



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, August 1, 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.

Positions 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.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was cancelled.

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 proposed revisions to the dangerous dog ordinance; collaboration for services between the Town and County; solid waste issues; and upcoming Fair week. Discussion followed regarding ferry traffic control and the Turn Point connector road. The Council and Mayor thanked Mr. Jarman.

ACTION AND DISCUSSION ITEMS

Spring Street Water and Sewer Main Replacement

At 12:23 p.m., Mayor Lacher introduced discussion of the Spring Street Water and Sewer Main Replacement Project. Administrator Wilson explained that this project will be a continuation of the repaired lines that failed in September 2012. The Council budgeted for the additional work in 2013. Staff investigated whether any other issues could be addressed while the street is open. It turns out that the sewer line is old and blasting over the years has caused significant damage. The other improvement, made possible by the replacement of water main, is installation of a pressure reduction vault to lower water pressures on the waterfront. The engineering estimate for all proposed work is \$217,000, including a 25% premium for night and weekend work. Staff is asking for Council authorization to move forward with bid of the project, to be built in 2013. Public Works Director, Wayne Haeefe, detailed the scope of work and timeline for the project. Discussion followed regarding disruptions to the business community. Mr. Haeefe noted that the project could be expedited if the

48 Council could approve the Town Water System Plan Updates before August 15th. Discussion followed
49 regarding continuation of the meeting for the purpose of adopting the updates.
50

51 **Moved by Hushebeck, seconded by Starr, to authorize staff to call for bids on the Spring**
52 **Street Water and Sewer Main Replacement Project. Motion passed 4-0 with Menjivar**
53 **absent.**

54
55 Blair Avenue Reconstruction Project

56 At 12:46 p.m., Mayor Lacher introduced discussion the Blair Avenue Reconstruction Project.
57 Administrator Wilson explained that the Council was asked to consider financing the design portion of
58 these improvements in the amount of what would likely be the 10% local match required for a
59 Transportation Improvement Board grant. There is a high probability that we could construct both
60 phases of the project in 2014 under one bid if TIB awards funds for construction. This would be a cost
61 benefit because the project would be appealing enough to attract several bids and there are savings if
62 both phases are mobilized at the same time. However, in order to have the option, Town will have to
63 use reserve funding for engineering without assurance of grant funds for construction. Regardless,
64 Town would have the phase shovel ready for future grant opportunities. No discussion followed.
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66 **Moved by Starr, seconded by de Freitas, to submit a grant application to the**
67 **Transportation Improvement Board for design and construction of the Blair Avenue**
68 **Improvement Project from Spring Street to Park Street. Motion passed 4-0 with Menjivar**
69 **absent.**

70
71 Resolution No. 1967

72 At 12:50 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1967, *authorizing the Mayor*
73 *to execute a contract with Richard Lawson Construction for construction of improvements on a portion*
74 *of Mullis Street.* Administrator Wilson explained that one sealed bid was received in the unit price with
75 base bid amount of \$129,756.25 from Market Street to Spring Street. No discussion followed.
76

77 **Moved by Monin, seconded by Starr, to adopt Resolution No. 1967, authorizing the Mayor**
78 **to execute an agreement with Richard Lawson Construction for improvements on Mullis**
79 **Street. Motion passed 4-0 with Menjivar absent.**

80
81 Resolution No. 1968

82 At 12:52 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1968, *authorizing an*
83 *agreement for construction on Mullis Street.* Administrator Wilson explained that one bid was received
84 using the small works roster from Richard Lawson Construction in the amount of \$37,972 for
85 improvements from Market Street to the Friday Harbor Airport. No discussion followed.
86

87 **Moved by de Freitas, seconded by Monin, to adopt Resolution No. 1968, authorizing the**
88 **Mayor to execute a contract with Richard Lawson Construction, Inc. for construction of**
89 **improvements on a portion Mullis Street from Market Street to the Friday Harbor Airport.**
90 **Motion passed 4-0 with Menjivar absent.**

91
92 Resolution No. 1969

93 At 12:54 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1969, *authorizing a*
94 *supplemental agreement for construction administration services for the Mullis Street Pedestrian*
95 *Improvement Project.* Administrator Wilson explained that construction administration assistance is
96 needed during the project. Gray & Osborne have offered to provide those services for \$8,900.
97 Construction administrator services include contract management, coordination between Town,

98 Contractor and Transportation Improvement Board, and preparation of project closeout documents. No
99 discussion followed.

