

<b>Thursday, January 9, 2020 – 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), 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**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Trout Lake Forrest Assessment Report

At 12:04 p.m., Mayor Ghatan introduced Boyd Norton, Crownfire Forrest Planning, to present the Trout Lake Forrest Assessment Report. The report compiles recommendation for tree care and fire mitigation for various sections of the watershed. Mr. Norton reviewed the recommendations in the report. The Council and Mayor thanked Mr. Norton. No action was taken.

**DEPARTMENT REPORTS**

Public Works

At 1:00 p.m., Public Works Director Wayne Haefele, gave a "year-in-review" for projects completed in 2019. No action was taken.

Community Planning

At 1:20 p.m., Land Use Administrator Mike Bertrand, provided an update on current housing development in the Town. No action was taken.

Systems Administration

At 1:30 p.m., Systems Administrator provided an update on system security and current telephone issues. No action was taken.

**ACTION AND DISCUSSION ITEMS**

SJC Council Joint Meeting

At 1:45 p.m., Mayor Ghatan introduced discussion of topics for the joint meeting with the SJC Council. The Council reviewed the list provided by staff. No action was taken. The respective clerks will coordinate for the agenda.

Ordinance No. 1683

At 2:06 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1683 concerning salaries for officials and non-represented personnel. Administrator Wilson presented the ordinance. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1683, fixing salaries of officials and non-represented personnel and repealing Ordinance No. 1664 in its entirety. Motion passed 4-0 with de Freitas absent.**

Sign regulations

At 2:07 p.m., Mayor Ghatan introduced discussion of sign regulations. Administrator Wilson requested to draft language for FHMC to allow administrative policies related to certain types of temporary signage at specific locations, such as garage sale signs on the Blair Avenue telephone pole. **Council consensus to consider the administrative policy.**

Resolution No. 2532

At 2:11 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2532 concerning water pressure in the Hillview Terrace neighborhood. Administrator Wilson explained that Town has an agreement with Brown & Caldwell for analysis of water system improvements in the "460 pressure zone". Amendment No. 1 extends the duration of the agreement in order to complete the report, with no additional costs anticipated. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2532, authorizing the Mayor to execute Amendment No. 1 to the agreement with for analysis of water system improvements in the 460-pressure zone. Motion passed 4-0 with de Freitas absent.**

**ADMINISTRATOR'S REPORT**

At 2:12 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Lawson Pond – Town is sending a letter to the Department of Ecology regarding its water rights for Lawson Pond.
- GAC Water Filter Media – The new supplier is expected to remove the spent media.
- GIS Training – Employee Carol Holman is receiving training on the new system.
- AWC City Action Days – The Mayor & Town Administrator will attend the conference in Olympia in January.
- Trout Lake – Aug 1 and Aug 2 are pumping.
- Capital Improvement Plan – New environmental litigation in Washington State is prompting Town to look into costs for a "Sewer Membrane System" at the WWTP.
- Public ROW Handrail – Town may install a handrail on West Street where the sidewalk elevation is significantly higher than the pavement.
- 5K Resolution Run – Employee John Munn won the annual community run.
- Foreclosure Sale – Hardened Arms on Tucker Avenue is scheduled on January 10, 2020.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 17209 through 17220, ACH payments & Direct Deposit Run in the amount of \$329,512.99; and approve the payment of Claim Warrant Nos. 46196 through 46235 in the amount of \$141,592.90. Motion passed 4-0 with de Freitas absent.

**APPROVAL OF MINUTES**

Moved by Monin, seconded by Hushebeck, to approve the minutes of **December 19, 2019 as submitted.** Motion passed 4-0 with de Freitas absent.

**FUTURE AND NON-AGENDA ITEMS**

Mayor Ghatan noted that he was approached by the organizers for the Film Festival for funding outside of the normal grant cycle.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:30 p.m. The next regular meeting is scheduled for Thursday, January 16, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, January 16, 2020 – 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), Noel Monin (Position No. 2) and Tim Daniels (Position No. 4) were present. Anna Maria de Freitas (Position No. 3) and Barbara Starr (Position No. 5) were absent.

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

**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**

Annexation Request No. 25

At 12:07 p.m., Mayor Ghatan opened the public hearing relating to the petition for annexation of one parcel of land known as the Cornelius Holdings, LLC Annexation [Application No. 25] located in the Friday Harbor Urban Growth Area (FHUGA) on Mullis Street.

The subject property identified as Tax Parcel Number 351444005 and lies south and east of the existing Town limits. The parcel is owned by Cornelius Holdings, LLC and abuts the Browne Lumber site (also owned by Cornelius Holdings, LLC.)

Mayor Ghatan read the rules for public conduct of said hearing; and explained that the matter was legislative in nature and the appearance of fairness doctrine did not apply.

Land Use Administrator, Michael Bertrand, presented the staff report and recommended approval of the annexation request with light industrial zoning.

Mayor Ghatan opened the public testimony portion of the hearing.

Stephanie O'day, Agent for Cornelius Holdings, entered Exhibit A (Conceptual Drawing) into the record and commented on future plans to relocate the Browne Lumber plant nursery and other related activity to the parcel.

Mayor Ghatan invited Council questions. Councilmember Daniels asked procedural questions.

At 12:15 p.m., Mayor Ghatan closed testimony after hearing no further public comment and opened the deliberation portion of the hearing. No deliberation was forthcoming. Mayor Ghatan closed the public hearing. [See Ordinance No. 1685 and Ordinance No. 1686 for action.]

Ordinance No. 1685

**Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1685, approving the Petition for Annexation (Cornelius Holdings, LLC – Annexation No. 25) filed with the Town of Friday Harbor on December 5, 2019, concerning certain real property located on Mullis Street. Motion passed 3-0 with de Freitas and Starr absent.**

Ordinance No. 1686

**Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1686, amending the Town's Zoning Designation Map to establish zoning districts and boundaries for certain real property being annexed into the Town of Friday Harbor. Motion passed 3-0 with de Freitas and Starr absent.**

ROW License – Capron's Landing

At 12:22 p.m., Mayor Ghatan introduced discussion of Caprons Landing Marina's application for use of the existing parking deck at 618 Warbass Way. Land Use Administrator, Michael Bertrand, explained that the existing structure has been in use for years. Discussion followed regarding safety rating and signage.

**Moved by Hushebeck, seconded by Monin, to approve the right-of-way license to authorize use of existing parking landing and structure on Warbass Way (Capron's Landing) with the condition that appropriate safety, weight limit and public viewing signage is placed for the public. Motion passed 3-0 with de Freitas and Starr absent.**

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to affirm Payroll and approve Claims Warrants as follows. Motion passed 3-0 with de Freitas and Starr absent.

- (2019) Claim Warrant Nos. 46236 through 46253 & ACH# 01/08/20-1 in the amount of \$154,990.82;
- (2020) Claim Warrant Nos. 46254 through 46279 in the amount of \$201,563.14;
- Treasurer Check Nos. 9890 through 9896 in the amount of \$15,783.61.

**APPROVAL OF MINUTES**

Moved by Monin, seconded by Hushebeck, to approve the minutes of **January 9, 2020 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.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 12:29 p.m. The next regular meeting is scheduled for Thursday, February 6, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, February 6, 2020 – 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. [Clerk's Note: Due to lack of quorum, session officially began at 12:15 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: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**EXCUSED ABSENCE**

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

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

Nathan Butler, EMS Representative, spoke in support of Ordinance No. 1687.

Carol Holman, Permit Technician, presented the first of Town maps that were made using the new GIS software. Council thanked Ms. Holman for her diligence in learning the new software.

**ACTION AND DISCUSSION ITEMS**

Committee Appointments

At 12:18 p.m., Mayor Ghatan requested that the Council affirm his appointment of two new members to the Friday Harbor Arts Commission. The members introduced themselves to the Council.

**Moved by Starr, seconded by Monin, to affirm the appointment of Jackie House and Lisa Lamoreaux to the Friday Harbor Arts Council. Motion passed 3-0 with de Freitas and Daniels absent.**

Ordinance No. 1684

At 12:23 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1684 regarding sign regulations. Administrator Wilson explained that the purpose of the Ordinance is to allow exemptions of certain types of signage through Administrative Policy. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1684, amending Ordinance No. 1218 and FHMC Chapter 14.04 concerning the regulation of signage. Motion passed 3-0 with de Freitas and Daniels absent.**

Ordinance No. 1687

At 12:26 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1687, authorizing a ballot measure for annexation to Fire District 3. Administrator Wilson explained the history of the proposal and procedure for calling for a special election. Discussion followed regarding the intent of Resolution No. 2524 which pledged funds that would otherwise be used for fire protection services to Town Capital Improvement projects.

**Moved by Starr, seconded by Hushebeck, to adopt Ordinance No 1687, declaring an intent to annex the Town of Friday Harbor into San Juan County Fire Protection District No. 3 (dba San Juan Island Fire & Rescue) (the "District"); providing for the submission to the qualified electors of the Town and the District at a special election to be held in on April 28, 2020 of a proposition authorizing the annexation of the Town into the District; setting forth the text of the ballot proposition; directing proper Town officials to take necessary actions; and providing for other properly related matters. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2533

At 12:38 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2533 concerning annual groundwater monitoring at the FH Landfill. Administrator Wilson explained that SCS Engineers has offered a proposal for year 2020. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2533, authorizing the Mayor to execute an agreement with SCS Engineers for 2020 groundwater monitoring program services at the Friday Harbor Landfill. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2534

At 12:44 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2534 concerning the conveyor belt project at the WWTP. Administrator Wilson explained that Change Order No. 2 is in the amount of \$11,813.92 for additional labor and materials ordered by the Town. The Contractor and Project Manager expect that the Change Order will actually cost less. Progress will be audited. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2534, authorizing the Mayor to execute Change Order No. 2 with Mike Carlson Enterprises for the conveyor belt system at the Wastewater Treatment Plant. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2535

At 12:48 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2535 concerning SJC PFFAP grant funding. Administrator Wilson explained that Town already received grant funding for the First Street Pocket Park. The agreement has not previously been accepted by Resolution. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2535, ratifying a grant agreement with San Juan County for Public Facilities Financing Assistance Program (PFFAP) funds for the First Street Pocket Park. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2536

At 12:50 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2536 concerning the headworks project at the WWTP. Administrator Wilson explained that Change Order No. 4 is in the amount of \$54,000 for additional labor and materials ordered by the Town. Discussion followed regarding the financing for the project.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2536, authorizing the Mayor to execute Change Order No. 4 to the agreement with McClure and Sons, Inc. for the Wastewater Treatment Plant Headworks Improvements Project. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2537

At 12:57 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2537 concerning the Mullis Street Reconstruction Project. Administrator Wilson explained that the TIB has authorized the agreement for final design of the project. Discussion followed regarding the proposed traffic circle at the Mullis Spring Intersection.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2537, authorizing the Mayor to execute a professional service agreement with Gray & Osborne, Inc. to design a portion of Mullis Street (818 Mullis Street to Spring Street). Motion passed 3-0 with de Freitas and Daniels absent.**

State Capital Budget

At 1:02 p.m., Mayor Ghatan introduced discussion of proposals to the State Legislature for capital improvement funding. Administrator Wilson explained that the Town would like to submit an application for funding for the completion of Nash Street. The Council concurred.

Better Forests

At 1:10 p.m., Mayor Ghatan introduced discussion of a proposal for a “memorial forest” located on Prohaska Lane near the Town watershed. Administrator Wilson explained that the proposal is by a private company to allow the spreading of cremated ashes. Discussion followed regarding potential environmental impacts to the water supply. No action was taken.

**EXECUTIVE SESSION**

At 1:20 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 1:51 p.m. for an actual session time of 31 minutes. The public was properly informed of the time extension. No actions were taken following executive session.

**ADMINISTRATOR’S REPORT**

At 1:51 p.m., Administrator Wilson presented the Town Council with an update of the following:

- WWTP RV Dump Station – **Council consensus to allow the closure of the “RV Dump Station” at the WWTP.**
- WWTP Solar Project – The project is going through the Town permitting process.
- GAC Filters – The new Vendor successfully swapped the first load of activated carbon for the GAC Filters at the WTP.
- FH Labs – Town met with the real estate representative for University of Washington to discuss I/I issues.
- Purchase Order Policy – Currently, purchase orders exceeding \$500 are to be reviewed and approved by the immediate supervisor of the person making the purchase. In many cases that is the Public Works



Director. The Finance Office has recommended that an increase to \$1,000 is practical, especially in the case of utility departments. **Council consensus to allow adjustment of the purchase order policy.**

- Warbass Way Sculpture – The art piece is tentatively scheduled for unveiling in May.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll and Claim Warrants as enumerated below. Motion passed 3-0 with de Freitas and Daniels absent.

- Issuance of Payroll Warrant Nos. 17221 through 17229, January 31, 2020 Direct Deposit Run and ACH Payments 1-3 in the amount of \$335,691.46;
- Issuance of Claim Warrant Nos. 46281 through 46347 and ACH 1-2020 dated February 6, 2020 in the amount of \$289,364.65; and
- Issuance of Treasurer Check Nos. 9897 through 9899 and (1) Electronic Check occurring January 2020 in the amount of \$4,992.79.

#### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Monin, to approve the minutes of **January 16, 2020 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 2:00 p.m. The next regular meeting is scheduled for Thursday, February 20, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, February 20, 2020 – 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), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), and Barbara Starr (Position No. 5). Tim Daniels (Position No. 4) 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 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. Sheriff Krebs introduced the newest deputy officer and noted the presence of a new K-9. The Council thanked Sheriff Krebs. No action was taken.

Fire District 3

At 12:16 p.m., Mayor Ghatan welcomed Fire Chief Norvin Collins. Chief Collins updated the Council on annual incidents, significant accomplishments from 2019 and upcoming Fire/EMS merger. The Council thanked Chief Collins.

EMS

At 12:25 p.m., Mayor Ghatan welcomed Interim Chief Karl Kuetzing. Chief Kuetzing updated the Council on annual statistics and highlights of 2019. The Council thanked Chief Kuetzing.

RFP – Blair Avenue Mural

At 12:35 p.m., Mayor Ghatan introduced discussion of the RFP for the Blair Avenue Mural Project. FHAC Coordinator, Julie Greene, explained that the RFP is to determine which artist(s) will be asked to install artwork on the concrete wall near the Spring & Blair Avenue intersection and briefly explained the criteria. The Council expressed enthusiasm for the project. No discussion followed.

**Moved by Starr, seconded by de Freitas, to approve the Request for Proposals for the Blair Avenue Mural Project. Motion passed 4-0 with Daniels absent.**

First Street Pocket Park

At 12:40 p.m., Mayor Ghatan introduced discussion of preliminary designs for the First Street Pocket Park. Project Manager, Pedro Mena, described the drawings, estimated budget and engineering details left to design prior to finalizing the budget (condition of underground water main unknown). Administrator Wilson explained that the Grange has offered to install and supply power for an EV charging station at the location.

**Moved by de Freitas, seconded by Starr, to approve the preliminary drawings and budget for the First Street Pocket Park and authorize staff to proceed with development of bidding and contract documents. Motion passed 4-0 with Daniels absent.**

Resolution No. 2538

At 12:55 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2538 concerning fire prevention in the Trout Lake watershed. Administrator Wilson explained that Crownfire Forest Planning offered a proposal for on-call assistance and technical support for staff during the first stages of forest planning, maintenance and thinning in the watershed. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2538, authorizing the Mayor to execute an agreement with Crownfire Forest Planning for support during silviculture of the Trout Lake Watershed. Motion passed 4-0 with Daniels absent.**

Resolution No. 2539

At 12:58 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2539 concerning GIS systems at Town Hall. Administrator Wilson explained that NW GIS Consulting offered a proposal for on-call assistance and support to Town staff for year 2020 for GIS related training, updates and technical issues. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2539, authorizing the Mayor to execute an agreement between the Town of Friday Harbor and NW GIS Consulting to implement GIS systems. Motion passed 4-0 with Daniels absent.**

Resolution No. 2540

At 1:02 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2540 relating to sign regulations. Administrator Wilson explained that the policy delineates the three locations and rules for community garage sale and event signage. Council commented on limitations of the policy.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2540, adopting an administrative policy regarding temporary signage. Motion passed 4-0 with Daniels absent.**

Spring / Second Street Intersection

At 1:05 p.m., Mayor Ghatan requested that Public Works provide recommendations for additional crosswalk lighting at the Spring and Second Street Intersection, especially during the winter months. Public Works Director, Wayne Haefele, commented that additional lighting at the intersection is difficult without altering the entire intersection. **Council consensus to explore options for off-season lighting and report back to the Council.**

### SJC Update

At 1:42 p.m., SJC Councilman Bill Watson provided an update on the status of Missing Mountain Road. The road has been constructed and will be chip sealed in year 2020. The County anticipates opening the road to the public immediately after.

