



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, April 19, 2018 – 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: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Tim Daniels and Position No. 5, Barbara Starr.

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

SJC Update

At 12:02 p.m., SJC Councilman Bill Watson reported on issues of mutual concern. Discussion followed regarding the Missing Mountain Road. No action was taken.

Solid Waste Management Plan (SWMP)

At 12:03 p.m., Mayor Ghatan introduced discussion of the draft SWMP. Administrator Wilson explained that the SWMP will be subject of a public hearing on May 3rd. Councilmember Hushebeck explained that the SWAC has completed its review process. No discussion followed. No action was taken.

Proclamation – Great Island Cleanup

At 12:07 p.m., Mayor Ghatan proclaimed April 22, 2018 as Great Islands Cleanup Day in the Town of Friday Harbor.

2019 Hotel Motel Tax Grant

At 12:08 p.m., Mayor Ghatan introduced discussion of the 2019 HM Tax Grant Program. Administrator Wilson requested that the Council set a preliminary grant program allocation of up to \$225,000 from the second two percent HM fund. Discussion followed regarding the use of the fund and allocation amount.

Council consensus to set a preliminary allocation of \$230,000.

Ordinance No. 1641

At 12:24 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1641 regarding a USDA loan. Administrator Wilson explained that the project has been closed out by USDA. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1641, approving the USDA Note to redeem the line of credit for construction of the Water Transition Line Replacement Project. Motion passed unanimously.

Resolution No. 2375

At 12:27 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2375 regarding the loan resolution with USDA for the Town water utility. Administrator Wilson explained the particulars. Ordinance No. 1594 authorized the issuance of its Limited Tax General Obligation Bond Anticipation Note, 2016 to provide interim financing for a water transmission pipeline, pending the receipt of proceeds of the sale of the Town’s Water Revenue Bond to the USDA. The conditions contained in the Loan Resolution are provisions and requirements which the Town must accept in order for the USDA to redeem the line of credit for the project. No discussion followed.

Moved by Hushebeck, seconded by Starr, adopt Resolution No. 2375, authorizing the Mayor to execute the Loan Resolution with USDA; and authorizing the Town Administrator to take such actions as may be necessary or advisable to complete the process through the USDA for financing of said project. Motion passed unanimously.

Resolution No. 2376

At 12:30 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2376 regarding bond counsel services. Administrator Wilson explained the particulars. The law firm of Stradling, Yocca, Carlson & Rauth, PC (Stradling) currently provides legal bond counsel services for the Town of Friday Harbor. Stradling has offered an engagement letter and fee schedule to continue offering bond counsel services. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2376, authorizing the Mayor to execute an engagement agreement for the years 2018 through 2020 with the law firm of Stradling, Yocca, Carlson & Rauth, PC to provide legal bond counsel services for the Town. Motion passed unanimously.

Resolution No. 2377

At 12:33 p.m., Mayor Ghatan introduced discussion of draft Resolution No.2377 regarding lease of office space. Administrator Wilson explained the particulars. The current agreement with the Department of Emergency Management for lease of office space at 260 West Street has expired. The renewal agreement adjusts the terms. Discussion followed regarding use of the space.

Moved by Daniels, seconded by Hushebeck, to adopt Resolution No. 2377, authorizing the Mayor to execute a lease agreement with the Department of Emergency Management for lease of office space. Motion passed unanimously.

Resolution No. 2378

At 12:39 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2378 regarding the Sunshine Alley Restroom Remodeling Project. Administrator Wilson explained the particulars. The Town duly advertised and selected HKP Architects for renovation of the restrooms. Discussion followed regarding the proposed costs for services and construction.

Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2378, authorizing the Town Administrator to perform additional negotiation with the firm; and authorizing the Mayor to execute an agreement with HKP Architects for design of the Sunshine Alley Restroom Remodeling Project. Motion passed unanimously.

Resolution No. 2379

At 1:04 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2379 regarding the Tucker Avenue Reconstruction Project, Phase 2. Public Works Director, Wayne Haefele explained the particulars. Change Order No. 1 in the amount of \$14,321 is for labor and materials to install pedestrian hand rail and sanitary sewer revisions. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2379, authorizing the Mayor to execute Change Order No. 1 to the agreement with Strider Construction for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed unanimously.

Resolution No. 2380

At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2380 regarding the W/A/N Improvement Project. Administrator Wilson explained the particulars. The Town is required to execute bid documentation with the Transportation Improvement Board prior to constructing the project. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2380, authorizing the Mayor to execute bid authorization forms and associated grant documentation with the TIB for the Web/A/Nichols Street Improvement Project. Motion passed with Daniels abstained. (Councilmember Daniels was on recess.)

Resolution No. 2381

At 1:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2381 regarding the W/A/N Improvement Project. Administrator Wilson explained the particulars. The Town needs to purchase street standards prior to the award of the project due to the amount of time required to order, fabricate and deliver the lighting fixtures. Discussion followed regarding the standards for street lighting.

Consensus to add this style street light to the Street Standards Update.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2381, authorizing the purchase of street standards for the Web/A/Nichols Street Improvement Project. Motion passed unanimously.

Resolution No. 2382

At 1:26 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2382 regarding the W/A/N Improvement Project. Administrator Wilson explained the particulars. The Town negotiated just compensation with abutting property owners for acquisition of public right-of-way for installation of continuous sidewalk improvements. Discussion followed regarding the individual parcels.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2382, authorizing the Mayor to execute Agreements in Lieu of Condemnation, authorizing payments and accepting Quit Claim Deeds for public right-of-way. Motion passed unanimously.

Resolution No. 2383

At 1:40 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2383 regarding the W/A/N Improvement Project. Administrator Wilson explained the particulars. San Juan Interiors executed a quit claim deed for a portion of right-of-way that should have been conveyed when the parcel was developed. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2383, accepting the Quit Claim Deed from SJ Interiors for a portion of right-of-way. Motion passed unanimously.

State Auditor’s Office (SAO)

At 1:45 p.m., Mayor Ghatan introduced the SAO team conducting the single-source audit for the Water Transmission Line Replacement Project. The SAO introduced themselves and reviewed the process for the audit. The Council welcomed them.

ADMINISTRATOR’S REPORT

At 1:55 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Employee Retirement – Steve Dubail, Systems Administrator, announced his retirement for June 15th.
- Lautenbach Recycling – The hauler may be required to increase their rates.
- RoundAbout – The RAB construction is scheduled in May.
- Family Resource Center – The FRC is unable to follow through with the CDBG grant opportunity for construction.
- USDA – Town is working with USDA for funding of the WWTP improvements.
- Grange Hall – Town is considering a pocket park at the location as part of its sidewalk improvements.
- Firewood – The firewood bid is scheduled for April 18th.
- Got-Junk Pickup – The Town’s annual spring clean-up event is scheduled the week of April 23rd.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas to approve the payment of Claim Warrant Nos. 44095 through 44147 in the amount of \$562,711.77; and affirm the payment of Treasurer Check Nos. 9763 through 9770 and automatic deposits in the amount of \$154,705.18. Motion passed unanimously.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Monin, to approve the minutes of March 2018 and April 5, 2018 as amended. 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 2:17 p.m. The next regular meeting is scheduled for Thursday, May 3, 2018 at 12:00 p.m.

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