



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, August 6, 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) 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 Haeefe 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.

45 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2573, declaring an emergency and ratifying the**
46 **purchase of granular activated carbon from Calgon Carbon Corporation for the adsorption system at the Water**
47 **Treatment Plant. Motion passed 3-0 with Daniels and Starr absent.**
48

49 Resolution No. 2574

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

56
57 **Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2574, authorizing the Mayor to execute a**
58 **contract with JL Electric, LLC for installation of a variable-speed pump at the Water Treatment Plant Aug-2 Pump**
59 **Station. Motion passed 3-0 with Daniels and Starr absent.**
60

61 Resolution No. 2575

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

66
67 **Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2575, authorizing Change Order No. 1 in**
68 **the deductive amount of \$2,177.95 and accepting the project. Motion passed 3-0 with Daniels and Starr absent.**
69

70 Resolution No. 2576

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

74
75 **Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2576, authorizing the Mayor to execute**
76 **Change Order No. 6 reconciling the WWTP Headworks Project. Motion passed 3-0 with Daniels and Starr absent.**
77

78 Resolution No. 2577

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

82
83 **Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2577, authorizing the Treasurer to cancel**
84 **Warrant No. 45360. Motion passed 3-0 with Daniels and Starr absent.**
85

86 Resolution No. 2578

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

92
93 **Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2578, authorizing the Mayor to execute a**
94 **purchase and sale agreement with San Juan County for the SJI Road Maintenance Yard located at 1000 Guard**
95 **Street. Motion passed 3-0 with Daniels and Starr absent.**

97

98 Resolution No. 2579

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

104

105 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2579, authorizing the Mayor to execute**
106 **Amendment No. 3 to the legal services agreement with Inslee Best Doezie & Ryder, PS (William Linton) for**
107 **construction claims related to the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 3-0 with**
108 **Daniels and Starr absent.**

109

110 Business Rental Assistance Program

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

119

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

123

124 **PAYMENT OF CLAIMS**

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

- 127 • To affirm the payment of Payroll Warrant Nos. 17277 through 17284, Direct Deposit dated 07/31/2020,
128 and ACH Payment Nos. 19 through 21 in the amount of \$338,942.43;
- 129 • Issuance of Treasurer Check Nos. 9953 through 9961 including electronic transfers in the amount of
130 \$16,714.96; and
- 131 • Approve the payment of Claim Warrant Nos. 46851 through 46908 in the amount of \$410,643.12.

132

133 **APPROVAL OF MINUTES**

134 Moved by de Freitas, seconded by Monin, to approve the minutes of **July 16, 2020 as submitted.** Motion passed
135 3-0 with Daniels and Starr absent.

136

137 **ADMINISTRATOR’S REPORT**

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

139

- 140 • Sidewalk (ROW) Use – Vinnie’s Ristorante has requested use of 3 parking spaces to accommodate al
141 fresco seating during COVID-19. **Council consensus that they have no objection to use from now through**
142 **October 2020.**
- 143 • Map Plotter – Land Use Administrator Bertrand has offered to donate his personal map plotter to the
144 Town if Town would purchase all of its unopened ink toner cartridges. Council consensus to accept the
145 gift of a used map plotter from (employee) **Land Use Administrator Bertrand and purchase unopened ink**
146 **toner cartridges at cost for \$115 each.**

- 147 • Utility Deferred Payment Plan – **Council consensus to approve and authorize staff to issue notice**
- 148 **regarding the Utility Assistance Deferred Payment Plan for utility payments during COVID-19.**
- 149 • Solar Project – Town may be generating up to 17% of energy costs at the WWTP.
- 150 • Sales Tax – Collections remain low but stable.
- 151 • COVID-19 Asymptomatic Testing – Eight employee took advantage of testing. No results have been
- 152 received.
- 153 • Mullis Street – Town has received complaints about visibility from the U-Haul parking on Mullis Street.
- 154 **Council consensus to amend the parking if needed.**

155
156 **FUTURE AND NON-AGENDA ITEMS**

157 No future agenda items were forthcoming.

158
159 **CITIZEN RESPONSE**

160 No citizen response was forthcoming.

161
162 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:08
163 p.m. The next regular meeting is scheduled for Thursday, August 20, 2020 at 12:00 p.m.

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165 * * * * *

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

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