### **ADMINISTRATOR'S REPORT**

At 1:10 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Derelict Vessel Program – The Town was asked to participate in the bi-annual agreement for removal of derelict vessels. **Moved by Hushebeck, seconded by Monin, to authorize the agreement for the Derelict Vessel Program. Motion passed 4-0 with Daniels absent.**
- Port of Friday Harbor Boardwalk – The Port has requested that Town assist in construction of the sidewalk adjacent to Fairweather Park. Discussion followed. **Council consensus to bring back a cost estimate for consideration.**
- FH Transfer Station – A slight tipping fee increase will take effect March 1, 2020 due to increased COLA and WSF fees absorbed by Lautenbach.
- USDA Loan – Town is in the final stages of closing out the USDA Loan for the WWTP Headworks Project.
- WWTP Conversion – Town is having conversations with USDA regarding funding through loans, grants and bonds to convert from an SBR system to a conventional system.
- Water System Plan Update – The current Plan is due for an update. Staff will present an RFP for consideration.
- Annexation Vote – The Town will issue a FAQ sheet for the public concerning the upcoming Fire District annexation vote.
- Flooding Damage – Town is assessing if there were any flood related damages. If so, costs will be submitted to SJC-DEM for an Emergency Declaration for FEMA funding.
- Higginson Litigation – A litigation settlement has been reached in the amount of \$30,000 in Town's favor.
- Strider Litigation – Negotiations are still underway concerning the Tucker Avenue Reconstruction Project.
- 515 Tucker Avenue – The foreclosed property was purchased.
- Mullis Street – Town will estimate costs for pavement patching beyond the current project (818 Mullis).
- WWTP – The County has reported that it has no plans to install a dump station for recreational vehicles at any of its County or Fairground facilities after Town closes its station.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck to approve the payment of Payroll and Claim Warrants as enumerated below. Motion passed 4-0 with Daniels absent.

- Issuance of Claim Warrant Nos. 46348 through 46394 and EFT 1-2 dated February 20, 2020 in the amount of \$163,860.38.

### **APPROVAL OF MINUTES**

Moved by Monin, seconded by Starr, to approve the minutes of **February 6, 2020 as corrected.** Motion passed 4-0 with Daniels absent.

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

Councilmember Hushebeck requested that Town update its regulations on transient and short-term rentals. Mr. Hushebeck noted abuse in the Harrison Street neighborhood.

### **CITIZEN RESPONSE**

## 2020 Minutes - Town Council of Friday Harbor

Steve Porten, Grange Member, requested that the Board of the Grange be kept in discussions regarding pocket park designs. The Grange would like to provide feedback on final design since it will be located outside its entrance.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:03 p.m. The next regular meeting is scheduled for Thursday, March 5, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, March 5, 2020 – 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 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.

### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Monin and Daniels.

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **ACTION AND DISCUSSION ITEMS**

### Friday Harbor Arts Commission

Mayor Ghatan welcomed Lynn Weber/Roochvarg as the newest candidate for the open vacancy on the Friday Harbor Arts Commission. Ms. Weber/Roochvarg stated her interest in serving on the committee. No discussion followed.

**Moved de Freitas, seconded by Starr, to appoint Lynn Weber/Roochvarg to the vacancy on the Friday Harbor Arts Commission. Motion passed 3-0 with Monin and Daniels absent.**

### COVID-19

At 12:04 p.m., Mayor Ghatan introduced Kyle Dodd, Incident Commander for COVID-19 Response Team, to make a presentation regarding latest developments for the COVID-19 situation. Mr. Dodd reported that the SJC Emergency Operations Committee has been activated and reviewed the chain of command and countywide goals. The Department of Health reports that no active cases of COVID-19 are reported in SJC at this time. Appropriate information is being distributed via internet. Discussion followed. No action was taken.

### Department of Emergency Management

At 12:18 p.m., Mayor Ghatan introduced Brendan Cowan, SJC Emergency Management Director, to make a presentation regarding oil spill response. Mr. Cowan commented regarding his role in the COVID-19 situation. Mr. Cowan presented latest developments for oil spill response. The Islands Oil Spill Association (IOSA) has restructured, been seeking grant funding and redefined its mission. Discussion followed. No action was taken.

### Port of Friday Harbor – Boardwalk Project

At 12:32 p.m., Mayor Ghatan introduced discussion of joint cooperation for construction of the Port's "Boardwalk Project". Todd Nicholson, Port Director, described the scope of the proposal and requested that Town contribute by constructing approximately 157 lineal feet of curb and gutter in the public right-of-way to delineate the boundary of the boardwalk. Administrator Wilson explained that the budget for improvements. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to authorize the expenditure for installation of curb and gutter on Front Street adjacent to Fairweather Park. Motion passed 3-0 with Monin and Daniels absent.**

### Visitors Bureau – Annual Report

At 12:41 p.m., Mayor Ghatan introduced Deborah Hoskinson, VB Executive Director, to present its annual report. Ms. Hoskinson reported on year 2019 and campaign and website goals for year 2020. Discussion followed. No action was taken.

### Wellness Committee Update

At 12:55 p.m., Mayor Ghatan introduced Julie Greene, Wellness Coordinator, to present an annual report. Ms. Greene presented a summary of events for year 2019. Town earned its 2% discount on insurance premiums. Discussion followed. No action was taken.

Resolution No. 2541

At 1:19 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2541 concerning derelict vessel removal. Administrator Wilson explained that the resolution ratifies the agreement that was adopted by motion during the previous meeting. Town has been requested to participate in the removal of one vessel. Its share is estimated at \$800. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2541, ratifying the interlocal agreement with the Port of Friday Harbor, San Juan County and Town of Friday Harbor for derelict vessel removal. Motion passed 3-0 with Monin and Daniels absent.**

Resolution No. 2542

At 1:21 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2542 concerning annual generator maintenance. Administrator Wilson explained the scope of the call for bids. Discussion followed regarding fuel policies and availability in times of emergency.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2542, authorizing an agreement for annual generator maintenance. Motion passed 3-0 with Monin and Daniels absent.**

Resolution No. 2543

At 1:26 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2543 concerning A/E Services. Administrator Wilson explained that municipalities are required to periodically review and select firms based on standard criteria for architectural and engineering services. Public Works Director, Wayne Haefele, explained the particular selection of water related services. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2543, selecting firms for AE services for years 2020-2025. Motion passed 3-0 with Monin and Daniels absent.**

Ordinance No. 1688

At 1:35 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1688 concerning sewer revenue bonds. Administrator Wilson explained the purpose of the bond. Discussion followed regarding current interest rates.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1688, relating to contracting indebtedness; providing for the issuance, sale and delivery of sewer system revenue bonds in an aggregate principal amount not to exceed \$2,812,000 to provide funds to repay an interfund loan previously authorized to provide interim financing for improvements to the Town's wastewater treatment plant and to pay the costs of issuance and sale of the bonds; fixing certain terms and covenants of the bonds; covenanting to issue no additional bonds on a parity with certain outstanding sewer revenue bonds of the Town; approving the sale of the bonds to the United States of America acting through the Department of Agriculture, Rural Utilities Service; and providing for other related matters. Motion passed 3-0 with Monin and Daniels absent.**

### **ADMINISTRATOR'S REPORT**

At 1:42 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Covid-19 – Updated relating specifically to roles and responsibilities on the EOC.
- Public Works Projects – Potential sales tax and economic impacts were discussed regarding over COVID.
- Port of Friday Harbor – Potential of expanding sewer service to the new marina (Jensen Shipyard).
- Refuse Truck – Town is considering purchase of a new refuse truck.
- Radio "Shed" Lease – Leases for use of the radio tower in Hillview Terrace is due for renewal.
- EV Charger – The Grange has offered to install an EV charger for the public.
- Crosswalk alternatives – New bollards with lights were discussed for crosswalk safety.

### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 17230 through 17238 and DDR in the amount of \$308,417.27; and approve the payment of ACH1/Claim Warrant Nos. 46395 through 46440 and EFT1 in the amount of \$191,828.52; and Treasurer Check Nos. 9901 through 9913 in the amount of \$66,626.40.

Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Starr, seconded by de Freitas, to approve the minutes of **February 20, 2020 as submitted**. Motion passed unanimously.

### **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, March 19, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk



<b>Thursday, March 19, 2020 – 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), 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**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Employee Award

At 12:01 p.m., Mayor Ghatan presented Herb Mason, Sewer Department Utility Worker, with an employee award for 30 years of service.

Ordinance No. 1689

At 12:02 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1689 concerning approval of site plans. Land Use Administrator Mike Bertrand explained that no new right of way was being accepted. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1689, accepting the Final Site Plan of Finnegan Way Planned Residential Development, Phase 2. Motion passed unanimously.**

Resolution No. 2544

At 12:08 p.m., Mayor Ghatan introduced discussion of Resolution No. 2544 concerning COVID-19 emergency response. Administrator Wilson explained that the purpose of the resolution is to allow the Mayor and Administrator to make decisions, in the absence of calling a special Council meeting, regarding unanticipated emergency purchasing and day-to-day operations in response to the COVID-19 pandemic. Discussion followed regarding applicable laws and local emergency planning.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2544, providing temporary procedures to respond to the COVID-19 Pandemic. Motion passed unanimously.**

Resolution No. 2545

This item was postponed until a later date.

Resolution No. 2546

At 12:12 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2546 concerning the WWTP SBR Conversion Project. Administrator Wilson described the scope of work. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2546, authorizing the Mayor to execute a professional service agreement with Wilson Engineering, LLC for granting writing assistance for the Wastewater Treatment Plant SBR Conversion and new Biosolids Handling. Motion passed unanimously.**

Budget Request - WWTP Vactor Equipment

At 12:19 p.m., Mayor Gahan introduced discussion of a budget request for a dedicated vactor truck for the Wastewater Treatment Plant. Administrator Wilson explained that the current Vac-Tron trailer unit is shared between departments. The unit is too small and insufficient to accommodate the needs of the WWTP for pump station wet wells, SBR cleaning and deep manhole vacuuming. Additionally, the unit cannot accommodate certain tasks and the type of materials (sewage) vacuumed at the WWTP make extensive cleaning and maintenance necessary before the trailer is returned to the general fleet. Discussion followed regarding leasing versus buying options.

**Moved by de Freitas, seconded by Hushebeck, to budget the purchase of a new Vactor Truck (Vactor™ 2200 CFM Vacuum truck - \$301,702.52, including tax) for the WWTP, provided that purchase may be delayed due to COVID-19 pandemic. Motion passed unanimously.**

Resolution No. 2547

At 12:27 p.m., Mayor Ghatan introduced discussion of WWTP Sewer Outfall Project. Public Works Director Wayne Haefe explained that recent inspection of the submarine sewer line will likely require design modifications. Administrator Wilson explained that the scope of work includes contingencies for “imponderables” and costs of all subcontractors.

**Moved by Hushebeck, seconded by Monin, authorizing the Mayor to execute an amendment to the professional service agreement with Wilson Engineering, LLC to design Wastewater Treatment Plant Outfall Improvements. Motion passed unanimously.**

**ADMINISTRATOR’S REPORT**

COVID-19 Response

At 12:32 p.m., Administrator Wilson presented the Town Council with an update of the following **related to COVID-19 Response and internal policies** :

- SJC Emergency Operations Center – EOC has been established for COVID-19 response. Town has been participating.
- COVID-19 Testing – Current testing results have not been returned. To date testing has been done for 15 possible cases.
- Town Hall Staffing – **Council consensus that effective Monday, March 23, 2020, Town Hall will move to an “Essential Personnel” staffing level for Town Hall and Departments.**
- Town Hall Closure – **Moved by de Freitas, seconded by Starr, to authorize the Mayor to order closure of Town Hall if necessary pursuant to Resolution No. 2544. Motion passed unanimously.**
- Public Accessibility – **Council consensus to use “Please Knock” and “By Appointment Only” policies, especially for Town Finance Office, to minimize contact with the public .**
- Town Closure Pay – **Council consensus to offer regular pay to essential personnel ordered to work and non-essential personnel ordered to “Stay Home, Stay Safe”. Discussion followed regarding accountability**

for employees working from home. **Council declined 1.5% pay for essential personnel, as it was presented.**

- Response Objectives – **Council consensus to approve the Response Objectives as modified.**
- Town Disaster Response – **Moved by Monin, seconded by Starr to approve the designated “Chain of Command” for Town representation in the SJC-EOC. Motion passed unanimously.**
- Harbor Life Ring – **Moved by Starr, seconded by Daniels, to approve grant funds in the amount of \$2,500 for the Utility Assistance Program and \$2,500 for FH Food Bank to match public donations. Motion passed unanimously.**
- Water Utility Accounts – **Council consensus to extent shut-off notices for delinquent utility accounts by 30 days.**
- SJC Elections – The SJC special election that includes the ballot measure for annexation is postponed until August.
- H/M Tax Relief – **Consensus to approve the proposal for qualifying payees of Hotel Motel Tax to receive a one-time credit per room (up to 20 credits) for use as utility relief during the mandatory shut-down. Formal guidelines will be developed.**
- Retail Stimulus - **Council consensus to approve the proposal for employee per diem to be used on qualifying food establishments for local economy stimulus.**
- Local Assistance/Stimulus (Discussion Above) – **Moved by Hushebeck, seconded by Starr, to allocate \$10,000 from the hotel motel tax fund for a Lodging Utility Relief Program and \$7,000 from the general fund for Local Assistance/Stimulus. Motion passed unanimously.**
- Telecommunications – Town is identifying appropriate online meeting forums for future meeting. Our current software is MS Teams, but other platforms are available.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 46441 through 46488 and 3/19/20 EFT-1 in the amount of \$265,194.16. Motion passed unanimously.

#### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **March 5, 2020 as submitted.** Motion passed unanimously.

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

Mayor Ghatan presented the suggestion by FHAC Member, Jackie House for “Stop, Wait, Wave” artwork to create crosswalk awareness.

#### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:17 p.m. The next regular meeting is scheduled for Thursday, April 2, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Friday, March 27, 2020 – Council Chambers – Special Session</b>
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**CALL TO ORDER**

Mayor Ghatan called the special session of the Town Council to order at 10:15 a.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.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**ACTION AND DISCUSSION ITEMS**

At 10:15 a.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1690 concerning annexation into Fire District 3. Administrator Wilson recommended that Town withdraw the ballot measure due to the financial uncertainty caused by COVID-19 emergency. Discussion followed regarding options.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1690 of the Town Council of the Town of Friday Harbor, Washington repealing Ordinance No. 1687, which declared an intent to annex the Town of Friday Harbor into San Juan County Fire Protection District No. 3 (dba San Juan Island Fire & Rescue) (the “District”); taking notice of the COVID-19 emergency and rescinding its request to submit to the qualified electors of the Town and the District at a special election to be held in on April 28, 2020 of a proposition authorizing the annexation of the Town into the District. Motion passed unanimously.**

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 10:27 p.m. The next regular meeting is scheduled for Thursday, April 2, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, April 2, 2020 – 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), 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**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Nash Street Construction

At 12:00 p.m., Mayor Ghatan opened discussion regarding the Nash Street Construction project. Administrator Wilson explained that Town needs to advise the project engineer whether Town will move forward with bidding the project this spring in light of the COVID-19 response. Discussion followed. **Council consensus to postpone the call for bids and reassess the decision in May 2020.**

Resolution No. 2545

At 12:11 p.m., Mayor Ghatan opened discussion regarding draft Resolution No. 2545 concerning asphalt repairs on Second Street. Administrator Wilson explained that the repairs by Lawson Construction are necessary if Town intends to move forward with the chipsealing Second Street this summer. Final bid amounts have been adjusted to accommodate Town concerns.

