



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

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**MINUTES**  
**Special Meeting**  
**October 8, 2012**

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**DRAFT**

**DRAFT**

Chairman John Austin called the meeting to order at the appointed time in the presence of Commissioner David Sullivan and Commissioner Phil Johnson. Also present was County Administrator Philip Morley, Department of Community Development Director Carl Smith, Planning Manger Stacie Hoskins and Associate Planner Michelle McConnell. AquaTactix Fish Health Manager / Owner Hugh Mitchell, M.S, DVM, Washington State Department of Fish and Wildlife (WDFW) Fish Program / Science Division Conservation Unit Leader John Kerwin, National Oceanic and Atmospheric Administration (NOAA) Fisheries Science Coordinator Mike Rust, USGS Western Fisheries Research Center Director Dr. Jill Rolland and NOAA National Marine Fisheries Service NWR Aquaculture Coordinator Dr. Laura Hoberecht were present representing their respective agencies.

***WORKSHOP: Shoreline Management Plan (SMP); Conditional Use Permit Criteria for In-Water Netpens:*** Associate Planner Michelle McConnell stated the Conditional Use Permits for in-water netpens is the final issue to resolve before the Board of County Commissioners consider adopting the Shoreline Master Program (SMP).

The Board agreed to discuss the following:

- conditions needed to protect wild salmon runs from viruses
- sea lice in the Strait
- recommended distance from in-water netpens and a river mouth
- waste pile up under in-water netpens
- testing schedule for regulated bio-pathogens
- viruses that cannot be identified by testing

Dr. Jill Rolland described her background with ISA and stated there are many facilities testing for the ISA virus to detect if it is in the Northwest. John Kerwin stated WDFW is the responsible agency working with other entities to identify diseases. A surveillance plan was designed and initiated this fall. Samples have been taken from salmon for testing, the samples have not yet been processed. He explained the procedure for testing of ISA at WDFW.

Dr. Hugh Mitchell reviewed his background and discussed the different viruses, bacteria and parasites that can be found in wild and farmed fish. He doesn't believe that ISA is in the Pacific Northwest. Farmed fish usually get diseases or parasites from wild fish. Mr. Kerwin responded that ISA testing is in progress to see if it exists in the Northwest.



Commissioner Sullivan asked if the new surveillance program is a policy that the County could include in the SMP and if there is a third party lab that performs the tests? Mr. Kerwin answered the County could include the surveillance program in the SMP. There is an independent third party lab, Washington Animal Disease and Diagnostic Laboratory, certified by the US Department of Agriculture, Animal and Plant Health Inspection Services. The lab is associated with Veterinary Sciences and Washington State University (WSU) and WDFW uses that lab. Although there was a positive result for a virus in Canada, thousands of fish have been tested and the positive result has not been re-demonstrated.

Mr. Kerwin stated a pathogen list for testing is mandated. In the past VHS was discovered in fish in Alaska. It was determined that VHS has always been present in the Pacific Northwest. WDFW tests for ISA-V and will be conducting additional testing if funding becomes available in the beginning of 2013.

Commissioner Sullivan asked what is the minimal number of tests and how is funding received for it? Is it through mitigation and application? Mr. Kerwin stated the funding is being worked on. An annual test is standard both nationally and internationally. ISA-V is tested in addition to the annual testing as per protocol. Viruses are being reviewed frequently because it is unknown how much they will mutate.

Commissioner Johnson asked if WDFW has found in their risk assessment that over-crowded fish populations in netpens have a role in mutating viruses? Mr. Kerwin answered yes, because it is a stressor. Mutation can also happen in the wild. Dr. Rolland stated that wild fish transfer pathogens to the farmed fish more often than vice-versa. Wild fish often have immunity to diseases that farmed fish do not. In the event of a pathogen, most farms have a protocol with several factors that address the problem so it does not continue to spread. Mr. Kerwin stated there is a protocol called "All in All Out" that depopulates the netpens to break the life cycle of the virus. Fish may be returned to the netpens once it is deemed safe. There is not a FDA approved vaccination for farmed fish in America but there is a vaccine approved in Canada.

