 2019 in the amount of \$320,836.91; approve the payment of Claim Warrant Nos. 45789 through 45846 in the amount of \$734,166.57; and affirm Treasurer Check Nos. 9860 through 9872 & 1 electronic check in the amount of \$20,990.27. Motion passed 4-0 with Monin absent.

**APPROVAL OF MINUTES**

The minutes of August 15, 2019 were distributed. Approval of the minutes were postponed until September 19, 2019.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:30 p.m. The next regular meeting is scheduled for Thursday, September 19, 2019 at 12:00 p.m.

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**These minutes were approved on September 19, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

Thursday, September 19, 2019 – Council Chambers – Afternoon Session

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2) and Tim Daniels (Position No. 4). Anna Maria de Freitas (Position No. 3) and Barbara Starr (Position No. 5) were absent.

Others Present: Mayor, Farhad Ghatan, Town Administrator, Duncan Wilson and Clerk, Amy Taylor. Treasurer, Kelle' Wilson was absent.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers de Freitas and Starr.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

SJC Sheriff

At 12:01 p.m., Mayor Ghatan welcomed Sheriff Krebs to provide a quarterly report. Sheriff Krebs reported on current staffing levels, calls-to-date, statistics and calls-of-interest. Discussion followed regarding monitoring the Trout Lake Watershed, patrolling Town and drug use. The Council and Mayor thanked Sheriff Krebs. No action was taken.

Ordinance No. 1671

At 12:30 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1671 concerning construction water meters. Administrator Wilson explained that the purpose of the Ordinance is to allow and establish the procedure for the rental and temporary installation of construction water meters. Discussion followed regarding the current number of meters in use.

**Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1671, amending Chapter 13.05.030 FHMC concerning the installation of construction water meters. Motion passed 3-0 with de Freitas and Starr absent.**

Resolution No. 2493

At 12:35 p.m., Mayor Ghatan introduced discussion of Resolution No. 2493 concerning Marguerite Place. Administrator Wilson described where the patching was to occur. Discussion followed regarding quality of paving.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2493, authorizing the Mayor to execute an agreement with Richard Lawson Construction for the Marguerite Place Paving Project. Motion passed 3-0 with de Freitas and Starr absent.**

Resolution No. 2494

At p.m. 12:40 pm, Mayor Ghatan introduced discussion of Resolution No. 2494 concerning street sweeping. Administrator Wilson explained that SJC has requested street sweeping services on Lopez, Orcas and San Juan Islands for year 2020 pursuant to our current public works mutual aid agreement. This agreement replaces the 2019 agreement that expires in December. No discussion followed.

**Moved by Daniels, seconded by Monin, to adopt Resolution No. 2494 authorizing the Request for Interlocal Services between the Town of Friday Harbor and San Juan County for annual street sweeping. Motion passed 3-0 with de Freitas and Starr absent.**

Resolution No. 2495

At 12:46 p.m., Mayor Ghatan introduced discussion of Resolution No. 2495 concerning a WWTP conveyance system. Administrator Wilson explained that currently, transferring biosolids from the belt press to the container used to haul it to La Conner is a slow and somewhat dangerous process. Town was able to locate an affordable conveyance system and ordered it because of the anticipated lead time.

**Moved by Hushebeck, seconded by Daniels, to adopt Resolution No. 2495, declaring an emergency situation for purchase of a conveyance system for biosolids at the Wastewater Treatment Plant. Motion passed 3-0 with de Freitas and Starr absent.**

Resolution No. 2496

At 12:54 p.m., Mayor Ghatan introduced discussion of Resolution No. 2496 concerning the WWTP conveyance system (Biosolids Handling Project). Administrator Wilson explained that Amendment No. 1 to the agreement with Wilson Engineering changes the scope of work to include design of a conveyance system rather than a belt dryer. Discussion followed regarding the cost effectiveness of switching to transport of wet biosolids.

**Moved by Daniels, seconded by Monin, authorizing the Mayor to execute Amendment No. 1 to the professional service agreement with Wilson Engineering, LLC to design and provide funding assistance for the biosolids handling project at the Wastewater Treatment Plant. Motion passes 3-0 with de Freitas and Starr absent.**

First Street Water Line Replacement

At 1:00 p.m., Mayor Ghatan introduced discussion of water line replacement. Public Works Director, Wayne Haefele, requested that Council authorize approximately \$10,000 in 2019 for water line improvements from West Street (Overlook Park) to First Street and continue down the block to Spring Street. The Town Crew will replace the current galvanized steel with appropriate material. Discussion followed regarding the scope of the project. **Council consensus to perform the work.**

Visitors Bureau

At 1:12 p.m., Mayor Ghatan introduced discussion regarding the restructure of funding for the Visitors Bureau. Deborah Hopkins, Visitors Bureau Executive Director, provided an annual report and thanked the Council for their continued support. Administrator Wilson explained that Town has been exploring options to make the overall destination marketing independent from the annual LTAC grant process. Discussion followed regarding funding options. **Council consensus to develop a merit-based funding agreement for the Visitors Bureau (destination marketing).**