**Moved by Hushebeck, seconded by Starr to adopt Resolution No. 2545, awarding the bid for asphalt repair on Second Street to Richard Lawson Construction. Motion passed unanimously.**

Resolution No. 2548

At 12:17 p.m., Mayor Ghatan opened discussion regarding draft Resolution No. 2548 concerning the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson explained that the Second Amendment is for William Linton to assist the Town now that litigation is pending.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2548, authorizing Amendment No. 2 with Inslee Best, PS (William Linton) for legal services concerning the Tucker Avenue Reconstruction Project, Phase 2. Motion passed unanimously.**

Resolution No. 2549

At 12:21 p.m., Mayor Ghatan opened discussion regarding draft Resolution No. 2549 concerning the Wastewater Treatment Plant. Administrator Wilson explained that the agreement is for design and construction phase services for the SBR conversion and biohandling. Discussion followed regarding the allowable budget for the project.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2549, authorizing an agreement with Wilson Engineering for WWTP design and construction phase services. Motion passed unanimously.**

Resolution No. 2550

At 12:34 p.m., Mayor Ghatan opened discussion regarding draft Resolution No. 2550 regarding the First Street Pocket Park. Administrator Wilson explained that the agreement with Tom Small provides for the shaped rocks that will be featured in the Park.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2550, ratifying an agreement with Tom Small for artwork and related services for the First Street Pocket Park. Motion passed unanimously.**

**ADMINISTRATOR'S REPORT**

At 12:39 p.m., Administrator Wilson presented the Town Council with an update of the following:

- USDA Loan – The loan is scheduled to close. Town was able to take advantage of good interest rates.
- Fire Annexation – The District passed a similar Ordinance asking that the annexation question be removed from the April ballot.
- H/M Utility Relief Program – The Town has received criticisms related to its proposal to create a relief program for hoteliers from lodging tax funds. **Moved by Monin, seconded by Starr, to move forward with disbursement of \$10,000 in utility credits from the Fund 125 Special H/M for use in the Hotel Motel Utility Relief Program. Motion passed 3-0 with de Freitas and Daniels abstained .**
- Deferred Utility Payments – **Moved by de Freitas, seconded by Starr, to authorize an amendment with the Family Resource Center to provide screening and credit disbursements for the deferred utility payment program. Motion passed unanimously.**
- Town Vector Truck – The decision to purchase a truck will be delayed until May 2020.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 17239 through 17249 and Direct Deposit 7-9 ACH Payments in the amount of \$336,116.65; and approve the payment of Claim Warrant Nos. 46489 through 46526 in the amount of \$100,627.48. Motion passed unanimously.

**APPROVAL OF MINUTES**

Minutes are postponed until April 9, 2020.

**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 continued the meeting at 1:20 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Thursday, April 9, 2020 – Council Chambers – Continued Session**

**CALL TO ORDER**

The Council had no unfinished business to attend to from the continued April 2, 2020 session. The continued session was deemed unnecessary and adjourned by the Town Clerk.

**ROLL CALL**

No elected officials present.

**ADJOURNMENT** – Having no quorum present, business to discuss or objections, Clerk Taylor adjourned the meeting at 12:01 p.m. The next regular meeting is scheduled for Thursday, April 16, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

**Thursday, April 16, 2020 – 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; Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**ANNOUNCEMENTS/SCHEDULE CHANGES**

The meeting will be continued until Thursday, April 23, 2020 at 12:00 p.m. for the purpose of unfinished business.

**PUBLIC ACCESS TIME**

No public access was forthcoming.



**ACTION AND DISCUSSION ITEMS**

SJC Department of Health Update

At 12:04 p.m., Mayor Ghatan introduced Kyle Dodd, SJC Health Manager, to make an update regarding local COVID-19 response. Mr. Dodd provided an update on day-to-day operations, including: general statistics, renewed Governor's Orders, information sharing and website updates, closed facilities, testing and economic recovery. Discussion followed regarding recommendations for construction as an essential business activity. Mayor Ghatan and the Council thanked Mr. Dodd. No action was taken.

Ordinance No. 1691

At 12:32 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1691 regarding the "Affordable Housing for All Surcharge". Administrator Wilson explained that the Town may expand the uses of the fund to include rental assistance relief for qualifying families during COVID-19 response. The Family Resource Center would be contracted to vet and distribute funding. Discussion followed regarding available funds.

**Moved by de Freitas, seconded by Starr, to approve Ordinance No. 1691, amending Sections 3.40.020 and 3.40.030 FHMC relating to the use and allocation of monies received from the "affordable housing for all surcharge" on documents recorded with the San Juan County Auditor 's Office. Motion passed unanimously.**

Resolution No. 2551

At 12:41 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2551 regarding a rental assistance program. Administrator Wilson explained that in conjunction with Ordinance No. 1691, the resolution authorizes vouchers for the rental assistance program through the Family Resource Center. Jennifer Armstrong, FRC Executive Director, stated that the funds are in desperate need. Discussion followed regarding the amount to fund the program.

**Moved by Hushebeck, seconded by Starr, to authorize Resolution No. 2551 and fund the rental assistance program in the amount of \$20,000 from the Fund #125 "Affordable Housing for All Surcharge". Motion passed unanimously.**

Resolution No. 2552

At 12:50 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2552 regarding inspection services. Administrator Wilson explained that the County has a special conflict of interest with permitting by one of its employees and has requested that the Town perform building inspection and plan review services. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2552, authorizing the Mayor to execute an interlocal agreement with San Juan County for building inspection and plan review services. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

At 12:53 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Energy Audit – Town is saving an estimated \$37,000 per year with the energy efficiency upgrades.
- Revenue Resources – Town is looking at each of its funds to assess impacts for year 2020.
- Roche Harbor Road – Town's portion investment for fixing the failed chipseal near the trailer park is \$40,000.
- FH Food Bank – The Harbor Life Ring program has met its goal. An agreement will be presented at the next meeting.
- USDA Loan – The Town has closed on its loan with USDA for sewer upgrades.
- Town Boards & Committees – Meetings are postponed until the "Stay Home, stay safe" restrictions are lifted.
- H/M Utility Assistance Requests – Applications are due April 17, 2020.
- Residential construction – Town is drafting a letter and resolution to governor requesting that construction be added to essential services.
- Public Works – The PW Director provided a brief update on day-to-day operations.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 46527 through 46572 and EFT 4/16/20 (#1-2) in the amount of \$235,572.29 and Treasurer Checks 9914-9919 and 1 Electronic Check in the amount of \$59,879.65. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Minutes were postponed until April 23, 2020.

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

Mayor Ghatan requested a resolution of support for the 2020 Census.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 1:30 p.m. The next continued meeting is scheduled for Thursday, April 23, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, April 23, 2020 – Council Chambers – CONTINUED Session</b>
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**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; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No formal statements were made.

**ACTION AND DISCUSSION ITEMS**

Town Attorney

At 12:05 p.m., Mayor Ghatan introduced Town Attorney, Mike Kenyon. Mr. Kenyon commented on recent discussions among other municipalities concerning COVID-19 response and lobbying the Governor's Office to open residential construction as an essential business. Discussion followed regarding Resolution No. 2553. Mayor Ghatan and the Council thanked Mr. Kenyon. No action was taken.

SJC Update

At 12:09 p.m., Mayor Ghatan introduced SJC Councilmember, Bill Watson to provide an update. Mr. Watson reported on COVID-19 response, progress on Missing Mountain Road, and budgeting. Mayor Ghatan and the Council thanked Mr. Watson. No action was taken.

Resolution No. 2553

At 12:21 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2553 concerning residential construction activity. Administrator Wilson explained that Town is requesting that residential home construction activity be added to the list of essential businesses under the Governor's Proclamation "Stay Home, Stay Healthy". Discussion followed regarding the trades represented under the scope of "residential" activities.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2553, requesting that residential home construction activity be added to the list of essential businesses under the Governor's Proclamation "Stay Home, Stay Healthy". Motion passed unanimously.**

Resolution No. 2554

At 12:28 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2554 concerning the Harbor Life Ring Program. Administrator Wilson explained that Town needs to enter into an agreement with the FH Food Bank in order to transfer donations and matching grant funds. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2554, authorizing the Mayor to execute an agreement with the FH Food Bank for Harbor Life Ring Donations for the year 2020. Motion passed unanimously.**

Resolution No. 2555

At 12:32 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2555 concerning the 2020 US Census. Administrator Wilson explained that the US Census has requested an official statement of support from the Town. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2555, supporting the 2020 US Census. Motion passed unanimously.**

Resolution No. 2556

At 12:36 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2556, concerning the WWTP Headworks Project. Administrator Wilson explained that Change Order No. 5 was in the amount of \$155,996 for additional drainage, asphalt and miscellaneous tasks for the Headworks Project. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2556, authorizing the Mayor to execute Change Order No. 5 to the agreement with McClure and Sons, Inc. for the WWTP Headworks Improvement Project. Motion passed unanimously.**

**ADMINISTRATOR'S REPORT**

At 12:40 p.m., Administrator Wilson presented the Town Council with an update of the following:

- H/M Utility Relief – Town is reviewing all applications received by the April 17<sup>th</sup> deadline.
- Flower Baskets – Town should receive the street flower baskets by June.
- Second Street Repairs – Lawson Construction will be repairing failed asphalt on Second Street in anticipation of chipsealing by the County.
- Sales Tax – The forecast for certain funds and revenue streams were reviewed in anticipation of a decrease in sales tax due to COVID-19 response.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of **March 27<sup>th</sup>, April 2<sup>nd</sup>, April 9<sup>th</sup>, and April 16<sup>th</sup>, 2020 as submitted.** Motion passed unanimously.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 12:56 p.m. The next regular meeting is scheduled for Thursday, May 7, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, May 7, 2020 – 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), 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**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Proclamation – Arbor Week

At 12:04 p.m., Mayor Ghatan proclaimed May 11-17 as Arbor Week in the Town of Friday Harbor.

Resolution No. 2557

At 12:05 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2557 concerning the Family Resource Center. Administrator Wilson explained that the Town wishes to consolidate all current services by the FRC into one comprehensive agreement that will supersede previous agreements, amendments and emergency modifications. No discussion followed.

**Moved by de Freitas, seconded by de Freitas, to adopt Resolution No. 2557, authorizing the Mayor to execute an agreement with the Family Resource Center for administration of the Utility Assistance and Rental Relief Programs. Motion passed unanimously.**

Resolution No. 2558

At 12:09 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2558 concerning the WWTP Conveyor Belt System. Public Works Director, Wayne Haefele explained that the project has been completed and reconciled. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2558, accepting the WWTP Conveyor Belt System. Motion passed unanimously.**

**ADMINISTRATOR'S REPORT**

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

- "Got Junk" Spring Cleanup – The annual event was a success. Town collected 22.08 tons of household items. The cost was \$3,075.
- WWTP Solar Project – Apollo Solutions was recently deemed an "essential business" and the project will resume in May.
- FEMA Grant – The Town received reimbursable disaster relief funding for COVID-19 response.
- Second Street Repairs – Richard Lawson Construction completed repairs to Second Street. The Street has been reopened to traffic.
- Second Street Chipseal – The County is scheduled to lay chipseal on Second Street beginning June 4, 2020.
- Street Flower Baskets – The baskets are scheduled to arrive mid-May.
- Harbor Life Ring – The FH Food Bank will receive approximately \$24,000 from in-kind and matching grant donations by Town and King's Market.
- Employee Overtime – The employee overtime for April 2020 was not an unusual or unanticipated expense due to necessary 24-hour coverage for the Water Treatment Plant.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to adopt Payment of Claims and Payroll as follows. Motion passed unanimously.

- To affirm the payment of Payroll Warrant Nos. 17250 through 17257, Direct Deposit dated 04/30/2020, and ACH Payment Nos. 10 through 12 in the amount of \$327,865.17;
- Issuance of Treasurer Check Nos. 9920 through 9927 including electronic transfers in the amount of \$12,718.81; and
- Approve the payment of Claim Warrant Nos. 46573 through 46630 and EFT-1 in the amount of \$218,562.27.

**APPROVAL OF MINUTES**

Minutes were postponed until May 21, 2020 for additional review.

**FUTURE AND NON-AGENDA ITEMS**

COVID-19 / Tourism

Councilmember de Freitas stated that any support for the business community would be appreciated.

Councilmember Daniels inquired about which Agency bought the recent "Do Not Visit the San Juans" advertisement.

Councilmember de Freitas clarified that San Juan County, NOT the Visitors Bureau (VB), sponsored the advertisement. Councilmember de Freitas commented that the VB was not in favor of the "messaging" and that

hoteliers are beginning to see a ripple effect. Anecdotally, visitors are already cancelling reservations through the end of summer. The VB is waiting until SJC is approved for WA COVID-19 Response, Phase 2 before advertising to reverse the “don’t come here” messaging.

Councilmember Monin cautioned about patience and commented that lifting the stay-home orders too soon leaves ourselves vulnerable to a resurgence and that the community needs to remain diligent in our efforts and common sense to curb potential exposure.

Councilmember Daniels agreed and commented that the community need to remember that the purpose of “Stay home, stay safe” is to “flatten the curve” and it is an unrealistic expectation guided by panic to think we can “eliminate the curve”.

Councilmember Hushebeck agreed with comments and added that the a significant public frustration is the lack of clarity and transparency in pandemic response.

#### **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 employee performance in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 30 minutes. Participants: Town Council and Attorney Kenyon. The session ended at 1:41 p.m. for an actual session time of 56 minutes. The public was properly informed of the time extension. No actions were taken following executive session.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:43 p.m. The next regular meeting is scheduled for Thursday, May 21, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

---

Amy E. Taylor, Town Clerk

<b>Thursday, May 21, 2020 – Council Chambers – Afternoon Session</b>
--

**CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 1:31 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.

**EXECUTIVE SESSION**

At 1:32 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 20 minutes. Participants: Town Council, Mayor Ghatan, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 1:53 p.m. for an actual session time of 21 minutes. No actions were taken following executive session.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:32 p.m. The next regular meeting is scheduled for Thursday, June 4, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, May 21, 2020 – Council Chambers – Afternoon Session</b>
--

**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**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

FFCOL - SSDP Application No. 104

At 12:03 p.m., Mayor Ghatan introduced discussion of SSDP No. 104 by the Port of Friday Harbor. Land Use Administrator Michael Bertrand explained that the Planning Commission held a public hearing to consider the request to allow construction of boardwalk, installation of trash compactor and changes of use on the main pier and park for public events. The Planning Commission recommends approval of the application. Staff prepared Findings of Fact, Conclusions of Law and Decision for consideration.

**Moved by Hushebeck, seconded by Daniels, to accept the staff report and recommendation of the Planning Commission and approve Shoreline Substantial Development Permit Application No. 104. Motion passed unanimously.**

**Moved by de Freitas, seconded by Hushebeck, to adopt Findings of Fact, Conclusions of Law and Decision for Shoreline Substantial Development Permit Application No. 104 as presented. Motion passed unanimously.**

FFCOL - Rezone Application No. 73

At 12:08 p.m., Mayor Ghatan introduced discussion of Rezone Application No. 73 by the Port of Friday Harbor. Land Use Administrator Michael Bertrand explained that the Planning Commission held a public hearing for the request to rezone a portion of the parcel adjacent to Mullis Street from Public Service to Light Industrial. The subject parcel is known as TPN 351491631 located at 27 Airport Circle Drive. The parcel is currently mixed use with Light Industrial abutting the subject area. The purpose of the request is to allow expansion of existing commercial uses located on the parcel. Discussion followed regarding setbacks, allowable uses, egress and parking requirements.