Commissioner Sullivan asked what is an adequate period of time that a netpen should be depopulated in order to make it safe? Dr. Mitchell replied that will need to be determined on a case by case basis. The farmers interest is to keep every fish alive because of the investment they have put into them. Farmers are aware of the condition of the fish and review their health frequently.

Commissioner Sullivan asked if regulations can be established restricting farmers from farming fish during runs of wild fish near the farms location? Dr. Mitchell answered it would be in the farmers best interest to keep the farmed fish away from the wild fish. Every farmer has a strategy on keeping farmed fish healthy, and although most wild salmon have immunity to viruses and bacteria, they continue to carry pathogens. Dr. Rust stated there is a vaccine for bacterial kidney disease but the vaccine is not to its greatest potential. To avoid disease, the population of the fish have been reduced and the feed has been improved to lower the stress and improve the health of the fish. Mr. Kerwin reviewed the history of positive testing results in sockeye salmon. Dr. Rolland stated there has been progress in the siting of the fish farms and in the amount of food the farmed fish are fed.

Commissioner Sullivan asked what process is used to determine how many netpens are allowed in a given area? Dr. Rolland replied it is based on the specific site conditions. Dr. Rust stated there must be no net depression of organic material beneath the netpens. A solution to adding nutrients to the water for farmed fish is not dilution, but to utilize them in the ecosystem. A study was done regarding how long it



takes for a site to recover after a fish farm is removed. The results of the study show that usually it takes one year for the site to recover 90% and two years to recover 99%.

Commissioner Johnson stated in 2011 NOAA listed nutrient and chemical waste as one of the challenges. He asked if the nutrient waste and fecal matter from the farmed fish carry out the vaccines, bacteria, antibiotics and all the other matter that the farmed fish have been exposed to? Dr. Rust stated the feed is as natural as what is fed to a cow or sheep. A veterinarian must prescribe an antibiotic for specific diseases in farmed fish and they are rarely used. Dr. Mitchell stated when antibiotics are prescribed, they are approved by the FDA and most antibiotics metabolize in the fish.

Commissioner Johnson clarified that he would like to know why NOAA listed nutrient and chemical waste as a challenge in February of 2011 in their draft aquaculture policy? Dr. Rust stated that those are concerns that NOAA wanted to be identified to make them as low risk as possible.

Commissioner Sullivan asked how much is sea lice a concern for netpens located in salt water and is it a vector for viruses? Dr. Mitchell replied sea lice can be a vector and sea lice is one of the primary problems world wide for farmed fishing. There are many factors that impact the risk of sea lice, including changing climate and the number of fish. There are several chemicals approved in agriculture to treat sea lice, but none in the US. Commissioner Johnson stated he has seen sea lice in the Puget Sound and that farms of fish draw the sea lice because of the host population. Dr. Hoberecht stated there are regulations in place to monitor for sea lice and treating it. Mr. Kerwin stated a special permitting process is used for the in water application of SLICE for treatment of sea lice.

Mr. Kerwin stated the WDFW Commission placed a prohibition on genetically modified fish in the farming industry. At the same time, regulations require all farmed Atlantic salmon near a marina have a thermal mark in case a farmed fish escapes. The mark is a bar code that identifies what year the salmon was farmed. Commissioner Sullivan asked if a mark could be put on any fish species that are farmed? Mr. Kerwin stated water temperatures could be manipulated to put marks on farmed fish species.

Chairman Austin asked what is the recommended minimum distance from a river mouth where wild fish could be vulnerable to genetic degradation and transfer of diseases? Dr. Mitchell stated genetic degradation cannot happen because Pacific and Atlantic salmon do not breed. Dr. Rust stated there are many items that enter into the equation. Most things that pass through a netpen get to a background level once they are a football field distance away from the netpen. Other jurisdictions set mandatory locations of one to two kilometers, but those are arbitrary.

