



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, June 6, 2024 – Council Chambers – Afternoon Session

### CALL TO ORDER

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

### ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1) remote, Richard Geffen (Position No. 2), Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor/Jennifer Krembs.

### FLAG SALUTE

Mayor Jackson conducted the flag salute.

### ANNOUNCEMENTS

At 12:10 p.m., Mayor Jackson recognized June as Pride Month Proclamation, Juneteenth Proclamation on June 19, 2024 and the service of Town Clerk Amy Taylor.

### OATH OF OFFICE

At 12:15 p.m., Mayor Jackson administered the Oath of Office for Town Clerk Jennifer Krembs.

### PUBLIC COMMENT

David Mountford, co-owner of Island Sweetwater (water hauling business) and town resident, opposes upcoming Ordinance No. 1796 and requested a grace period.

Dan Grausz, town resident, requests other solutions for upcoming Ordinance 1796.

### CONSENT AGENDA

At 12:20, moved by Geffen, seconded by de Freitas, to adopt the Consent Agenda with an amendment to remove the approval of minutes from May 2, 2024 and May 16, 2024, request from Council to move to next meeting. No discussion. Motion passed unanimously.

- Resolution No. 2859- Certifying the loan application with the Washington Public Works Board for installation of the fourth filter at the Water Treatment Plant.
- Resolution No. 2860 – Authorize conditional private use of a portion of Front Street by the Port of Friday Harbor for the annual Rock the Dock Street dance.
- Resolution No. 2861 – Authorizing a consultant agreement for administrative services.

### ACTION AND DISCUSSION ITEMS

#### LTAC Update

At 12:22, Mayor Jackson introduced LTAC Coordinator, Julie Greene, to provide a membership update. LTAC will be recruiting a new member to represent the committee. Greene presented RFP changes to include extending the season, providing guidance on acceptable expenses, requiring additional funding requirements and

recommendations on consultant expenses. LTAC requests an allocation increase (information in memo) for 2025 from \$50,000 to \$70,000. Discussion followed regarding operations and allocation increase.

**Moved by de Freitas, seconded by Starr, to authorize LTAC allocation increase from \$50,000 to \$70,000. Motion passed unanimously.**

Greene presented LTAC’s recommendation for the Visitor’s Bureau to return to their purview for funding recommendation. This revision would have the following benefits: relieve the Town Administrator of acting as a one-person committee, provide better transparency and provide a better review process for making recommendations. LTAC and the Visitor’s Bureau would come to Council to provide updates and presentations.

**Moved by Starr, seconded by de Freitas, to authorize LTAC’s recommendation for the Visitor’s Bureau to return to their purview for funding recommendation . Motion passed unanimously.**

PUBLIC HEARING – Six-Year Transportation Plan for Years 2025-2030

At 12:36 p.m., Mayor Jackson opened the Public Hearing for Six-Year Transportation Plan (TIP) for Years 2025-2030. Public Works Director, Jesse Douglas-Seitz presented the plan to reflect adjusted funds for engineering for Grover and Nichols. No public testimony or comments from the Council, the Mayor closed the Public Hearing at 12:36 p.m.

Resolution No. 2857

At 12:39, Mayor Jackson introduced discussion draft Resolution No. 2857 regarding the Six-Year Transportation Improvement Plan for 2025-2030. No discussion followed.

**Moved by de Freitas, seconded by Geffen to adopt Resolution No. 2857 approving Six-Year Transportation Improvement Plan for 2025-2030 . Motion passed unanimously.**

Ordinance No. 1796

At 12:40, Mayor Jackson introduced draft Ordinance No. 1796 to adopt a new Friday Harbor Municipal Code section 13.16.015 relating to water sales directly from the Town’s storage tanks; amending Friday Harbor Municipal Code subsection 13.05.030(c) and repealing subsection (d); amending Friday Harbor Municipal Code subsections 13.16.020(b)(9) and (c)(9); providing for severability; and establishing an effective date.

Mayor Jackson introduced Town Administrator, Denice Kulseth. Administrator Kulseth shared memo with Council updating Council on the Town’s ability to keep up with the water demand and the need to add more capacity. Options would include adding a fourth filter (in process), the importance and possibilities of rationing/decreasing demand which includes bulk water sales and looking at other users such as the Fairgrounds and vacation rentals. The Town Administrator clarified Town water rights are to serve the Town and the nearby municipal water system. Historical background shared. Town water was not intended to be backup system for San Juan Island/County. The Town has never done a bulk water sales study, the Town could hire FCS group to provide the Town with accurate water costs. Administrator Kulseth stated water viability is a County issue. Ordinance No. 1796 includes exceptions for Town construction projects, natural disasters and public health emergencies. Discussion by Council followed regarding defining what constitutes an emergency. Council expressed inquiry on exploring options with bulk water sales, and asked what would happen if organizations requested water. They concluded each request will be individual and have different considerations. Administrator Kulseth explained amendments to this Ordinance are possible, and the State Department of Health is looking at our Water System Plan. Request from Council was to look at the cost; connection fees are high. A request was made about conducting an FCS study that could help determine the adequate cost of water. The Council concluded a study would be helpful. Discussion on effective date to provide a grace period determined September 1<sup>st</sup> as an amendment to draft Ordinance No. 1796.

