



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: Erin Lundgren

MINUTES
Week of October 1, 2012

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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 is a summary of comments made by citizens in attendance at the meeting and reflect their personal opinions:

- A citizen suggested the Board buy Velcro to fix their chairs;
- A citizens stated the stakeholders group regarding roadside spraying needs to be broadened;
- A citizen talked about how burglary of homes is on the rise;
- A citizen stated that if the impervious surface requirements are changed, it should be for all structures, not public structures only; County surplus property should be disposed of properly and be made available to the public before being disposed; the City of Port Townsend has a contract regarding Proposition 1 funding that does not include a provision allowing funds to be set aside in escrow and the only provision to be exercised in the event of a disagreement between parties is arbitration;
- A citizen informed the Board of a community meeting in Quilcene and asked the Board to express their support for the Quilcene community in a written format; the economy is not going to be like it was in the past and they may have some solutions;
- A citizens stated they have never seen theft as bad as it is currently on commercial and private property; changing the impervious surface requirements should be done for all non-conforming businesses; the Washington State Department of Natural Resources may be able to help with weed control along the highways; and
- A citizen stated large corporations get what they want; Bank of America is corrupt and refuses to loan to small businesses and is bringing America down; the rich are investing their money from tax breaks in China.

APPROVAL AND ADOPTION OF CONSENT AGENDA: Commissioner Sullivan corrected Item No. 2 which has the Mystery Bay Work Plan attached which is not part of the proposed ordinance to repeal the moratorium on new mooring buoys in South Port Townsend Bay. Chairman Austin deleted Item No. 6. Noting the correction to Item No, 2 and the deletion of Item No. 6, Commissioner Sullivan moved to approve the remainder of the items on the Consent Agenda. Commissioner Johnson seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 56-12:** HEARING NOTICE: 3rd Quarter 2012 Budget Appropriations/Extensions; Various County Departments; Hearing scheduled for Monday, October 15, 2012 at 10:00 a.m. in the Commissioners Chambers

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2. **ORDINANCE NO. 09-1001-12:** Repealing Moratorium on New Mooring Buoys in South Port Townsend Bay Ordinance No. 05-0507-12
3. **RESOLUTION NO. 57-12:** Adoption of the South Port Townsend Bay Management Plan
4. **RESOLUTION NO. 58-12:** Adoption of the Mystery Bay Management Plan
5. **RESOLUTION NO. 59-12:** Finding and Determination to Declare Certain Personal Property as Surplus & Authorize Disposal
6. **DELETED:** RESOLUTION NO. ____ : Extension of Jefferson County Burning Ban on Open Debris Burning other than Recreational Fires for the 2012 Fire Season (Until October 15, 2012) (Approved Later in Minutes)
7. **RESOLUTION NO. 60-12:** Creating a County Project Designated as CR1917; SR 19 Pedestrian Crossing Improvement, Trail Connection and Student Encouragement Project
8. **AGREEMENT NO. CR1917:** Local Agency Project Prospectus and State Funding for SR 19 Pedestrian Crossing Improvement, Trail Connection and Student Encouragement Project; In the Amount of \$438,669; Jefferson County Public Works; Washington State Department of Transportation
9. **AGREEMENT:** Project Management of the South Port Townsend Bay Project; In the Amount of \$7,265; Washington State University (WSU), Jefferson County Extension; LaRoche & Associates
10. **AGREEMENT:** Marketing and Facilitation Services for Watershed Stewardship Resource Center (EPA Grant #PO-00J08601-1); In the Amount of \$16,500; Jefferson County Community Development; ISE Consultants
11. **Concurrence and Authorization to Proceed:** Real Property Acquisition (Parcel No. 901 112 013); Rick Tollefson Memorial Trail, County Project No.18018150, STPR-2016(018); Jefferson County Public Works
12. **Final Short Plat Approval:** Base Camps of America Inc. Short Plat #MLA07-00430/#SUB07-00028; To Subdivide a 15.79 Acre Parcel into 2 Residential Lots; Located at SR 101 and Glen Logie Road, Quilcene; Connie and J.D. Gallant, Applicants
13. **Payment of Jefferson County Vouchers/Warrants:** Dated September 24, 2012 Totaling \$210,805.52 and Dated September 25, 2012 Totaling \$2,017.00
14. **Payment of Jefferson County Payroll Warrants:** Dated September 20, 2012 Totaling \$85,887.46 and A/P Warrants Done by Payroll Dated September 20, 2012 Totaling \$16,268.09

Extension of Jefferson County Burning Ban on Open Debris Burning other than Recreational Fires for the 2012 Fire Season (Consent Agenda Item No. 6): Chairman Austin stated page one, fifth Whereas, the date is "...from 2005 to 2011..." and should be corrected to "...from 2005 to 2012..." County Administrator Philip Morley suggested the resolution include the most recent citation from the call from the State of Washington for an extension for the burn ban. Chairman Austin asked that a revised resolution to come back before the Board this afternoon.

