



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 Kremps.

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

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

ITAC 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

46 recommendations on consultant expenses. LTAC requests an allocation increase (information in memo) for 2025
47 from \$50,000 to \$70,000. Discussion followed regarding operations and allocation increase.
48

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

50 passed unanimously.

51 Greene presented LTAC's recommendation for the Visitor's Bureau to return to their purview for funding
52 recommendation. This revision would have the following benefits: relieve the Town Administrator of acting as a
53 one-person committee, provide better transparency and provide a better review process for making
54 recommendations. LTAC and the Visitor's Bureau would come to Council to provide updates and presentations.
55

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

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

59 At 12:36 p.m., Mayor Jackson opened the Public Hearing for Six-Year Transportation Plan (TIP) for Years 2025-2030.
60 Public Works Director, Jesse Douglas-Seitz presented the plan to reflect adjusted funds for engineering for Grover
61 and Nichols. No public testimony or comments from the Council, the Mayor closed the Public Hearing at 12:36 p.m.
62

63 **Resolution No. 2857**

64 At 12:39, Mayor Jackson introduced discussion draft Resolution No. 2857 regarding the Six-Year Transportation
65 Improvement Plan for 2025-2030. No discussion followed.
66

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

69 **Ordinance No. 1796**

70 At 12:40, Mayor Jackson introduced draft Ordinance No. 1796 to adopt a new Friday Harbor Municipal Code section
71 13.16.015 relating to water sales directly from the Town's storage tanks; amending Friday Harbor Municipal Code
72 subsection 13.05.030(c) and repealing subsection (d); amending Friday Harbor Municipal Code subsections
73 13.16.020(b)(9) and (c)(9); providing for severability; and establishing an effective date.
74

75 Mayor Jackson introduced Town Administrator, Denice Kulseth. Administrator Kulseth shared memo with Council
76 updating Council on the Town's ability to keep up with the water demand and the need to add more capacity.
77 Options would include adding a fourth filter (in process), the importance and possibilities of rationing/decreasing
78 demand which includes bulk water sales and looking at other users such as the Fairgrounds and vacation rentals.
79 The Town Administrator clarified Town water rights are to serve the Town and the nearby municipal water system.
80 Historical background shared. Town water was not intended to be backup system for San Juan Island/County. The
81 Town has never done a bulk water sales study, the Town could hire FCS group to provide the Town with accurate
82 water costs. Administrator Kulseth stated water viability is a County issue. Ordinance No. 1796 includes exceptions
83 for Town construction projects, natural disasters and public health emergencies. Discussion by Council followed
84 regarding defining what constitutes an emergency. Council expressed inquiry on exploring options with bulk water
85 sales, and asked what would happen if organizations requested water. They concluded each request will be
86 individual and have different considerations. Administrator Kulseth explained amendments to this Ordinance are
87 possible, and the State Department of Health is looking at our Water System Plan. Request from Council was to
88 look at the cost; connection fees are high. A request was made about conducting an FCS study that could help
89 determine the adequate cost of water. The Council concluded a study would be helpful. Discussion on effective
90 date to provide a grace period determined September 1st as an amendment to draft Ordinance No. 1796.
91

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

97
98 **Moved by de Freitas, seconded by Starr to adopt Ordinance No. 1796 to adopt a new Friday Harbor Municipal Code**
99 **Section 13.16.015 relating to water sales directly from the Town’s storage tanks; amending Friday Harbor Municipal**
100 **Code Subsection 13.05.030(c) and repealing subsection (d); amending Friday Harbor Municipal Code Subsections**
101 **13.16.020(b)(9) and (c)(9); providing for severability; and establishing an effective date as of September 1, 2024.**
102 **Motion passed unanimously.**

103
104 At 1:19 p.m., Mayor Jackson recognized Paul Hart, resident of Hannah Heights, to present a request for continuation
105 of hauled water in lieu of contaminated well. Discussion on de-salination and hauling water from Roche Harbor was
106 had. Hart provided an update of Hannah Heights progress on obtaining a new well. Administrator Kulseth requested
107 a motion to determine if Hannah Heights request would qualify for bulk water sales.

108
109 **Moved by Starr, seconded by Hushebeck, to approve the request from the Hannah Heights Homeowner Association**
110 **to be provided bulk water after September 1st as presented. Motion passed unanimously.**

111
112 Resolution No. 2858

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

117
118 **Moved by Geffen, seconded by de Freitas, to adopt Resolution No. 2858 updating the Water System Plan. Motion**
119 **passed unanimously.**

120
121 Resolution No. 2855

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

128
129 **Moved by Starr, seconded by Turnage, to adopt Resolution No. 2855 regarding the 2024 Utility Rate Study;**
130 **Ordinance No. 1797 amending Chapter 13.05 of Friday Harbor Municipal Code concerning water connection and**
131 **installation charges; and Ordinance No. 1798 amending Chapter 13.21 of Friday Harbor Municipal Code concerning**
132 **sewer connection charges. Motion passed unanimously.**

133
134 Ordinance No. 1797

135 **Adopted concurrently with Resolution 2855**

136
137 Ordinance No. 1798

138 **Adopted concurrently with Resolution 2855**

139
140 **WORK SESSION**

141 ADU Ordinance

142 At 1:42 p.m., Mayor Jackson introduced Community Development Director, Ryan Ericson, to present a draft
143 Ordinance on Accessory Dwelling Unit recommendations. Ericson requested Council’s comments before the Public
144 Hearing.
145 Ericson provided recommendations, restrictions and some provisions, to include owner occupancy and parking
146 requirements. The Council inquired about Code for various builds, modular homes, entrance locations and parking.

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

149

150 **ADMINISTRATOR’S REPORT**

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

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

160

161 **FUTURE AND NON-AGENDA ITEMS**

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

164

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

166

167 **PUBLIC COMMENT**

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

170 Town Clerk Krembs acknowledged David and Maria Olson.

171 No additional Public Comment.

172

173 **EXECUTIVE SESSION**

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

178

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

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182 * * * * *

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