**Moved by de Freitas, seconded by Starr to amend draft Ordinance No. 1796 to establish the effective date of September 1<sup>st</sup>. Motion passed unanimously.**

**Moved by de Freitas, seconded by Starr to adopt Ordinance No. 1796 to adopt a new Friday Harbor Municipal Code Section 13.16.015 relating to water sales directly from the Town’s storage tanks; amending Friday Harbor Municipal Code Subsection 13.05.030(c) and repealing subsection (d); amending Friday Harbor Municipal Code Subsections 13.16.020(b)(9) and (c)(9); providing for severability; and establishing an effective date as of September 1, 2024. Motion passed unanimously.**

At 1:19 p.m., Mayor Jackson recognized Paul Hart, resident of Hannah Heights, to present a request for continuation of hauled water in lieu of contaminated well. Discussion on de-salination and hauling water from Roche Harbor was had. Hart provided an update of Hannah Heights progress on obtaining a new well. Administrator Kulseth requested a motion to determine if Hannah Heights request would qualify for bulk water sales.

**Moved by Starr, seconded by Hushebeck, to approve the request from the Hannah Heights Homeowner Association to be provided bulk water after September 1<sup>st</sup> as presented. Motion passed unanimously.**

Resolution No. 2858

At 1:30 p.m., Mayor Jackson introduced discussion adopting updates to the Water System Plan. Public Works Director Jesse Douglas-Seitz presented the plan and updates. All information, including bulk water will be incorporated into future updates. Douglas-Seitz explained the need to adopt now to continue with grants. No discussion followed.

**Moved by Geffen, seconded by de Freitas, to adopt Resolution No. 2858 updating the Water System Plan. Motion passed unanimously.**

Resolution No. 2855

At 1:33 p.m., Mayor Jackson introduced Town Administrator Kulseth to present the 2024 Utility Rate Study and recommended increases. Administrator Kulseth shared that another Rate Study will take place in 2026 to reflect actual costs. Discussion followed. Inquiry about if the increase includes the Water Treatment Plant or Wastewater Treatment Plant. Administrator Kulseth clarified it includes the Wastewater Treatment Plant. Council member Starr suggested bundling motions Resolution No. 2855, Ordinance No. 1797 and Ordinance No. 1798. Administrator Kulseth presented Ordinance No. 1797 (water connection) and Ordinance No. 1798 (sewer connection).

**Moved by Starr, seconded by Turnage, to adopt Resolution No. 2855 regarding the 2024 Utility Rate Study; Ordinance No. 1797 amending Chapter 13.05 of Friday Harbor Municipal Code concerning water connection and installation charges; and Ordinance No. 1798 amending Chapter 13.21 of Friday Harbor Municipal Code concerning sewer connection charges. Motion passed unanimously.**

Ordinance No. 1797

**Adopted concurrently with Resolution 2855**

Ordinance No. 1798

**Adopted concurrently with Resolution 2855**

**WORK SESSION**

ADU Ordinance

At 1:42 p.m., Mayor Jackson introduced Community Development Director, Ryan Ericson, to present a draft Ordinance on Accessory Dwelling Unit recommendations. Ericson requested Council’s comments before the Public Hearing.

Ericson provided recommendations, restrictions and some provisions, to include owner occupancy and parking requirements. The Council inquired about Code for various builds, modular homes, entrance locations and parking.

Ericson explained the Code, standards and definitions to address questions. Ericson will clarify the parking section of the draft Ordinance. No action was taken.

#### **ADMINISTRATOR’S REPORT**

At 1:58 p.m., Administrator Kulseth reported on the following:

- Clean audit: two-year audit is complete. Congratulations to Bethany Berry.
- May 22<sup>nd</sup>, a new electric vehicle for Town Parking Enforcement has arrived. Cost effective option.
- Hiring update: Leif Ellingson joining seasonal support team and Amer Melic for permanent street crew.
- Henry Dietz from RMSA provided a positive assessment. Thank you to Julie Greene, Paula Bey and Mike Greene for supporting these efforts for the Town.
- Hospital District Open House is happening this Friday June 7, 2024 is taking place from 2-4:30 p.m.
- AWC letter invitation allowing three voting delegates from Friday Harbor at their June 20<sup>th</sup> business meeting from 4-5:45 p.m. Virtual attendance allowed.

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

Councilmember Starr asked about the road vault on Guard Street before Tucker Avenue. Public Works Jesse Douglas-Seitz and Councilmember Starr will follow-up after the meeting.

Councilmember de Freitas commented on Sunken Park and how it looks great. One planting bed needs more care.

#### **PUBLIC COMMENT**

At 2:05 p.m., David and Maria Olson from Spokane expressed support for the new Town Clerk and thanked Council for being able to join the meeting.

Town Clerk Krembs acknowledged David and Maria Olson.

No additional Public Comment.

#### **EXECUTIVE SESSION**

At 2:10 p.m., Mayor Jackson announced that the Council would be holding an Executive Session regarding litigation in accordance with the provisions of RCW 42.30.110(i); which was estimated to last 30 minutes. Participants: Town Council, Town Attorney Hillary Evans, Administrator Kulseth, Finance Director Berry, Clerk Taylor and Clerk Krembs. The session ended at 2:40 p.m. for an actual session time of 30 minutes. No extension. No action taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:42 p.m. The next regular meeting is scheduled for Thursday, June 20, 2024 at 12:00 p.m.

\*\*\*\*\*

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