Approval of Minutes: Commissioner Johnson corrected the minutes of September 10, 2012 as follows: page five, sixth paragraph, second to last line from "...neither which can be legally banned." to "...neither of which can be legally banned." Commissioner Sullivan asked to table the motion in order to listen to the audio recording. The motion was tabled.



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

Chairman Austin attended an Olympic Consortium and Regional Support Network meeting and a ceremony at Goddard College last week.

Commissioner Sullivan attended a ceremony at Goddard College last week and stated the Water District Advisory Board meeting scheduled for this week will be rescheduled to a future date.

Commissioner Johnson attended two meetings between the City of Port Townsend and Jefferson County staff regarding budgets and a Metropolitan Parks District. He also met with Gail Chatfield regarding roadside spraying last week. He may be attending a Legislative Steering Committee meeting in Ellensburg on Friday depending on the smoke conditions of the forest fire.

The meeting was recessed at 9:35 a.m. and reconvened at 10:00 a.m. with all three Commissioners present.

PROCLAMATION re: Proclaiming the Week of October 7-13, 2012 as Mental Illness Awareness Week: National Alliance on Mental Illness (NAMI) representative Darlene Grunk thanked the Board for their support promoting early intervention for various mental illnesses. She reviewed the history and community events available to the public. Chairman Austin read the proclamation proclaiming the week of October 7 - 13, 2012 as mental illness awareness week. Commissioner Johnson moved to approve the proclamation. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

Request to Add Proposed MLA11-250 Unified Development Code (UDC) Text Amendment to the Department of Community Development Work Plan: Associate Planner Michelle McConnell explained the Paradise Theater School proposed an amendment to the Unified Development Code (UDC) to allow their nonprofit organization to become compliant with land use requirements while allowing them to expand. She presented a proposed text amendment to the minimum acreage requirement for small-scale recreation and tourist uses in the UDC and proposes changes to the definition of a historic site, structure or landmark. This will allow cultural historic resources to be included in economic development while maintaining the County's rural character.

Planning Manager Stacie Hoskins clarified staff is requesting the Board to add this to Department of Community Development's Long Range Planning work plan. Staff has done some preliminary work researching the options for Paradise Theater School. This code change will affect all historic properties in Jefferson County.

Commissioner Johnson moved to add the proposed MLA11-250 Unified Development Code (UDC) text amendment to the Department to Community Development's work plan. Commissioner Sullivan seconded the motion. Chairman Austin noted an e-mail was received from a citizen supporting the proposed text amendment. Ms. McConnell explained the Planning Commissions process. Chairman Austin called for a vote on the motion. The motion carried by a unanimous vote.



Proposed Ordinance Amending the Unified Development Code, JCC 18.20.260 & 18.30.050 to Exclude Public Purpose Facilities from Maximum Building Caps Applicable to Expansions of Legal, Non-conforming Uses & the Maximum Impervious Surface Coverage Rule Applicable in Rural Residential Zones: Planning Manager Stacie Hoskins stated this came before the Board in the past, but due to staff changes and budget cuts the project was put on hold. Associate Planner Michelle Farfan explained the Jefferson County Library requested public purpose facilities to be excluded from the limitation of twenty-five percent impervious surface coverage on rural residential zones. This would help the public purpose facilities service the community better.

Ms. Hoskins stated zoning will change from rural residential to urban once sewer is available. The facilities must be compliant with the Western Washington Stormwater Management manual.

Commissioner Johnson asked if there is a limit on public purpose facilities and the size of the buildings? Ms. Farfan stated they would be required to comply with setbacks. Ms. Hoskins stated the expansion of a public purpose building cannot be more than 3,999 square feet.

Commissioner Sullivan moved to approve **ORDINANCE NO. 10-1001-12** amending the Unified Development Code, JCC 18.20.260 & 18.30.050 to exclude public purpose facilities from maximum building caps applicable to expansions of legal, non-conforming uses & the maximum impervious surface coverage rule applicable in rural residential zones. Commissioner Johnson seconded the motion. County Administrator Morley noted this has gone through the public hearing process by the Planning Commission. Chairman Austin called for a vote on the motion. The motion carried by a unanimous vote.