Dr. Mitchell stated fish farming is not done on land because of the cost of diesel fuel. If all of the British Columbia netpens were operated on land, it would cost \$60 million in fuel alone.

Chairman Austin stated the draft SMP requires a one mile distance from fish bearing streams to protect the wild fish. He asked what forms of protection of wild fish can be used? Dr. Rolland stated she will follow up and provide that information in the near future.

Commissioner Sullivan asked if it is reasonable to require individual operations be limited to two acres of surface coverage or one operation per one nautical mile to allow testing of background levels for



viruses? Dr. Rust stated NOAA's research station is located on a salmon stream 500 meters away from two netpen complexes and there has not been a problem.

Commissioner Sullivan asked what would be suggested for conditions and siting for netpens in Jefferson County? Chairman Austin added the County will not be permitting netpens in Discovery Bay or the Hood Canal. Dr. Hoberecht stated there are resources for site specific decisions and some tools in place that could help. Dr. Rust stated he could not see any rational company coming to Jefferson County. Dr. Mitchell stated because of currents and marine traffic, there may not be a site available in Jefferson County. If a mistake is made in siting, a site can be moved easily.

Ms. McConnell asked if there were suggestions regarding the conditions on the draft list? Dr. Rolland stated there are regulations for reporting diseases and, as a co-manager, referring to those regulations would be recommended. Mr. Kerwin stated he will provide the WDFW policy number and the surveillance plan to the County for reference in the SMP.

County Administrator Morley asked if there is a rule regarding a timeline to take farmed fish out if there is a virus outbreak? Mr. Kerwin answered if it was a new exotic virus he would make a recommendation with great speed to get them out of the environment. If the virus was an existing virus seen in the environment the recommendation would be to harvest the fish as fast as possible. County Administrator Morley asked if WDFW regulates the amount of time to depopulate netpens? Mr. Kerwin stated no, not specifically. WDFW could provide the County with the regulatory language. The State has the authority to order the euthanasia of farmed fish if needed.

County Administrator Morley asked if the transmission of viruses relates to the density of population of the farmed fish? Dr. Rolland answered there are many factors in the transmission of a virus and usually the wild fish transmit to the farmed fish. Dr. Mitchell stated to have a general regulation of density of fish may not work as there are many factors that play into what the density maximum can be. Mr. Kerwin stated there are density criteria for Atlantic salmon.

Commissioner Johnson asked what the feed is made of? Dr. Rust explained what is in the feed and stated the quality of what is being fed to farmed fish has improved. Commissioner Johnson asked how the salmon get the flesh color the owners want? Dr. Rust stated there are two natural pigments available to use.

Commissioner Johnson stated there is concern about the environmental challenges in NOAA's aquaculture policy. Dr. Hoberecht stated the final policy is available. Dr. Rust stated the County has an advantage to having access to information that was written with forty years of experience.



**NOTICE OF ADJOURNMENT:** Commissioner Johnson moved to adjourn the special the meeting at 3:52 p.m until the next regularly scheduled meeting or properly noticed special 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: Erin Lundgren

**MINUTES**  
Week of October 15, 2012

**DRAFT**

**DRAFT**

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 voiced a concern about a preschool program that is offered in Quilcene;
- A citizen reviewed community events that will be occurring in Quilcene;
- A citizen reviewed information given at the recent Chimacum Grange meeting regarding residential theft;
- Treasurer Judi Morris commented on funds stolen electronically from the City of Burlington and she stated she is confirming the protection of Jefferson County's security system.

**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:** Professional Services for Informational, Educational & Resource Materials; In the Amount of \$3,500; Jefferson County Public Health; ARC of Kitsap and Jefferson Counties
2. **AGREEMENT:** Courier Security Services; In the Amount of \$4,400; Jefferson County Public Works; Loomis Armored US, LLC
3. **Letter of Appreciation:** Support of Application to Fund an Engineering Assessment of the Upper Hoh Road; Jefferson County Public Works; Senator Patty Murray
4. **Advisory Board Appointments (2):** Housing Action Plan Network (HAPN); 1) WSU Jefferson County Extension Director Laura Lewis, Representing Higher Education; Two (2) Year Term Expiring October 21, 2014; and 2) Team Jefferson Staff Craig Weir, Representing Economic Development; Two (2) Year Term Expiring October 21, 2014
5. **Payment of Jefferson County Vouchers/Warrants:** Dated October 8, 2012 Totaling \$902,531.58 and Dated October 12, 2012 Totaling \$835.00
6. **Payment of Jefferson County Payroll Warrants:** Dated October 5, 2012 Totaling \$803,554.26 and A/P Warrants Done by Payroll Dated October 5, 2012 Totaling \$643,271.84

**Approval of Minutes:** Commissioner Sullivan moved to approve the meeting minutes of September 24, 2012 as presented. Commissioner Johnson seconded the motion which carried by a unanimous vote.



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

Chairman Austin reported he attended a Washington State Board of Health meeting last week. He will be attending a Jefferson County Chamber of Commerce meeting, an Award Ceremony at Jamestown S’Klallam tribe and an event where Representative Tharinger will be present at the Port Townsend Community Center this week.

Commissioner Sullivan attended a 4-H event last week. He will be attending a Peninsula Development District (PDD) meeting and the Quilcene All Community meeting next week.

Commissioner Johnson will be attending a Olympic Regional Clear Air Agency (ORCAA) meeting and a Hood Canal Coordinating Council meeting this week.

The meeting was recessed at 9:37 a.m. and reconvened at 10:00 a.m with all three Commissioners present.

**HEARING: 3rd Quarter 2012 Budget Appropriations/Extensions:** Budget Consultant Anne Sears reviewed the following budget appropriations / extensions:

- Current Expense / General Fund:
  - Fund # 001-000-010 General Fund (Various Departments) has an expense of \$44,020 due to wage increases as per the UFCW contract;
  - Fund # 001-261-000 Operating Transfers has an expense of \$4,739 to be transferred to Parks and Recreation due to a loss of a lease
  - Fund # 001-270-000 Non-Departmental has an expense of \$35,000 to be transferred from the Public Defender line to Capital Improvement for the Superior Court Improvement projects
- Special Revenue / Capital / Internal Service Funds:
  - Fund # 108-000-010 Cooperative Extension has a revenue of \$34,700 due to grant funds received
  - Fund # 119-000-010 Jeffcom Capital & Bond Fund has an expense of \$84,865 to be used to make bond payments
  - Fund # 121-000-010 Jeffcom Enhancement Fund has an expense of \$9,416 which is being transferred to Jeffcom as a result of becoming an independent entity
  - Fund # 125-000-010 Hotel-Motel has an expense of \$18,069 as approved per the Lodging Tax Advisory Board (LTAC)
  - Fund # 129-000-010 Animal Services has an expense of \$510 due to wage increases
  - Fund # 148-000-010 Affordable Housing has an expense of \$19,000 as a result of a request from Olympic Community Action Program, which is the entity that manages the Affordable Housing program
  - Fund # 150-000-010 Treasurers’s O&M has an expense of \$480 due to salary increases
  - Fund # 155-000-010 Veteran’s Relief Fund has an expense of \$5,000 because there is an increase in need for assistance for Veterans



- Fund # 174-000-010 Parks and Recreation has revenue of \$4,739 from the Operating Transfers fund
- Fund # 177-000-010 Special Projects Fund has a revenue of \$47,953 because of a utility franchise
- Fund # 301-000-010 Construction and Renovation has revenue of \$235,891 for the Superior Court Improvement Project
- Fund # 302-000-010 County Capital Improvement has a revenue of \$35,000 and expense of \$235,891 to cover grant funding not yet received
- Fund # 504-000-010 L&I Insurance Reserve has an expense of \$5,000 due to paying 2011 fourth quarter in 2012
- Fund # 120-000-010 Crime Victims has an expense of \$9,416 because of a salary increase

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

Commissioner Sullivan moved to approve **RESOLUTION NO. 62-12** re: 3rd Quarter 2012 Budget Appropriations / Extensions. Commissioner Johnson seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:13 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.