**Moved by Starr, seconded by de Freitas, to accept the recommendation of the Planning Commission, approve Rezone Application No. 73 and adopt Findings of Fact, Conclusions of Law and Decision for Rezone Application No. 73 as presented. Motion passed unanimously.**

Ordinance No. 1692

At 12:13 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1692 concerning Rezone Application No. 73. Land Use Administrator Michael Bertrand explained that the Ordinance amends the Town's Land Use Map. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1692, rezoning a portion of Tax Parcel No. 351491631 located at 27 Airport Circle Drive, Friday Harbor, Washington. Motion passed unanimously.**

Resolution No. 2559

At 12:18 om, Mayor Ghatan introduced discussion of the lease agreement for the SJI Archery Range. Administrator Wilson explained that the 5-year lease had expired. To date, the Range has been a good tenant of the property. Discussion followed regarding prohibited activities such as smoking and alcohol use.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2559, authorizing the Mayor to execute a lease agreement with SJ Archers for use of unimproved land for the SJI Archery Range located on a portion of the Trout Lake Watershed. Motion passed unanimously.**

Resolution No. 2560

At 12:20 p.m., Mayor Ghatan introduced discussion of radio equipment at the Hillview Terrace Water Tank. Administrator Wilson explained that local agencies have housed emergency equipment in its current location since 2015. The leases have recently expired. No discussion followed.

**Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2560, authorizing the Mayor to execute property use licenses for radio equipment located at the Hillview Terrace Water Tank. Motion passed 4-0 with Monin abstained.**

Resolution No. 2561

At 12:22 p.m., Mayor Ghatan introduced discussion of the Energy Efficiency Project. Administrator Wilson explained that the purpose of the Amendment was to reconcile the agreement for closeout, including removal of certain reporting. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2561, authorizing the Mayor to execute Amendment No. 3 to the agreement for the Energy Efficiency Project. Motion passed unanimously.**

Resolution No. 2562

At 12:26 p.m., Mayor Ghatan introduced discussion of Second Street Repairs. Public Works Director Wayne Haefele explained the scope of additive and deductive items and recommended acceptance. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2562, authorizing the Mayor to execute Change Order No. 1 reconciling the project and accepting the Second Street Asphalt Repairs. Motion passed unanimously.**

Resolution No. 2563

At 12:29 p.m., Mayor Ghatan introduced discussion of work orders for chipsealing services. Administrator Wilson explained that the County is scheduled to chip seal Second Street and Roche Harbor Road the week of June 8<sup>th</sup>. No discussion followed.

**Moved by Starr, seconded by de Freitas, to approve the Request for Interlocal Services between the Town of Friday Harbor and San Juan County for chipsealing services within the Town. Motion passed unanimously.**

Resolution No. 2564

At 12:35 p.m., Mayor Ghatan introduced discussion of the agreement with SJC EDC. Administrator Wilson explained that the EDC is seeking to reallocate approximately \$3,500 of funding to support small businesses recovery during the COVID-19 pandemic. No discussion followed. The Council acknowledged the hard work of the EDC.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2563, authorizing the Mayor to execute Amendment No. 1 to the agreement for economic development programs within the Town. Motion passed unanimously.**

**ADMINISTRATOR'S REPORT**

At 12:40 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Town GIS – The project is taking shape.
- COVID-19 – SJC Board of Health is expected to recommend transition to “Reopen Washington, Phase 2”.  
**Moved by Hushebeck, seconded by Starr, to adopt a statement of support that the Town of Friday Harbor move from Phase 1 to Phase 2 of Reopening Washington, as may be appropriate according to the guidelines issued by the Governor’s Office. Motion passed unanimously.**
- WWTP Solar Array – The project is nearly complete.
- Crosswalk Lights - School District #149 has requested that the Town and County share in costs to upgrade the four flashing crosswalk lights located at the schools. The devices have become unreliable due to their age. **Moved by Hushebeck, seconded by de Freitas, to approve up to one-third of the cost, or approximately \$10,500, to upgrade the traffic safety crosswalk lighting located at the elementary and high schools. Motion passed unanimously.**
- Chip Seal Schedule – The County is tentative schedule for chipseal on Second Street is June 11, 2020.
- HMA Repairs – **Moved by Hushebeck, seconded by Monin, to authorize issuance of a Call for Bid for HMA repair at various locations. Motion passed unanimously.**
- 2020 Graduation Banners – Staff hung the personalized banners for the 2020 Friday Harbor High School graduates.
- Town Hall Renovations – The non-functioning baseboard heaters in the Council Chambers have been replaced with outlets.
- WSDOT “First Last Mile” Grant – Town applied for grant funding to benefit local transit companies.
- Six Year Plan – The public hearing is scheduled June 18, 2020.
- SAO Exit Conference – The meeting is scheduled May 29, 2020.
- COVID-19 – Town was allocated approximately \$72,600 for relief through the CARES Act.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to approve the issuance of Claim Warrant Nos. 46631 through 46673 and EFT payments dated 5/21/20 in the amount of \$234,146.03. Motion passed unanimously.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **March 19<sup>th</sup>, April 23<sup>rd</sup> & May 7<sup>th</sup>, 2020 as submitted.** Motion passed unanimously.

**FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

Mayor Ghatan announced that the Council would hold an executive session immediately following adjournment.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:31 p.m. The next regular meeting is scheduled for Thursday, June 4, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, June 4, 2020 – Council Chambers – Afternoon Session</b>
--

**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 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**

### Water System Plan Update

At 12:08 p.m., Mayor Ghatan opened discussion of the water system plan update. Administrator Wilson explained that the Department of Health proscribes updates every 6 years. Public Works Director Wayne Haefele recommended that AE services be awarded to Brown and Caldwell Engineering based on criteria reviewed earlier in the year for on-call services. Staff will negotiate an agreement if selected.

**Moved by de Freitas, seconded by Monin, to select Brown & Caldwell as consultant engineer for preparation of a Water System Plan Update. Motion passed 3-0 with Daniels and Starr absent.**

### Trout Lake Seismic Analysis

At 12:16 p.m., Mayor Ghatan introduced discussion of the seismic analysis of the Trout Lake Dam. Administrator Wilson and Public Works Director Wayne Haefele explained that the purpose of the hazard assessment was to update the Trout Lake Dam Study with new seismic modeling. AECOM concluded that Trout Lake Dam is expected to remain stable in an extreme seismic event. No discussion followed. No action was taken.

### Capital Facilities Plan

At 12:24 p.m., Mayor Ghatan introduced discussion of the draft 2021 Town Capital Facilities Plan. Administrator Wilson reviewed the projects listed. Inquiry followed regarding projects of interest. The CIP will be reviewed again before sending to the Planning Commission for amendments to the 2020 Comprehensive Plan. No action was taken.

### Six Year Transportation Improvement Plan

At 12:40 p.m., Mayor Ghatan introduced discussion of the draft Six Year Transportation Plan (6YTIP). Administrator Wilson outlined projects listed on the plan. Discussion followed regarding sunset of Transportation Benefit District funding. The public hearing is scheduled June 18th. No discussion followed.

## **ADMINISTRATOR'S REPORT**

At 12:57 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Reopen Washington, Phase 2 – SJC moved into Phase 2.
- Lodging Tax Advisory Committee – LTAC met. A topic of discussion was unused Spring campaign funds.
- Town Utilities – Town has been monitoring and utility funds appear to remain stable.
- Litigation – The lawsuit between Town (Wastewater Treatment Plant) and Wastewater Action Project (WAP) is officially closed.
- CARES Grant – Town has submitted an application for CARES grant funding for reimbursement of COVID-19 related expenses.
- Margo Lake Dam – Ecology is requiring an inspection.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payment Warrant Nos. 17258 thru 17265 & 05/31/2020 Direct Deposit in the amount of \$317,821.39; and payment of ACH & Claim Warrant Nos. 46674 thru 46710 in the amount of \$134,897.03. Motion passed 3-0 with Starr and Daniels absent.

**APPROVAL OF MINUTES**

Minutes were postponed until June 18, 2020.

**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 1:15 p.m. The next regular meeting is scheduled for Thursday, June 18, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, June 18, 2020 – 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), 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**

Christine Desermeaux, local resident, informed the Council of a petition to cancel the annual fireworks show due to COVID-19 concerns. Mr. Desermeaux stated that the petition had 135 signatures. Mayor Ghatan thanked Ms. Desermeaux.

## **ACTION AND DISCUSSION ITEMS**

### Visitors Bureau

At 12:06 p.m., Mayor Ghatan introduced discussion of the summer tourism promotion campaign by the Visitors Bureau (VB). Deborah Hoskinson, Executive Director, requested that the VB be authorized to reorganize its budget to use unspent "spring funds" during the "summer" advertising campaign. Discussion followed regarding spending the money without a guarantee of when San Juan County would be able to move forward in its phasing; possible resurgence of COVID-19 and additional stay-home mandates; and budgeting and return-on-investment of advertising funds during 2020. Administrator Wilson explained that staff had no issue with spending it now or saving it, but warned that the same level of funding would not be available for 2021. Further discussion followed regarding a phased approach to advertising.

**Moved by Hushebeck, seconded by Starr, to allocate \$50,000 of unspent "spring" campaign funding during the "summer" campaign, and re-examine use of left-over funds once approved for Phase 3, Reopen Washington. Motion passed 3-2 with de Freitas and Daniels opposed.**

### Six Year Transportation Improvement Plan

At 12:43 p.m., Mayor Ghatan opened the public hearing for consideration of the Six Year Transportation Improvement Plan for years 2021-2026. 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. 2565

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2565, providing for a Six Year Transportation Improvement Plan for years 2021-2026. Motion passed unanimously.**

## **ACTION AND DISCUSSION ITEMS (CONT.)**

### 2020 Capital Improvement Plan

At 12:46 p.m., Mayor Ghatan introduced discussion of the final draft Capital Improvement Plan. Staff explained that the Planning Department was seeking affirmation that the Council was satisfied with the plan for inclusion in the Comprehensive Plan Updates for year 2020. No discussion followed.

**Moved by Starr, seconded by de Freitas, to approve the Capital Facilities Plan for Comprehensive Plan Updates. Motion passed unanimously.**

### Resolution No. 2655

At 12:50 p.m., Mayor Ghatan introduced discussion of the Water System Plan update. Administrator Wilson explained that the Town negotiated an agreement with the engineering firm of Brown & Caldwell to complete the updates. No discussion followed.

**Moved by de Freitas, seconded by Starr to adopt Resolution No. 2566, authorizing an agreement with Brown & Caldwell for an update to the Water System Plan. Motion passed unanimously.**

Ordinance No. 1693

At 12:52 p.m., Mayor Ghatan introduced discussion of outdoor burning and recreational fires. Administrator Wilson explained that the ordinance recodifies the existing code to an appropriate Chapter and clarifies rules for recreational fires used for residential cooking, heating and enjoyment. Discussion followed about violation and enforcement.

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1693, adopting new regulations concerning recreational burning and recodifying regulations concerning outdoor burning. Motion passed unanimously.**

Ordinance No. 1694

At 12:59 p.m., Mayor Ghatan introduced discussion of time-limited parking on Web Street. Administrator Wilson explained that currently Web Street is designated as 8-hour parking. Business owners have requested that it be changed to 2-hour parking to allow turnover for customers, citing employees are utilizing the parking all day. No discussion followed.

**Moved by de Freitas, seconded by Starr to adopt Ordinance No. 1694, amending time-limited parking on Web Street. Motion passed unanimously.**

COVID-19 - Asymptomatic Testing

At 1:03 p.m., Mayor Ghatan introduced discussion of COVID-19 asymptomatic testing for employees. Administrator Wilson explained that SJC is offering a program to all businesses with over 25 employees for the cost of \$125 per employee. The testing does not test for antibodies. Discussion followed. Council concurred that negative testing results could lead to a false sense of security; however, it was open to covering testing on a case-by-case basis for employees. Administrator Wilson confirmed that insurance covers symptomatic testing. No formal action was taken.

Vactor Truck

At 1:15 p.m., Mayor Ghatan introduced discussion of the budgeted vactor truck for the Wastewater Treatment Plant. Administrator Wilson explained that purchase of the truck was approved recently, however held off due to COVID-19 concerns. Discussion followed regarding the need of acquiring the equipment and possibly adding the vehicle to the available rental pool. **Council consensus to move forward with the purchase of the budgeted vactor truck for the Wastewater Treatment Plant.**

**ADMINISTRATOR'S REPORT**

At 1:20 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Housing Report – A list of active and completed building permits for 2020 was provided.
- FH Art Gallery Brochure – **Council consensus to have the FH Arts Commission consider the request to update the brochure.**
- CARES Grant – Additional funding opportunities for rental relief are available.
- Official Population – Town's population for year 2020 is 2490.
- Compactor Rate Ordinance – Consideration is scheduled July 2<sup>nd</sup>.
- Water Use Efficiency – A public hearing is scheduled July 17<sup>th</sup>. Comments will be submitted as part of Water System Plan updates.
- Fireworks – All permits have been submitted for show. Dr. James still endorses the display provided that social distancing and masks are worn.
- WWTP Outfall Replacement – Ecology has awarded \$30,000 towards the Project.



**PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, approve the payment of Claim Warrant Nos. 46711 through 46759 + EFT 6/17/2020 (1-2) in the amount of \$322,850.17; and approve Treasurer Check Nos. 9928 through 9939 + 2 electronic checks in the amount of \$566,159.57. Motion passed unanimously.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **May 21<sup>st</sup> and June 4<sup>th</sup>, 2020 as submitted.** Motion passed unanimously.

**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 2:02 p.m. The next regular meeting is scheduled for Thursday, July 2, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, July 2, 2020 – 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), 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**

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 statistics and quarterly activities for law enforcement. Discussion and inquiry followed regarding if any "trends" have developed due to Governor Inslee's "Stay Home" orders and the homeless individuals located in Friday Harbor. A request was made for additional speed and traffic enforcement on Guard Street. The Council thanked Sheriff Krebs. No action was taken.

Resolution No. 2567

At 12:27 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2567 concerning pavement repairs at various locations. Administrator Wilson described the scope of work at the six locations. No discussion followed.

**Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2567, awarding a bid and authorizing the Mayor to execute construction documents with Richard Lawson Construction for pavement repairs at various locations. Motion passed unanimously.**

Resolution No. 2568

At 12:23 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2568 concerning the Solar Panel Project. Administrator Wilson explained that the resolution accepts the project as substantially complete dated June 12, 2020 and authorizes staff to move forward with close-out documentation. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2568, accepting the Solar Array Project at the Town Wastewater Treatment Plant. Motion passed unanimously.**

Resolution No. 2569

At 12:28 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2569 concerning rental assistance. Administrator Wilson explained that the resolution authorizes the transfer of funds to the Business Rent Relief Grant Program. The program eligibility and selection process were described. No discussion followed.

**Moved by Starr, seconded by Daniels, to adopt Resolution No. 2569, authorizing the Town Treasurer to allocate \$35,000 from the Town's CARES grant to fund the Friday Harbor Business Rent Relief Grant Program. Motion passed unanimously.**

**Moved by Monin, seconded by Daniels, to appoint Councilmember Hushebeck to the selection committee. Motion passed unanimously.**

COVID-19

At 12:37 p.m., Mayor Ghatan described pending COVID-19 related bills in the State Legislature. No discussion followed.

Emergency Generator

At 12:38 p.m., Mayor Ghatan introduced discussion of a budget request to purchase a new emergency generator at the Wastewater Treatment Plant. Administrator Wilson and Public Works Director Wayne Haele explained that the generator at the Water Treatment Plant is aged and requires additional maintenance. This budget expenditure was previously approved in the 2019 Town Budget, but the equipment was not purchased at the time and expenditure was not carried over into the 2020 Town Budget. The request includes adequate sizing to accommodate future facility improvements.

**Moved by Hushebeck, seconded by Daniels, to approve the purchase request for a new emergency generator at the Water Treatment Plant. Motion passed unanimously.**

Expanded Sidewalk Use

At 12:43 p.m., Mayor Ghatan introduced discussion of expanded sidewalk use for alfresco dining or other business-related uses during the COVID-19 pandemic. Administrator Wilson explained that Town is amiable to the concept, however our topography makes such a request difficult. Discussion followed regarding ADA compliance and safety. **Council consensus to consider any requests presented by the public.**

**ADMINISTRATOR'S REPORT**

At 1:02 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Protective Equipment Grant – Discussion followed regarding whether to develop a grant program to help supply businesses with PPE in an amount of approximately \$50.00 per business. Council concurred that the program had potential, but right now it was “too little, too early.” **Council consensus to postpone to see how COVID-19 and flu season impacts the Town in Fall.**
- Harbor Street Crosswalk – **Council concurred with the installation of a crosswalk at the Harbor Street and Tucker Avenue intersection.**
- SJC Public Works Yard – Town submitted an offer to SJC for purchase of 1000 Guard Street.
- Visitors Bureau Amendment – An amendment was executed to the contract for tourism promotion services.
- Sales Tax – Revenues from sales tax are currently 25-30% below average.
- Employee furlough – Town is able to maintain current staffing levels.

