



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, May 19, 2016 – 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; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

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

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher introduced Cole Hamilton, Friday Harbor High School student. Mr. Hamilton was attending the meeting because he is interested in civics and politics as a career. The Council welcomed him to the meeting.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation – Historic Museum

At 12:05 p.m., Mayor Lacher proclaimed May 21, 2016 as San Juan Historical Society and Museum Day in honor of their 50th anniversary. The proclamation was presented to Kevin Loftus, Museum Director. Mr. Loftus showcased historical items. The Council congratulated the Museum.

Proclamation – Mental Health Awareness Month

At 12:13 p.m., Mayor Lacher proclaimed May 2016 as Mental Health Awareness Month in the Town. The proclamation was presented to Judy Heinemann, Clinic Director for Compass Health. Ms. Heinemann reported that 1 in 3 people are effected by mental health issues personally or through someone they know.

Ordinance No. 1597

At 12:14 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1597, amending water rates and charges. Administrator Wilson explained that the Ordinance amends definitions in Chapter 13.05 in order to clarify that property located outside of the Town but connected to Town water shall not be used as a “transient accommodation” absent a contractual entitlement to operate a commercial enterprise. Discussion followed that this is a clarification of existing code rather than new regulation.

Moved by Ghatan, seconded by Monin, to adopt Ordinance No. 1597, relating to water rates and charges for transient accommodations and specifically amending FHMC Section 13.05. Motion passed unanimously.

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45 Resolution No. 2194
46 At 12:21 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2194 concerning a street naming policy
47 for the Town. Administrator Wilson described revisions from the version presented at the May 5th session. No
48 discussion followed.

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50 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2194 adopting a policy regarding street**
51 **naming. Motion passed unanimously.**

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53 Resolution No. 2195
54 At 12:25 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2195 concerning Change Order Nos. 3
55 and 4 for the Spring Street Utility Replacement Project. Public Works Director, Wayne Haefele, explained that
56 Change Order No. 3 extended storm drainage utilities past the Spring Street intersection (project terminus) in
57 order to avoid excavating the new pavement in 1-2 years. Change Order No. 4 adjusts many bid item quantities
58 in anticipation of accepting the project. Discussion followed regarding challenges experienced during the project.

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60 **Moved by Monin, seconded by Starr, to adopt Resolution No. 2195, authorizing the Mayor to execute Change**
61 **Order No. 3 and 4 to the agreement with Mike Carlson Enterprises, Inc. for the Spring Street Water Sewer Main**
62 **Replacement Project – Phase 3. Motion passed unanimously.**

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64 Resolution No. 2196
65 At 12:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2196 concerning Change Order No. 1
66 for the Trout Lake Dam Concrete Repair Project. Administrator Wilson explained that the Council authorized
67 preemptive concrete repairs at the May 5th session. This Change Order represents the new scope of work. No
68 discussion followed.

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70 **Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2196 authorizing the Mayor to execute**
71 **Change Order No. 1 to the agreement with Equity Builders, Inc. for the Trout Lake Dam Repair Project. Motion**
72 **passed unanimously.**

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74 Resolution No. 2197
75 At 12:38 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2197 concerning materials testing for
76 the Water Transmission Line Replacement Project. Administrator Wilson explained that it is a federal and state
77 requirement to perform testing. No discussion followed.

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79 **Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2197, authorizing the Mayor to execute an**
80 **agreement for materials testing and special inspection of the Water Transmission Line Replacement Project.**
81 **Motion passed unanimously.**

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83 Resolution No. 2198
84 At 12:39 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2198 concerning Amendment No. 4 to
85 the professional service agreement with Wilson Engineering, LLC to prepare an engineering report for Pump
86 Station No. 2 outfall improvements. Administrator Wilson explained that these improvement parallel the existing
87 submarine sewer line. The requested technical memorandum will be required by the State as Town applies for
88 grant funding to construct these improvements. Discussion followed regarding the location of the improvements.

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90 **Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2198, authorizing the Mayor to execute**
91 **Amendment No. 4 to the professional service agreement with Wilson Engineering, LLC to prepare an**
92 **engineering report for outfall improvements associated with the Pump Station No. 2 Retrofit Project. Motion**
93 **passed unanimously.**

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ADMINISTRATOR’S REPORT

At 12:47 p.m., Administrator Wilson presented the Town Council with an update of the following:

- SJC Fairgrounds – There is interest to remove the camping restriction at the Fairgrounds in order to accommodate the transient workforce.
- Sunken Park Art Mural – Presentation of the mural is scheduled Sunday, May 29th.
- Spring Street Tree – Tree roots are causing damage to the existing sidewalk. **Council consensus to survey the ROW and determine a solution.**
- Spring Street Stormwater Vault Project – PND Engineers will complete its scope of work for the Project. The project should be “shovel-ready” when a new round of grant funding becomes available.
- Front Street ROW Lease – The right-of-way lease for the Williamson Building (SJI Yacht Club) located on Front Street will expire June 2016.
- Warbass Way Surveying – Monitoring has indicated that the road experienced no shifting or change over the last 5 years. **Consensus to schedule monitoring every 5 years instead of bi-annually.**
- Argyle Avenue Sidewalks – Representatives from the Transportation Improvement Board visited to discuss possible grant opportunities. It was indicated that wider sidewalks on Argyle Avenue are a possibility.
- Town Employee Positions - The Janitorial position has been filled pending a successful background check of the applicant. The position for the Accounts Payable Clerk has been filled by Bethany Berry. Ms. Berry is scheduled to begin June 1st.
- Water Transmission Line Replacement Project – The preconstruction meeting is scheduled May 24th.
- UW Labs Sewage Agreement – Town is negotiating a new service agreement with the Labs.
- Puget Sound Partnership – The organization has experience severe budget cuts leading to reduced staffing and service levels.
- Lodging Tax Grant Program – Discussion followed regarding the Visitor Bureau’s emphasis for the 2017 grant cycle.
- Inter-Island Medical Center Building – Local stakeholders are looking into the feasibility of converting the older building into a hostel for the transient workforce.

PAYMENT OF CLAIMS

Moved by Monin, seconded Ghatan, to approve the payment of Claim Warrant Nos. 41670 through 41727 in the amount of \$410,029.75; Treasurer’s Check Nos. 9584 through 9587 in the amount of \$16,319.56; and Pre-write Warrant No. 29210 in the amount of \$65,717.50 with Mike Carlson Enterprises for the Spring Street Utility Replacement Project. Motion passed unanimously.

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Starr, to approve the minutes of **May 5, 2016 as submitted**. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

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EXECUTIVE SESSION

At 2:10 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 15 minutes; and performance of public employees in accordance with the provisions of RCW 42.30.110(1)(b); which was estimated to last 10 minutes. Participants: Town Council, Mayor Lacher and Administrator Wilson. The session ended at 2:52 p.m. for an actual session time of 42 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:53 p.m. The next regular meeting is scheduled for Thursday, June 2, 2016 at 12:00 p.m.

These minutes were approved on June 2, 2016. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk