



TOWN OF FRIDAY HARBOR
Post Office Box 219 • Friday Harbor, Washington 98250
(360) 378 - 2810 • www.fridayharbor.org

AGENDA
TOWN COUNCIL

Thursday, June 18, 2026 at 12:00 PM

Town Council Chambers - 60 Second Street

Zoom Webinar: <https://us02web.zoom.us/j/86062582578> ~ Meeting ID: 860 6258
2578

Vision: Honoring our past while building a thriving and sustainable future.

Mission: To preserve and enhance our unique island community known for its small town, rural atmosphere, and natural beauty. To sustain a vital downtown that enriches the business community, honors history, celebrates the arts, and preserves our natural environment.

Call to Order / Roll Call / Flag Salute

Set Agenda / Announcements

Public Comment

Consent Agenda

- Ordinances

Ordinance No. 1840 — Amending Chapter 3.08 of the Friday Harbor Municipal Code (FHMC) concerning the issuance of checks and warrants for payment of claims.

- Resolutions

Resolution No. 3028 - Amendment No. 4 BERK Consulting, Inc Contract

- Minutes

June 4, 2026, Regular Business Meeting

- Payments & Claims

Item	Type	Warrant #	EFT #	Dated	Amount
1	Claims		DFT810-824, 834	5/21/2026	\$137,157.86
2	Claims	63691-63732		6/4/2026	\$231,176.42

Action and Discussion Items

- Resolution No. 3029 - Authorizing a Town Driving and Vehicle Policy presented by Town Administrator Denice Kulseth

Director Reports

San Juan County (SJC) Report

Administrator's Report

- America 250 Update

Public Comment

Future Agenda Items

Adjourn

ORDINANCE NO. 1840

AN ORDINANCE AMENDING CHAPTER 3.08 OF THE FRIDAY HARBOR MUNICIPAL CODE (FHMC) CONCERNING THE ISSUANCE OF CHECKS AND WARRANTS FOR PAYMENT OF CLAIMS.

WHEREAS, pursuant to FHMC 3.08.010, each supervisory official of the Town is designated to be an auditing officer with respect to all operations or activities of their department for the purpose of authenticating and certifying that materials have been furnished, that services have been rendered, that labor has been performed, and that the claim is just, due and an unpaid obligation against the Town in accordance with RCW 42.24.080, and

WHEREAS, pursuant to FHMC 3.08.020, the Town Council serves as the audit board to verify and allow all claims against the Town in accordance with RCW 35.27.340; and

WHEREAS, the Town often has obligations due by dates and schedules that do not coincide with the regular meeting schedule of the Town Council; and

WHEREAS, in order to expedite the payment of claims, the Town has established procedures to authorize the issuance of checks or warrants for the payment of claims in accordance with RCW 42.24.180 to allow for processing on a weekly basis or as necessary; and

WHEREAS, the Town requires a designee in addition to the Finance Director to serve as an auditing official; and

WHEREAS, the Town requires the Assistant Finance Director to be an designated official for payment of claims; and

WHEREAS, the purpose of this ordinance is to establish a designee for an auditing official and adding the Assistant Finance Director as a designated official;

NOW THEREFORE, BE IT ORDAINED by the Council of the Town of Friday Harbor;

SECTION 1. Section 3.08.010 regarding auditing officials is amended to read as follows:

“3.08.010 Finance director or designee as auditing official.

The finance director or designee is designated to be the auditing official of the Town. Pursuant to RCW 42.24.080, each supervisory official of the town is designated to be an auditing officer with respect to all operations of their department or activity for the purpose of authenticating and certifying that material has been furnished, that services have been rendered, that labor has been performed, and that the claim is just, due and an unpaid obligation against the town.”

SECTION 2. A new section known as Chapter 3.08.030 FHMC shall be added to read as follows:

“3.08.030 Payment of claims and warrants.

Pursuant to RCW 42.24.180, the auditing official may cause the issuance of checks or warrants in advance of ~~the~~ Town Council approval of claims, subject to the following conditions:

A. Each official designated to sign the checks or warrants shall be required to furnish an official bond for the faithful discharge of their duties in an amount not less than \$50,000. Only the mayor, treasurer-clerk, ~~and~~ finance director, and assistant finance director are designated to sign checks or warrants prior to ~~the~~ Town Council approval.

B. The ~~the~~ Town Council shall be provided the documentation supporting claims paid at its next regularly scheduled meeting occurring no later than 30 days from issuance.

C. In the event the ~~the~~ Town Council shall disapprove any claim, mayor, treasurer-clerk, ~~and~~ finance director, and assistant finance director shall jointly cause the disapproved claim to be recognized as receivables of the town and shall pursue collection.

D. The following types and amounts of claims shall not be paid prior to ~~the~~ Town Council review and approval:

1. Any claim which would require a budget amendment.
2. Any claim in excess of an amount authorized for payment of matters pursuant to contract.
3. Any claim or payment which is not in accordance with the adopted policies for procurement of goods and services.”

SECTION 3. This ordinance shall become effective following publication in accordance with State law.

DULY PASSED AND ADOPTED this 18th day of June 2026.

