



+District No. 1 Commissioner: Phil Johnson
District No. 2 Commissioner: David W. Sullivan
District No. 3 Commissioner: John Austin

County Administrator: Philip Morley
Clerk of the Board: Lorna Delaney

MINUTES
Week of August 22, 2011

Chairman John Austin called the meeting to order at the appointed time in the presence of Commissioner David Sullivan and Commissioner Phil Johnson.

PUBLIC COMMENT PERIOD: The following comments were made by citizens in attendance at the meeting and reflect their personal opinions:

- A citizen stated climate change is happening;
- A citizen thanked all public employees for their good work and service to the public;
- A citizen urged the Board to take action on the County's economic status;
- The Chair of the PERC committee thanked the Board in advance for signing the Employee Recognition proclamation and reminded the Board that all events are paid for by the PERC Committee fundraisers not public funds;
- A citizen would be willing to donate a camera to stream the Board's meetings on the Internet; thanked Sheriff Hernandez for his hard work; and said the County needs to require business licenses;
- A citizen stated the Board already has all the equipment to stream the Board's meetings on the Internet and the audio recordings should be accessible on the County's web page without having to make a public records request;
- A citizen asked the Board where the County is in the process with the SMP and when the County will be responding to DOE?

APPROVAL AND ADOPTION OF CONSENT AGENDA: Commissioner Sullivan moved to approve all items on the Consent Agenda as presented. Commissioner Johnson seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE:** Voluntary Stewardship Plan for Protecting Agricultural Lands and Critical Areas; Hearing Scheduled for Monday, September 19, 2011 at 6:30 p.m. in the Superior Court Room, Jefferson County Courthouse
2. **RESOLUTION NO. 38-11:** Election to Receive National Forest Related Safety-Net Payments under Division C, Title VI, Section 601 of the Emergency Economic Stabilization Act of 2008, PL110-343 (Secure Rural Schools)
3. **RESOLUTION NO. 39-11:** Cancellation of Unclaimed Warrants
4. **PROCLAMATION:** Jefferson County Employee Appreciation Week; August 23 through 26, 2011
5. **AGREEMENT, Subrecipient:** Washington State of Public Defender Improvement Grant; In the Amount of \$5,490.83; Jefferson Associated Counsel



6. **AGREEMENT:** Division of Developmental Disabilities Services; In the Amount of \$336,574.00; Jefferson County Public Health; Washington State Department of Social and Health Services
7. **AGREEMENT:** Medical Services; Fee for Service; Jefferson County Public Health; United Healthcare Insurance Company
8. **AGREEMENT:** Feasible Study for Port Townsend Community Center Gymnasium; In the Amount of \$9,000.00; Jefferson County Central Services; Terrapin Architecture, Inc.
9. **Payment of Jefferson County Vouchers/Warrants Dated August 15, 2011** Totaling \$515,466.24

COMMISSIONERS BRIEFING SESSION: The Commissioners each provided updates on the following items:

Chairman Austin reported he attended a Hood Canal Coordinating Council meeting last week. He will be attending the Jefferson County Employee PERC picnic on Thursday.

Commissioner Sullivan attended a broadband meeting and a celebration for Quilcene's 100th year anniversary last week. He requested a Hadlock Sewer update to be put on a future agenda.

Commissioner Johnson attended a Hood Canal Coordinating Council meeting on Wednesday.

Proclamation: Chairman Austin read a proclamation recognizing August 21st through the 28th, 2011 as Olympic Peninsula Senior Games Week. Commissioner Johnson made a motion to approve the proclamation as presented. Commissioner Sullivan seconded the motion which carried by a unanimous vote. Jay Cameron and Gerald Rettela of Olympic Peninsula Senior Games reported on some of the activities available during the week and encouraged everyone to attend.

Appointment of Interim County Administrator: County Administrator Morley stated he would be out of the office from August 23 through September 5, 2011 returning September 6, 2011. Commissioner Sullivan moved to appoint Al Scalf, Director of Community Development, as Interim County Administrator at the end of closing of business today through the opening of business on September 6, 2011. Commissioner Johnson seconded the motion which carried by a unanimous vote.