## ADMINISTRATOR'S REPORT

At 1:57 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Memorial Park – The lighting contractor performed maintenance on the Elm Tree.
- Nash Caines Price Project – Paving was completed on Nash Street. A portion of the product will be rejected for deficiencies. The Contractor and supplier have been notified.
- FH Labs – Discussions are scheduled with the University of Washington for repairs to the sewer line to the labs.
- Trout Lake Dam – The water level measures minus 38 inches.
- Fire / EMS Merger – The Committee is drafting a joint administrative/operations agreement to present to the public. If approved by the voters, an agreement would be interim in nature and necessary until the districts were fully merged.
- Granulated Activated Carbon – Town received 3 bids for supply and installation of carbon media. A recommendation and agreement will be presented soon.
- WWTP Biosolids – Town continues to transport biosolids to La Conner. The arrangement appears to be working well.
- Village at the Harbor – Town is becoming concerning with the safety of school kids being picked by parents so close to the busy Spring/Caines intersection. The curb is currently painted yellow. For safety reasons, the curb will be repainted red. Town will suggest the development of a safe walking route and pickup area near the Mullis Center for Spring Street School.
- Pump Station #2 – Town is discovering that PS2 is failing again because of the types of waste originating from the neighborhood. Evidence suggests that the pump breaks are a result of being inundated with “unflushable” items (tampons, wipes, towels, etc) coming from several apartment complexes being serviced by that station.
- 2020 Town Budget Request – **Council consensus to include the request by the SJC Economic Development Council in the 2020 Town Budget.**

## PAYMENT OF CLAIMS

Moved by Monin, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 45847 through 45893 in the amount of \$212,582.63. Motion passed 3-0 with de Freitas and Starr absent.

## APPROVAL OF MINUTES

Moved by Monin seconded by Hushebeck to approve the minutes of **August 15, 2019 and September 5, 2019 as submitted.** Motion passed 3-0 with de Freitas and Starr absent.

## FUTURE AND NON-AGENDA ITEMS

Mayor Ghatan directed that Town seek volunteers for all committee vacancies.

## CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:30 p.m. The next regular meeting is scheduled for Thursday, October 3, 2019 at 12:00 p.m.

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**These minutes were approved on October 3, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

Thursday, October 3, 2019 – Council Chambers – Afternoon Session

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Noel Monin (Position No. 2), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5). Steve Hushebeck (Position No. 1) and Anna Maria de Freitas (Position No. 3) were absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; and Clerk, Amy Taylor. Town Administrator, Duncan Wilson was absent.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Hushebeck and de Freitas.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

SJC Councilmember Bill Watson updated the Council on the status of the Turn Point Connector Road.

**ACTION AND DISCUSSION ITEMS**

Employee Awards

At 12:05 p.m., Mayor Ghatan acknowledged employees with service awards. Don Reitan has worked for the Town for 35 years, Sandy Strehlou for 15 years and Julie Greene, Carol Holman, Justin Nibler and Jon Gustafson for 5 years.

2020 Hotel Motel Tax Allocations

At 12:10 p.m., Mayor Ghatan introduced discussion of the LTAC recommendations for the 2020 Tourism Promotion Program. Julie Greene, LTAC Coordinator, explained that the committee is recommending the approval of an additional application for the National Park's "Wildlife Photography" project. The LTAC would have recommended funding, however its approximately \$50,000 allocation wasn't large enough to accommodate all of the applications received. Discussion followed regarding the request. **Council consensus to schedule the National Park to make a presentation/funding request.**

**Moved by Monin, seconded by Starr, to accept the recommendation of the LTAC for the 2020 Tourism Promotion Program. Motion passed 3-0 with Hushebeck and de Freitas absent.**

2020 Town Budget

At 12:25 p.m., Mayor Ghatan delivered the Mayor's Message regarding the 2020 Town Budget. No action followed.

Resolution No. 2497

At 12:33 p.m., Mayor Ghatan introduced discussion of the bid for granulated activated carbon. Public Works Director, Wayne Haefele, recommended award to Carbon Activated Corporation. Discussion followed regarding use or disposal of the existing carbon.

**Moved by Daniels, seconded by Starr, to adopt Resolution No. 2498, awarding the contract for supply of activated carbon for Water Treatment to Carbon Activated Corporation. Motion passed 3-0 with Hushebeck and de Freitas absent.**

***2019 Town Council Minutes***

Public Works Report

At 12:40 p.m., Public Works Director, Wayne Haefele, provided a status report on the water main replacement in First Street and update on Nash Street. No action was taken.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 17179 through 17190 and Direct Deposit Run dated September 30, 2019; and approve the payment of Claim Warrant Nos. 45894 through 45942 and AHC 12-14. Motion passed 3-0 with Hushebeck and de Freitas absent.

**APPROVAL OF MINUTES**

Moved by Starr, seconded by Monin, to approve the minutes of **September 19, 2019 as submitted. Motion passed 3-0 with Hushebeck and de Freitas absent.**

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:50 p.m. The next regular meeting is scheduled for Thursday, October 17, 2019 at 12:00 p.m.