TOWN OF FRIDAY HARBOR

Evan Perrollaz, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Jennifer M. Krembs, Town Clerk

RESOLUTION NO. 3028

A RESOLUTION BY THE COUNCIL OF THE TOWN OF FRIDAY HARBOR TO EXECUTE AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES AGREEMENT WITH BERK CONSULTING, INC. TO EXTEND THE CONTRACT PERIOD TO JANUARY 2027.

WHEREAS, the Town has a need to update its Town Comprehensive Plan for the planning period 2025 to 2045; and

WHEREAS, pursuant to Resolution No. 2830, the Town executed a professional services agreement with BERK Consulting, Inc. dated December 7, 2023, to prepare said updates; and

WHEREAS, pursuant to Resolution No. 2842, the Town executed Amendment No. 1 dated March 2024 to provide services for an infrastructure evaluation contract total of \$55,500; and

WHEREAS, pursuant to Resolution No. 2877, the Town executed Amendment No. 2. dated for Transpo Group to provide additional traffic data services for the amount of \$5,500; and

WHEREAS, pursuant to Resolution No. 2998, the Town executed Amendment No. 3 to extend the contract period to July 31, 2026; and

WHEREAS, the 2025 Town Comprehensive plan will not be finalized by July 31, 2026, necessitating an extension of the contract period for BERK Consulting, Inc and Transpo Group to a date in 2026.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Friday Harbor that the Mayor is authorized to execute Amendment No. 4, attached to this Resolution as Exhibit A, to the professional services agreement with BERK Consulting, Inc extending the contract period to January 1, 2027.

DULY PASSED AND ADOPTED this 18th day of June 2026.

TOWN OF FRIDAY HARBOR

Evan Perrollaz, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Jennifer M. Krembs, Town Clerk

FORM OF AMENDMENT

PROJECT: TOWN OF FRIDAY HARBOR COMPREHENSIVE PLAN 2025

AMENDMENT NUMBER: 4

AMENDMENT EFFECTIVE DATE: 06/17/2026

This Amendment (this “Amendment”) is incorporated by reference into and made a part of the Consultant Services Agreement dated as of 12/07/2023 by and between the Town of Friday Harbor (“CLIENT”) and BERK Consulting, Inc. (“BERK”), including the attachments, schedules, and exhibits attached thereto (the “Agreement”). Capitalized terms used but not defined herein have the meanings assigned to them under the Agreement.

The parties to the Agreement agree to make the following additions or modifications to the SOW as follows:

- **Timeline:** All services and deliverables to be performed no later than **January 1, 2027**

Except as modified by this and any previously issued Amendment, all other terms and conditions of the Agreement remain in full force and effect. This Amendment may be executed in counterparts, each of which is deemed an original, but all of which constitute one and the same agreement. Delivery of an executed counterpart of this Amendment electronically or by facsimile shall be as effective as delivery of an original signed counterpart of this Amendment.

By their execution below, the parties hereto have agreed to all of the terms and conditions of this Amendment effective as of the Amendment Effective Date listed above, and each signatory represents that it has the full authority to accept this Amendment, and to bind her/his respective party to all of the terms and conditions herein.

TOWN OF FRIDAY HARBOR

BERK CONSULTING, INC.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Consultant Agreement & Amendment Summary – For Reference Only

	Amount	Summary Description
Original Consultant Agreement	\$280,000	Base agreement
Amendment 1	\$55,500	Add scope, budget
Amendment 2	\$5,500	Add scope, budget
Amendment 3	\$0.00	Time Extension
Amendment 4	\$0.00	Time Extension
Total Consultant Amount	\$341,000	Base agreement and all amendments



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MINUTES TOWN COUNCIL

Thursday, June 4, 2026 at 12:00 PM
Town Council Chambers - 60 Second Street

Call to Order / Roll Call / Flag Salute

Mayor Perrollaz called the regular session of the Town Council to order at 12:00 p.m.

Councilmembers: Steve Hushebeck (Position No. 1), Richard Geffen (Position No. 2), Anna Maria de Freitas (Position No. 3), Chelsey Dyer (Position No. 4), and Barbara Starr (Position No. 5; excused).

Mayor Evan Perrollaz, Administrator Denice Kulseth, Clerk Jennifer Krembs, Chief Technology Officer Paul King, Finance Director Bethany Berry (remote), Community Development Director Ryan Ericson (absent), Public Works Director Mike Liptack, and Executive Assistant Julie Greene.

Mayor Perrollaz conducted the flag salute.

Set Agenda / Announcements

Agenda was set.

Mayor Perrollaz announced Councilmember Dyer will represent the Council at the Port of Friday Harbor feedback meeting this evening, 5:30-7:00 p.m., located at the Mullis Center; no quorum is expected.

Public Comment

No public comment was forthcoming.

Consent Agenda

Moved by Councilmember Geffen, seconded by Councilmember Hushebeck , to approve the Consent Agenda as written. Motion Passed Yes 4, No 0, Abstained 0, with Councilmember Starr excused.

- Resolutions

Resolution No. 3024 — Authorizing a contract with FCS Group, Inc. for water, sewer, and stormwater utility rate studies.

