



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: Elizabeth Hill

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MINUTES
Week of December 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 are a summary of comments made by citizens in attendance at the meeting and reflect their personal opinions:

- A citizen gave the history of the Pacific Trail;
- A citizen thanked the Board on behalf of the Marine Resources Committee for the support of the good environmental stewardship of Jefferson County and stated Commissioner Johnson was acknowledged at the Northwest Straits Conference for his outstanding work;
- A citizen stated the Quilcene Village store was officially opened on Saturday; Sunday the Food Bank volunteers celebrated the importance of volunteering in our community; the Chimacum Grange is having a dinner this week;
- A citizen thanked the Board on behalf of Quilcene for their partnership and the community is continuing to look for partners;
- Three businesses have recently shut down in Jefferson County and LTAC dollars need to be used to attract tourists to the area;
- A citizen asked what policy extends County credit for 8 months? The sign policy is still not in writing; and
- A sign was in a right of way for the Wild Olympics and should be removed.

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. **RESOLUTION NO. 59-11: HEARING NOTICE:** Fourth (4th) Quarter 2011 Budget Appropriations/Extensions; Various County Departments; Hearing scheduled for Monday, December 19, 2011 at 10:00 a.m. in the Commissioners Chambers
2. **AGREEMENT:** Conduct Phase I Environmental Site Assessments for Dosewallips Floodplain Acquisition II; In the Amount of \$800.00; Jefferson County Public Health, Stratum Group
3. **AGREEMENT, Amendment No. 2:** For School Corps Nurse Program; An Additional Amount of \$2,063.00 Totaling of \$34,527.00 plus Mileage; Jefferson County Public Health; Olympic Educational Service District 114
4. **AGREEMENT, Amendment No. 34:** Consolidated Contract; An Additional Amount of \$17,436.00 Totaling \$2,866,962.00; Jefferson County Public Health; Washington State Department of Health
5. **AGREEMENT No. G1200178:** Site Hazard Assessment; In the Amount of \$26,211.00; Jefferson County Public Health; Washington State Department of Ecology



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6. **AGREEMENT:** Interagency, Acceptance of Statewide CASA Funds for the 2012 Fiscal Year; In the Amount of \$25,300.00; Jefferson County Juvenile Services; Administrative Office of the Courts
7. **AGREEMENT No. 11-64100-004, Amendment No. 1:** CDBG Program Public Services Grant; In the Amount of \$71,474.00 for a Total of \$142,948.00; Jefferson County Auditor; Olympic Community Action Program (OlyCap) (Subrecipient for CDBG Public Service); Washington State Department of Commerce
8. **CANCELLATION NOTICE:** County Commissioner Regular Meeting; Scheduled for Tuesday, December 27, 2011
9. **Payment of Jefferson County Vouchers/Warrants:** Dated November 30, 2011 Totaling \$80,665.04

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

Chairman Austin attended an Emergency Management Team meeting, will be attending the Jefferson County Chamber of Commerce meeting, Washington State Board of Health meeting and an ERN meeting this week.

Commissioner Sullivan attended an Olympic Area Agency on Aging (O3A) meeting, a Peninsula Development meeting, RC&D meeting and a PTRPO meeting.

Commissioner Johnson attended Al Scalf's retirement party, the Northwest Straits Commission Conference and will be attending legislative meetings in Olympia this week.

Redistricting of the County Commissioner Boundaries: County Administrator Morley presented the 3 different boundary alternatives. Chairman Austin stated that the verbal testimony that was received during the hearing had a preference for alternative number 2. Commissioner Sullivan stated alternative number 1 is a narrower gap of citizen numbers but testimony was received in favor of alternative 2. Chairman Austin stated it is difficult to predict which district will grow at a quicker rate. Commissioner Johnson moved to adopt alternative number 2 by approving **RESOLUTION NO. 60-11** establishing County Commissioner's Districts. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

HEARING: Jefferson County 2012 Budget: County Administrator Morley gave a presentation on the recommended Jefferson County 2012 Budget. He stated the Board has the option to give direction to staff for changes and bring back a revised budget at a future date.

Chairman Austin opened the hearing for public testimony.



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Joe D'Amico: He thanked the Board for the presentation that was given prior to public testimony. It is very helpful to proceed that way. 20% of the budget is state and federal funding and that is something to watch carefully as the state is planning on cutting \$2.2 billion out of their budget. 8% of revenue is received from service contracts and the County could try to renegotiate those contracts and rebid them in order to save money. Is \$70,000.00 budgeted for building repairs for all the county buildings or just the courthouse?

In answer to Mr. D'Amico, County Administrator Morley stated the \$70,000.00 is budgeted for all County buildings.

Tom Thiersch: The presentation that was given stated the budget was balanced. It is balanced from a gap perspective but from a citizens perspective a balanced budget means that revenues and expenditures are equal. Drawing out of the savings account and counting it as revenue is not a balanced budget. If there was not any money in the savings account to draw from then you would be going into the red. The County can not continue to be doing this forever as the funds will depreciate over the next couple of years. It does not feel right to call this a balanced budget and is not sustainable. Reducing services and cutting programs is not being more efficient. To be more efficient, the County would have to do more with less which it is not, the County is doing less with less. 2012 staffing is lower than budgeted in 2002 which is about a 4% reduction. Most of those reductions came from Department of Community Development (DCD) which is a self funded department. If the reduction from DCD is taking out of the equation than the level of staff that has been cut would be much lower. The County has failed to improve staff productivity compared to the private industry. The County population has grown but staff has not kept up with the pace of productivity.