Washington State Department of Natural Resources Revenue Update: Chairman Austin introduced Sue Trettevik, Regional Manager and Drew Rosanbalm, State Lands Assistant, Washington State Department of Natural Resources (DNR). Ms. Trettevik handed out a revenue report to the Board and Mr. Rosanbalm reviewed the information. Mr. Rosanbalm stated December sales include "Devils Vista" and is on time as scheduled. There is a large thinning for "Center 12" that is almost finished which should sell in January. Because it is a commercial sale the volume and price per acre is lower than typically seen. The "Coyle Retreat" should sell in June of 2012 which is approximated at 5 to 5.5 million feet according to Mr. Rosanbalm's estimate. County Administrator Morley asked if there would be any other sales included in 2012 that DNR will be adding to the list or that would be added so late in the year it would be harvested in 2013? Mr. Rosanbalm's responded DNR's 2013 fiscal year has not been scheduled yet and should be scheduled around the middle of September. County Administrator Morley asked which sales are already under contract that are likely to hold over until next year for harvest? Mr. Rosanbalm answered Skitter Trap, Tee Time and Silent Alder may be held over until next year. Chairman Austin asked if the income estimates are the total of the sale and if the County will



receive 15% of the total sale? Mr. Rosanbalm responded that is correct. Judi Morris, Jefferson County Treasurer, stated that DNR made a mistake on a sale (Skidder Trap) because of a tax code error and now Fire District 5 has been asked to return the money made from a previous sale. She feels it is wrong as it is DNR's responsibility to input the correct tax codes for sales. Ms. Trettevik stated it is the County's responsibility to notify DNR of tax code changes. Treasurer Morris stated she had notified Michelle at DNR nine months ago that it was in the wrong tax code and DNR responded that it was not. DNR had ample notice that it was in the wrong district and nothing was done about it. She is willing to take this issue as high as she has to because this is DNR's error. Ms. Trettevik stated she would check with the accounting department regarding that notification and is requesting the County to have a map that has tax codes on it rather than now having to pull up each individual parcel for the taxing code.

Chairman Austin took a three minute recess and the meeting was called back to order at 10:36 a.m.

HEARING re: Intent to Sell Surplus County Property: Jefferson County Treasurer Judi Morris stated this is Jefferson County's annual sale of surplus property. The County will receive 90% of what the items are sold for. Commissioner Sullivan asked what would happen to the items if they do not sell? Treasure Morris answered that has not happened before.

The Chair opened the public hearing.

Hearing no comments for or against the selling of surplus County property, the Chair closed the public hearing. Commissioner Johnson moved to approve **RESOLUTION NO. 40-11** noticing the intention to sell County property, Commissioner Sullivan seconded the motion which carried by a unanimous vote.

The meeting was recessed at the conclusion of the business scheduled for the morning. All three Commissioners were present when the meeting reconvened at 1:32 p.m.

COUNTY ADMINISTRATOR BRIEFING SESSION: County Administrator Philip Morley reviewed the following with the Board.

- Update re: Washington Counties Risk Pool
- Calendar Coordination
- Miscellaneous Items
- Future Agenda Items

The Board then met in Executive Session from 4:10 p.m. to 4:30 p.m. with the Deputy Prosecuting Attorney and the County Administrator regarding potential litigation under exemption as outlined in RCW 42.30.110(1)(i) of the Open Public Meetings Act. No action was taken by the Board at the conclusion of the Executive Session.



Letter of Condolence: Commissioner Johnson moved to send a letter of condolence to the Mason County Board of Commissioners regarding the passing of Commissioner Jerry Lingle. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Commissioner Johnson moved to adjourn at 4:35 p.m. until the properly noticed special meeting or the next regular meeting. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

MEETING ADJOURNED

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

Phil Johnson, Member

Raina Randall
Deputy Clerk of the Board

David Sullivan, Member



District No. 1 Commissioner: Phil Johnson
District No. 2 Commissioner: David W. Sullivan
District No. 3 Commissioner: John Austin

County Administrator: Philip Morley
Clerk of the Board: Lorna Delaney

MINUTES
Week of September 5, 2011

Chairman John Austin called the meeting to order at the appointed time in the presence of Commissioner David Sullivan and Commissioner Phil Johnson.