- Minutes

May 21, 2026, Regular Business Meeting

May 21, 2026, Special Meeting with the Port of Friday Harbor

- Payments and Claims

Item	Type	Warrant #	EFT #	Dated	Amount
1	Utility Billing Refund	63561-63562		4/23/2026	\$ 208.88
2	Payroll	20292-20298	DFT796-800 and Direct Deposit 31	4/30/2026	\$ 397,986.02
3	Claims	63637-63654		5/14/2026	\$ 138,440.04
4	Claims	63655-63690		5/21/2026	\$ 232,511.42
5	Payroll	20299-20305	DFT828-832 and Direct Deposit 32	5/31/2026	\$ 377,323.49

Action and Discussion Items

- Grant Application for Washington State and Local Cybersecurity Grant Program (SLCGP) for Water, Wastewater, and Critical Infrastructure Cyber Resilience Project. Presented by Chief Technology Officer Paul King.

King explained the SLCGP; the federal government is currently in its final year with the grant program. The new grant application will request \$275,000.00 to improve cybersecurity across the Town's utility departments. A resolution will come forth if the grant is approved and funds are allocated; if awarded, the funds will not be available until January 2027.

- Friday Harbor Arts Commission (FHAC) Annual Report, Presented by Executive Assistant Julie Greene.

The FHAC Annual Report highlighted the 2025 FHAC activities and future plans. FHAC membership, the past years' public art installation proposals, volunteer initiatives, and potential projects/locations for 2026 were shared. FHAC is working on guidelines and creating a long-range plan. The proposed location of the Wastewater Treatment Plant for an art installation was of interest to Council; Council would like to see this area beautified. Council requested FHAC to consider impactful projects that could be added to the town in meaningful locations. Council wants well-placed, impactful permanent installations, and referenced the whale tail sculpture, the Warbass bench/statue (both located on First Street), and the fox and owl sculptures by Georgia Gerber (located at the corner of Second and West Streets) as good examples.

- Wellness Program Annual Report. Presented by Executive Assistant Julie Greene.

The Wellness Program Annual Report highlighted the 2025 AWC employee wellness rewards and the town's eleventh year of achieving the AWC Well City Award status. New initiatives included the following: a mental health campaign, secure your space earthquake education, the Chamber of Commerce's Scarecrow Contest, and the Holiday Survival Club. Ongoing activities will include: walking challenges, the Island Rec 8.8k loop run, retirement investment Q&A, Wondr Health, health club discounts, wellness training, and other health benefits to town staff. Town staff wellness activity participation and statistics were shared.

- Resolution No. 3026 — Authorizing the Wastewater Treatment Plant Improvement Project Change Orders No. 4, 5, 6, and 7. Presented by Public Works Director Mike Liptack

When going to bid for the Wastewater Treatment Plant Improvement Project, some improvement items were removed at the advisement of Wilson Engineering. Additional funding allowed for some of the Wastewater Treatment Plant Improvement Project to be added back in, and the Change orders reflect these additions. Liptack explained the benefits and work to be completed with Change Order Nos. 4, 5, 6 and 7. Each change order was approved by the USDA and Department of Ecology.

Moved by Councilmember de Freitas, seconded by Councilmember Geffen, to approve Resolution No. 3026 authorizing the Wastewater Treatment Plant Improvement Project Change Orders No 4, 5, 6, and 7 as written. Motion Passed Yes 4, No 0, Abstained 0, with Councilmember Starr excused.

- Resolution No. 3027 — Authorizing a consultant Agreement with Heather Lee to provide a comprehensive operational assessment for the Finance Department. Presented by Town Administrator Denice Kulseth

Kulseth explained the need for the consultant agreement due to the Assistant Finance Officer vacancy in the Finance Department. Finance expert Heather Lee has agreed to support the Town to improve Finance processes and procedures. It is anticipated the work would be completed within three months.

Moved by Councilmember Hushebeck, seconded by Councilmember de Freitas, to approve Resolution No. 3027 authorizing a consultant agreement with Heather Lee to provide a comprehensive operational assessment of the Finance Department as written. Motion Passed Yes 4, No 0, Abstained 0, with Councilmember Starr excused.

Director Reports

No further Director reports were forthcoming.

San Juan County (SJC) Update

SJC Councilmember Kari McVeigh had no new updates to provide.

Administrator's Report

Kulseth shared the following:

- The Town will be using the established interlocal agreement with the Port of Friday Harbor to gain support for the hanging flower baskets and plantings within the pocket parks/garden beds. Kulseth requested to purchase self-watering flower baskets to align with the Port. The Port has agreed to plant the baskets for the Town in 2027. The new baskets are cost effective, water-conserving, and environmentally friendly. Council was supportive of purchasing the new hanging flower baskets with LTAC funds. The America 250 Day of Service activity for the Town will be planting plants on July 2, 2026 within the garden beds. Additional collaborations with the Port include expanding holiday decorations and pursuing a joint holiday light sculpture competition in 2027.

Public Comment

No public comment was forthcoming.

Future Agenda Items

Council asked about:

- When the street striping was completed, Liptack reported that Public Works has the work in queue to be completed with no approximate date of completion.
- Passed Resolution No. 3024, a contract with FCS covers rate studies for water, sewer, and stormwater; the rate studies are approximated to take six months to complete.

