



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, March 19, 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; 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.

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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 Haeefe 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.**

- 96 • Response Objectives – **Council consensus to approve the Response Objectives as modified.**
- 97 • Town Disaster Response – **Moved by Monin, seconded by Starr to approve the designated “Chain of**
- 98 **Command” for Town representation in the SJC-EOC. Motion passed unanimously.**
- 99 • Harbor Life Ring – **Moved by Starr, seconded by Daniels, to approve grant funds in the amount of \$2,500**
- 100 **for the Utility Assistance Program and \$2,500 for FH Food Bank to match public donations. Motion passed**
- 101 **unanimously.**
- 102 • Water Utility Accounts – **Council consensus to extent shut-off notices for delinquent utility accounts by 30**
- 103 **days.**
- 104 • SJC Elections – The SJC special election that includes the ballot measure for annexation is postponed until
- 105 August.
- 106 • H/M Tax Relief – **Consensus to approve the proposal for qualifying payees of Hotel Motel Tax to receive a**
- 107 **one-time credit per room (up to 20 credits) for use as utility relief during the mandatory shut-down.**
- 108 Formal guidelines will be developed.
- 109 • Retail Stimulus - **Council consensus to approve the proposal for employee per diem to be used on**
- 110 **qualifying food establishments for local economy stimulus.**
- 111 • Local Assistance/Stimulus (Discussion Above) – **Moved by Hushebeck, seconded by Starr, to allocate**
- 112 **\$10,000 from the hotel motel tax fund for a Lodging Utility Relief Program and \$7,000 from the general**
- 113 **fund for Local Assistance/ Stimulus. Motion passed unanimously.**
- 114 • Telecommunications – Town is identifying appropriate online meeting forums for future meeting. Our
- 115 current software is MS Teams, but other platforms are available.

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PAYMENT OF CLAIMS

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

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APPROVAL OF MINUTES

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

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FUTURE AND NON-AGENDA ITEMS

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

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CITIZEN RESPONSE

130 No citizen response was forthcoming.

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

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**These minutes were approved on April 16, 2020. The original document is retained by the Clerk in the Town
Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**