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101 **Moved by Monin, seconded by Starr, to adopt Resolution No. 1969, authorizing the Mayor**
102 **to execute Supplemental Agreement No. 3 to the contract with the engineering firm of**
103 **Gray & Osborne, Inc. for construction administration services on a portion of Mullis Street.**
104 **Motion passed 4-0 with Menjivar absent.**

105
106 Resolution No. 1970

107 At 12:55 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1970, *authorizing the Mayor*
108 *to execute an agreement with Janice DeBardi to provide construction inspection services.* Administrator
109 Wilson explained that daily construction inspection services are required during the Mullis Street
110 Pedestrian Improvement Project. The agreement is at a rate of \$35.00 per hour for the duration of the
111 project. Public Works Director, Wayne Haefele, explained that Ms. DeBardi has a long tenor with other
112 local and county governments providing said services. Public Works hopes to use her for other
113 upcoming projects if Town is satisfied with her services during the Mullis Street project. Discussion
114 followed regarding the rate schedule. Mr. Haefele explained that the rate was more than reasonable.

115
116 **Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 1970, authorizing the**
117 **Mayor to execute an agreement between the Town of Friday Harbor and Janice DeBardi to**
118 **provide construction inspection services for the Mullis Street Pedestrian Improvement**
119 **Project. Motion passed 4-0 with Menjivar absent.**

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121 Resolution No. 1971

122 At 1:01 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1971, *authorizing the Mayor*
123 *to execute a purchase agreement to provide liquid propane gas.* Administrator Wilson explained the
124 particulars of the purchase agreement. Town received competitive sealed bids from two firms on July
125 12, 2013 after being duly advertised. Vander Yacht Propane was the lowest cost proposal and has
126 offered to provide propane liquid gas according to Town specifications for a cost of \$0.40 per gallon
127 markup, excluding all applicable taxes, over their “rolling average” from August 1, 2013 through July
128 31, 2014. No discussion followed.

129
130 **Moved by Monin, seconded by Starr, to adopt Resolution No. 1971, authorizing the Mayor**
131 **to accept the proposal of and execute a purchase agreement with Vander Yacht Propane**
132 **to provide propane fuel for a cost of \$0.40 per gallon markup, excluding all applicable**
133 **taxes, over their “rolling average” cost. Motion passed 4-0 with Menjivar absent.**

134
135 Resolution No. 1972

136 At 1:03 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1972, *authorizing the Mayor*
137 *to execute a purchase agreement to provide motor fuels.* Administrator Wilson explained the
138 particulars of the purchase agreement. Town received competitive sealed bids from two firms on July
139 12, 2013 after being duly advertised. Petro San Juan was the lowest cost proposal according to Town
140 specifications and has offered to provide motor fuels for an initial cost of \$0.185 per gallon markup
141 over cost, excluding applicable taxes, for unleaded gasoline, No. 2 diesel fuel, and off-road diesel from
142 August 1, 2013 through July 31, 2014. Discussion followed regarding the cost of fuel delivery to San
143 Juan Island.