Adjourn

Hearing no further business and no objection, Mayor Perrollaz adjourned the meeting at 12:44 p.m. The next regular meeting is scheduled for June 18, 2026, at 12:00 p.m.



Town of Friday Harbor

60 Second St S • PO Box 219 • Friday Harbor, WA 98250

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**Finance Department Approval of Claims Against the Town
Presented at Council Meeting: April 2, 2026**

Item	Type	Warrant #	EFT #	Dated	Amount
1	Claims		DFT810-824, 834	5/21/2026	\$137,157.86
2	Claims	63691-63732		6/4/2026	\$231,176.42

A consent agenda motion was made by the Town Council. The below vote of the Councilmembers of the Town of Friday Harbor, San Juan County, Washington, do hereby certify that merchandise and services specified above have been received and services have been performed as listed on the attached registers and have been approved for payment as audited and distributed by Finance Director, Bethany Berry.

Council Member	Moved	Second	Approved	Denied	Abstained	Absent
Hushebeck						
Geffen						
de Freitas						
Dyer						
Starr						

Claims not Approved by Town Council: _____

Reviewed by Town Administrator: _____

Signature/Date



Town of Friday Harbor

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**Finance Director Approval of Claims Against the Town
Issuance of Claims & Payroll Warrants**

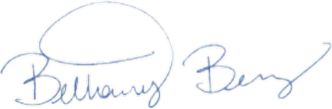
Pursuant to Friday Harbor Municipal Code 3.08.010 each supervisory official of the Town is designated to be an auditing officer with respect to all operations of their department or activity for the purpose of authenticating and certifying that material has been furnished, that services have been rendered, that labor has been performed, and that the claim is just, due and an unpaid obligation against the Town. All claims listed below and on the attached register have been certified by the respective supervisory officials. In the event the Town Council disapproves any claim, the Finance Director shall cause the disapproved claim to be recognized as receivables of the Town and shall pursue collection.

I, the Finance Director and designated auditing official of the Town of Friday Harbor, San Juan County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Town, and that I am authorized to authenticate and certify to said claim.

Additionally, I, the Finance Director and designated auditing official of the Town of Friday Harbor, San Juan County, Washington do hereby certify under penalty of perjury that any employee or Town official reimbursement claim is a just, due and unpaid obligation against the Town, and that I am authorized to certify to said claim.

The following vouchers, warrants, and electronic payments are approved for payment:

<u>Type</u>	<u>Numbers</u>	<u>Dated</u>	<u>In the Amount of</u>
Regular Claims			
Warrants:			
Electronic Payments:	DFT 810-824,834	05/21/2026	\$137,157.86
Payroll Claims			
Warrants:			
Electronic Payments:			
Total Claims:			\$137,157.86

Reviewed by Finance Director: 
Signature

06/04/2026
Date



Town of Friday Harbor

Check Report

By Check Number

Date Range: 05/21/2026 - 05/21/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: KeyBank Operating-KeyBank Operating						
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	130.00	DFT0000811
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	40.00	DFT0000812
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	5.43	DFT0000813
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	90.00	DFT0000814
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	81.50	DFT0000815
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	598.40	DFT0000816
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	451.95	DFT0000817
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	95.59	DFT0000818
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	109.53	DFT0000819
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	706.35	DFT0000820
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	156.59	DFT0000821
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	1,048.41	DFT0000822
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	860.00	DFT0000823
00758	Keybank - Corp. Card	05/21/2026	Bank Draft	0.00	225.00	DFT0000824
01507	USDA Rural Development	05/21/2026	Bank Draft	0.00	109,102.00	DFT0000834

Bank Code KeyBank Operating Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	15	15	0.00	113,700.75
EFT's	0	0	0.00	0.00
	15	15	0.00	113,700.75

Check Report

Date Range: 05/21/2026 - 05/21/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01569	WA State Dept of Revenue	05/21/2026	Bank Draft	0.00	23,457.11	DFT0000810

Bank Code PY DFT Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	23,457.11
EFT's	0	0	0.00	0.00
	1	1	0.00	23,457.11

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	16	16	0.00	137,157.86
EFT's	0	0	0.00	0.00
	16	16	0.00	137,157.86

Fund Summary

Fund	Name	Period	Amount
999	Pool Operating Cash	5/2026	137,157.86
			137,157.86

Fund Summary

Fund	Payment Amount
001 - General Operating Fund	604.51
002 - General Capital Reserve - Projects	1,048.41
101 - Street Operating Fund	183.80
410 - Water Operating Fund	12,746.47
412 - Water Capital Reserve - Projects	235.55
418 - Water Debt Reserve - Bond Redemption	109,102.00
420 - Sewer Operating Fund	5,532.29
422 - Sewer Capital Reserve - Projects	265.30
430 - Refuse Operating Fund	6,050.84
450 - Stormwater Operating Fund	1,388.69
Grand Total:	137,157.86