AGREEMENT: In-Lieu Fee Mitigation Work on Implementing Watershed

Characterization in Hood Canal: Associate Planner Donna Frosthalm explained the Department of Community Development drafted an agreement with Hood Canal Coordinating Council for an in-lieu mitigation program supported by the Washington State Department of Ecology and Corp of Engineers due to development by the Navy in Kitsap County. Ms. Frosthalm explained the process of mitigation if the proposed agreement is approved.

Ms. Hoskins stated the review process contains many checks and balances to ensure payments are made appropriately.

Commissioner Johnson stated this is a great benefit to Jefferson County and to the Hood Canal. Commissioner Sullivan asked if the safeguards for the financial aspect and for projects will work? Ms. Frosthalm answered yes and explained the oversight process. Ms. Hoskins stated the sponsor for this agreement is Hood Canal Coordinating Council and they are ultimately responsible for monitoring mitigation.

Commissioner Sullivan asked if there is a review and approval process to determine if projects are appropriate to use mitigation funds? Ms. Frosthalm answered yes and provided an example.



Commissioner Johnson moved to approve the in-lieu fee mitigation work on implementing watershed characterization in the Hood Canal agreement with the Hood Canal Coordinating Council. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:47 a.m. and reconvened at 1:31 p.m with all three Commissioners present.

Update: Jefferson County meetings with City of Port Townsend Staff: County Administrator Philip Morley reviewed estimated cost information for the pool that the City of Port Townsend provided during a meeting with City and the County staff. The City is requesting financial assistance for \$130,000 which includes \$80,000 for the pool liner and \$50,000 for the internal pool deck. The pool is scheduled to be drained in November and these necessary pool repairs are necessary in order to reopen the facility. Public Works Director Frank Gifford said the maintenance repairs would possibly extend the life of the pool for up to ten years.

Commissioner Johnson asked what the it costs are to operate the pool? Commissioner Sullivan asked how the City came up with the financial numbers? County Administrator Morley answered this is still a work in progress and a pool consultant analyzed the sequence of repairs that need to be completed to extend the life of the pool. Initial cost estimates were done and the City has received and continues to receive several quotes for repairs. Mr. Gifford stated the numbers are not confirmed as the preliminary discussion has just begun. County Administrator Morley said because of the situation with the General Fund and Parks and Recreation Fund, the County cannot take on anymore projects that incur operating and capital costs. The County may be able to help the City with initial capital improvements through the Public Infrastructure Fund (PIF) if the projects support economic development.

Chairman Austin asked if citizens outside the City of Port Townsend use the pool? Commissioner Sullivan stated there are citizens in District No. 2 that use the pool.

County Administrator Morley explained the PIF request process and named some possible projects for which the City may request financial assistance. Commissioner Sullivan requested the City provide the County with a long-term projection of their funds in order to foresee other potential issues that may interfere with the ten year plan for the pool.

County Administrator Morley explained there was a second meeting held at Jefferson County Public Works last week where the City and County staff discussed the Exploratory Regional Parks and Recreation Committee's (ERPRC) recommendation for the creation of a Metropolitan Parks District (MPD) and how to involve the community so that an MPD may become a potential action item.

Mr. Gifford stated there are options for combining City and County Parks and Recreation assets, a MPD, a status quo, to blend resources or create a levy for dedicated monies. Parks and Recreation Manager Matt Tyler and City of Port Townsend Public Services Director Rick Sepler will be analyzing the options to present more information at the next joint City and County meeting.



County Administrator Morley noted the Peninsula WMCA Director Erica Delma invited County representatives to discuss visioning for facilities and programs with other local entity representatives on October 5, 2012. County Administrator Morley and Commissioner Sullivan will attend.

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

- Calendar Coordination:
 - Chairman Austin will be out of the office October 4 - 5, 2012
 - Commissioner Johnson will be attending a Parks and Recreation Advisory Board meeting on October 3, 2012
 - Commissioner Johnson will be attending a Legislative Steering Committee meeting in Ellensburg on October 5, 2012
 - Commissioner Johnson and County Administrator Morley will be attending a meeting at Public Works with City of Port Townsend staff regarding Parks and Recreation options
 - County Administrator Morley will be attending a Washington State Department of Natural Resources Board meeting in Olympia on October 2, 2012
 - Commissioner Johnson will be attending an Olympic Regional Clean Air Agency (ORCAA) meeting on October 9, 2012
 - Chairman Austin will attend a Mental Health Sales Tax Committee meeting on October 2, 2012
- Budget Update (Not Discussed)

The meeting was recessed at 2:38 p.m. and reconvened at 2:52 p.m with Chairman Austin and Commissioner Sullivan present. Commissioner Johnson arrived shortly thereafter.