PUBLIC COMMENT PERIOD: The following comments were made by citizens in attendance at the meeting and reflect their personal opinions:

- Without DNR's help putting out the Becket Point fire on Monday it would probably still be burning; SMP should have a provision that allows property owners to clear up dead brush and grass to potentially lower fire danger
- Becket Point's fire should be a wake up call and the Board should have tighter building regulations and not allow cedar shake siding on houses; the theft of radiators is rising and shows we need jobs
- The software license agreement on the consent agenda has a confidentiality clause that violates the Public Records Act
- An invoice needs to be provided for a Board members parking expense for a trip to Washington DC

APPROVAL AND ADOPTION OF CONSENT AGENDA: Commissioner Johnson moved to delete Item No. 2 and approve the balance of the Consent Agenda. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 41-11:** Creating a County Project CR1896; Upper Hoh Road, M.P. 3.2 to M.P. 3.6 Improvement
2. **DELETED:** AGREEMENT re: Software License; Public Disclosure Request Tracking System; No Dollar Amount; Jefferson County Administrator; City of Lakewood
3. **AGREEMENT:** Parent to Parent, People First and Community Information/Education Services; In the Amount of \$12,550.00; Jefferson County Public Health; ARC of Jefferson and Kitsap Counties
4. **AGREEMENT NO. C1200065:** Local Source Control Partnership Technical Assistance and Education Services; In the Amount of \$160,828.00; Jefferson County Public Health; Washington State Department of Ecology
5. **AGREEMENT NO. G1000092, Amendment No. 1:** Stream Flow Gaging; Additional Amount of \$1,500.00 for a Total of \$21,500; Jefferson County Public Health; Washington State Department of Ecology
6. **AGREEMENT Amendment No. 1:** Administrative Services for East Jefferson Watershed Council; Additional Amount of \$1,200.00 for a Total of \$6,600.00; Jefferson County Public Health; Brisa Services



7. **AGREEMENT NO. 11-64100-004, Subrecipient:** Public Services Grant; In the Amount of \$69,974.00; Jefferson County Auditor; Olympic Community Action Program (OlyCAP)
8. **AGREEMENT:** Reimbursable Work Request and Agreement to Purchase Fuel at Port Hadlock Fuel Site for School Bus Transportation; Jefferson County Central Services; Port Townsend School District
9. **AGREEMENT:** Reimbursable Work Request and Agreement to Purchase Fuel at Port Hadlock Fuel Site for School Bus Transportation; Jefferson County Central Services; Chimacum School District
10. **AGREEMENT, Local Agency and Local Agency Federal Aid Project Prospectus:** Preliminary Engineering for Access Preservation Upper Hoh Road M.P. 3.3 Bridge; In the Amount of \$600,000; Jefferson County Public Works; Washington State Department of Ecology
11. **AGREEMENT NO. ER-0902(318), Change Order No. 1:** Willoughby Creek Bridge Repair, Upper Hoh Road M.P. 3.50 County Project XO1825; Additional Amount of \$2,274.95 for a Total Amount of \$525,945.92; Jefferson County Public Works; Seton Construction
12. **AGREEMENT, Change Order No. 1:** Leland Valley Road West Flood Fix, County Project CR1854; Additional Amount of \$3,400.00 for a Total of \$43,864.36; Jefferson County Public Works; Shold Excavating, Inc.
13. **Letter of Appreciation:** Upper Hoh Road M.P. 3.3 Bridge Project; Representative Norm Dicks
14. **Advisory Board Reappointment:** Jefferson County Library District Board of Trustees; Five (5) Year Term Expires September 16, 2016; Susan Whitmire
15. **Payment of Jefferson County Vouchers/Warrants Dated August 22, 2011** Totaling \$348,477.02 and Dated August 23, 2011 Totaling \$1,275.00
16. **Payment of Jefferson County Payroll Warrants Dated August 19, 2011** Totaling \$90,672.30 and A/P Warrants Done by Payroll Dated August 6, 2011 Totaling \$115,328.44 and Dated August 19, 2011 Totaling \$16,840.59