Donna Eldridge, Jefferson County Auditor: Elected Officials and managers pay were cut at 6% and at that time another change happened when the buildings hours were changed from 8:00 a.m. through 5:00 p.m. to 8:30 a.m. through 4:30 p.m. because staff was lost. She lost a whole full time employee (FTE) in her office. Her office does do more with less because the Board has given them a half an hour before and after the building is opened and closed to be more productive. She was very offended by Mr. Thiersch's comment and believes her staff are excellent employees and work very hard.

Ruth Gordon, County Clerk: With every legislative session the mandates of local duties usually increase without the revenue to support it. The ever increasing workload is not only because of the population rising but also by the state government mandating more duties and less staff year after year. This can be related to David Goldsmith's train wreck presentation. This is not a business and we cannot stop doing the work even if the money is not there and we have done an excellent job.



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Joy Baisch: For the most part Anne Sears has done a great job keeping County Administrator Morley on track and it is not easy to prepare a budget. However, it would be to the County and citizens best interest to find a way to be pro-active in supporting economic development. This county will not survive unless it has a healthy economy. The departments cannot feed themselves, citizens must feed them.

Departments are trying to help the citizens without the resources. County agencies should be pro-active with citizens and the departments that should start this process are DCD, the Health Department, and Public Works. Right now she cannot get into some of the local areas because Public Works does not have the budget to do projects that they need to do. We do not have the capacity to do projects related to tourism because the Health Department has stumbling blocks. These are self imposed and not a budget issue but a growth issue.

Mike Belenski: He would like to second what Mr. Thiersch has already said. If the state is putting burdens on the County that are not paid for then staff need to go talk to their legislators. As far as productivity, he has walked in to offices and seen staff reading newspapers which could possible be their break time. The County gives away thousands of dollars of computer equipment every year and receives nothing in return. There are 49 items missing from the Sheriff's office which has not been discussed by the Board. That is not efficient. There is a lot of waste that goes on in the County and is beyond his 3 minute opportunity to speak. Fischbach was terminated with 6 month of pay, Saddler was terminated with 6 months of pay as well. There is a lot of waste and if the County would do a better job selecting the right people for the right positions, it would rectify a lot of the problems. How much did the front door to this building cost? \$130,000.00? Or was it \$30,000.00? That is a lot of money to be spending on a sliding double door.

Chairman Austin closed the hearing for public testimony.

County Administrator stated that formal action will not be taken today but if there are any changes to a particular budget line he welcomes those suggestions. Chairman Austin stated more is done with less as there is less staff to serve 10% more people. Businesses can cut unproductive profitable services but the County cannot. The Board and County Administrator Morley discussed all of the different types of services that are provided to the public under professional services. Commissioner Johnson thanked all of the elected officials and staff who worked on preparation of this budget. The Board concurred that the County Administrator shall draft a resolution adopting the Jefferson County budget to present at the next Board meeting.

The meeting was recessed at 11:09 a.m. and reconvened at 1:34 p.m with all three Commissioners present.

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

- Clean Water District Advisory Board
- North Pacific Coast Resource Committee
- Calendar Coordination
- Miscellaneous Items
- Future Agenda Items



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Letter of Support: Commissioner Sullivan moved to approve Commissioner Johnson to write a letter to Senator Maria Cantwell supporting the creation of a rapid response plan to prevent the spread of Infectious Salmon Anemia (ISA) Virus in the Pacific Northwest. Chairman Austin seconded the motion which carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Commissioner Johnson moved to adjourn at 4:04 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: Elizabeth Hill



MINUTES
Week of December 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 are a summary of comments made by citizens in attendance at the meeting and reflect their personal opinions:

- A citizen requested the support of the Board for a constitutional amendment to end corporate personhood;
- A citizen stated the Quilcene gas station is running smoothly and there will be a barn dance with the group Home Made Music performing on January 21st;
- A citizen stated that the word "balanced" should not be used when adopting the County's budget this year; the draft interlocal agreement with JeffCom is alarming because JeffCom has a record of mismanaging their money;
- A citizen stated if JeffCom will be going from government to corporate he would like to be included in the bidding process;
- A citizen asked for the policy of out of state travel for employees and the policy of employees who take personal side trips when traveling for County business; and
- A citizen stated Kitsap County has chosen to include SSB5451 in their Shoreline Management Program and requested to be able to be present at a previously requested meeting with County staff and Department of Ecology staff regarding the Jefferson County Shoreline Management Program.