144
145 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 1972, authorizing the**
146 **Mayor to accept the proposal of and execute a purchase agreement with Petro San Juan to**
147 **provide unleaded and diesel motor fuels for a cost of \$0.185 per gallon markup, excluding**
148 **applicable taxes, over their cost. Motion passed 4-0 with Menjivar absent.**

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Resolution No. 1973

Concurrently with introduction of Resolution No. 1972, Mayor Lacher introduced draft Resolution No. 1974, *authorizing the Mayor to execute a purchase agreement to provide motor fuels*. Administrator Wilson explained the particulars of said purchase agreement. Town received a competitive sealed bid from one firm on July 12, 2013 after being duly advertised. Island Petroleum Services was the lowest cost proposal and has offered to provide said B-20 bio-diesel motor fuel for a cost of \$0.20 per gallon markup, excluding applicable taxes, over their cost for from August 1, 2013 through July 31, 2014. Administrator Wilson noted that the bid does not currently meet all of the specifications and Town has waived the requirement to provide a two-card lock system for fueling. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 1973, authorizing the Mayor to accept the proposal of and execute a purchase agreement with Island Petroleum Services to provide B-20 bio-diesel motor fuel for an initial cost of \$0.20 markup, excluding applicable taxes, per gallon. Motion passed 4-0 with Menjivar absent.

Ordinance No. 1515

At 1:08 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1515, establishing the special meeting place. Administrator Wilson explained that the Council was invited to hold its regular meeting on August 15th at the Brickworks Plaza located at 150 Nichols Street. No discussion followed.

Moved by Starr, seconded by Monin, to adopt Ordinance No. 1515, establishing the regular meeting of the Town Council at 12:00 p.m. on Thursday, August 15, 2013 at the Brickworks Plaza, located at 150 Nichols Street, for the purpose of discussing the Brickworks and proposed projects located near Sunshine Alley. Motion passed 4-0 with Menjivar absent.

ADMINISTRATOR’S REPORT

At 1:11 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Round Towner Shuttle - The service is now operating in Town. A flyer was provided.
- Recycling cans - Staff is still looking for a reasonable supplier for cans. Average cost appears to be \$500 to \$1,800 each.
- Revenue resources - Year to date data for sales, hotel motel and public safety taxes were distributed.
- Banner Program - Fall banners will be ordered this month.
- Parks Plan - The Council discussed having a work session.
- SJI Home Trust - The Trust is planning a new project in 2015.
- Marguerite Place - Lawson Construction is scheduled to make improvements at the intersection of Spring Street and Marguerite Place.
- Utility Assistance Program - A flyer advertising the “Life Ring” Program was distributed.
- Tree Ordinance - Town received complaints regarding cutting of trees. The Council discussed whether or not to consider a tree ordinance.
- Parade - Staff has been meeting with parade organizers to determine new safety rules for participants.
- Cherry Point Export Project - The scope for the Whatcom/Cherry Point EIS is available online.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 15875 through 15902 and the July 31, 2013 direct deposit run in the amount of \$225,255.61; and approve the

199 payment of Claim Warrant Nos. 38251 through 38289 in the amount of \$161,066.55. **Motion passed**
200 **3-0 with de Freitas abstained and Menjivar absent.**

201
202 Treasurer Picinich requested a motion from the Council to transfer \$2,500 from the Treasurer’s Trust
203 Fund to the Town Current Fund for the purpose of funding the Town Utility Assistance Program
204 pursuant to the agreement with the Family Resource Center authorized by Resolution No. 1966.

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206 **Moved by de Freitas, seconded by Starr, to transfer between Town Funds \$2,500 for the**
207 **Utility Assistance Program. Motion passed 4-0 with Menjivar absent.**

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209 **APPROVAL OF MINUTES**

210 Moved by Monin, seconded by de Freitas, to approve the minutes of July 18, 2013 as submitted.
211 Motion passed 3-0 with Hushebeck abstained and Menjivar absent.

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213 **FUTURE AND NON-AGENDA ITEMS**

214 No future agenda items were forthcoming.

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216 **CITIZEN RESPONSE**

217 No citizen response was forthcoming.

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219 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher continued the
220 meeting at 2:03 p.m. to Tuesday, August 6, 2013. The next regular meeting is scheduled for Thursday,
221 August 15, 2013 at 12:00 p.m. at the Brickworks Plaza located at 150 Nichols Street.

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223 * * * * *

224 **These minutes were approved on August 6, 2013. The original document is retained by**
225 **the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**
226 **Harbor Clerk**