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**These minutes were approved on October 17, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, October 17, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4). Noel Monin (Position No. 2) and Barbara Starr (Position No. 5) were absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; and Clerk, Amy Taylor. Town Administrator, Duncan Wilson was absent.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Monin and Starr.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

Anna Lisa Lindstrom, SJIPHD1 Commissioner, provided a status report on the proposal for Fire District/EMS consolidation. Ms. Lindstrom stressed the importance of citizen participation in Town.

Warren Appleton, Citizen, stressed the importance of citizen representation and Town's ability to vote if the Fire District/EMS consolidation is approved by the voters.

**ACTION AND DISCUSSION ITEMS**

Planning Commission

At 12:18 p.m., Mayor Ghatan requested that the Council affirm the appointment of Francine Shaw to the vacant position on the Town Planning Commission. Ms. Shaw described her background and qualifications.

**Council consensus to affirm the appointment of Francine Shaw to the Planning Commission and staggering of term limits for existing members.**

Department Report – System Administration.

At 12:20 p.m., System Administrator Mike Greene provided a brief quarterly report for the IT Department. Mr. Greene explained that Baron Technologies, the current vendor for our telephone system has sold and recommended buying the licensing and equipment needed to suit future needs before the vendor goes out of business.

**Moved by Daniels, seconded by de Freitas, to authorize the purchase of licensing and equipment necessary in the amount of approximately \$3,200 to upgrade the current phone system. Motion passed 3-0 with Monin and Starr absent.**

2020 Town Budget

At 12:24 p.m., Mayor Ghatan introduced discussion of the 2020 Town Budget. Discussion followed regarding:

- Preliminary Budget – Treasurer Wilson distributed the preliminary 2020 Budget. No action was taken.
- Budget Request – Historic Preservation submitted a proposal for a building inventory for year 2020. More information was requested.
- Harbor Life Ring – **Moved by de Freitas, seconded by Hushebeck, to authorize a matching grant in an amount of up to \$1,000 for the Friday Harbor Food Bank. Motion passed 3-0 with Monin and Starr absent.**

Resolution No. 2498

At 1:11 p.m., Mayor Ghatan introduced discussion of the janitorial services agreement. Amendment No. 2 exercises the 1-year renewal option for services at current rates plus COLA. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2498, authorizing the Amendment No. 2 to the janitorial services agreement for Sunshine Alley Restrooms. Motion passed 3-0 with Monin and Starr absent.**

Resolution No. 2499

At 1:13 p.m., Mayor Ghatan introduced discussion of the Marguerite Pavement Restoration Repair Project. Change Order No. 1 reconciles labor and materials. No discussion followed.

**Moved by de Freitas, seconded by Daniels, to adopt Resolution No. 2499, authorizing the Mayor to execute Change Order No. 1 to the agreement with Richard Lawson Construction for the Marguerite Place Pavement Repair Project. Motion passed 3-0 with Monin and Starr absent.**

Resolution No. 2500

At 1:15 p.m., Mayor Ghatan introduced discussion of the Marguerite Pavement Restoration Repair Project. Public Works Director Wayne Haefele explained that the project has been completed in accordance with the contract and specifications. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2500, accepting the Marguerite Place Pavement Repair Project. Motion passed 3-0 with Monin and Starr absent.**

***2019 Town Council Minutes***

**FUTURE AND NON-AGENDA ITEMS**

Treasurer Wilson stated that the surplus sale was a success. The street sweeper vehicle did not sell, but will be posted on a public auction website.

Mayor Ghatan reported on the recent claim/lien for materials by Lawson Construction involving the Tucker Avenue Reconstruction Project, Phase 2.

Mayor Ghatan reported on the visit by Rick Larsen.

Councilmember de Freitas requested a work session regarding the Fire District/EMS consolidation.

**PAYMENT OF CLAIMS**

Moved by Daniels, seconded by de Freitas, to approve the payment of ACH-2019 & Claim Warrant Nos. 45943 through 45995 in the amount of \$556,869.17 and Electronic & Treasurer Check No. 9873 through 9878 in the amount of \$22,686.40. Motion passed 3-0 with Monin and Starr absent.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of October 3, 2019. Motion passed 3-0 with Monin and Starr absent.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 1:35 p.m. to October 24, 2019 at 3:00 p.m. for the purpose of unfinished business. The next regular meeting is scheduled for Thursday, November 7, 2019 at 12:00 p.m.

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**These minutes were approved on October 24, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, October 24, 2019 – Council Chambers – Continued Session**

**CALL TO ORDER**

Mayor Ghatan called the continued session of the Town Council to order at 3:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2) and Barbara Starr (Position No. 5). Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4) were absent.

Others Present: Farhad Ghatan (Mayor), Duncan Wilson (Town Administrator) and Amy Taylor (Clerk). Kelle' Wilson (Treasurer) was excused.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers de Freitas and Daniels.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Planning Commission

At 3:02 p.m., Mayor Ghatan requested the appointment of Paul Dosset to the vacant position on the Town Planning Commission. Mr. Dosset previously served as a Town Planning Commission member and resigned when elected to become the SJC Assessor.