Account Summary

Account Number	Account Name	Payment Amount
001.005.5142040.43.00	Travel/Training	130.00
001.007.5188030.31.00	Supplies	17.68
001.007.5188040.43.00	Travel/Training	290.60
001.007.5188040.49.01	Misc - Memberships	41.62
001.007.5188040.49.05	Misc - MS Online 365, Email & Backup Subscriptions	83.61
001.007.5188040.49.51	Misc - Software Subscriptions	1.00
001.008.5189040.41.00	Prof Svs - Misc	40.00
002.085.5941860.63.00	Improvement - Miscellaneous	1,048.41
101.007.5188040.49.01	Misc - Memberships	17.32
101.007.5433030.31.00	Supplies	7.36
101.007.5433040.43.00	Travel/Training	120.96
101.007.5433040.49.05	Misc - Software Subscriptions	35.22
101.610.5423030.31.00	Supplies	2.94
410.004.5340040.41.04	Prof Svs - Utility Bills	18.50
410.004.5340040.41.06	Prof Svs - Revenue Taxes	11,287.77
410.007.5340030.31.00	Supplies	23.62
410.007.5340040.43.00	Travel/Training	388.02
410.007.5340040.49.01	Misc - Memberships	55.59
410.007.5340040.49.05	Misc - Software Subscriptions	112.97
410.120.5340040.43.00	Travel/Training	430.00
410.122.5340040.43.00	Travel/Training	430.00
412.185.5340040.41.01	Prof Svs - State Water Hookup Taxes	235.55
418.190.5913470.72.01	Principal - USDA Water Transmission Line	43,161.79
418.190.5923480.83.01	Interest - USDA Water Transmission Line	65,940.21
420.004.5350040.41.04	Prof Svs - Utility Bills	18.50
420.004.5350040.41.06	Prof Svs - Revenue Taxes	4,827.74
420.007.5350030.31.00	Supplies	22.18
420.007.5350040.43.00	Travel/Training	364.44
420.007.5350040.49.01	Misc - Memberships	52.20
420.007.5350040.49.05	Misc - Software Subscriptions	106.11
420.210.5350030.31.00	Supplies	81.50
420.210.5350040.41.04	Prof Svs - Software Support	59.62
422.285.5350040.41.01	Prof Svs - State Sewer Hookup Taxes	265.30
430.004.5370040.41.04	Prof Svs - Utility Bills	18.50
430.004.5370040.41.06	Prof Svs - Revenue Taxes	5,444.07
430.007.5370030.31.00	Supplies	16.15
430.007.5370040.43.00	Travel/Training	265.47
430.007.5370040.49.01	Misc - Memberships	38.02
430.007.5370040.49.05	Misc - Software Subscriptions	77.30
430.008.5370040.42.02	Internet Svs	90.00
430.371.5370030.31.00	Supplies	65.85
430.371.5370040.49.01	Misc - Refuse Fliers	17.20
430.372.5370030.31.00	Supplies	9.14
430.373.5370030.31.00	Supplies	9.14

Expense Approval Report

Account Summary

Account Number	Account Name	Payment Amount
450.004.5310040.41.04	Prof Svs - Utility Bills	18.50
450.004.5310040.41.06	Prof Svs - Revenue Taxes	1,158.79
450.007.5310030.31.00	Supplies	8.60
450.007.5310040.43.00	Travel/Training	141.38
450.007.5310040.49.01	Misc - Memberships	20.25
450.007.5310040.49.05	Misc - Software Subscriptions	41.17
	Grand Total:	<u>137,157.86</u>

Project Account Summary

Project Account Key	Payment Amount
None	137,157.86
Grand Total:	<u>137,157.86</u>



Town of Friday Harbor

My Council Claims Register Detail Multiple Packets

APPKT05790 - 2026-05-21 DOR & USDA

By Docket/Claim Number

Warrant #	Vendor Name		Item Description	Account Number	Payment Amount
	Payable Number	Payable Description			Distribution Amount
DFT0000810	WA State Dept of Revenue 0-052-497-520	Excise Tax	April 2026 Excise Tax	101.610.5423030.31.00 410.004.5340040.41.04 410.004.5340040.41.06 412.185.5340040.41.01 420.004.5350040.41.04 420.004.5350040.41.06 420.210.5350040.41.04 422.285.5350040.41.01 430.004.5370040.41.04 430.004.5370040.41.06 430.371.5370030.31.00 430.371.5370030.31.00 430.371.5370040.49.01 430.372.5370030.31.00 430.373.5370030.31.00 450.004.5310040.41.04 450.004.5310040.41.06	23,457.11 2.94 18.50 11,287.77 235.55 18.50 4,827.74 59.62 265.30 18.50 5,444.07 47.58 18.27 17.20 9.14 9.14 18.50 1,158.79
DFT0000811	Keybank - Corp. Card 042726 WAPRO	2026 WAPRO Conference Krembs & Berwald	2026 WAPRO Conference Krembs & Berwald	001.005.5142040.43.00	130.00 130.00
DFT0000812	Keybank - Corp. Card INV350384755	200 GB Cloud Storage 05/18/26-06/17/26	200 GB Cloud Storage 05/18/26-06/17/26	001.008.5189040.41.00	40.00 40.00
DFT0000813	Keybank - Corp. Card 5XZZL7YF-0010	VPN 04/01/26-05/01/26	VPN 04/01/26-05/01/26	001.007.5188040.49.51 101.007.5433040.49.05 410.007.5340040.49.05 420.007.5350040.49.05 430.007.5370040.49.05 450.007.5310040.49.05	5.43 1.00 0.42 1.34 1.26 0.92 0.49
DFT0000814	Keybank - Corp. Card INV-DF-US-EW3TGKUTAJ6BHLD	Internet 212 Sutton Rd	50 GB Roaming & Priority Access 04/01/26-05/01/26	430.008.5370040.42.02	90.00 90.00
DFT0000815	Keybank - Corp. Card 5681781	WWTP Supplies	Galvanized Cable	420.210.5350030.31.00	81.50 81.50