COMMISSIONERS BRIEFING SESSION: The Board members reviewed their calendars for the week. Each Commissioner provided updates on the following items:

Chairman Austin stated the Washington State Auditor's staff is here for the next month. He attended a meeting in honor of Mason County Commissioner Jerry Lingle last week. He will be attending a National Association Board of Health Conference on behalf of the Washington State Health Board this week.

Commissioner Johnson attended the Fort Townsend Run last week. He will be attending a Hood Canal Coordinating Council Russell House meeting and the Wooden Boat Festival this week.

Commissioner Sullivan attended an Olympic Area Agency on Aging (O3A) meeting last week.

Approval of Minutes: Commissioner Johnson stated the special meeting minutes labels July 12, 2011 should be July 21, 2011. He moved to approve the meeting minutes of July 5, July 11, August 1, 2011 and the Special meeting minutes of July 21, as corrected. Commissioner Sullivan seconded the motion which carried by a unanimous vote. Commissioner Sullivan moved to approve the meeting



minutes of July 25, 2011. Commissioner Johnson seconded the motion which carried by a unanimous vote.

The meeting was recessed at the conclusion of the business scheduled for the morning. All three Commissioners were present when the meeting reconvened at 1:31 p.m.

Letter of Support: Commissioner Johnson moved to approve a letter to be sent to Joe Dragovich, Washington State Department of Natural Resources, supporting the Divisions of Geology and Earth Resources (DGER) geological mapping enhancement. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

COUNTY ADMINISTRATOR BRIEFING SESSION: County Administrator Philip Morley reviewed the following with the Board.

- BRIEFING: National Flood Insurance Program/NMFS (FEMA)
- Budget Update
- Calendar Coordination
- Miscellaneous Items
- Future Agenda Items

NOTICE OF ADJOURNMENT: Commissioner Johnson moved to adjourn at 2:30 p.m. until the properly noticed special meeting or the next regular meeting. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

MEETING ADJOURNED

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

Phil Johnson, Member

Raina Randall
Deputy Clerk of the Board

David Sullivan, Member



District No. 1 Commissioner: Phil Johnson
District No. 2 Commissioner: David W. Sullivan
District No. 3 Commissioner: John Austin

County Administrator: Philip Morley
Clerk of the Board: Lorna Delaney

MINUTES
Week of September 12, 2011

Chairman John Austin called the meeting to order at the appointed time in the presence of Commissioner David Sullivan and Commissioner Phil Johnson.

PUBLIC COMMENT PERIOD: The following comments were made by citizens in attendance at the meeting and reflect their personal opinions:

- A citizen asked what is the status of the Public Infrastructure Fund? The Quilcene Fair and Parade is this Saturday and Sunday; a Quilcene Community meeting is scheduled for September 30th
- A presentation will be made by Will Allen on Saturday about the power of growing our own food; Sunday is the Farm Tour
- A citizen urged the Board to make changes to land use regulations so businesses can expand and create jobs
- A citizen stated the software agreement on the agenda should not be approved
- Bank of America is downsizing and the Post Office only has enough money to operate for the next 2 months
- A citizen thought the Presidents' speech last week was brilliant and urged the Board to make changes to the Shoreline Management Plan according to SSB 5451
- The County cannot make something confidential just by stating it is in a contract

