



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, December 5, 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. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

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

Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Attorney, Adina Cunningham; were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Monin and de Freitas. Council unanimously excused their absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was not scheduled.

PUBLIC ACCESS TIME

No public access was forthcoming.

SAN JUAN COUNTY UPDATE

San Juan County Councilmember Bob Jarman provided an update on issues of mutual concern. Included were an update on the recent communications outage, SJI Transfer Station Lease, speed zone changes on Roche Harbor Road/Tucker Avenue; Whidbey Island naval aircraft noise, and opportunities for joint contracting for services. Discussion followed. No action was taken.

ACTION AND DISCUSSION ITEMS

Spring Street Water Sewer Main Replacement Project

At 12:17 p.m., Mayor Lacher introduced discussion of bid award for the Spring Street Water Sewer Main Replacement Project. Public Works Director, Wayne Haefele, explained the bid award process and described the three bids received at the November 27th bid opening. The bids received were examined for completeness and responsibility pursuant to RCW 39.04.350. Upon examination, the bid by Richard Lawson Construction, the apparent low bidder at the amount of \$149,860 contained a minor difference between the mathematical total of the extended prices, and the base bid grant total as written on the bid form. The difference amounted to \$30. Mr. Haefele recommended the award of bid to Richard Lawson Construction. Discussion followed regarding the contractor's ability to complete the project to Town performance standards. Mr. Haefele explained that only items listed in the bid specifications may be considered for responsiveness.

48 **Moved by Menjivar, seconded by Starr, to award the bid of \$149,860 for construction of**
49 **the Spring Street Water Sewer Main Replacement Project to Richard Lawson Construction,**
50 **Inc. Motion passed 3-0 with Monin and de Freitas absent.**

51
52 Bail and Fee Schedule

53 At 12:35 p.m., Mayor Lacher introduced discussion of the Town bail and fee schedules. Administrator
54 Wilson and Clerk Taylor explained that no changes to the schedules are requested at this time,
55 however the municipal code requires that they be reviewed by the Council annually. No discussion
56 followed.

57
58 **Moved by Hushebeck, seconded by Menjivar to adopt the Town Bail and Fee Schedules for**
59 **year 2014. Motion passed 3-0 with Monin and de Freitas absent.**

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61 Solid Waste Management Plan

62 At 12:37 p.m., Mayor Lacher introduced discussion of the Town Solid Waste Management Plan.
63 Administrator Wilson and Land Use Administrator Mike Bertrand explained that the Planning
64 Commission reviewed and recommended no changes to the report. Administrator Wilson requested
65 that the Council review the Plan for adoption at the December 19th meeting. No action was taken.

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67 **ADMINISTRATOR’S REPORT**

68 At 12:43 p.m., Administrator Wilson presented the Town Council with an update of the following:

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70
- 71 • SJC Land Bank – The Land Bank is attempting a conservation easement on portions of Lawson
72 Ridge. The Ridge abuts the Trout Lake Reservoir. The Land Bank may need to seek partners
73 to make the easement acquisition feasible.
 - 74 • FCC/UTC Public Hearing – A hearing is scheduled December 9th to discuss the recent outage
75 event. The focus of the hearing regards 9/11 and emergency communications. Discussion
76 followed regarding other aspects of the event.
 - 77 • Paving Survey – The survey is almost complete. The preliminary estimate is \$9.7 million to
78 bring all streets up to minimal standards. This estimate includes pavement in travel lanes and
79 repair of existing curb, gutter and sidewalk only. Discussion followed regarding the condition of
80 certain portions of roadbed.
 - 81 • Conservation Futures Legislation – The State is currently promoting legislation to impose
82 conservation futures. If Town were to pursue, based on current legislation and property
83 assessments, it would be eligible for approximately \$7,000 per year to use strictly for the
84 conservation of property.
 - 85 • Town Attorney – Attorney Cunningham continues to be on medical leave. Her firm continues to
86 act on behalf of the Town.
 - 87 • Blair Street Improvement Project – The Transportation Improvement Board has approved the
88 Town’s grant request for design of Blair Street Improvements – Phase II.
 - 89 • Town Council meeting – **Council consensus to reschedule the regular January 2, 2013**
90 **sessions of the Town Council to Thursday, January 9, 2014, due to the holiday**
91 **schedule.**
 - 92 • Town Council Retreat – **Council consensus to tentatively schedule the Town Council**
93 **Retreat on Saturday, February 9th, 2014.** Discussion followed regarding topics and
94 location.
 - 95 • Cost Allocation Plan – Treasurer Picinich distributed a draft cost allocation plan for Town
96 Utilities. Treasurer Picinich explained that there are several departments that provide direct
97 and indirect support to the utilities, but costs are not currently allocable to those same funds.
The purpose of the plan is to establish a policy and demonstrate the methodology for fair

98 allocation of those stated costs across the Street and Utility Funds. The final Plan will be
99 presented at the December 19th meeting.
100 • Tourism & Branding Plan – Phase I – Copies of the proposals received were distributed to the
101 Council for review.

102
103 **PAYMENT OF CLAIMS**

104 Moved by Hushebeck, seconded by Monin, to affirm the payment of Payroll Warrant Nos. 15994
105 through 16024 and the 11/30/13 Direct Deposit Run in the amount of \$220,896.40; and approve the
106 payment of Claim Warrant Nos. 38664 through 38701 in the amount of \$82,820.95. Motion passed 3-
107 0 with Monin and de Freitas absent.

108
109 **APPROVAL OF MINUTES**

110 Moved by Starr, seconded by Hushebeck, to approve the minutes of **November 21, 2013 as**
111 **corrected.** Motion passed 3-0 with Monin and de Freitas absent.

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113 **FUTURE AND NON-AGENDA ITEMS**

114 Councilmember Hushebeck suggested an update from the Port regarding their Master Plan.

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116 Mayor Lacher described her attendance at the recent National League of Cities conference.

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118 Mayor Lacher noted that she had been elected to serve on the AWC RMSA Board. The Council
119 congratulated her.

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121 **CITIZEN RESPONSE**

122 No citizen response was forthcoming.

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125 **EXECUTIVE SESSION**

126 At 1:40 p.m., Mayor Lacher announced that the Council would be holding an executive session
127 regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(b); which was
128 estimated to last 15 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, and
129 Treasurer Picinich. The session ended at 2:03 p.m. for an actual session time of 23 minutes. No
130 actions were taken.

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132 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the
133 meeting at 2:04 p.m. The next regular meeting is scheduled for Thursday, December 19, 2013 at
134 12:00 p.m.

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137 **These minutes were approved on December 19, 2013. The original document is retained**
138 **by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**
139 **Harbor Clerk**