My Council Claims Register Detail Multiple Packets

APPKT05775 - 2026-05-21 Key Bank CC

Warrant #	Vendor Name Payable Number	Payable Description	Item Description	Account Number	Payment Amount Distribution Amount
DFT0000816	Keybank - Corp. Card 94118003	ACCIS Spring Conference Registration King	ACCIS Spring Conference Registration King	001.007.5188040.43.00	598.40
				101.007.5433040.43.00	110.70
				410.007.5340040.43.00	46.08
				420.007.5350040.43.00	147.80
				430.007.5370040.43.00	138.83
				450.007.5310040.43.00	101.13
DFT0000817	Keybank - Corp. Card G151828171	Microsoft Azure Monthly Charge for Cloud Server	Microsoft Azure 03/01/26-03/31/26	001.007.5188040.49.05	451.95
				101.007.5433040.49.05	83.61
				410.007.5340040.49.05	34.80
				420.007.5350040.49.05	111.63
				430.007.5370040.49.05	104.85
				450.007.5310040.49.05	76.38
DFT0000818	Keybank - Corp. Card TSSP-2189	Sys Admin Project Support	PS: Dell Power Edge Chassis Risere	001.007.5188030.31.00	95.59
				101.007.5433030.31.00	17.68
				410.007.5340030.31.00	7.36
				420.007.5350030.31.00	23.62
				430.007.5370030.31.00	22.18
				450.007.5310030.31.00	16.15
DFT0000819	Keybank - Corp. Card 73421038273423	Sys Admin Travel	Hotel Booked in Error King	001.007.5188040.43.00	109.53
				101.007.5433040.43.00	20.26
				410.007.5340040.43.00	8.43
				420.007.5350040.43.00	27.06
				430.007.5370040.43.00	25.41
				450.007.5310040.43.00	18.51
DFT0000820	Keybank - Corp. Card 73409593185275	Sys Admin Travel	Hotel Stay for ACCIS Conference	001.007.5188040.43.00	9.86
				101.007.5433040.43.00	706.35
				410.007.5340040.43.00	130.67
				420.007.5350040.43.00	54.39
				430.007.5370040.43.00	174.48
				450.007.5310040.43.00	163.87

My Council Claims Register Detail Multiple Packets

APPKT05775 - 2026-05-21 Key Bank CC

Warrant #	Vendor Name Payable Number	Payable Description	Item Description	Account Number	Payment Amount Distribution Amount
DFT0000821	Keybank - Corp. Card 73421270553649	Sys Admin Travel	Hotel Stay Early Drive Home from Conference	001.007.5188040.43.00 101.007.5433040.43.00 410.007.5340040.43.00 420.007.5350040.43.00 430.007.5370040.43.00 450.007.5310040.43.00	156.59 28.97 12.06 38.68 36.33 26.46 14.09
DFT0000822	Keybank - Corp. Card MYK-3344668	Town Hall Supplies	Council Chamber Lighting	002.085.5941860.63.00	1,048.41 1,048.41
DFT0000823	Keybank - Corp. Card 250651	Training Classes Compton	Training Classes Compton	410.120.5340040.43.00 410.122.5340040.43.00	860.00 430.00 430.00
DFT0000824	Keybank - Corp. Card 94117703	Sys Admin Membership	2026 ACCIS Membership	001.007.5188040.49.01 101.007.5188040.49.01 410.007.5340040.49.01 420.007.5350040.49.01 430.007.5370040.49.01 450.007.5310040.49.01	225.00 41.62 17.32 55.59 52.20 38.02 20.25
DFT0000834	USDA Rural Development USDA WTL-16	Water Transmission Line Loan & Interest Payment	Water Transmission Line Loan & Interest Payment	418.190.5913470.72.01 418.190.5923480.83.01	109,102.00 43,161.79 65,940.21
Total Claims: 16				Total Payment Amount:	137,157.86

RESOLUTION NO. 3029

A RESOLUTION BY THE COUNCIL OF THE TOWN OF FRIDAY HARBOR ADOPTING A DRIVING AND VEHICLE POLICY FOR TOWN-OWNED OR OPERATED VEHICLES.