**Moved by Monin, seconded by Starr, to affirm the appointment of Paul Dosset to the vacant position on the Town Planning Commission. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2502

At 3:09 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2502 concerning the conveyor belt system at the Wastewater Treatment Plant. Administrator Wilson explained that Town issued a small works solicitation for installation of the system. Mike Carlson Enterprises has offered the lowest responsible proposal to remove the existing sludge hopper and conveyor assembly and construct the new equipment and a temporary shelter over the conveyor and storage container. Discussion followed regarding the building that will house the system.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2502, authorizing the Mayor to execute a contract for installation of the conveyor belt system at the Wastewater Treatment Plant. Motion passed 3-0 with de Freitas and Daniels absent.**

**ADMINISTRATOR'S REPORT**

At 3:15 p.m., Administrator Wilson provided a brief public works update.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 3:22 p.m. The next regular meeting is scheduled for Thursday, November 7, 2019 at 12:00 p.m.

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**These minutes were approved on November 7, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, November 7, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

Bill Watson, SJC Councilmember, updated the Council on the status of the Turn Point Connector Road.

Lee Connelly, Driver for SJI School District 149, requested placement of a three-way stop at the Grover Street and Argyle Avenue Intersection because of visibility and other safety concerns.

**ACTION AND DISCUSSION ITEMS**

Proclamation – Small Business Saturday

At 12:12 p.m., Mayor Ghatan proclaimed November 30, 2019 as Small Business Saturday in the Town of Friday Harbor. Small Business Saturday encourages local support of our small businesses and merchants during the holiday season.

Ordinance No. 1672 - 2018 Comprehensive Plan Updates

At 12:15 p.m., Mayor Ghatan introduced discussion of the Planning Commission's recommendations for updates to the 2018 Comprehensive Plan. Land Use Administrator Mike Bertrand described the public hearing and recommendations of the Planning Commission. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1672, adopting updates to the 2018 Town Comprehensive Plan. Motion passed unanimously.**

**PUBLIC HEARING**

2020 Town Budget

At 12:24 p.m., Mayor Ghatan opened the public hearing regarding the 2020 Town Budget. Administrator Wilson presented a request by Historic Preservation for a building inventory. Bail and fee schedules were reviewed. No members of the audience were present to provide public testimony. Mayor Ghatan closed the public hearing at 12:35 p.m.

**Council consensus to include the request for a building inventory in the 2020 Town Budget.**

**Moved by Daniels, seconded by de Freitas, to adopt the Town Bail Schedule and Fee Schedule for year 2020. Motion passed unanimously.**

Resolution No. 2503

At 12:59 p.m., Mayor Ghatan introduced discussion concerning the Nash Caines Price Street Project. Administrator Wilson explained that the Change Order reconciles labor and materials for the project. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2503, authorizing Change Order No. 2 for the Nash Caines Price Street Project. Motion passed unanimously.**

Resolution No. 2504

At 1:03 p.m., Mayor Ghatan introduced discussion concerning the Nash Caines Price Street Project. Administrator Wilson explained that the Project has been completed in accordance with the contract and specifications. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2504, accepting the Nash Caines Price Street Project. Motion passed unanimously.**

## **2019 Town Council Minutes**

### Resolution No. 2505

At 1:05 p.m., Mayor Ghatan introduced discussion of Resolution No. 2505 concerning the Water Zone 327 Improvements. Administrator Wilson explained that the Change Order reconciles labor and materials for the project. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2505, authorizing Change Order No. 1 for the Water Zone 327 Improvements. Motion passed unanimously.**

### Resolution No. 2506

At 1:09 p.m., Mayor Ghatan introduced discussion concerning the Water Zone 327 Improvements. Administrator Wilson explained that the Project has been completed in accordance with the contract and specifications. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2506, accepting the Water Zone 327 Improvements. Motion passed unanimously.**

### Resolution No. 2507

At 1:15 p.m., Mayor Ghatan introduced discussion of the FH Landfill located at Sutton Road. Administrator Wilson explained that the Town is required to update its Friday Harbor Landfill Post Closure Financial Assurance Plan every year through 2025. Discussion followed regarding the closure of Purdy Landfill.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2507, adopting the Friday Harbor Landfill Post Closure Financial Assurance Plan update for years 2020-2025. Motion passed unanimously.**

### Resolution No. 2508

At 1:20 p.m., Mayor Ghatan introduced discussion of biosolids transfer. Administrator Wilson explained that La Conner has accepted the biosolid transfer contract. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2508, authorizing an interlocal agreement with the Town of La Conner for the transfer of biosolids from the Wastewater Treatment Plant. Motion passed unanimously.**

### Resolution No. 2509

At 1:25 p.m., Mayor Ghatan introduced discussion of the annual tourism promotion agreement with the Visitors Bureau. Administrator Wilson explained the new arrangement for allocation. No discussion followed.