## 2020 Minutes - Town Council of Friday Harbor

- Memorial Park – The Dutch Elm was recently hit by a truck. The holiday lighting was damaged. The Elm will recover.
- Fireworks – “Ambassadors” will be distributing masks for the fireworks.

Mayor Ghatan commented and inquired about the following:

- Missing Mountain Road - The road is officially open to vehicular traffic.
- Radar Signage – Expanded use of radar signage was suggested.
- Argyle Avenue – Consensus to write a letter of support for the County’s installation of continued sidewalk from the SJC Fairgrounds to Pear Point Road.
- Tourism – There have been anecdotal reports of visitors getting “harassed” because they are not local residents (COVID-19).

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to approve payroll and claims as follows:

- Affirm the payment of Payroll Warrant Nos. 17266 through 17276, ACH Payment Nos. 16-18 and Direct Deposit Run dated June 30, 2020 in the amount of \$339,081.49;
- Issuance of Treasurer Check Nos. 9940 through 9952 and electronic check in the amount of \$8,191.80; and
- Approve the payment of Claim Warrant Nos. 46760 through 46799 in the amount of \$181,354.37.

Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Starr, seconded by de Freitas, to approve the minutes of **June 16, 2020 as submitted**. Motion passed unanimously.

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

Councilmember Starr requested information regarding the Washington State Ferries Schedule. Jim Corenman, FAC Chair will be invited for an update.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:53 p.m. The next regular meeting is scheduled for Thursday, July 16, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, July 20, 2020 – 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), 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**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

H/M Funds – SJ Community Theatre

At 12:09 p.m., Mayor Ghatan introduced discussion of the request by the SJ Community Theatre to reallocate 2020 HM funding from promotional to operational expenses in order to mitigate COVID-19. Nathan Kessler-Jeffrey, Director, listed several steps that the Theatre has taken to mitigate their lack of revenues due to mandated shut down. Discussion followed regarding allowable uses of funding.

**Moved by Starr, seconded by de Freitas, to authorize the reallocation contracted funding for operational expenses. Motion passed unanimously.**

Washington State Ferries

At 12:21 p.m., Mayor Ghatan introduced Jim Corenman, SJ Ferry Advisory Committee Chair, to provide an update on Washington State Ferries. Mr. Corenman discussed how COVID-19 will continue to affect the System into year 2021. Sailings will likely remain on the Winter Schedule until next Spring; maintenance is backlogged; sailings are impacted by lack of staff (aging workforce); and budget constraints are compounded. Discussion followed regarding local sailings. The Mayor and Council thanked Mr. Corenman for his advocacy. No action was taken.

PUBLIC HEARING – Water Use Efficiency Goals

At 12:46 p.m., Mayor Ghatan opened the public hearing concerning Water Use Efficiency Goals (WUE). Administrator Wilson explained that Town is holding the hearing to provide an opportunity for customers to comment on WUE listed in the Water System Plan, Section 4.1. Current goals were described.

Mayor Ghatan opened the public input portion of the hearing. No audience members were present to comment. Hearing no testimony, Mayor Ghatan closed the public testimony portion of the hearing. No comments from the Council were forthcoming.

At 12:54 p.m., Mayor Ghatan closed the public hearing concerning Water Use Efficiency Goals. No action was taken.

Ordinance No. 1695

At 12:55 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1695 concerning compactor rates for refuse. Administrator Wilson explained that currently staff manually calculates compactor fees based on actual tonnage and staffing. The purpose of the ordinance was to establish a formal rate schedule in FHMC. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1695, amending portions of Chapter 13.28 FHMC relating to refuse compactors and disposal rates. Motion passed unanimously.**

Purchase Request – 2020 Ford Rangers

At 1:00 p.m., Mayor Ghatan introduced discussion of a purchase request for two new Ford Ranger pickups. Administrator Wilson explained that the Water Department and Refuse Department both have older trucks with issues that should be deemed surplus and replaced. No discussion followed.

**Moved by Starr, seconded by Hushebeck, to approve the quote in the amount of \$60,162.00, including sales tax, for purchase of two 2020 Ford Ranger 4WD Pickups for the Water and Refuse departments. Motion passed unanimously.**

Resolution No. 2570

At 1:06 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2570 concerning the WWTP Upgrade Project. Administrator Wilson explained that Town had previously contracted with Wilson Engineering, but had a need to solicit proposals due to the type of funding. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2570, selecting Wilson Engineering for design of the Wastewater Treatment Plant Upgrade Project. Motion passed unanimously.**

Resolution No. 2571

At 1:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2571 concerning the Front Street Boardwalk Project. Administrator Wilson explained that Gull Wing Construction submitted the low responsive proposal of \$18,750 to install the curb and gutter on Front Street for the Boardwalk Project. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2571, ratifying the agreement with Gull Wing Construction for installation of curb and gutter on Front Street. Motion passed unanimously.**

Resolution No. 2572

At 1:14 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2572 concerning a ROW encroachment license on Front Street. Administrator Wilson explained that the long-term license designates allowable activities by the Port of Friday Harbor in the Front Street ROW. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2572, authorizing the Mayor to execute an encroachment license with the Port of Friday Harbor for a portion of opened right-of-way on Front Street adjacent to Fairweather Park. Motion passed unanimously.**

**ADMINISTRATOR'S REPORT**

At 1:16 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Budget Requests – A call for 2021 Town Budget Requests has been issued.

## 2020 Minutes - Town Council of Friday Harbor

- Intermodal Study – The Town is jointly funding a study with the EDC and Port to determine the impacts if the Sidney, BC run is cancelled.
- Second Street – Fog seal is scheduled July 27, 2020.
- Plastic Bag Ban – The new legislation goes into effect January 2021.
- Water System Plan – The first meeting with Engineers is scheduled July 17, 2020.
- Solar Array – The project continues to be a success.
- Warbass Statue – The sculpture is scheduled for delivery the first week of August 2020.
- Crack Seal Machine – Town has purchased a machine for crack sealing pavement.
- Dutch Elm – The lighting at Memorial Park is repaired. The invoice will be paid by the trucking company that damaged the tree.
- Radar signage – The signs cost \$1,700 each and will be place at major transition points entering Town.

### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 46800 through 46850 and electronic transfers in the amount of \$279,457.55. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **July 2, 2020 as submitted**. Motion passed unanimously.

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

Mayor Ghatan inquired about requests by business owners for use of sidewalk. Administrator Wilson stated that there were no new requests.

Councilmember Hushebeck inquired about the 14 applications for business rental assistance.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:39 p.m. The next regular meeting is scheduled for Thursday, August 5, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, August 6, 2020 – 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**

## 2020 Minutes - Town Council of Friday Harbor

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

### **PUBLIC HEARING**

#### 2020 Town Budget Amendments

At 12:02 p.m., Mayor Ghatan opened the public hearing concerning 2020 Town Budget amendments. A budget memo explaining fund balances was distributed to the public and Council by Treasurer Wilson prior to the hearing. Mayor Ghatan opened the public testimony portion of the meeting. No members of the public were present to submit testimony. No discussion followed by Council or staff. Mayor Ghatan closed the public hearing at 12:04 p.m.

### **ACTION AND DISCUSSION ITEMS**

#### Ordinance No. 1696

**Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1696, adopting amendments to the 2020 Town Budget. Motion passed 3-0 with Daniels and Starr absent.**

#### Resolution No. 2573

At 12:05 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2573 concerning the Water Treatment Plant GAC System. Administrator Wilson and Public Works Director Wayne Haefele explained that Town is experiencing an unexplained and rapid decline in the quality of carbon media with the GAC System, which could be impacts from use of a new product (coconut-based carbon) or an indicator of other water treatment issues. Based on the lead time needed for preparation and delivery of supply, Town made an emergency purchase of "virgin" media from the former supplier, Calgon Carbon Corporation in order to establish a baseline to determine the cause of treatment issues. Discussion followed regarding the types of organics or potential changes to sources that could be causing the issue.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2573, declaring an emergency and ratifying the purchase of granular activated carbon from Calgon Carbon Corporation for the adsorption system at the Water Treatment Plant. Motion passed 3-0 with Daniels and Starr absent.**

#### Resolution No. 2574

At 12:24 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2574 concerning Aug-2. Administrator Wilson and Public Works Director Wayne Haefele explained that the Aug-2 pumping station needs to be retrofitted with the ability to pump at variable speeds to avoid the jarring water pressure through the system when the pumps turn on. Improvements also include upgrading the electrical service for significant reduction of power consumption. The improvements are listed on the adopted Capital Facilities Plan for the water utility. No discussion followed.



**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2574, authorizing the Mayor to execute a contract with JL Electric, LLC for installation of a variable-speed pump at the Water Treatment Plant Aug-2 Pump Station. Motion passed 3-0 with Daniels and Starr absent.**

Resolution No. 2575

At 12:29 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2575 concerning the Port Boardwalk Project. Administrator Wilson explained that the Town's curb and gutter portion of the project has been installed and inspected. Change Order No. 1 reconciles the project and the Town Engineer recommends acceptance of the work. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2575, authorizing Change Order No. 1 in the deductive amount of \$2,177.95 and accepting the project. Motion passed 3-0 with Daniels and Starr absent.**

Resolution No. 2576

At 12:31 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2576 concerning the WWTP Headworks Project. Administrator Wilson explained that Change Order No. 6 reconciles the project. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2576, authorizing the Mayor to execute Change Order No. 6 reconciling the WWTP Headworks Project. Motion passed 3-0 with Daniels and Starr absent.**

Resolution No. 2577

At 12:33 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2577 regarding an unclaimed warrant. Administrator Wilson explained that warrants are procedurally cancelled by Resolution. The unclaimed warrant belongs to Strider Construction in the amount of \$2,665.65. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2577, authorizing the Treasurer to cancel Warrant No. 45360. Motion passed 3-0 with Daniels and Starr absent.**

Resolution No. 2578

At 12:35 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2578 regarding SJC Public Works located at 1000 Guard Street. Administrator Wilson presented the purchase sale agreement for the parcel, pending conditions, in the amount of \$640,000. Town will have 10 days per conditions to open an Escrow Account with earnest monies for the property. The property will close in April 2021 if all conditions are found satisfactory by the Town and County. Discussion followed regarding the (550) Public Works Capital Fund balance.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2578, authorizing the Mayor to execute a purchase and sale agreement with San Juan County for the SJI Road Maintenance Yard located at 1000 Guard Street. Motion passed 3-0 with Daniels and Starr absent.**

Resolution No. 2579

At 12:40 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2579 regarding litigation for the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson explained that the current budget for attorney fees with William Linton for litigation with Strider has been exhausted. Administrator Wilson requested that the Council authorize an additional \$30,000 budget to extend services through scheduled mitigation with Strider in September. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2579, authorizing the Mayor to execute Amendment No. 3 to the 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 3-0 with Daniels and Starr absent.**

#### Business Rental Assistance Program

At 12:44 p.m., Mayor Ghatan introduced discussion of the business rental assistance program. Administrator Wilson explained that Council allocated \$35,000 of the \$72,600 state-awarded Corona Relief Funds (CRF) to a Town Business Rent Relief Grant Program. The Town received 54 applications requesting a total of \$103,785. The Town used less of the total CRF than anticipated, so the Review Committee recommends that the Council increase the grant program allocation to \$50,000. Review of applications and recommendation for allocations was based on a variety of criteria, including the total rent due, number of employees, location, number of years in business, seasonality, degree of essentialness to tourism or local residents and whether or not the business had funding available through other sources.

**Moved by Monin, seconded by Hushebeck, to authorize up to \$50,000 from Corona Relief Funds and accept the recommendation of the Review Committee for allocation of funding. Motion passed 2-0 with de Freitas abstained and Starr and Daniels absent.**

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to adopt Payment of Claims and Payroll as follows. Motion passed 3-0 with Daniels and Starr absent.

- To affirm the payment of Payroll Warrant Nos. 17277 through 17284, Direct Deposit dated 07/31/2020, and ACH Payment Nos. 19 through 21 in the amount of \$338,942.43;
- Issuance of Treasurer Check Nos. 9953 through 9961 including electronic transfers in the amount of \$16,714.96; and
- Approve the payment of Claim Warrant Nos. 46851 through 46908 in the amount of \$410,643.12.

#### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of **July 16, 2020 as submitted**. Motion passed 3-0 with Daniels and Starr absent.

#### **ADMINISTRATOR'S REPORT**

At 12:55 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Sidewalk (ROW) Use – Vinnie's Ristorante has requested use of 3 parking spaces to accommodate al fresco seating during COVID-19. **Council consensus that they have no objection to use from now through October 2020.**
- Map Plotter – Land Use Administrator Bertrand has offered to donate his personal map plotter to the Town if Town would purchase all of its unopened ink toner cartridges. Council consensus to accept the gift of a used map plotter from (employee) **Land Use Administrator Bertrand and purchase unopened ink toner cartridges at cost for \$115 each.**
- Utility Deferred Payment Plan – **Council consensus to approve and authorize staff to issue notice regarding the Utility Assistance Deferred Payment Plan for utility payments during COVID-19.**
- Solar Project – Town may be generating up to 17% of energy costs at the WWTP.
- Sales Tax – Collections remain low but stable.
- COVID-19 Asymptomatic Testing – Eight employee took advantage of testing. No results have been received.
- Mullis Street – Town has received complaints about visibility from the U-Haul parking on Mullis Street. **Council consensus to amend the parking if needed.**

**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 1:08 p.m. The next regular meeting is scheduled for Thursday, August 20, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, August 20, 2020 – 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), 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**

### CARES Grant Application

At 12:04 p.m., Mayor Ghatan introduced discussion of the joint application with San Juan County for Covid-19 Relief grant funding. Administrator Wilson explained that the County has been allocated \$34,904 in funding, and the Town has been allocated \$14,135. There is a \$1,000 incentive for the County and Town to apply jointly as a consortium. Ryan Page, SJC Housing Program Coordinator, explained that funded activities must benefit low and moderate-income persons or meet certain CDBG criteria. The Town intends for the funding to be allocated directly to the Family Resource Center. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to apply as a consortium (joint application) with San Juan County to the Washington State Department of Commerce for CDBG-CV1 grant funding. Motion passed 4-0 with Starr absent.**

### Ellsworth / Rhone Sewer Project

At 12:11 p.m., Mayor Ghatan introduced discussion of the Ellsworth /Rhone Sewer Project. Administrator Wilson and Public Works Director Wayne Haefele described the project and explained that the bidding environment is favorable. The project reroutes Rhone Street sewer main and replaces a failing portion on Ellsworth Avenue. The engineering estimate is \$175,000. Discussion followed regarding the urgency of the project.

**Moved by de Freitas, seconded by Monin, to authorize the call for bid for the Ellsworth / Rhone Sewer Project. Motion passed 4-0 with Starr absent.**

## **ADMINISTRATOR'S REPORT**

At 12:19 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Destination Marketing Agreement – Town is unable to estimate the amount of hotel motel excise that will be available for destination marketing in year 2021. Discussion followed regarding an amendment with the Visitors Bureau agreement to instead allocate an amount deemed appropriate by the Town Council. **Moved by Daniels, seconded by Hushebeck, to authorize the Mayor to suspend the Visitors Bureaus' automatic allocation for year 2021 and negotiate an amount through the Town's normal budgeting process. Motion passed 4-0 with Starr absent.**
- Water Treatment GAC System – The new media at the Plant is filtering as anticipated. Other treatment issues have been identified, such as one solar bee needing repair.
- Granny's Way – The street will be closed on August 27<sup>th</sup> for asphalt repair.
- Radar speed signage – Locations for radar signs were discussed. **Council consensus to bring a final proposal back for signage.**
- ROW Use – Vinnie's Restaurant has thanked the Town for allowing temporary sidewalk use for outdoor dining.
- Articulating mower – The Town needs an articulating mower. SJC has offered to sell one of its used mowers to the Town for \$40,000. Staff will report back to the Council.
- Mullis Street Reconstruction – The project is scheduled to bid for construction in early 2021. Engineers are looking into any possible geotechnical issues, such as the nearby wetland.
- Zylstra Lake Interim Plan – SJC Landbank is soliciting a new round of comments for this year's interim Plan.
- SJC Road Maintenance Yard – Town opened an escrow account in accordance with the purchase sale agreement for 1000 Guard Street.
- Warbass Way Sculpture – Installation of the sculpture is still scheduled in September.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to approve Claim Warrant No. 46909 through 47000 & EFT 1-2 dated August 20, 2020 in the amount of \$171,354.87. Motion passed 4-0 with Starr absent.