WHEREAS, the Association of Washington Cities Risk Management Services Agency (AWC RMSA) provides liability coverage to the Town of Friday Harbor; and

WHEREAS, to provide consistent administrative practices for members and reduce property and liability losses, AWC RMSA requires its members to comply with the Member Standards as adopted by the RMSA Board of Directors; and

WHEREAS, managing those who drive Town vehicles is in the best interest of the Town and helps reduce claims and damage to vehicles; and

WHEREAS, AWC RMSA recommends the loss prevention techniques and criteria contained in this driving policy including the vehicle incident reporting protocol; and

WHEREAS, additionally, the Town’s driving policy should include the safe and proper use and care of Town vehicles and fuel cards; and

WHEREAS, the Town Council of Friday Harbor has reviewed and accepted said document;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Friday Harbor as follows:

1. The “Driving and Vehicle Policy” dated June 2026 and attached hereto as Exhibit A, is hereby adopted and the Mayor is authorized and directed to affix his signature below.
2. Resolution No. 2847 is hereby superseded.

DULY PASSED AND ADOPTED this 18th day of June 2026.

TOWN OF FRIDAY HARBOR

Evan Perrollaz, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Jennifer M. Krembs, Town Clerk

Exhibit A: Driving and Vehicle Policy



Driving and Vehicle Policies

These policies apply to all employees, elected officials, and appointed officials when driving vehicles owned or rented by the Town of Friday Harbor or in the performance of Town business.

Purpose

These policies provide consistent guidelines for use of Town-owned and rented vehicles that prioritize safety, cost-effectiveness, fuel conservation, and risk management standards.

I. Driving Policy

1. All drivers are required to follow the traffic laws of the State of Washington or, if out of state, the traffic laws of that state.
2. The driver shall present a currently valid driver's license which is of adequate classification to meet state law. A photocopy of the license will be maintained in the driver's file. Upon expiration/renewal of the driver's license, the driver shall be required to present the new license for copying and filing.
3. The driver shall authorize the Town to obtain a driving abstract and updated abstracts at least every three (3) years.
4. It is recommended by the Town's insurance underwriter that all municipal vehicles be operated by a driver who is at least 21 years old with at least three (3) years of driving experience. Exceptions to this recommendation require Town Administrator approval.
5. Every driver shall complete and pass a Defensive Driving Course and repeat this training at least every three (3) years.
6. Supervisors are responsible for providing training on the safe and correct operation of unusual vehicles such as Public Works vehicles (other than pick-up trucks and cars), any vehicle towing a trailer, or other unique vehicles.
7. Supervisors are responsible for providing training on safe backing up practices, including walking around the vehicle to spot hazards, using a spotter when possible, and not relying solely on mirrors.
8. No employee shall operate a Town vehicle or any vehicle on behalf of the Town while using or consuming alcohol, marijuana or other drugs, or prescription medications that may affect their ability to drive safely.
9. Only hands-free electronic devices and phones may be used while driving, including when stopped in traffic.
10. Drivers and passengers must wear seatbelts at all times. Passengers may not ride in cargo areas.
11. Employees operating vehicles requiring a Commercial Driver's License (CDL) shall possess the appropriate licensing and medical examiner's certificate and are legally required to be randomly tested for drug and alcohol use. Supervisors are to be trained in reasonable suspicion.
12. All drivers will immediately notify their supervisor upon being cited for any driving violation—major, minor, or other—at any time in any vehicle. Supervisors will report these violations to the Town Administrator.
13. All drivers must meet with their supervisor and the Town Administrator to determine future driving privileges upon committing any of the following: at-fault accident, major violation, or three minor violations. A single driver with multiple violations will be subject to additional training and supervision or reassignment.
14. Failure to follow this policy may result in disciplinary action including but not limited to a restriction on driving municipal vehicles, suspension, demotion, or termination.

Major violations

- Driving under the influence of alcohol or drugs

- Failure to stop/report an accident
- Reckless driving/speeding (10+ mph over posted limit)
- Racing or excessive speed
- Driving while impaired
- Homicide, manslaughter, or assault involving use of a vehicle
- Making a false accident report
- Driving with a suspended or revoked license
- Driving without insurance
- Attempting to elude a law enforcement officer

Minor violations

- Speeding (less than 10 mph over posted limit)
- Failure to obey a traffic control device or sign
- Using a personal electronic device (cell phone, tablet, laptop, electronic game) while driving in violation of RCW 46.61.672
- Driving while distracted
- Driving an unregistered vehicle
- Driving without a seatbelt

Other

- Failure to comply with laws governing motor vehicle equipment, load, or size limitations
- Failure to display or properly display license plates
- Failure to sign or display registration
- Failure to have driver's license in possession (if valid license exists)
- Committing a non-moving violation in which the driver has been charged with an infraction such as a parking violation