APPROVAL AND ADOPTION OF CONSENT AGENDA: Commissioner Johnson moved to approve the Consent Agenda. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 42-11:** Vacation of Keesling Road; County Road No. 360009
2. **AGREEMENT, Supplement No. 1:** Rick Tollefson Memorial Trail Project Phase 1; Additional Amount of \$10,000.00 for a Total of \$29,230.00; Jefferson County Public Works; Nakano Associates, LLC
3. **AGREEMENT NO. 1163-27310:** Chemical Dependency Prevention Services; In the Amount of \$65,430.00; Jefferson County Public Health; Washington State Department of Social and Health Services (DSHS)
4. **AGREEMENT NO. C14950, Amendment No. 33:** 2007 - 2011 Consolidated Contract; Additional Amount of \$26,721.00 for a Total of \$2,849,526.00; Jefferson County Public Health; Washington State Department of Health (DOH)
5. **AGREEMENT:** School Based Health Center for Port Townsend, Chimacum and Quilcene School Districts; In the Amount of \$57,750.00; Jefferson County Public Health; Jefferson Mental Health Services
6. **Payment of Jefferson County Payroll Warrants Dated September 2, 2011** Totaling



\$846,139.18 and A/P Warrants Done by Payroll Dated September 2, 2011 Totaling \$674,829.81

COMMISSIONERS BRIEFING SESSION: The Board members reviewed their calendars for the week. Each Commissioner provided updates on the following items:
Chairman Austin reported he went to a conference of the National Association of Local Boards of Health last week and he will be attending a Washington State Board of Health meeting on Wednesday.
Commissioner Johnson reported he attended a Hood Canal Coordinating Council retreat in Union last week. He will be attending the Ranger Run this weekend.
Commissioner Sullivan will be attending the Quilcene Fair and Farm Tour this weekend. Lorna Delaney's retirement party is on Friday which everyone should attend to show their appreciation.

Proclamation: Chairman Austin read the proclamation proclaiming September as National Drug and Alcohol Recovery Month. Commissioner Johnson moved to approve the September as National Drug and Alcohol Recovery Month. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

Approval of Minutes: Commissioner Sullivan moved to approve the meeting minutes if August 8 and August 15, 2011. Commissioner Johnson seconded the motion which carried by a unanimous vote.

Software License Agreement and Amendment No. 1 re: Public Records Disclosure Tracking System: County Administrator Morley stated that this agreement with the City of Lakewood was deleted from the Consent Agenda on September 6, 2011 because of public disclosure questions. Deputy Prosecuting Attorney, David Alvarez, explained he has been in contact with the City of Lakewood regarding both Jefferson County and the City of Lakewood being responsible for responding to potential public records requests for the software. Commissioner Sullivan moved to approve the Software License Agreement and Amendment No. 1 with the City of Lakewood. Commissioner Johnson seconded the motion which carried by a unanimous vote.

The meeting was recessed at the conclusion of the business scheduled for the morning. All three Commissioners were present when the meeting reconvened at 1:31 p.m.

An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. with County Administrator and Clerk of the Board re: Personnel; Exemption as Outlined in the Open Public Meetings Act RCW 42.30.110 (1)(g); Hiring / Discipline / Performance Review. The session actually ran from 1:38 p.m. to 2:23 p.m. The public meeting was reconvened at the conclusion of the Executive Session.



COUNTY ADMINISTRATOR BRIEFING SESSION: County Administrator Philip Morley reviewed the following with the Board.

- Budget Update
- Calendar Coordination
- Miscellaneous Items
- Future Agenda Items

Advisory Board Appointments re: Tourism Coordinating Council: Chairman Austin explained two citizens requested to be appointed to the Tourism Coordinating Council and entertained a motion appointing Carol Christiansen, representing Brinnon/Quilcene, and Nathan LaPlante, representing Port Ludlow to the Tourism Coordinating Council. Commissioner Sullivan moved to appoint Carol Christiansen and Nathan LaPlante to the Tourism Coordinating Council. Commissioner Johnson seconded the motion which carried by a unanimous vote.

Letter of Support: Commissioner Sullivan moved to approve Commission Johnson to send a letter of support for a local option to charge a severance fee on sand, gravel and rock. Commissioner Johnson seconded the motion which carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Commissioner Sullivan moved to adjourn at 3:55 p.m. until the properly noticed special meeting or the next regular meeting. Commissioner Johnson seconded the motion which carried by a unanimous vote.

