



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, July 11, 2013 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher 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; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 4, Felix Menjivar, and Attorney, Adina Cunningham, were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

SJC COUNCIL UPDATE

At 12:01 p.m., San Juan County Councilmember Bob Jarman provided the Council with an update on issues of mutual concern. Mr. Jarman discussed the County Council establishing regular Monday meetings; solid waste lease at the San Juan Island Transfer Station; and update on the marina fire at Roche Harbor. Discussion followed regarding the fire on July 10, 2013. The Council and Mayor thanked Mr. Jarman.

ACTION AND DISCUSSION ITEMS

Water System Plan Presentation

At 12:13 p.m., Mayor Lacher introduced discussion of updates to the Town Water System Plan (WSP). Administrator Wilson introduced Matthew Maring, Brown & Caldwell engineer, to present the Plan. Mr. Maring explained that it is a requirement to update the WSP every six years under WAC 246-290-100. Mr. Maring provided an overview of content; progress and improvements; and long-term needs for the system. It was noted that the overall state of the water utility and operations is good. Those long-term items result from pressure on the system from growth; supply expansion; utility rate impacts and funding; and capital improvement needs. Discussion and inquiry followed regarding findings and recommendations of the report. Mayor Lacher directed the consultant to include an Executive Summary as part of the report. [See public hearing.]

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PUBLIC HEARING

Water System Plan

At 1:01 p.m., Mayor Lacher opened the public hearing concerning updates to the Town Water System Plan. Mayor Lacher opened the hearing to public comment.

Marilyn O'Connor, Executive Director for the Port of Friday Harbor, commented that the phasing and construction of Town's Water Transmission Line effects operations at the FH Airport. The Port is unable to develop portions of airport property until Town abandons the active transmission line because the line runs through their development site. Ms. O'Connor requested that Town continue to coordinate with the Port and take their needs into consideration.

At 1:03 p.m., hearing no other comment, Mayor Lacher closed the public comment portion of the hearing. The Council offered no comment for the record. Mayor Lacher closed the public hearing. No action was taken.

ACTION AND DISCUSSION ITEMS (cont.)

Resolution No. 1960

At 1:04 p.m., Mayor Lacher introduced draft Resolution No. 1960, *authorizing the Mayor to execute an agreement with Lawson Construction, Inc. for improvements to the public right-of-way at the corner of Spring Street and Marguerite Place.* The purpose of the project is to install overlay and soften the turning radius at the northeast corner of the intersection. Administrator Wilson explained that additional right-of-way was not needed from the Catholic Church for the improvements. Survey of the area identified that the corner and parking area, thought to be property of the church, are already in the Town right-of-way. Discussion followed regarding the condition of Marguerite Place and if additional improvements, such as patching, could be done while equipment was mobilized for this project.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 1960, authorizing the Mayor to execute an agreement with Lawson Construction, Inc. for improvements to the public right-of-way at the corner of Spring Street and Marguerite Place. Motion passed 4-0 with Menjivar absent.

Resolution No. 1963

At 1:09 p.m., Mayor Lacher introduced draft Resolution No. 1963, *authorizing the Mayor to execute an interlocal agreement with the Port of Friday Harbor regarding the Mullis Street curb, gutter & sidewalk improvements from Market Street to Friday Harbor Airport.* The Port of Friday Harbor is constructing a Visitor Aircraft and Lounge Facility Project on Mullis Street and is required to make certain improvements in the public right of way abutting the Friday Harbor Airport property as a condition of construction. The Port and Town verbally agreed to jointly fund additional curb, gutter and sidewalk improvements on Mullis Street from Market Street to the Airport to enhance pedestrian safety. Administrator Wilson explained that the agreement formalizes the arrangement between the Port and Town; and provided an update on the project. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 1963, authorizing the Mayor to execute an interlocal agreement with the Port of Friday Harbor regarding the Mullis Street curb, gutter & sidewalk improvements from Market Street to Friday Harbor Airport. Motion passed 4-0 with Menjivar absent.