II. Vehicle Policy

1. Town vehicles and equipment shall be used by employees, elected officials, and volunteers for Town business only as set forth in the personnel guidelines.
2. An employee assigned as lead contact for standby/on-call duties shall be afforded use of a Town take-home vehicle that shall be used for Town business only.
3. Town vehicles may be assigned or reassigned to anyone at any time.
4. Town vehicles may be used to transport passengers only when directly related to official Town business or in connection with an emergency.
5. Smoking/vaping is prohibited in Town vehicles.
6. Employees shall promptly report any defective or inoperative vehicle to their supervisor. Unsafe vehicles and trailers/tow-behind attachments must be removed from service until repaired.
7. Employees operating an assigned Town vehicle are responsible for ensuring it is properly maintained and equipped and in good operating condition at all times. Food and trash must be removed at the end of each shift.
8. Employees operating an assigned Town vehicle shall conduct inspections of the vehicle at least monthly using the AWC Risk Management Checklist. Supervisors are to ensure such inspections are completed on assigned and unassigned vehicles.
9. Supervisors are to ensure repairs, routine maintenance, and annual inspections are scheduled and completed.
10. Vehicles and equipment shared between employees or departments must be returned fueled, clean, and ready for use.
11. Any accident, theft, or damage affecting a Town vehicle must immediately be reported to the employee's supervisor regardless of the extent of damage or lack of injuries. This includes

scratches, dents, and bumping into objects. The supervisor shall determine whether to contact the Sheriff's Office.

12. Town insurance is secondary to the employee's personal insurance policy when driving a personal vehicle while on Town business.

III. Vehicle Incident Reporting Policy

Employees shall follow this protocol when a vehicle incident occurs while on Town business or using a Town vehicle.

1. Stop, turn on hazard lights, move to a safe location if possible, and check yourself and others for injuries.
2. Call 911 for assistance if there is any injury, roadway blockage, fuel leak, fire, or major damage. Otherwise, call the Sheriff's non-emergency line at (360)378-4151.
3. Notify supervisor. If they are unavailable, leave a message and call up the chain of command. If unable to reach a director or the Town Administrator, leave messages and contact Town Hall.
4. Remain on the scene unless medical treatment is required.
5. Exchange contact information using the AWC Information Exchange card. Employees should provide only their name, Town employment information, and vehicle/insurance information.
6. Do not admit fault, accept blame, or discuss liability or responsibility.
7. Supervisors are to document incident details, take photographs, arrange for Town vehicle recovery, and begin the accident reporting process.
8. Supervisors are to notify their director, Town Administrator, and safety officer as soon as possible.
9. Before the end of shift, the employee shall complete any required testing and reporting. Before the end of shift or, with the director's approval, the next scheduled workday, the supervisor and employee shall complete and submit the Vehicle Accident Report and Incident Statement.

IV. Fuel Card Use Policy

1. Fuel cards are to be used to purchase fuel for Town vehicles and small equipment. Cards may not be used to fuel personal vehicles or for other purchases regardless of the employee's intention to reimburse the Town.
2. PIN numbers are assigned to individual employees and may not be shared, written on the cards, or stored with the cards.
3. Fuel cards are assigned to specific vehicles and shall be used exclusively for that vehicle and only for official Town business.
4. Fuel cards shall be stored in the assigned vehicle's glove box.
5. Loaner fuel cards are assigned to supervisors designated as custodians of loaner cards. These cards may be checked out and logged by the custodian for fueling small equipment such as lawnmowers or vehicles with lost or damaged fuel cards provided the custodian records the vehicle and odometer reading.
6. Lost or stolen cards must immediately be reported to the Finance Department for cancellation. Cards that are subsequently found must be returned to the Finance Department for destruction.
7. The cardholder's supervisor may spot-check a sample of odometer readings and analyze purchases at any time.
8. Directors shall designate card users and custodians of loaner cards, provide training for card users, monitor and review transactions, and reconcile and approve invoices.
9. Directors may enact more restrictive card policies within their departments.
10. The Town Administrator may approve exceptions to this policy.

Use of fuel card

- Use the fuel card that matches the vehicle being fueled.
- Enter the odometer reading into the fuel supplier's purchasing system.

- Enter the PIN assigned to the employee and fuel the vehicle.
- Note: If the employee fails to enter the odometer reading or learns that the supplier's system did not record it, they must immediately report to the Finance Department to have staff record the odometer, date, time, and vehicle license number.

Misuse of fuel card

Willful misuse or misreporting of fuel card, falsification of information, or failure to follow these policies may result in disciplinary actions that may include any of the following:

- Reimbursement to the Town for unauthorized purchases and associated administrative costs,
- Limitation on use or termination of right to use a fuel card,
- Other discipline consistent with the collective bargaining agreement and personnel policies, and/or
- Termination of employment

Statement of Understanding

By my signature below, I agree that I have read the above driving and vehicle policies in their entirety and agree to comply with them.

Employee Printed Name

Employee Signature

Date

This paperwork will be placed in the employee's personnel file.

AMERICA 250 DAYS OF SERVICE



June 14th @
11:30 a.m.

Memorial Park Veteran
Monument Cleaning Project by DAR

June 18th @
9:00 a.m - 12 noon

Salish Seeds Project Nursery
sign up to volunteer with Land Bank



June 20th

Chamber of Commerce
Sunshine Alley Clean-up

July 2nd @
10:00-11:00 a.m.

Front Street Planting by the Mayor &
Town Council; Memorial Park Veteran
Monument Cleaning Project by DAR



July 2nd @
11:00 a.m.

Color Retirement Ceremony by the
American Legion located at the
Legion parking lot on 110 First Street

AMERICA 250 VOLUNTEER PARTNERS