**APPROVAL OF MINUTES**

Minutes were postponed until September 3, 2020.

**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 1:12 p.m. The next regular meeting is scheduled for Thursday, September 3, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, September 3, 2020 – 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.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

## **PUBLIC ACCESS TIME**

Lynn Danaher, Malcom Street Properties, submitted a written proposal that Town adopt a minimum two-year allowance for residential uses in commercial zoning or a moratorium on restrictions that limit residential uses of commercial uses. Ms. Danaher commented on the need for affordable housing. Mayor Ghatan thanked Ms. Danaher for her presentation and comments.

## **ACTION AND DISCUSSION ITEMS**

### Resolution No. 2580

At 12:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2580 concerning the WWTP Headworks Project. Administrator Wilson explained that the project has been completed and labor and materials have been reconciled. The Engineer recommends acceptance of the project. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2580, accepting the WWTP Headworks Project. Motion passed 4-0 with Monin absent.**

### Radar Speed Signs

At 12:15 p.m., Mayor Ghatan introduced discussion of the updated quote for six radar speed signs to be located at the main transition point from County to Town limits. Administrator Wilson listed the street locations and noted that the Friday Harbor Fire Fighter's Association was contacted regarding possibly contributing to the project financially. No discussion followed.

**Moved by Starr, seconded by de Freitas, to proceed with the purchase of radar speed signs from Elan City in the amount of \$16,272.00. Motion passed 4-0 with Monin absent.**

## **WORK SESSION**

### 2021 Town Budget

At 12:16 p.m., Mayor Ghatan opened the work session on the 2021 Town Budget Process. Administrator Wilson reported on the following:

- Brief summary of revenues.
- LTAC allocation of 2021 hotel motel excise tax grants.
- Arranging electronic study session(s) for review of the upcoming budget.
- Implementing preliminary rate increase of 2% for sewer utility with no other utility rate increases anticipated.

The Council was asked to submit any requests or projects to include in the preliminary budget. The Council and Mayor thanked Administrator Wilson and Treasurer Wilson.

## **EXECUTIVE SESSION**

At 12:29 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding potential 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, Town Attorney, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 12:59 p.m. for an actual session time of 30 minutes. The public was informed of the time extension. No actions were taken following executive session.

## **ADMINISTRATOR'S REPORT**

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

- CARES Reimbursement – SJC Auditor Henley was thanked for including costs for the cancelled ballot measure in CARES relief funding. The recent ballot was cancelled due to economic concerns for residents.

- CARES Reimbursement – Deadlines for grants have been extended.
- Ellsworth Sewer Replacement Project – Town is working with the owner to secure new utility easements for the project. Town will bid the project in September.
- 2021 H/M Grant – The LTAC will be reviewing applications for a limited grant process in early October.
- Sales tax – The newest report shows that sales tax revenue is approximately 30% down from prior years.
- Water Treatment Plant - The new carbon media for the GAC filter is working as expected. The solar bees were recently repairs. Both should help with recent trihalomethane spikes.
- Articulating Mower – SJC has opted to use a public auction website for the mower. The auction date is set for September 14, 2020.
- Wastewater Treatment Plant – Town is seeking bids for asphalt sealcoating for the entire plant. A contract should be presented in Fall.
- US Census – San Juan County is approximately 55% of the estimated count. Enumerators are currently canvassing neighborhoods.

#### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Starr, to adopt Payment of Claims and Payroll as follows. Motion passed 4-0 with Monin absent.

- To affirm the payment of Payroll Warrant Nos. 17285 through 17292, Direct Deposit Run dated 08/31/2020, and ACH Payment Nos. 22 through 24 in the amount of \$320,384.53;
- Issuance of Treasurer Check Nos. 9962 through 9980 including electronic transfers in the amount of \$13,252.96; and
- Approve the payment of Claim Warrant Nos. 47001 through 47043 in the amount of \$441,225.74.

#### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Daniels, to approve the minutes of **August 6<sup>th</sup> and 20th, 2020 as submitted.** Motion passed 4-0 with Monin 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, September 17, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk



<b>Thursday, September 17, 2020 – 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), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Barbara Starr (Position No. 5). Tim Daniels (Position No. 4) 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 Daniels.

**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 Chamber's operations and stability of small local businesses during the COVID-19 pandemic. Discussion followed regarding financial hardships that the smaller brick and mortar face. Mayor Ghatan and the Council thanked Ms. Day. No action was taken.

Resolution No. 2581

At 12:23 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2581 concerning sealcoating at the Wastewater Treatment Plant. Administrator Wilson and Public Works Director explained that sealcoating is needed to protect new and existing asphalt at the WWTP. Sealcoating protects and extends the life and appearance of pavement by not letting air to the oils in pavement. The Town negotiated with Richard Lawson Construction to reimburse a portion of the work in lieu of rejecting a portion of the asphalt. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2581, awarding a bid and authorizing the Mayor to execute construction documents with San Juan Sealcoating & Striping, LLC for asphalt sealcoating and striping at the Wastewater Treatment Plant. Motion passed 4-0 with Daniels absent.**

Elsworth Avenue/Rhone Street Sewer Main Project

At 12:33 p.m., Mayor Ghatan introduced discussion of bid for the Elsworth Avenue/Rhone Street Sewer Main Project. Two bids were received on September 16, 2020 utilizing the Small Works Roster. The lowest bid was contested. Administrator Wilson recommended that both bids be rejected and new call for bids issued. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to reject the bids received on September 16, 2020 and direct staff to issue a new call for bids for the Elsworth Avenue/Rhone Street Sewer Main Project. Motion passed 4-0 with Daniels absent.**

#### **ADMINISTRATOR'S REPORT**

At 12:37 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Federal Tax Deductions – Town and employees are opting to continue paying FICA rather than delaying repayment until year 2021.
- COVID-19 Relief – **Moved by Hushebeck, seconded by Monin, to authorize the Mayor to execute Amendment No. 1 to the CARES Grant Funding Agreement (20-6541C-185A) through the Washington State Department of Commerce in the amount of \$36,300. Motion passed 4-0 with Daniels absent.**
- COVID-19 Relief – **Council consensus to use a portion of the CARE funding to fund the annual “Cold Winter Shelter” program.**
- Hotel Motel Tax Program – LTAC meets on October 8, 2020 to consider and make a recommendation for funding programs in year 2021.
- SJC Utility Franchise Agreement – The current water franchise between SJC and Town is due to expire. A new agreement is being drafted.
- WSF Economic Impact Study – The EIS for the Anacortes to Sidney, BC run is available for review.
- Lampard Road Sidewalk – Town is engineering designs to complete the sidewalk on Lampard Road.
- Blair Avenue Mural – The RFP for the project will be reissued with a limited scope.
- Code Enforcement – Town is exploring the impacts of amending the definition of “transient accommodation” to from 30 days to 60 days.
- Pre-write Warrant – A warrant was requested for right-of-way acquisition associated with the Mullis Street Project. See Payment of Claims for motion.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to authorize the issuance of Claim Warrant Nos. 47044 through 47088 and EFT 1-2 dated September 17, 2020 in the amount of \$140,885.02. Motion passed 4-0 with Daniels absent.

Moved by Starr, seconded by Monin, to authorize a prewrite warrant in the amount of \$1,370 to Albert Shilton for right-of-way acquisition located at 535 Market Street. Motion passed 4-0 with Daniels absent.

#### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **September 3, 2020 as submitted.** Motion passed 4-0 with Daniels absent.

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

Mayor Ghatan will include discussion of the Utility Assistance Program.

#### **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 1, 2020 at 12:00 p.m.

# 2020 Minutes - Town Council of Friday Harbor

## TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, October 1, 2020 – 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), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Barbara Starr (Position No. 5). Tim Daniels (Position No. 4) 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 Daniels.

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Ghatan announced that the meeting would be continued to October 8, 2020 for the purpose of unfinished business.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **ACTION AND DISCUSSION ITEMS**

### SJC Economic Development Council

At 12:03 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 2021. Ms. Compton presented a local economic snapshot throughout the COVID-19 pandemic to date and reviewed EDC offerings. The work of the EDC has largely shifted focus to small business support through the pandemic. The Council was provided a 2021 budget request of \$43,470 to support the 2020/2021 initiatives, reflecting an increase of 0% COLA plus \$3,500 for new programming costs through Skagit Valley College. (Total budget request of \$46,970 in the General Fund #001.) Discussion followed concerning staffing a coordinator to enable a business recovery. Mayor Ghatan thanked Ms. Compton. No action was taken. The budget request will be considered.

## **DEPARTMENT REPORTS**

### Public Works

At 12:19 p.m., Public Works Director, Wayne Haeefe provided a status update on current and upcoming construction projects. Mr. Haeefe thanked the Town Crew for their performance throughout the COVID-19 pandemic. No actions were taken.

### Community Development & Planning

At 12:31 p.m., Land Use Administrator, Michael Bertrand provided a report on the current housing stock. Approximately 196 new units in various zoning have been added to stock in last 5 years. No actions were taken.

## **ACTION AND DISCUSSION ITEMS**

### Planning Commission – Comprehensive Plan

At 12:35 p.m., Mayor Ghatan introduced discussion of the Planning Commission's recommendation regarding the Comprehensive Plan. Land Use Administrator Mike Bertrand described the PC findings regarding one reclassification request and two text changes. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt the Planning Commission recommendation to approve the proposed 2020 Amendments to the 2018 Comprehensive Plan. Motion passed 4-0 with Daniels absent.**

### Planning Commission – Rezone Application No. 74

At 12:48 p.m., Mayor Ghatan introduced discussion of the Planning Commission's recommendation regarding Rezone Application No. 74. Land Use Administrator Mike Bertrand described the subject parcel and PC findings. Discussion followed regarding future development and uses at the site.

**Moved by Monin, seconded by \_\_\_\_\_, to approved the Planning Commission recommendation to approve Rezone Application No. 74 with modification to include a developer's agreement; and direct staff to prepare findings of fact, conclusions of law and decision. Motion passed 4-0 with Daniels absent.**

### Lodging Tax Advisory Committee – Member Pro-tem

At 12:49 p.m., Mayor Ghatan explained that Councilmember Daniels was not available for the annual LTAC meeting to discuss allocations and asked if any Councilmember would volunteer to substitute. Councilmember Starr volunteered to attend the October 8, 2020 meeting. The Council concurred.

### Lodging Tax Advisory Committee - Allocation

At 12:52 p.m., Mayor Ghatan introduced discussion of 2021 Hotel Motel Grant Allocation. Administrator Wilson recommended that Council set a preliminary grant allocation of up to \$40,000 from the 2<sup>nd</sup> 2% H/M fund for the 5

applications received; plus \$180,000 with stipend of unused 2020 funding to the Visitors Bureau for destination marketing. Discussion followed regarding allocation of more from reserves in the fund.

**Moved by Hushebeck, seconded by Starr, to authorize a preliminary allocation of \$50,000 from the 2<sup>nd</sup> 2% H/M Fund for the 2021 Tourism Grant Program. Motion passed 4-0 with Daniels absent.**

**Moved by Hushebeck, seconded by Starr, to authorize \$180,000 be allocated to the Visitors Bureau for destination marketing in year 2021, with up to \$11,000 of any unspent budget for year 2020 rolled over for use (*maximum \$191,000*). Motion passed 4-0 with Daniels absent.**

Resolution No. 2582

At 1:05 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2582 accepting a quit claim deed. Administrator Wilson explained that the QCD enables installation of proper ADA crosswalk for the Mullis Street Reconstruction Project. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2582 accepting a quit claim deed for right-of-way at 535 Market Street. Motion passed 4-0 with Daniels absent.**

Resolution No. 2583

At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2583 concerning the 2020 Asphalt Repair Project. Administrator Wilson explained that Richard Lawson Construction completed the work at various locations. Change Order No. 1 reconciles materials prior to acceptance. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2583 authorizing Change Order No. 1 and accepting the Y2020 asphalt concrete pavement repairs at various locations. Motion passed 4-0 with Daniels absent.**

Harbor Life Ring Program (November)

At 1:09 p.m., Mayor Ghatan introduced discussion of the annual Harbor Life Ring donation to the FH Food Bank in November. Administrator Wilson requested that Town increase its matching grant because of the COVID-19 pandemic. Council consensus to authorize a matching grant in the amount of \$2,000 for the Friday Harbor Food Bank for November 2020.

**ADMINISTRATOR'S REPORT**

At 1:10 p.m., Administrator Wilson presented the Town Council with an update of the following:

- SJC PFFAP Application Process – Town did not submit an application for year 2021. The previous award is available for use on the new pocket park in 2021. In addition, Town continues to receive its allocation for the Wastewater Treatment Plant. Applications received by the County were reviewed, including an application for a glass crushing recycling program. **Council consensus to have a work session for potential glass recycling program.**
- Accessory Dwelling Units – Staff is drafting a memo regarding potential impacts of accessory dwelling units in Town limits. A work session will be scheduled thereafter.
- Local Construction Trades – Town is receiving reports that local construction trades have slowed because of product availability due to COVID-19 pandemic.
- Radar Speed Signage – The FH Firefighters Association has awarded the Town funding to supplement costs.
- Ed Warbass Sculpture – The Artist will install the Sculpture the week of October 5<sup>th</sup>.
- Wireless Water Meters – Apollo Solutions Group identified grants that could fund a portion of the project.

## 2020 Minutes - Town Council of Friday Harbor

- Trout Lake Watershed – Town made the decision to use Town employees rather than contract for watershed thinning (fire risk reduction).
- 2021 Town Budget – The preliminary budget will be distributed to the Council by October 5<sup>th</sup>.
- Refuse Utility – Administration is meeting with the Town Refuse Crew about purchase of new a new packer truck. Discussion will involve whether to have a “side-loader”.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrants 17293 thru 17303, ACH 25 thru 27, and Direct Deposit Run dated 9/30/2020 in the amount of \$340,125.35; and approve Claim Warrant Nos. 47090 thru 47124 and ACH payments in the amount of \$124,397.55. Motion passed 4-0 with Daniels absent.

### **APPROVAL OF MINUTES**

Approval of minutes was postponed until October 15, 2020.

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

Mayor Ghatan will include a work session for impacts of accessory dwelling units on a future agenda.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 1:40 p.m. The next regular meeting is scheduled for Thursday, October 15, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, October 8, 2020 – Council Chambers – Continued Session</b>
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**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), Anna Maria de Freitas (Position No. 3) and Barbara Starr (Position No. 5). Tim Daniels (Position No. 4) was absent.

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

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**ACTION AND DISCUSSION ITEMS**

At 3:01 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2584 concerning the Elsworth Avenue Rhone Street Sewer Project. Administrator Wilson and Public Works Director explained that the one bid was received after resoliciting the project. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2584 awarding the bid for the Elsworth Avenue Rhone Street Sewer Project to Mike Carlson Enterprises; and authorizing the Mayor to execute a unit price with base bid contract amount of \$195,886.00, excluding sales tax, and associated construction documents. Motion passed 4-0 with Daniels absent.**

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 3:07 p.m. The next regular meeting is scheduled for Thursday, October 15, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, October 15, 2020 – Council Chambers – Afternoon Session</b>
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**CALL TO ORDER**

Mayor Pro-tem Hushebeck 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).

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

Mayor, Farhad Ghatan and Councilmember Noel Monin (Position No. 2) were absent.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin.

**FLAG SALUTE**

Mayor Pro-tem Hushebeck conducted the flag salute.