- Miscellaneous Items:
 - Consent Agenda Item No. 6; Extension of Burn Ban (See motion below)
 - Shoreline Master Program: craft Conditional Use Permit criteria for in-water net pens
 - Washington State's City/County sales tax
 - Minutes of September 10, 2012 (See motion below)
- Future Agenda Items: (Not Discussed)



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Extension of Jefferson County Burning Ban on Open Debris Burning other than Recreational Fires for the 2012 Fire Season (Consent Agenda Item No. 6): County Administrator Morley suggested two changes to the proposed burn ban resolution as follows: 1) the fifth Whereas should be changed from "...2005 through 2011..." to "...2005 to 2012..." and 2) add a Whereas before the second to last Whereas stating "Whereas, East Jefferson Fire & Rescue has proposed extending a burn ban through October 15, 2012, and". Commissioner Johnson moved to approve **RESOLUTION NO. 61-12** re: extension of Jefferson County burning ban on open debris burning other than recreational fires for the 2012 fire season as amended. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

Approval of Minutes: Commissioner Sullivan moved to approve the minutes of September 10, 2012 as presented. Commissioner Johnson seconded the motion which carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Commissioner Sullivan moved to adjourn the meeting at 4:27 p.m. until the next regular meeting or special meeting as properly noticed. 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: Erin Lundgren

MINUTES
Week of October 8, 2012

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 is a summary of comments made by citizens in attendance at the meeting and reflect their personal opinions:

- Two citizens commented on research completed regarding birds at Kai Tai Park;
- A citizen announced a meeting regarding home security at Chimacum Grange and asked the Board to promote natural resource jobs and living simply to support the economy; and
- A citizen commented on public record requests and asked when the policy relating to individuals stating their name and address before making public comment became an invitation rather than a requirement?

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

1. **AGREEMENT, Interlocal:** Provide Technical Support and Assistance for Supporting Healthy Communities; In the Amount of \$10,000; Jefferson County Public Health; Whatcom County Health Department
2. **AGREEMENT:** Architecture Services for Superior Court Administrator Office Project; In the Amount of \$8,000; Jefferson County Administrator; Terrapin Architecture
3. **Joint Letter of Support:** Kitsap, Clallam, Jefferson and Mason Counties for Restoration of Ferry Funding in Proposed Budget; Washington State Ferries, Assistant Secretary David Moseley
4. **Advisory Board Resignation:** Lodging Tax Advisory Council (LTAC); Amanda Lovelady, Kalaloch Lodge
5. **Advisory Board Appointment:** Lodging Tax Advisory Council (LTAC); Three (3) Year Term Expiring October 8, 2015; Walter Kochansky, Kalaloch Lodge

Approval of Minutes: Commissioner Sullivan noted a correction to the minutes of September 17, 2012, page four, fourth paragraph, second line, from "...DOE..." to "...Washington State Department of Fish and Wildlife..." Commissioner Sullivan moved to approve the meeting minutes of September 17, 2012 as corrected. Commissioner Johnson seconded the motion which carried by a unanimous vote.



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COMMISSIONERS BRIEFING SESSION: The Commissioners each provided updates on the following items:
Chairman Austin attended a Mental Health Sales Tax Committee meeting last week. He will be attending a Washington State Board of Health meeting this week.
Commissioner Sullivan reported a Resource Conservation District meeting may be added to his schedule on Thursday.
Commissioner Johnson will be attending a joint meeting between the City of Port Townsend and Jefferson County on Wednesday and will be attending an Olympic Regional Clean Air Agency (ORCAA) meeting in Sequim next Monday afternoon.

The meeting was recessed at 9:36 a.m. and reconvened at 10:01 a.m with all three Commissioners present.

Hearing: Proposed Ordinance to Update Fees for Recording a Public Record as Prescribed by the Survey Recording Act: Administrative Assistant Brenda Huntingford explained RESOLUTION NO. 18-92 was approved by the Board to implement recording fees, and the proposed ordinance is to reconcile the changed fees in the Jefferson County Code. Commissioner Sullivan asked if the Auditor's Office would be raising fees? County Administrator Morley stated no, the fees that have been charged have been according to the resolution.