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91 Resolution No. 1961

92 At 1:14 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1961, *authorizing the Mayor*
93 *to execute an agreement with Atlantis Construction for stormwater improvements on Warbass Way.*
94 Wayne Haefele, Public Works Director, explained that the purpose of the agreement was for
95 installation of approximately 131 feet of concrete “valley gutter” to direct additional stormwater runoff
96 on the roadway to a catch basin nearby. No discussion followed.

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98 **Moved by Monin, seconded by Starr, to adopt Resolution No. 1961, authorizing the Mayor**
99 **to execute an agreement with Atlantis Construction for stormwater improvements on**
100 **Warbass Way. Motion passed 4-0 with Menjivar absent.**

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102 Resolution No. 1962

103 At 1:18 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1962, *authorizing the Mayor*
104 *to execute an agreement with Atlantis Construction for stormwater improvements on Hillcrest Place.*
105 Wayne Haefele, Public Works Director, explained that the purpose of the agreement was for
106 installation of approximately 95 feet of “rolled curb and gutter” to direct stormwater runoff on the
107 roadway to a catch basin nearby. No discussion followed.

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109 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 1962, authorizing the**
110 **Mayor to execute an agreement with Atlantis Construction for stormwater improvements**
111 **on Hillcrest Place. Motion passed 4-0 with Menjivar absent.**

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113 Resolution No. 1964

114 At 1:20 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1964, authorizing the Mayor
115 to execute an agreement with Island Gardens Company for installation of landscape and irrigation on
116 Front Street. Administrator Wilson explained that pursuant to direction from the Council on May 16th,
117 the Town solicited bids using the small works roster and Island Gardens Company was the most
118 responsive bid. Wayne Haefele, Public Works Director, provided the Council with an update and
119 timeline for the project, including repair of water fountain and irrigation at Memorial Park. Discussion
120 followed regarding budgeting for the project.

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122 ***Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 1964, authorizing***
123 ***the Mayor to execute an agreement with Island Gardens Company for installation of***
124 ***landscape and irrigation on Front Street.***

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126 **ADMINISTRATOR’S REPORT**

127 At 1:26 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- 129 • AWC conferences - Attended annual conference. Attended business workshops in Olympia
130 upon return.
- 131 • Loss Prevention Grant - Town was granted \$350 for purchases of equipment.
- 132 • Trout Lake water level - Reservoir is at minus 10.5 inches below the spillway.
- 133 • Town benches - Treasurer Picinich provided an overview of the bench program.
- 134 • July 4th holiday - Aside from the parade accident, it was a fairly uneventful day in terms of
135 emergency calls.
- 136 • Recycling receptacles - Photos were distributed for review. Options and styles of cans were
137 discussed.
- 138 • Public Restrooms - The cleaner has been directed to make additional cleanings on peak visitor
139 days through summer.
- 140 • Salary Ordinance - A draft Ordinance was distributed for review.

- 141 • Water Ordinance - Staff will bring an ordinance to consider an alternative rate for sale of tank
- 142 water under 200 gallons.
- 143 • Solid Waste - The County has requested alternative terms for consideration. The solid waste
- 144 lease will be added to the next agenda.

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146 **PAYMENT OF CLAIMS**

147 Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 38148
148 through 38220 in the amount of \$244,960.67; and affirm the payment of Payroll Warrant Nos. 15843
149 through 15873 and the direct deposit run in the amount of \$214,030.16. Motion passed 4-0 with
150 Menjivar absent.

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152 **APPROVAL OF MINUTES**

153 Minutes were postponed until the evening session.

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155 **FUTURE AND NON-AGENDA ITEMS**

156 Mayor Lacher encouraged the Council and public to review the Port’s Master Plan concept.

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158 **CITIZEN RESPONSE**

159 No citizen response was forthcoming.

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161 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the
162 meeting at 2:02 p.m. The next regular meeting is scheduled for Thursday, July 11, 2013 at 5:30 p.m.

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165 **These minutes were approved on July 18, 2013. The original document is retained by the**
166 **Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**
167 **Harbor Clerk**