**PUBLIC ACCESS TIME**

Brian Goodremont, San Juan Safaris, requested that the Council endorse opposition to new draft rules for commercial whale watching for Southern Resident orca whales. The request was prompted by Senate Bill 5577/2019 under consideration by Washington Fish and Wildlife. WDFW is seeking comment until December. The topic will be added to the November 5<sup>th</sup> agenda.

Diane Martindale, FHAC Member, expressed that the arts community is experiencing hardship due to the COVID pandemic and encouraged the Council to be sensitive to when considering distribution of CARES funding.

**ACTION AND DISCUSSION ITEMS**

Budget Request - SJI Chamber of Commerce

At 12:14 p.m., Mayor Ghatan introduced Becki Day, SJI Chamber of Commerce Director, to make a budget request for year 2021. Ms. Day submitted a written request for \$56,000 and \$7,000 for Fourth of July activities. Mayor Ghatan thanked Ms. Day. Council consensus to add to the preliminary budget.

Resolution No. 2585

At 12:19 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2585 concerning the Business Rent Relief Grant II Program. Administrator Wilson explained that there is approximately \$30,000 in CARES funding available to issue a second program. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2585, authorizing the allocation of \$30,000 from the Town's CRF to fund the Friday Harbor Business Rent Relief Grant II Program. Motion passed 4-0 with Monin absent.**



Resolution No. 2586

At 12:23 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2586 concerning the fire services agreement. Administrator Wilson explained that the current agreement is due to expire. The amendment to extend the agreement for one year will allow the District and Town to seek annexation or negotiate a successor interlocal agreement. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2586, authorizing the Mayor to execute Amendment No. 2 to the agreement with Fire District 3 for an extension of fire protection services. Motion passed 4-0 with Monin absent.**

Hotel Motel Tourism Promotion Grant

At 12:25 p.m., Mayor Ghatan introduced discussion of the 2021 Hotel Motel Tax Grant. Administrator Wilson explained that the LTAC met to consider five grant requests totaling \$64,790. The LTAC recommends fully funding four proposals with the balance of the \$50,000 allocation going to the Whale Museum and to supplement the Whale Museum with any unused 2020 grant award funds. Discussion followed regarding the recommendation of partial funding to the Whale Museum.

**Moved by Starr, seconded by Hushebeck, to accept the recommendation of the Lodging Tax Advisory Committee in their memorandum dated and include funding in the draft 2021 Town Budget. Motion passed 4-0 with Monin absent.**

Ordinance No. 1697

At 12:38 p.m., Mayor Ghatan introduced discussion of 2020 Amendments to the 2018 Comprehensive Plan. Land Use Administrator Mike Bertrand explained that amendment includes updates to tables and approve one reclassification request. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1697, amending the 2018 Comprehensive Plan for the Town of Friday Harbor. Motion passed 3-0 with Daniels abstained.**

**ADMINISTRATOR'S REPORT**

At 12:41 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Cold Weather Shelter – A new agreement for 2020-2021 is anticipated.
- Tucker Avenue Reconstruction Project – Mediation with Strider Construction was unsuccessful.
- Preliminary 2021 Town Budget – The Council has been issued the preliminary 2021 Town Budget.
- Sunshine Alley Restrooms – Town has issued a call for bid for 2021-2023 janitorial services.
- Warbass Way Sculpture – Town is receiving compliments about the installation.
- Accessory Dwelling Units – Council will hold a work session on November 5, 2020.
- AWC – RMSA has a new program manager.
- Trout Lake Watershed – Council consensus to allow reasonable overtime for employees involved with the watershed project.
- Sidewalk Improvement – Caldwell Banker has requested beautification of the sidewalk at the intersection of Spring and First Street.
- Utility Shutoffs – All delinquent account shut-offs are extended to December 31, 2020 per Governor Inslee's proclamation.
- 1000 Guard Street – The RFPs for Phase 1 site assessment are due October 30<sup>th</sup>.

**PAYMENT OF CLAIMS**

Moved by Starr, seconded by de Freitas, to approve the issuance of Claim Warrant Nos. 47125 through 47173 & 10/14/20 EFT 1-2 dated October 15, 2020 in the amount of \$194,429.49; and affirm the issuance of Check Nos. 9981 through 9989 and 1 electronic check payment issued by the Treasurer for the month of September 2020 in the amount of \$21,268.83. Motion passed 4-0 with Monin absent.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **September 17th, October 1st and October 8th, 2020 as submitted.** Motion passed 3-0 with Daniels abstained.

**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 1:00 p.m. The next regular meeting is scheduled for Thursday, November 5, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, November 5, 2020 – 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), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5). **Councilmember Starr was excused from the meeting at 1:00 p.m.**

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**

Janet Thomas, Orca Relief, encouraged the Council to support Senate Bill 5577 and comment to WDFW regarding draft rules for commercial whale watching designed to reduce vessel impacts on Southern Resident killer whales. Ms. Thomas provided reading information.

Brian Goodremont, San Juan Safaris, encouraged the Council to oppose Senate Bill 5577 and comment to WDFW regarding draft rules for commercial whale watching designed to reduce vessel impacts on Southern Resident killer whales. Mr. Goodremont stated that best available science debunks the claims that whale watching has a negative impact on the population and that commercial whale watching guides provide education about and often provide a buffer for the population.

Kelley Balcomb-Bartok, Pacific Whale Watch Associates, encouraged support of the whale watching community and best available science.

## **PUBLIC HEARING**

### USDA – 2020 Funding Application for Wastewater Treatment Plant Upgrades

At 12:13 p.m., Mayor Ghatan opened the public hearing for comments regarding the Town's funding application for sanitary sewer system upgrades.

Mayor Ghatan announced that the Town of Friday Harbor intends to file an application for federal financial assistance with the U. S. Department of Agriculture, Rural Development, Rural Utilities Service for the for funding of upgrades to the existing wastewater treatment plant. These upgrades consist of the design and replacement of the sewer treatment plant SBR treatment system with an extended aeration activated sludge treatment system.

This project upgrade consists of many components including the addition of an equalization basin, adding an anoxic basin, converting the existing SBR basins to aeration basins, upgrading UV disinfection equipment, and adding external clarifiers. Another major component is upgrading biosolids handling equipment which will be housed in a new building and contain a centrifuge dewatering system and conveyance equipment.

Mayor Ghatan opened the hearing to public comment. No audience was in attendance. Hearing no testimony, Mayor Ghatan closed the public hearing. No action was taken.

## **ACTION AND DISCUSSION ITEMS**

### Senate Bill 5577/2019 – Commercial Whale Watching Rules

At 12:15 p.m., Mayor Ghatan opened discussion regarding SB5577, commercial whale watching rules for Southern Resident Orca. Administrator Wilson explained that the purpose of discussion was to consider whether the Council wished to provide public testimony to Washington State Fish & Wildlife by the December 5, 2020 deadline. Mr. Wilson cautioned that commenting formally could disenfranchise local groups and residents who both have valid arguments in support or opposition of the legislation. Councilmembers took turns voicing their personal views of the issue and offered to comment individually. No formal action was taken.

### Accessory Dwelling Units

At 12:33 p.m., Mayor Ghatan opened discussion regarding the allowance of accessory dwelling units (ADU). Administrator Wilson described the pros, cons and potential impacts of allowing ADUs in the single-family residential zone. Discussion followed regarding whether the Town would want to change single-family zoning to accommodate ADUs. **Council consensus for staff to research the matter further.**

### Apollo Solutions – Wireless Water Meter Reading

At 1:05 p.m., Mayor Ghatan opened discussion regarding the Water Meter Replacement Project. Administrator Wilson explained that Apollo Solutions Group has offered a proposal to perform an investment grade audit of Town water meters to identify cost-effective improvements. **Council consensus to move forward with the audit.**

Resolution No. 2587

At 1:17 p.m., Mayor Ghatan introduced discussion of Resolution No. 2587 regarding building inspection services. Administrator Wilson explained that the purpose of the agreement was to contract with former Land Use Administrator Michael Bertrand to conduct building inspection services in the interim while Town seeks his replacement. Discussion followed regarding the adequacy of virtual inspections.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2587, authorizing the Mayor to execute an agreement with Michael Bertrand for building inspection and plan review services. Motion passed 4-0 with Starr absent.**

Resolution No. 2588

At 1:20 p.m., Mayor Ghatan introduced discussion of Resolution No. 2588 regarding a Phase 1 Environmental Site Assessment (ESA) for 1000 Guard Street. Administrator Wilson explained that following a duly advertised request for proposals four firms submitted qualifications. Town determined that Whatcom Environmental Services appeared to be best qualified and negotiated the cost for services. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2588 selecting Whatcom Environmental Services to provide a Phase 1 Environmental Site Assessment for real estate designated as Tax Parcel Number 35151035 located at 1000 Guard Street, and authorize the Mayor to execute an agreement for said services. Motion passed 4-0 with Starr absent.**

Resolution No. 2589

At 1:22 p.m., Mayor Ghatan introduced discussion of Resolution No. 2589 regarding the annual cold weather shelter. Administrator Wilson explained that the United Way of SJC is seeking Town's support. No discussion followed.

**Moved by Monin, Hushebeck, to adopt Resolution No. 2589, authorizing the Mayor to execute an agreement with United Way of SJC to provide for an emergency cold weather shelter. Motion passed 4-0 with Starr absent.**

**WORK SESSION**

2021 Town Budget

At 1:26 p.m., Mayor Ghatan opened the work session regarding the 2021 Town Budget. Treasurer Wilson provided a memo listing noteworthy budget increases, decreases and additions. Discussion followed regarding ending fund balances and concern over impacts of COVID-19. Administrator Wilson assured the Council that the balances presented and projected revenues were conservative. No action was taken.

**ADMINISTRATOR'S REPORT**

At 1:37 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Refuse Packer Truck – Town is investigating a side-loader truck for 36 to 64-gallon totes.
- FH Gravel Pit – SJC will be issued a credit letter for downgrading from 4" to 5/8" water main.
- Trout Lake Watershed – Employees are thinning the trees and limbs that pose fire risk.
- Business Grant 2 Relief Program – Deadline for the grant program is November 6, 2020.
- Water Franchise – Town and SJC continue to work on the water franchise agreement.
- Real Estate Sale – Town has been approached to sell its parcel on Lampard Road facing Spring Street.
- Opportunity Housing Council – The owner of Islewood Apartments has issued a complaint regarding excessive stormwater that may be resulting from development on Finnigan Ridge and housing complex immediately above the complex. Town is developing an RFP to study the hydrology of the area.
- Interim Pay – Carol Holman is eligible for interim pay while Town seeks a replacement CDPD Director.

## 2020 Minutes - Town Council of Friday Harbor

- Noel Sign – The SJ Rotary will install the Noel sign on Front Street.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to adopt Payment of Claims and Payroll as follows. Motion passed 4-0 with Starr absent.

- To affirm the payment of Payroll Warrant Nos. 17304 through 17311, Direct Deposit Run dated 10/31/2020, and ACH Payment Nos. 28 through 30 in the amount of \$327,932.74;
- Issuance of Treasurer Check Nos. 9990 through 9998 including electronic transfers in the amount of \$199,298.74; and
- Approve the payment of Claim Warrant Nos. 47174 through 47220 in the amount of \$310,340.63.

### **APPROVAL OF MINUTES**

Moved by Monin, seconded by de Freitas, to approve the minutes of **October 15, 2020 as submitted**. Motion passed 4-0 with Starr absent.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

Kelley Balcomb-Bartok responded to the Council's discussion and requested that the Council support the whale watching community. Mr. Balcomb-Bartok provided economic statistics.

**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 19, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, November 19, 2020 – 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), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

## 2020 Minutes - Town Council of Friday Harbor

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**

Christine Gabler-Minney, SJC Councilmember elect for District 1, expressed that she was eager to represent the Town beginning in January. The Mayor and Council welcomed and congratulated Ms. Gabler-Minney.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Small Business Saturday

At 12:03 p.m., Mayor Ghatan proclaimed November 28, 2020 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.

### **PUBLIC HEARING**

#### 2021 Town Budget

At 12:05 p.m., Mayor Ghatan opened the public hearing regarding the 2021 Town Budget. Administrator Wilson and Treasurer Wilson asked if the Council had topics of interest. No members of the audience were present to provide public testimony. Mayor Ghatan closed the public hearing at 12:07 p.m.

#### 2021 Revenue Resources

At 12:08 p.m., Mayor Ghatan opened the public hearing regarding the 2021 Revenue Resources. Administrator Wilson described various revenue resources for the year. Mayor Ghatan opened the public comment portion of the hearing. Hearing none, Mayor Ghatan closed the public hearing at 12:12 p.m.

#### Ordinance No. 1698

**Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1698, fixing and levying the amount of Ad Valorem Taxes for the Town of Friday Harbor for the year 2021. Motion passed unanimously.**

## **ACTION AND DISCUSSION ITEMS**

### Business Rent Relief Grant II Program

At 12:16 p.m., Mayor Ghatan introduced discussion of the second business rent relief grant through CARES funding. Administrator Wilson explained that Town received 25 applications totaling \$43,160. The review committee recommended that the Council approve \$32,000 as enumerated. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt the recommendations of the review committee and award \$32,000 to the businesses (listed in their memo dated November 13, 2020). Motion passed unanimously.**

### Visitors Bureau – Online Gift Guide

At 12:18 p.m., Mayor Ghatan introduced discussion of the Visitors Bureau request to spend a portion of their grant funding on a holiday marketing “online gift guide”. Deborah Hoskinson, SJVB Executive Director, described the “Islands Strong” campaign. Discussion followed regarding the target audience.

**Moved by Starr, seconded by Monin, to accept the holiday marketing campaign proposal by the Visitors Bureau in an amount not to exceed \$5,000. Motion passed unanimously.**

### Resolution No. 2590

At 12:28 p.m., Mayor Ghatan introduced discussion of Resolution No. 2590 concerning janitorial services at the Sunshine Alley Restrooms. One bid from the current janitorial contractor was received after being duly advertised. Costs increases were nominal. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2590, awarding the bid to Seasonal Sweeties and authorizing the janitorial services agreement for Sunshine Alley Restrooms. Motion passed unanimously.**

### Resolution No. 2591

At 12:31 p.m., Mayor Ghatan introduced discussion of Resolution No. 2591 regarding the installation a variable-speed pump at the Water Treatment Plant. Public Works Director Haefele explained that the Change Order was owner generated to fix the space-heater and replace broken porch lighting in the pump house. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2591, authorizing Change Order No. 1 and accepting the installation a variable-speed pump at the Water Treatment Plant. Motion passed unanimously.**

### Resolution No. 2592

At 12:33 p.m., Mayor Ghatan introduced discussion of Resolution No. 2592 regarding the Water Treatment Plant Emergency Generator Project. Public Works Director Haefele described the scope of work. Town purchased a generator to replace the aged equipment. Town requires the services of an electrician to install the backup generator with an ATS switch. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2592, authorizing an agreement with JL Electric for installation of an emergency power generator at the Water Treatment Plant. Motion passed unanimously.**

### Resolution No. 2593

At 12:36 p.m., Mayor Ghatan introduced discussion of Resolution No. 2593 reconciling the Wastewater Treatment Plant Solar Array Project. Administrator Wilson explained that the change order represents the final closeout paperwork to complete the project. No discussion followed.



**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2593, accepting Change Order No. 1 reconciling the solar array project at the Wastewater Treatment Plant. Motion passed unanimously.**

Resolution No. 2594

At 12:38 p.m., Mayor Ghatan introduced discussion of Resolution No. 2594 regarding sanitary sewer standards. Public Works Director Haefele and Administrator Wilson explained that these standards supersede existing standards in the Water & Sewer Extension Guide. The document will be incorporated into the upcoming Town Public Works Engineering and Design Standards. Discussion followed regarding changes.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2594, adopting the sanitary sewer element of the Town Public Works Engineering and Design Standards. Motion passed unanimously.**

**ADMINISTRATOR'S REPORT**

At 12:45 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Plastic Film Recycling – SC Johnson Company, through San Juan Sanitation, is introducing a pilot program for plastic film recycling.
- Tree Lighting – The Elms at Memorial Park will be lit November 27<sup>th</sup>.
- Elsworth Sewer Project – Reclamation will begin for contaminated soil at the project site.
- Trout Lake Watershed – Administration will approve approximately \$4,800 of expenses for the forestry project.
- Compass Health – Town will issue an agreement for approximately \$700 (.02%) of Liquor Excise Taxes.
- Harbor Life Ring – To date, donations are up to \$2,679.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to approve the payment of Claim Warrant Nos. 47221 through 47290 in the amount of \$236,436.75. Motion passed unanimously.