Chairman Austin opened the hearing for public testimony. Hearing none, the hearing was closed.

Commissioner Sullivan moved to approve **ORDINANCE NO. 11-1008-12** re: updating fees for recording a public record as prescribed by the survey recording act. Commissioner Johnson seconded the motion. County Administrator Morley asked how this ordinance relates to recording fees for the homeless? Ms. Huntingford answered there is no relation, the fee for the homeless is set by Washington State law. Chairman Austin called for a vote on the motion which carried by a unanimous vote.

The meeting was recessed at 10:08 a.m. and reconvened at 10:20 a.m with all three Commissioners present.

Update: County Meetings with the City of Port Townsend: County Administrator Morley reviewed the meetings that have occurred with City staff regarding Parks and Recreation, specifically the public pool, and the Exploratory Regional Parks and Recreation Committee's (ERPRC) final recommendation for a Metropolitan Parks District (MPD). Port Townsend City Manager David Timmons explained that repairs to the pool and the building the pool is located in need to be completed.

County Administrator Morley stated funding from the Public Infrastructure Fund (PIF) may be eligible to assist the City of Port Townsend with these repairs because the pool is a public facility supporting economic development. Another option would be to use PIF funding may be able to help with building 202 project at Fort Worden. The PIF Board would need to approve the allocation of monies for either of these projects. Discussion ensued regarding the development of the 202 building project. County



Administrator Morley will convene the Public Infrastructure Board as soon as possible. The Quincy Street project may also be eligible to receive funding from PIF which could help the City allocate funding for the pool.

Alternatives to continue supporting Parks and Recreation in the community were received. Alternative 1 combines assets with the City of Port Townsend; Alternative 2 advances the Metropolitan Parks District proposal; Alternative 3 maintains the status quo; Alternative 4 blends Jefferson County's and the City of Port Townsend's resources; and Alternative 5 maintains the status quo with dedicated levy(ies). Discussion ensued regarding the different alternatives.

County Administrator Morley presented a list of organizations that may want to have a representative present for future problem solving discussions regarding parks and recreation. The County is committed to working with the City in what can be done with the available resources.

Mr. Timmons reviewed recent expenses the City of Port Townsend has encountered and will be expecting that affects the General Fund.

The meeting was recessed at 11:32 a.m. and reconvened at 11:33 a.m with all three Commissioners present.

Letter of Support: Commissioner Johnson moved to send a letter to Linda Herzog and Cass Brotherton supporting the Quilcene All-Community Meeting scheduled for October 27, 2012. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

The meeting was recessed at 11:34 a.m. and reconvened at 11:38 a.m in the presence of Chairman Austin and Commissioner Sullivan. Commissioner Johnson arrived shortly thereafter.

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

- Calendar Coordination
 - Commissioner Johnson and Commission Sullivan will be attending a Hood Canal Coordinating Council (HCCC) meeting on October 17, 2012
 - Chairman Austin will be attending a Community Connectors Breakfast on October 18, 2012
 - The Board will be attending a Jefferson County Health Board meeting at the Cotton Building on October 18, 2012
 - The Board will be attending a Jefferson Transit Authority meeting on October 16, 2012
 - Commissioner Johnson will be attending a Northwest Straits Commission meeting on November 2 and 3, 2012

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- Commissioner Johnson will be attending a Hood Canal Coordinating Council (HCCC) Award Ceremony on November 2, 2012
- County Administrator Morley will be attending the PRIMA Institute on November 5 - 7, 2012
- County Administrator Morley will be attending a Washington Counties Risk Pool meeting in Vancouver, WA on November 7 - 9, 2012
- County Administrator Morley and Chairman Austin will be attending a Finance Committee meeting October 23, 2012
- The Board and County Administrator Morley will be attending a Budget Committee meeting on October 17, 2012
- The Board will be attending a Washington State Association of Counties (WSAC) Conference November 12 - 14, 2012
- Regular meeting of November 13, 2012 is canceled
- Commissioner Johnson will be attending a meeting regarding a grant opportunity through Environmental Protection Agency on October 9, 2012
- Miscellaneous Items:
 - Olympic Community Action Program
 - Public Infrastructure Fund Roster
 - Possible Sheriff contract for the City of Port Townsend
- Future Agenda Items (Not Discussed)
- Budget Update (Not Discussed)

NOTICE OF ADJOURNMENT: Commissioner Sullivan moved to adjourn the meeting at 12:01 p.m. until the special meeting at 1:30 p.m. at the Cotton Building as properly noticed. 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