**Moved by Hushebeck, seconded by Daniels, to adopt Resolution No. 2509, authorizing an agreement with the Visitors Bureau for 2020 tourism promotion. Motion passed unanimously.**

### SJ Community Theatre

At 1:30 p.m., Mayor Ghatan introduced discussion of a lease for right-of-way on Culver Avenue. Administrator Wilson explained that the long-term agreement with the SJ Community Theatre recently expired and inquired if the Council wished to allow future renewals. **Council consensus to allow a new agreement for use of a portion of right-of-way on Culver Avenue.**

### **EXECUTIVE SESSION**

At 1:35 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(b); which was estimated to last 10 minutes. Participants: Town Council, Mayor Ghatan, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The executive session ended at 1:45 p.m. for an actual session time of 10 minutes. No actions were taken following executive session.

**WORK SESSION**

Public Works Yard

New drawings for the proposed public works yard were distributed. No action was taken.

EMS/Fire Merger

An update was provided on discussions for the EMS/Fire Merger. No action was taken.

**ADMINISTRATOR'S REPORT**

At 1:53 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Thanksgiving Community Dinner – Town is looking into the feasibility of donating to the annual community dinner.
- Zito Media – Conversations have resumed for renewing the franchise agreement.
- First Street Water Main – Town Crew is nearly complete with the main replacement. The pavement will be patched.
- Centennial Lawsuit – Town has nearly completed the penalty portion of the hearing.
- Solar Panels – The Town received updated figures for the solar project.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 17191 through 17199 and Direct Deposit Run in the amount of \$329,263.26; approve the payment of Claim Warrant Nos. 45997 through 46054 and ACH-1 in the amount of \$413,789.70; and approve Treasurer Check Nos. 9879 thru 9884 and 2 Electronic Checks in the amount of \$145,540.75. Motion passed unanimously.

**APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Starr, to approve the minutes of **October 17 and 24, 2019 as submitted**. Motion passed unanimously.

**FUTURE AND NON-AGENDA ITEMS**

Councilmember Starr requested an update on regarding OPALCO fiberoptic.

**CITIZEN RESPONSE**

No citizen response was presented.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:07 p.m. The next regular meeting is scheduled for Thursday, November 21, 2019 at 12:00 p.m.

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These minutes were approved on November 21, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

**Thursday, November 21, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5) were absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Daniels and Starr

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Employee Award

Mayor Ghatan presented Frank Byrne with a service award plaque for 25 years of service. The Council thanked Mr. Byrne.

**PUBLIC HEARING**

2020 Town Budget

At 12:04 p.m., Mayor Ghatan opened the public hearing for the 2020 Town Budget. Staff had no new information to share. Mayor Ghatan opened the public comment portion of the hearing. Hearing none, Mayor Ghatan closed the public hearing. No action was taken.

2020 Revenue Resources

At 12:07 p.m., Mayor Ghatan opened the public hearing regarding the 2020 Revenue Resources. Administrator Wilson and Treasurer Wilson described revenue resources for the year and the process for determining property tax valuations. Mayor Ghatan opened the public comment portion of the hearing. Hearing none, Mayor Ghatan closed the public hearing at 12:21 p.m.

Ordinance No. 1673

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1673, fixing and levying the amount of Ad Valorem Taxes for the Town of Friday Harbor for the year 2020. Motion passed 3-0 with Daniels and Starr absent.**

**ACTION AND DISCUSSION ITEMS**

Utility Rate Ordinances

At 12:23 p.m., Mayor Ghatan introduced discussion of utility rate ordinances. The Council took the following actions:

- **Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1674 – Amending Chapter 13.05 FHMC concerning water connection charges. Motion passed 3-0 with Daniels and Starr absent.**
- **Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1675 - Amending Chapter 13.05 FHMC concerning water service charges. Motion passed 3-0 with Daniels and Starr absent.**
- **Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1676 – Amending Chapter 13.21 FHMC concerning sewer connection charges. Motion passed 3-0 with Daniels and Starr absent.**
- **Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1677 – Amending Chapter 13.21 FHMC concerning sewer service charges. Motion passed 3-0 with Daniels and Starr absent.**
- **Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1678- Amending Chapter 13.31 FHMC concerning stormwater connection charges. Motion passed 3-0 with Daniels and Starr absent.**

Resolution No. 2510

At 12:50 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2510 concerning lease of public right-of-way. Administrator Wilson explained that the current lease for unopened ROW has expired. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2510, authorizing a lease of unopened public right-of-way by SJ Community Theatre. Motion passed 3-0 with Daniels and Starr absent.**

Resolution No. 2511

**[During Admin Report]** At 12:55 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2511 concerning the Biosolids Handling Project. Administrator Wilson explained that an engineering report specific to the Project is required to submit with grant applications. The Addendum increases the current professional services agreement with Wilson Engineering by \$5,000 to complete said report. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2511, authorizing the Mayor to execute an Addendum to the professional services agreement with Wilson Engineering for the Biosolids Handling Improvement Project at the Wastewater Treatment Plant. Motion passed 3-0 with Daniels and Starr absent.**

**ADMINISTRATOR'S REPORT**

At 12:54 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Bill-of-Sale – Friday Harbor Drug, Inc. is working with the Town to gift its existing fire sprinkler system.
- Resolution No. 2511 – See Administrative Items above.
- Overlook Park – Town extended the lease for the optical glasses at the Park. Town has been pleased with the feature.
- Refuse Department – Town hired a new utility worker for the department to fill the current vacancy.
- WWTP Solar Project – Grant agreements are expected from TransAlta and Dept of Commerce for the Project.
- Chipsealing Projects – Grant determinations are expected from the Transportation Improvement Board for the Mullis and Second Street projects. Discussion of Nash Street will be discussed in January.
- Grover / Argyle Intersection – Council discussed the placement of a three-way stop at the intersection. **Council consensus to not alter the intersection at this time.**
- Litigation – Status of litigation with Strider and Higginson was provided.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 46055 through 46101 and ACH No. 11/21/19-1 in the amount of \$256,428.31. Motion passed 3-0 with Daniels and Starr absent.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of November 7, 2019. Motion passed 3-0 with Daniels and Starr absent.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:20 p.m. The next regular meeting is scheduled for Thursday, December 5, 2019 at 12:00 p.m.

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**These minutes were approved on December 5, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, December 5, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), and Barbara Starr (Position No. 5).

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Tim Daniels (Position No. 4).

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Proclamation – Mike Cohen Day

At 12:00 p.m., Mayor Ghatan proclaimed Saturday, December 14, 2019 as “Mike Cohen Day” in the Town of Friday Harbor in honor of Mr. Cohen’s 90<sup>th</sup> birthday. Audience members serenaded Mr. Cohen with “For He’s A Jolly Good Fellow!”

Harbor Life Ring Program

At 12:05 p.m., Mayor Ghatan presented Bill Cummings, President of the Friday Harbor Food Bank, with a check in the amount of \$5,244.96. Town residents donated \$4,244.96 to the Harbor Life Ring Program in the month of November and Town provided a matching grant in the amount of \$1,000. Mr. Cummings thanked the Town and spoke about the importance of the Food Bank to our local community.

Presentation – Rock Island Fiber-Optic

At 12:08 p.m., Mayor Ghatan introduced Allan Smith, Vice-President of Rock Island, to update the Council on the status of fiber optic infrastructure by Island Network within the Town. Mr. Smith described current wireless broadband availability, upgrades planned for year 2020, opportunities for fiber expansion and new methods for technology. The Mayor and Council thanked Mr. Smith. No action was taken.

Presentation – 2020 US Census

At 12:32 p.m., Mayor Ghatan introduced Darlene Brown, Census Office Recruiting Manager, to provide an overview of current opportunities with the upcoming 2020 US Census. Ms. Brown described the purpose and importance of the Census, types of jobs available, qualifications and hiring timelines. The Mayor and Council thanked Ms. Brown. No action was taken.

Annexation – Cornelius Holdings, LLC

At 12:50 p.m., Mayor Ghatan introduced discussion of the “letter of intent” requesting to commence with a petition for annexation of TPN 351444005 located on Mullis Street. Said parcel is located in the FH-UGA and consists of five acres adjacent to and owned by Cornelius Holdings, LLC (dba Browne Lumber). Stephanie O’day, Agent, explained that the Owners desire to annex the lot so that it may connect to Town utilities and relocate the current plant nursery to a portion of the parcel. Administrator Wilson explained that annexation is a legislative process that requires the Council’s consent to circulate a petition and set date for a public hearing. **Council consensus to work with staff to circulate the appropriate petition for annexation.**

Ordinance No. 1679

At 12:58 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1679 setting a date for public hearing to consider the annexation request by Cornelius Holdings, LLC. Administrator Wilson explained that a public hearing date is set by Ordinance. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1679, establishing Thursday, January 16, 2019 at 12:00 p.m. as the time for public hearing to consider the request for annexation by Cornelius Holdings, LLC. Motion passed 4-0 with Daniels absent.**

Ordinance No. 1680

At 1:00 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1680 setting a date for a special meeting of the Town Council. Administrator Wilson explained that the regular January 2, 2020 meeting will be rescheduled to January 16, 2020 because of the New Year’s Holiday. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1680, rescheduling the January 2, 2020 meeting to January 9, 2020. Motion passed 4-0 with Daniels absent.**

2019 Town Budget Amendments

At 1:03 p.m., Mayor Ghatan opened the public hearing concerning 2019 Town Budget amendments. Treasurer Wilson presented fund balances. Administrator Wilson explained that the purpose of the hearing was to accept comments regarding year end fund balances.

Mayor Ghatan opened the public testimony portion of the meeting. Hearing none, Mayor Ghatan closed the public hearing.