**APPROVAL OF MINUTES**

Minutes were postponed to December 3, 2020.

**EXECUTIVE SESSION**

At 1:14 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding personnel in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 15 minutes. Participants: Town Council, Mayor Ghatan, Administrator Wilson and Treasurer Wilson. The executive session ended at 1:36 p.m. for an actual session time of 22 minutes. Action was taken following executive session. See employee reclassification request at 1:36 p.m. for motion.

Employee Reclassification Request

At 1:36 p.m., Mayor Ghatan introduced discussion of reclassifying Carol Holman from Permit Technician to Zoning Coordinator. Administrator Wilson recommended the request based on additional responsibilities and expanded job description that includes GIS reporting and mapping.

**Moved by Monin, seconded by de Freitas, to reclassify Carol Holman to Zoning Coordinator, Step 6 of the 2020 Wage Table for Represented Employees, effective November 2, 2020. Motion passed unanimously.**

**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 1:36 p.m. The next regular meeting is scheduled for Thursday, December 3, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk



<b>Thursday, December 3, 2020 – 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), 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**

Paul Hopkins, SJ Fitness, spoke about economic difficulties that local businesses are experiencing. Mr. Hopkins stated that many, including his business, will find it extremely difficult to adhere to the repayment agreement for utilities in January and asked the Town to extend the utilities repayment agreement late into new year.

**ACTION AND DISCUSSION ITEMS**

Proclamation – SJI Lions Club

At 12:08 p.m., Mayor Ghatan recognized the SJI Lion's Club members and especially Brian Brown, with a proclamation thanking them for proudly displaying the festive and iconic "Noel" signage at the waterfront that greets people arriving to Friday Harbor during the holiday season. Jim Carrol, Lion's Club Member, thanked the Town.

**PUBLIC HEARING**

2020 Town Budget

At 12:12 p.m., Mayor Ghatan opened the final public hearing for the 2021 Town Budget. Administrator Wilson added a request for purchase of a wood chipper for use in the watershed. Staff had no other new information to share with Council. Mayor Ghatan opened the public comment portion of the hearing. Hearing none, Mayor Ghatan closed the public hearing. No action was taken.

**ACTION AND DISCUSSION ITEMS (CONTINUED)**

FH Film Festival

At 12:16 p.m., Mayor Ghatan introduced discussion of a request by the FH Film Festival to reallocate \$8,200 of unspent hotel-motel funding to other operational expenses, primarily rental assistance. Administrator Wilson explained that the budget is available in their contract if the Council concurs.

**Moved by Hushebeck, seconded by de Freitas, to approve the allocation request by the Friday Harbor Film Festival to utilize \$8,200 of their 2020 tourism grant agreement for rental assistance. Motion passed unanimously.**

Resolution No. 2595

At 12:21 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2595 concerning 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 Monin, seconded by de Freitas, to adopt Resolution No. 2595, adopting the Friday Harbor Landfill Post Closure Financial Assurance Plan update for years 2021-2025. Motion passed unanimously.**

Harbor Life Ring Program

At 12:01 p.m., Mayor Ghatan presented Bill Cummings, President of the Friday Harbor Food Bank, with a check in the amount of \$5,010. Town residents donated \$3,010 to the Harbor Life Ring Program in the month of November and Town provided a matching grant in the amount of \$2,000. Mr. Cummings thanked the Town and spoke about the importance of the Food Bank to our local community, especially during the COVID-19 shutdown. Mr. Cummings noted that the Food Bank has updated its website to allow “online shopping” for social distancing purposes.

Rezone No. 74 – Friday Harbor Airport (Port)

At 12:31 p.m., Mayor Ghatan introduced discussion of closing documents for Rezone Application No. 74, a request by the Port of Friday Harbor to rezone portions of the Friday Harbor Airport properties. Administrator Wilson explained that documents finalizing the rezone have been approved to form by the Town and Port.

**Moved by Hushebeck, seconded by Monin, to adopt Findings of Fact, Conclusions of Law and Decision regarding Rezone Application No. 74. Motion passed unanimously.**

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1699, rezoning a portion of Tax Parcel Nos. 351491631000, 351491902000 & 352312016002, located at Airport Circle Drive and Weber Way. Motion passed unanimously.**

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2596, authorizing the Mayor to execute a Developer Agreement between the Town of Friday Harbor and Port of Friday Harbor pertaining to a conditional rezone of property at the airport. Motion passed unanimously.**

Fire Annexation

At 12:48 p.m., Mayor Ghatan introduced discussion of the proposed fire annexation with Fire District 3. Administrator Wilson explained that the ordinance to place the ballot measure was rescinded because of ongoing COVID-19 restrictions. Administrator Wilson recommended placing the ballot measure on the April special election with the guarantee to reduce property taxes for 3 years. Discussion followed regarding the use of funds not expended on the current fire services agreement. **Council consensus to move forward with drafting an ordinance for consideration.** [Clerk’s Note: For the record, Councilmember Monin disclosed that he was employed by Fire District 3.]

## ADMINISTRATOR'S REPORT

At 1:21 p.m., Administrator Wilson presented the Town Council with an update of the following:

- First Street Overlay – The Town received grant authorization for the Project in the amount of \$519,000. **Moved by Starr, seconded by de Freitas, to authorize the Mayor to execute a grant agreement with the Transportation Improvement Board for the First Street Overlay Project. Motion passed unanimously.** The final documentation will be presented next session.
- Community Development – The Town continues to search for a replacement for the Land Use Administrator.
- Radar signage – The signs should arrive in December.
- Warbass Way Sculpture – The Mayor installed the plaque for the sculpture.
- Vine Street – Town received 2 applications for short platting Vine Street.
- Argyle Street Handrail – **Council consensus to get a formal quote for a pedestrian guardrail near the Spring Street round-about (Wells Fargo).**
- WTP Generator – **Moved by Hushebeck, seconded by de Freitas, to approve the disposal of the broken generator at the Water Treatment Plant as scrap metal via MEM Excavation. Motion passed unanimously.**

## PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to affirm the issuance of Payroll and authorize the issuance of Claims as follows. Motion passed unanimously.

- Payroll Warrant Nos. 17312 through 17319, Direct Deposit Run dated 11/30/2020, and ACH Payment Nos. 31 through 33 in the amount of \$312,416.29; and
- Approve the payment of Claim Warrant Nos. 47291 through 47328 in the amount of \$263,560.11.

## APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Starr, to approve the minutes of **November 5th and 19th, 2020 as submitted.** Motion passed unanimously.

## FUTURE AND NON-AGENDA ITEMS

The following topics will be added to upcoming sessions:

- Small Business Forum
- Deferred utility payment program
- HPRB report.

Councilmember de Freitas announced her resignation from the SJC Housing Advisory Commission. Discussion followed regarding a replacement Town representative. **Council consensus to request that Mayor Ghatan be appointed.**

## 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, December 17, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

\_\_\_\_\_  
Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

\_\_\_\_\_  
Amy E. Taylor, Town Clerk

<b>Thursday, December 17, 2020 – 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), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Barbara Starr (Position No. 5). Tim Daniels (Position No. 4) 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.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Business Roundtable

At 12:04 p.m., Mayor Ghatan opened the Business Roundtable discussion. Town invited members of the local business community to talk about their experiences and hardships during the COVID-19 pandemic. And to offer any ideas for Town Council consideration that may help the community as a whole. *(Clerk's Note: Mayor Ghatan deferred to Councilmember Hushebeck to act as Mayor Pro-tem while he participated in discussion.)*

Speakers and letters read into the record included:

- Laura Saccio, Birdrock Hotel and Friday Harbor Suites
- Jennifer Horn, The Studio and Friday Harbor Dentistry
- Paul Hopkins, San Juan Island Fitness
- Kris Brown, Printonyx
- Brian Goodremont, San Juan Safaris and on behalf of the Whale Watching Association
- Anna Maria de Freitas, Harrison and Tucker House Suites and Coho Restaurant
- Farhad Ghatan, The Grand Bed and Breakfast
- Becki Day, Vinnie's Ristorante
- Jeff Friedman, Maya's Legacy Whale Watching
- Karl Bruno, Lakedale Resort and Ferry Landing Suites

Mayor Ghatan (and Mayor Pro-tem Hushebeck) and the Council thanked the participants for their perspective and ideas. No action followed.

#### Utility Assistance Program

At 1:00 p.m., Mayor Ghatan opened discussion utility assistance during COVID-19. Administrator Wilson explained that the Town of Friday Harbor has adjusted its policies relating to utility billing and collection in response to Governor Jay Inslee's Recovery Plan for the State of Washington. Town has continued to ask that customers call the Town as soon as possible if they are having difficulties making payments on Town utility bills so that staff can walk through options and, if necessary, establish payment plans. In accordance with State directives, Town is prohibited from utility disconnections and late fees. No discussion followed.

### **PUBLIC HEARING**

#### 2020 Budget Amendments

At 1:04 p.m., Mayor Ghatan opened the public hearing regarding amendments to the 2020 Town Budget. Treasurer Wilson provided written explanation of the amendments. Administrator Wilson noted two project adjustments. No comments were given by the Council. Hearing no comments from the public, Mayor Ghatan closed the public hearing.

### **ACTION AND DISCUSSION ITEMS (CONTINUED)**

#### Ordinance No. 1704

At 1:07 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1704, amending the 2020 Town Budget. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1704, amending the 2020 Town Budget. Motion passed 4-0 with Daniels absent.**

#### Ordinance No. 1705

At 1:08 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1705, adopting the 2021 Town Budget. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1704, amending the 2020 Town Budget. Motion passed 4-0 with Daniels absent.**



Ordinance No. 1700

At 1:11 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1700 concerning sewer utility rates. Monthly usage rates for year 2021 are increased 2%. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1700, amending Chapter 13.21 FHMC concerning monthly sewer service rates. Motion passed 4-0 with Daniels absent.**

Ordinance Nos. 1701 through 1703

At 1:11 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1701 through 1703 concerning utility connection fees. Connection and installation fees for Town water, sewer and stormwater utility systems are adjusted annually by the Seattle CPI-U. The current rate is 0.9 percent from June to June. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Ordinance No. 1701, Ordinance No. 1702 and Ordinance No. 1703 concerning water, sewer and stormwater connection and installation charges. Motion passed 4-0 with Daniels absent.**

Ordinance No. 1706

At 1:12 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1706 concerning revenue funds. Treasurer Wilson explained that the Equipment Reserve Fund 525 and Public Works Reserve Fund 550 do not currently coincide with the SAO's classification for an internal service funds. All monies that have been distributed back to their respective originating funds as a "sub-section" funds. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1706, repealing Ordinance No. 1450 and Ordinance No. 1451 in their entirety concerning accounting funds of the Town known as Equipment Reserve Fund (525) and Public Works Reserve Fund (550). Motion passed 4-0 with Daniels absent.**

Ordinance No. 1707

At 1:15 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1707 fixing salaries of officials and non-represented personnel. Administrator Wilson explained that the Ordinance adjusts salaries and benefits for exempt personnel to match that of represented employees. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1707, fixing salaries of officials and non-represented personnel and repealing Ordinance No. 1664 in its entirety. Motion passed 4-0 with Daniels absent.**

Resolution No. 2597

At 1:16 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2597 affirming the 2021 wage schedule for represented personnel. Administrator Wilson explained that the Collective Bargaining Agreement prescribes a cost of living increase of 2.5%. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2597, affirming the 2021 wage schedule for represented personnel. Motion passed 4-0 with Daniels absent.**

Resolution No. 2598

At 1:17 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2598 concerning economic development. The Town has offered the SJC Economic Development Council a contract to provide promotion and support activities for new business, expanding existing business and enhancing the trade program for year 2021. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2598, authorizing the Mayor to execute an agreement with the SJC Economic Development Council to promote economic development within the Town for year 2021. Motion passed 4-0 with Daniels absent.**

Resolution No. 2599 through 2603

At 1:19 p.m., Mayor Ghatan introduced discussion of draft Resolution Nos. 2599 through 2603 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 2021 Town Budget. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution Nos. 2599 through 2603, authorizing the Mayor to execute promotion grant agreements for year 2021. Motion passed 4-0 with Daniels absent.**

Resolution No. 2604

At 1:22 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2604 concerning a quit claim deed. Administrator Wilson explained that Town purchased approximately 25 feet of public right-of-way from the owner of 565 Mullis Street for installation of ADA compliant sidewalk improvements. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2604, authorizing payment and accepting a Quit Claim Deed for dedication of property from Mark Brokman, owner of TPN 351491530 located at 565 Mullis Street, to the Town and Temporary Construction Easement for public right-of-way improvements. Motion passed 4-0 with Daniels absent.**

Resolution No. 2605

At 1:25 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2605 concerning the First Street Overlay Project. Administrator Wilson explained that the Council verbally authorized staff to submit the grant agreement on December 3, 2020. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2605, ratifying the grant agreement with the WA State TIB for the First Street Overlay Project. Motion passed 4-0 with Daniels absent.**

Resolution No. 2606

At 1:25 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2606 concerning lease of office space. Administrator Wilson explained that the current lease with Brendan Cowan, SJC Department of Emergency Management, was due for renewal. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2606, authorizing the Mayor to execute a lease agreement with the SJC Department of Emergency Management for office space located in the Town Fire Hall at 165 West Street. Motion passed 4-0 with Daniels absent.**

## ADMINISTRATOR'S REPORT

At 1:30 p.m., Administrator Wilson presented the Town Council with an update of the following:

- FH House Expansion – Town was contacted regarding collaboration for development of Overlook Park.
- Sewer Facilities Plan – DOE has approved the Town's Plan.
- AWC Workers Comp Retro Program – Town received \$27,822 a rebate for year 2017.
- Trout Lake – The water level is nearly over the dam's spillway.
- Hydrogeologic Study – Town is advertising for proposals to evaluate stormwater from Finnigan Ridge downslope to Marble Street.
- Paid Leave – **Council consensus to allow Administrator Wilson's unspent paid leave to carry over into year 2021.**
- Sewer Loan Agreement – The Engineer is preparing to submit the Town's loan application to USDA for the sewer plant.
- Bond Anticipation Note – Town is seeking a financial institution to carry the note for construction financing of the sewer plant. KeyBank will no longer provide the service.
- CDPD Director – Town continues to seek a candidate for the position.
- Radio Water Meters – The first installation of meters is scheduled in January.
- FH Landfill – **Council consensus for staff to explore the process and costs of for final closure (removal from DOE MTCA listing) of the site .**
- 2018 Comprehensive Plan – Town is soliciting for amendments for year 2021.
- Elsworth Project – The project has unearthed contaminated soil. The soil requires removal for reclamation. A change order will be presented.
- Water Transmission Line – Town expects an invoice from Mike Carlson Enterprises for emergency work done on a valve located near Douglas Road.

## PAYMENT OF CLAIMS

Moved by Starr, seconded by Monin, to approve the issuance of Claim Warrant Nos. 47330 through 47380 & EFT 1-2 dated December 17, 2020 in the amount of \$465,142.42; and affirm the issuance of Check Nos. 10000 through 10015 and 2 electronic check payments issued by the Treasurer for the month of November 2020 in the amount of \$178,906.69. Motion passed 4-0 with Daniels absent.

## APPROVAL OF MINUTES

Moved by Starr, seconded by Hushebeck, to approve the minutes of **December 3, 2020 as submitted.** Motion passed 4-0 with Daniels absent.

## FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

## CITIZEN RESPONSE

No citizen response was forthcoming.

**EXECUTIVE SESSION**

At 2:00 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 15 minutes. Participants: Town Council, Mayor Ghatan, Administrator Wilson, Treasurer Wilson, Town Attorney Kenyon and Clerk Taylor. The session ended at 2:23 p.m. for an actual session time of 22 minutes. The public was properly informed of the time extension. No actions were taken following executive session.

**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, January 7, 2020 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Farhad Ghatan, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