MEETING ADJOURNED

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

Phil Johnson, Member

Raina Randall
Deputy Clerk of the Board

David Sullivan, Member



District No. 1 Commissioner: Phil Johnson
District No. 2 Commissioner: David W. Sullivan
District No. 3 Commissioner: John Austin

County Administrator: Philip Morley
Clerk of the Board: Lorna Delaney

MINUTES
Special Meeting
September 16, 2011

Chairman John Austin called the meeting to order at the appointed time in the presence of Commissioner David Sullivan and Commissioner Phil Johnson.

Interview and Deliberation re: Elizabeth Hill for the Position of Clerk of the Board and Human Resource Manager: County Administrator Morley explained the selection process and some of the duties of the position including public records officer, labor negotiations and contract administration, day to day human resource and personnel issues, office manager for staff and preparing approximately 20 different budgets. He informed the Board that Elizabeth Hill's work experience includes a senior management position in human resources, having worked for the State of Alaska, the City of Anchorage, Albuquerque Water Utility, City of Rio Rancho, Santa Ana Golf Course and currently works for Pueblo of Sandia, a tribal entity. She would need to learn the Clerk of the Board duties and if hired the County would require her to receive her Certified Municipal Clerk (CMC) through a certification process.

Ms. Hill stated she prefers to be called Beth and gave some background on her education and work experience. She attended the University of Washington and spent 20 years in Alaska. She started out in the airline industry and decided to change from the airline industry to government entities. She explained that during her job at the golf course she was in charge of all in human resources duties including hiring, benefits, 401K, discipline, Family Medical Leave Act (FMLA) and she recognizes similar duties in this position. She is familiar with the area as she grew up in Seattle. She stated New Mexico has a lot of corruption in government and abuse of funds. Her and her husband would like to relocate and spend the rest of their lives on the Olympic Peninsula.

Chairman Austin asked what was the most challenging experience she has encountered in human resources? Ms. Hill answered that a sexual harassment case was the most difficult and explained the situation, investigation and outcome. Commissioner Sullivan asked what languages other than Spanish can she speak? Beth stated she knows very little Spanish and can understand a small amount of German. He then asked, what was involved in the award she received in 2009 and 2010 for Best Places to Work in New Mexico? She answered that the New Mexico Chamber has a program where a business can nominate themselves online and then have employees fill out a survey. She believes it is centered around how people are treated. County Administrator Morley asked what are the ingredients that go into having a positive happy environment in the workplace and what are some of the areas you would focus on if you came to Jefferson County? She answered with any relationship whether it be employer/employee, parent/child or husband/wife she has found that three ingredients for a happy environment are love, trust and communication. It is like a three legged stool, if one of those legs are gone it will fall over. Respecting the people you work with and keeping an open mind is very important.



Commissioner Johnson asked what is her experience with budgets? She replied that she has been directly responsible for \$50,000 to \$1.7 million budgets. Commissioner Sullivan asked if she has had any experience with Boards? She answered, no, not directly. He also asked in terms with experience in government, do you have experience with Open Public Meeting Act or Public Records Act? She stated she does have some experience with public records requests but not directly but she feels it is just a matter of reading the policy, understanding it and abiding by it.

The Board met in **EXECUTIVE SESSION** from 1:20 p.m. to 1:35 p.m. with the County Administrator and Applicant re: Personnel, Exemption as Outlined in the Open Public Meetings Act RCW 42.30.110 (1)(g) Hiring/Discipline/Performance Review.

County Administrator Morley stated the next steps in the section process would be to do a criminal background check, a letter of offer and negotiate terms of an employment contract. The Board thanked Ms. Hill for interviewing and she will be notified of their decision.

NOTICE OF ADJOURNMENT: Commissioner Johnson moved and Commissioner Sullivan seconded the motion to adjourn special the meeting at 1:40 p.m until the next regularly scheduled meeting or properly noticed special meeting. The motion carried by a unanimous vote.

MEETING ADJOURNED

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

Phil Johnson, Member

Raina Randall
Deputy Clerk of the Board

David Sullivan, Member