



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, August 1, 2024 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Pro Tem Richard Geffen called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Richard Geffen (Position No. 2/Mayor Pro Tem), Anna Maria de Freitas (Position No. 3), and Mason Turnage (Position No. 4). Mayor Rayment Jackson and Councilmember Barbara Starr (Position No. 5) were absent. **Council consensus to excuse the absences of Mayor Jackson and Councilmember Starr.**

Town Administrator Denice Kulseth; Finance Director Bethany Berry; and Clerk Jennifer Krembs.

FLAG SALUTE

Mayor Pro Tem Geffen conducted the flag salute.

STAFF RECOGNITION

At 12:01, Mayor Pro Tem Geffen invited Justin Nibler, Streets and Parks Supervisor, and Jesse Douglas-Seitz, Public Works Director, to the podium. Jesse Douglas-Seitz recognized and thanked Nibler for 10 years of service working for the Town.

ANNOUNCEMENTS

No announcements.

PUBLIC COMMENT

At 12:03 p.m., Michael McKinnon, town resident, addressed Council to ask for help with street lighting because of the Nash Street Improvement Project lighting installed with a five-bulb set-up. McKinnon requested to have three bulb set-ups for the 700 block of Nash Street to decrease the illumination into neighborhood windows. Councilmember Hushebeck suggested using shrouds to project light downwards not laterally. Councilmember De Freitas assured McKinnon his statement was heard and explained action on public comment items will be referred to staff.

CONSENT AGENDA

At 12:08 p.m., the Consent Agenda was introduced by Mayor Pro Tem Geffen. No discussion followed.

Moved by Geffen, seconded by Turnage, to adopt the Consent Agenda as presented. No discussion. Motion passed 4-0 with Starr absent.

- Resolution No. 2875 – Accepting Town Hall Roofing with Loberg Roofing, Inc.
- Resolution No. 2876 – Authorizing contract for San Juan Heating LLC to install HVAC distribution system
- Resolution No. 2878 – Authorizing contract with Speer Taps, Inc. for water distribution valves and installation
- Resolution No. 2879 - Authorizing Amendment 1 to contract with Legacy Telecommunications LLC for annual generator maintenance and load bank testing

Payment of Claims & Payroll

- 1) Claim warrants: #61106 to 61131, including ACH payments; dated June 25, 2024, to June 27, 2024; in the amount of \$246,440.37.
- 2) Claim warrants: #61132 to 61156, including voided warrant #61136 that was reissued as 61155 & 61156; dated July 5, 2024, to July 9, 2024; in the amount of \$136,553.93.

- 3) Claim warrants: #61157 to 61173, including ACH payments; dated July 15, 2024; in the amount of \$69,093.30.
- 4) Payroll warrants: #20081 to 20088, including employee direct deposit and vendor ACH payments; dated May 31, 2024; in the amount of \$370,459.69.
- 5) Payroll warrants: #20089 to 200987, including employee direct deposit and vendor ACH payments; dated June 30, 2024; in the amount of \$352,991.77.

Minutes Approval of the Summary of the Minutes dated July 18, 2024.

ACTION AND DISCUSSION ITEMS

Ordinance No. 1799

At 12:08 p.m., Ordinance No. 1799 was introduced by Mayor Pro Tem Geffen. Community Development Director, Ryan Ericson, explained Ordinance No. 1799 regarding the rezone (RZN081) of Guard Street Apartments. Councilmember De Freitas inquired about a resident letter which expressed concern about the view. Ericson and Kulseth, explained the height of the proposed two-story building would not create a view obstruction. No discussion followed. * Scrivener error on agenda and proposed Ordinance; Ordinance was labeled 1797; Town Clerk corrected and reassigned number to read Ordinance No.1799.

Moved by De Freitas, seconded by Turnage, to adopt Ordinance No. 1799 as presented. No discussion. Motion passed 4-0 with Starr absent.

Resolution No. 2874

At 12:12 p.m., Resolution No. 2874 was introduced by Mayor Pro Tem Geffen. Geffen recognized Administrator Kulseth to explain the proposed interlocal agreement with the San Juan Island Park and Recreation District (Island Rec). Kulseth explained the agreement would assist through the Town’s Public Works Department to support Island Rec’s Park Maintenance Department. De Freitas asked for clarification on scope of work and compensation. Kulseth referred to terms and provisions of the agreement. No discussion followed.

Moved by Hushebeck, seconded by De Freitas, to adopt Resolution No. 2874 as presented. No discussion. Motion passed 4-0 with Starr absent.

COMMUNITY DEVELOPMENT DIRECTOR UPDATE

At 12:16 p.m., Ericson provided an update on a possible Ordinance to extend the Historical Preservation District downtown core area to include Web Street. He recommended the expansion include both sides of Web Street. Council was agreeable. Ericson shared the Accessory Dwelling Unit Ordinance would be coming to Council next month. No discussion followed.

ADMINISTRATOR’S REPORT

At 12:18 p.m., Administrator Kulseth reported on the following:

- The Department of Ecology recognized the Town’s Wastewater Treatment Plant with the Outstanding Performance Award for 2023. Kulseth thanked Don Reitan and the WWTP team. The WWTP was one of 118 of 300 plants statewide to receive this award. Kulseth noted the award had not been achieved since 2007. Kulseth thanked the Council for their support in closing the RV Dump Station which positioned the WWTP to qualify for the award. Kulseth expressed feeling proud and extended congratulations to the WWTP team. The award is a positive recognition for our Town and community.
- The estimated cost for a bulk water sales study with FCS Group is \$15,000. FCS Group recommends rolling this study into the 2026 rate study.
- On July 26th, Kulseth, the Mayor, and Councilmembers Geffen and Starr met with State Representative Alex Ramel. Kulseth emphasized the importance of the Public Works Trust fund and how it supports utilities and affordable housing. Ramel met with Kulseth, San Juan County Resources Manager Kendra Smith, and San Juan County Waste Coordinator Katie Fleming at the Transfer Station to discuss a possible solar array on the landfill.
- Washington State Ferries is holding an online Open House from now through August 23rd to provide feedback on ferry schedules.

- Kulseth shared she met with Executive Director of Friends of the San Juans, Eva Schulte, who will be reviewing the Town’s Comprehensive Plan. Kulseth shared the Town is amenable to feedback and wants to do what is right for the environment.
- Next week, Kulseth will meet with the Executive Director of the Northwest Clean Air Agency. The meeting is meant to provide clarity regarding the necessity of membership for the Town. The Town’s Fire Marshall, Ryan Ericson, has reported the issue of burning within town limits as minimal. Kulseth reassured Council the meeting is informational to assess if there is a need for membership.
- Kulseth will meet with the new County Manager, Jessica Hudson, next week.
- On August 7th, the Economic Development Council (EDC) will be hosting a Youth Career Workshop directed toward high school students to explore options for working in the trades and utilities. Kulseth promoted the EDC website and programs. Councilmember Hushebeck added the EDC supports new businesses and provided accolades to EDC Director, Victoria Compton. Kulseth concurred.

FUTURE AND NON-AGENDA ITEMS

No agenda items.

PUBLIC COMMENT

No public comment.

ADJOURMENT – Hearing no further business and no objection, Mayor Pro Tem Geffen adjourned the meeting at 12:30 p.m. The next regular meeting is scheduled for Thursday, August 15, 2024, at 12:00 p.m.

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These minutes were approved by motion of the Town Council. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Jennifer M. Krembs, Town of Friday Harbor Clerk