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

1. **CALL FOR BIDS:** 2012-2013 Supply of Aggregate for Bituminous Surface Treatment; Bids will be Accepted Until 9:30 a.m. on Monday, January 9, 2012 and Opened and Read Publicly at 10:00 a.m. in the Commissioner's Chambers, Jefferson County Courthouse
2. **CALL FOR BIDS:** 2012 Supply of Liquid Asphalt Products for Bituminous Surface Treatment; Bids will be Accepted Until 9:30 a.m. on Monday, January 9, 2012 and Opened and Read Publicly at 10:00 a.m. or Shortly Thereafter in the Commissioner's Chambers, Jefferson County Courthouse
3. **AGREEMENTS (3), Supplemental No. 3:** Upper Hoh Road Culvert Replacements; Time Extension Only; 1) M.P. 4.0 Federal Aid No. ER-0701(051); 2) M.P. 7.7-8.0 Federal Aid No. ER-0801(025); 3) M.P. 9.7 Federal Aid No. ER-0902(340); Jefferson County Public Works; Tetra Tech, Inc.

4. **LAND USE LICENSE NO. 50-OL1114:** Alder Creek Tributary Culvert Replacement, Upper Hoh Road M.P. 2.15 XO1736; In the Amount of \$2,500.00; Federal Aid Project No. ER-0801(025); Jefferson County Public Works; Washington State Department of Natural Resources
5. **Advisory Board Resignation:** Jefferson County Parks and Recreation Advisory Board; Nathanael O'Hara, District #1 Representative
6. **Advisory Board Appointments (2):** Jefferson County Parks and Recreation Advisory Board, 1) District #2 Representative; Term Expires December 12, 2013; Lily Martin; and 2) District #3 Representative; Term Expires December 12, 2013; Mary Schmidt
7. **Payment of Jefferson County Vouchers/Warrants:** Dated December 4, 2011 Totaling \$8,986.54
8. **Payment of Jefferson County Payroll Warrants:** Dated December 5, 2011 Totaling \$848,466.63 and A/P Warrants Done by Payroll Dated December 5, 2011 Totaling \$664,313.05

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

Chairman Austin attended the Higher Education Committee meeting last week.

Commissioner Sullivan attended an Olympic Community Action Program Board of Director's meeting last week.

Commissioner Johnson attended a Legislative Steering Committee meeting last week.

Adoption of the 2012 Jefferson County Budget: County Administrator Morley explained that in the resolution adopting the 2012 Jefferson County Budget includes the budgets for departmental/fund levels and recognizes the budget as posted by the Auditor last week. Any revisions that effect the number of employment positions, salaries or salary ranges, hours or other conditions of employment must be approved by the Board. A few minor corrections were made because of additional state grants received on behalf of JeffCom. An error in Fund 131, Chemical Dependence Mental Health Fund, had an increase of expenditures of \$23,000 and a reduction of \$14,000 for other county departments. Commissioner Sullivan asked if a new ordinance had to be done because of the percentage change in the Chemical Dependence Fund? County Administrator Morley answered he did not believe so but would confirm that is correct. Commissioner Sullivan moved to approve **RESOLUTION 61-11** adopting the Jefferson County Budget for the General Fund and other funds, the 2012 Road Construction Program and the 2012 Capital Improvement Program. Commissioner Johnson seconded the motion which carried by a unanimous vote.

Authorizing Diversion of Road Levy to Traffic Law Enforcement for the 2012 General Fund Budget: County Administrator Morley stated this resolution coincides with the levy amounts that were set at a previous Board meeting. This formalizes the diversion of the road levy to traffic law enforcement in the amount of \$720,000.00 for 2012. Commissioner Sullivan moved to approve **RESOLUTION 62-11** Authorizing Diversion of Road Levy to Traffic Law Enforcement for the 2012 General Fund Budget. Commissioner Johnson seconded the motion which carried by a unanimous vote.



Updating the Working Capital Reserves: County Administrator Morley explained the different working capital reserves for the JeffCom Capital Fund (Fund 119), JeffCom Enhancement (Fund 121) which closed out in 2011 and debt service has been moved to Fund 119, Jefferson County Grant Management Fund (Fund 123), Water Quality (Fund 128), Animal Services (Fund 129), Chemical Dependency/Mental Health (Fund 131) and Special Projects Fund (Fund 177). The other working capital reserve amounts for other funds previously adopted are unchanged. All of the reserves were reviewed by Anne Sears, Budget Consultant and the Auditor's Office. Commissioner Johnson moved to approve **RESOLUTION 63-11** updating the working capital reserve requirements for each County funds. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:08 a.m. and reconvened at 1:30 p.m with all three Commissioners present.

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

- Interview and Possible Appointment of Clean Water District Candidates
- Draft Jeffcom Interlocal Agreements
- Calendar Coordination
- Legislative Update
- Miscellaneous Items
- Future Agenda Items

Appointment of Clean Water District Board Members: Commissioner Johnson moved to appoint Richard Wojt, representing District No. 1 and Term Expiring December 12, 2013; Amy Leitman, representing District No. 2 and term Expiring December 13, 2014; and Richard Hull representing District No. 3 and term expiring December 12, 2015 to the Clean Water District Advisory Board. Commissioner Sullivan seconded the motion which carried by a unanimous vote.



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NOTICE OF ADJOURNMENT: Commissioner Johnson moved to adjourn at 4:33 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