Resolution No. 2512

At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2512 affirming the 2020 wage schedule for represented personnel. Administrator Wilson explained that the Collective Bargaining Agreement proscribes a cost of living increase of 2.5%. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2512, affirming the 2020 wage schedule for represented personnel. Motion passed 4-0 with Daniels absent.**

## **2019 Town Council Minutes**

### Resolution No. 2513

At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2513 concerning economic development. The SJC Economic Development Council has offered a contract to provide promotion and support activities for new business, expanding existing business and enhancing the trade program for year 2020. Administrator Wilson explained the funding portion. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2513, authorizing the Mayor to execute an agreement with the SJC Economic Development Council to promote economic development within the Town. Motion passed 4-0 with Daniels absent.**

### Resolution No. 2514 through 2520

At 1:08 p.m., Mayor Ghatan introduced discussion of draft Resolution Nos. 2514 through 2520 concerning H/M tourism promotion grant agreements with various agencies. The Council accepted the recommendation of the Lodging Tax Advisory Committee for various agencies and authorized the inclusion funding in the 2020 Town Budget. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution Nos. 2514 through 2520, authorizing the Mayor to execute promotion grant agreements for year 2020. Motion passed 4-0 with Daniels absent.**

### Resolution No. 2521

At 1:09 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2521 accepting a bill of sale and utility easement. Administrator Wilson explained that Friday Harbor Drug, Inc. has gifted the fire sprinkler system and granted a utility easement for the same located at the Spring Street International School. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2521, accepting a bill of sale and utility easement from Friday Harbor Drug, Inc. for certain improvements to the Town water system located at the Spring Street International School. Motion passed 4-0 with Daniels absent.**

### Resolution No. 2522

At 1:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2522 concerning the WWTP Headworks Improvement Project. Don Reitan, WWTP Leadman, explained the purpose of Change Order No. 3 in the amount of \$7,184. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2522, authorizing the Mayor to execute Change Order No. 3 to the agreement with McClure & Sons for the Wastewater Treatment Plant Headworks Improvement Project. Motion passed 4-0 with Daniels absent.**

### Resolution No. 2523

At 1:18 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2523 concerning the WWTP Solar Panel Project. Administrator Wilson explained that Town has submitted the agreement from the TransAlta Centralia Board to accept grant funding in the amount of \$320,000 for the project. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2523, ratifying the grant agreement with the TransAlta Centralia Board for the WWTP Solar Panel Project. Motion passed 4-0 with Daniels absent.**

### Resolution No. 2524

At 1:19 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2524 concerning the allocation of funding for capital expenditures. Administrator Wilson explained that the intent of the resolution is to signal to Town voters the intended uses of capital funds if no longer dedicated to fire services, should the Town be annexed to Fire District 3. Discussion followed regarding need and uses for capital funding.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2524, declaring the Council's intent regarding funds previously dedicated to fire services and declaring its intent that if voters approve annexation into San Juan County Fire Protection District No. 3 (dba San Juan Island Fire & Rescue) to dedicate the amounts that the Town currently contributes for fire service to certain needed capital infrastructure improvements to benefit the Town and its residents. Motion passed 4-0 with Daniels absent.**

Resolution No. 2525

At 1:34 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2525 concerning towing and impound services. Administrator Wilson explained that the Town and KGW, Inc. (dba Island Towing) have negotiated an appropriate agreement for said services. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2525, ratifying the agreement between Town and Island Towing for towing and impound services. Motion passed 4-0 with Daniels absent.**

Resolution No. 2526

At 1:38 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2526 concerning law enforcement services. Administrator Wilson explained that the amendment extends the current agreement one year to allow appropriate time for negotiations. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2526, authorizing the Mayor to execute Amendment No. 1 to the law enforcement agreement with San Juan County. Motion passed 4-0 with Daniels absent.**

Resolution No. 2527

At 1:42 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2527 concerning the Mullis Street Resurfacing Project. Administrator Wilson explained that the Transportation Improvement Board has allocated \$696,558 for the resurfacing from 818 Mullis Street to Spring Street. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2527, authorizing the Mayor to execute the grant agreement with the Transportation Improvement Board for resurfacing of Mullis Street. Motion passed 4-0 with Daniels absent.**

Resolution No. 2528

At 1:49 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2528 concerning the Second Street Resurfacing Project. Administrator Wilson explained that the Transportation Improvement Board has allocated \$47,864 towards the resurfacing Second Street from Spring to Guard. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2528, authorizing the Mayor to execute the grant agreement with the Transportation Improvement Board for resurfacing of Second Street. Motion passed 4-0 with Daniels absent.**

**ADMINISTRATOR'S REPORT**

At 1:50 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Town Hall Repairs – A water heater has failed.
- Caines Street – There is a fence that partially obstructs visibility on Caines Street. The owner is working with the Town to relocate it.
- Employee Benefits – Elected Officials are eligible for health insurance if 50% vote to opt-in.
- SJC Public Works Building – Town & SJC have been in contact regarding the purchase of the public works building located on Guard Street. Town may be interested based on the recent market analysis performed by SJC.

**EXECUTIVE SESSION**

At 2:15 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding employee performance in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 15 minutes. Participants: Town Council and Mayor Ghatan. The session ended at 2:30 p.m. for an actual session time of 15 minutes. No actions were taken following executive session.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 17200 through 17208, ACH payment 2019-18 through 2019-20 and DDR 11/30/2019 in the amount of \$305,624.78; and approve the payment of Claim Warrant Nos. 46102 through 46145 in the amount of \$154,143.63. Motion passed 4-0 with Daniels absent.

**APPROVAL OF MINUTES**

Minutes were postponed until the December 19, 2019 meeting.

**FUTURE AND NON-AGENDA ITEMS**

Councilmember Starr requested that Emergency Services resume quarterly reports in 2020.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:38 p.m. The next regular meeting is scheduled for Thursday, December 18, 2019 at 2:30 p.m.

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**These minutes were approved on December 19, 2019. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, December 19, 2019 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Ghatan announced that Council would hold a 15-minute executive session regarding employee performance.

**PUBLIC ACCESS TIME**

Brian Goodremont, President for the Whale Watch Association, requested that the Council support the letter being circulated regarding proposed scoping for local whale watching regulations by NOAA. Mr. Goodremont listed the efforts that the local whale watching community takes to be good stewards for the pods.

Councilmember de Freitas described the letter and position of the Visitors Bureau on behalf of its members. Administrator Wilson explained that NOAA is in the process of accepting comments to determine if there will be a scoping process to determine new regulations. Discussion followed regarding the need for community forums prior to supporting or opposing such a sensitive issue. **Consensus to remain neutral as a Council for the time being regarding whale watch regulations and respond as individuals if needed.**

**ACTION AND DISCUSSION ITEMS**

Energize SJ

At 12:36 p.m., Mayor Ghatan introduced Rose Lathrop, Sustainable Connections, to make a presentation regarding local energy initiatives for residential and commercial buildings. Ms. Lathrop described the Energize SJ program. The energy efficiency & renewables program partners with local providers like OPALCO to take advantage of clean energy incentives. Discussion followed regarding solar for residential and commercial buildings. The Council and Mayor thanked Ms. Lathrop. No action was taken.

Resolution No. 2529

At 12:54 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2529 concerning a grant agreement for the WWTP Solar Panel Project. The agreement is in the amount of \$217,568 from the Department of Commerce. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No 2529, authorizing the Mayor to execute a grant agreement with the Department of Commerce for the Wastewater Treatment Plant Solar Panel Project. Motion passed unanimously.**

Resolution No. 2530

At 12:56 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2530 concerning the conveyor belt system at the WWTP. Administrator Wilson explained the scope of the Change Order. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2530, authorizing Change Order No. 1 for the WWTP Belt Conveyor System. Motion passed unanimously.**

Resolution No. 2531

At 12:58 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2531 concerning the Cold Weather Shelter Program. Administrator Wilson explained that the agreement from United Way is a continuation of the 2019 program to assist homeless during extreme cold weather. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2531, authorizing an agreement with the United Way to provide for the Cold Weather Shelter Program. Motion passed unanimously.**

Ordinance No. 1681

At 1:04 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1681 concerning 2019 Town Budget Amendments. Ending fund balances were presented. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Ordinance No. 1681, adopting amendments to the 2019 Town Budget. Motion passed unanimously.**

Ordinance No. 1682

At 1:08 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1682 concerning the 2020 Town Budget. Beginning and ending fund balances were presented. No discussion followed. Mayor Ghatan and the Council thanked Treasurer Wilson for her diligent work on the budget.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1682, adopting the 2020 Town Budget. Motion passed unanimously.**

Blair Avenue Mural

At 1:17 p.m., Mayor Ghatan introduced discussion of a request by the FHAC to create an RFP for a mural on Blair Avenue. If approved, the FHAC will move forward with creating an RFP, including cost, parameters and timeline. Discussion followed regarding past attempts to create a mural at the site. **Council consensus to move forward with development of an RFP for installation of an art mural on Blair Avenue.**

**ADMINISTRATOR'S REPORT**

At 1:23 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Refuse Tipping Fees – Lautenbach has given notice that tipping fees are increasing across the board.
- Lawson Pond – Town is reviewing its water right involving Lawson Pond. The owners are wanting to divert water from the pond for development.
- Firewood – Public Works has removed trees. **Council consensus to dispose of the wood in the most economic manner, preferably to donate to needy.**
- Victoria Clipper – The Clipper has stopped sailings to Friday Harbor.
- Grange Pocket Park – The newest preliminary designs were described.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to approve the payment of Claim Warrant Nos. 46146 through 46194 and ACH# 12/19/19 1-2 in the amount of \$221,066.35 and Electronic & Treasurer Check Nos. 9885 through 9889 in the amount of \$180,387.47. Motion passed unanimously.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **December 5, 2019 as submitted.** Motion passed unanimously.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**EXECUTIVE SESSION**

At 1:48 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding employee performance in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 10 minutes. Participants: Town Council and Mayor Ghatan. The session ended at 2:17 p.m. for an actual session time of 29 minutes. The public was notified of the extension. No actions were taken following executive session.

**OATH OF OFFICE**

Treasurer Wilson and Town Councilmembers Monin, de Freitas and Starr took their Oath of Office for the upcoming terms beginning in year 2020.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:18 p.m. The next regular meeting is scheduled for Thursday, January 9, 2019 at 12:00 p.m.