- Calendar Coordination:
  - Commissioner Sullivan is scheduled to attend three meetings November 1, 2012 that overlap each other: 1) Team Jefferson Quarterly Update; 2) Washington State Association of Counties (WSAC) Exempt Well meeting; and 3) Olympic Area Agency on Aging (O3A) - Commissioner Johnson will attend Team Jefferson
  - Chairman Austin will be attending an Administrative Jeffcom retreat tentatively set for November 1, 8 or 29, 2012;
  - Chairman Austin stated the November 22, 2012 Jeffcom Board meeting is canceled because it falls on the Thanksgiving Holiday
  - The Board and County Administrator Morley will be attending the Budget Committee meeting on November 17, 2012
  - County Administrator Morley and Chairman Austin will be attending a Finance Committee meeting on October 24, 2012
  - Monday, November 29, 2012 is the fifth Monday in a moth so there will not be a Board meeting
  - The Board meeting scheduled for Tuesday, November 13, 2012 has been canceled
  - Commissioner Johnson will be attending a Northwest Straits meeting on November 22 and 23, 2012





- Commissioner Johnson will be attending a Hood Canal Coordinating Council (HCCC) meeting November 22, 2012
- The Board of Health meeting scheduled for November 15, 2012 is canceled
- Chairman Austin will be attending an award ceremony in Blyn on October 18, 2012;
- Budget Update:
  - Budget Consultant Anne Sears summarized a draft preliminary budget
- Miscellaneous Items:
  - Lodging Tax Advisory Board Committee and contracts for 2013 Request for Proposals
  - Shoreline Master Program Conditional Use Permits for net pens
  - Noise Ordinance and complaints regarding barking dogs

The meeting was recessed at 3:24 p.m. and reconvened at 3:32 p.m with all three Commissioners present.

**COUNTY ADMINISTRATOR BRIEFING SESSION (Continued):**

- Miscellaneous - Continued:
  - 1<sup>st</sup> Floor Conference Room
  - Parks and Recreation and Proposition 1 funding discussions with City of Port Townsend staff

Commissioner Johnson left the meeting at 4:03 p.m. for a previously scheduled appointment.

- Public Infrastructure Fund (PIF)
- Future Agenda Items (Not Discussed)

**NOTICE OF ADJOURNMENT:** Commissioner Sullivan moved to adjourn the meeting at 4:20 p.m. until the next regular meeting or special meeting as properly noticed. Chairman Austin seconded the motion. The motion carried.

MEETING ADJOURNED

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

Phil Johnson, Member

Raina Randall  
Deputy Clerk of the Board

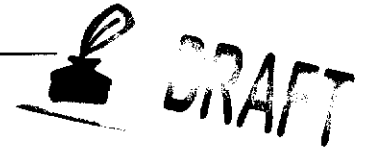
David Sullivan, Member



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 22, 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:

- A citizen commented on the Presidential election;
- A citizen requested the Board reinstate a barking dog ordinance;
- A citizen summarized Quilcene's citizens efforts to improve the community;
- A citizen requested the Board approve a noise nuisance ordinance;
- A citizen stated Public Infrastructure Funds (PIF) should be allocated to Quilcene for fire protection, water and septic issues; and
- A citizen commented on a Public Records Request response from the Department of Community Development.

**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. **CANCELLATION NOTICE:** County Commissioner Regular Meeting; Scheduled for Tuesday, November 13, 2012
2. **AGREEMENT, Amendment No. 1:** Lodging Tax Advisory Committee (LTAC) Grant Funding; Additional Amount of \$2,673, Not to Exceed \$54,573; Jefferson County Historical Society
3. **AGREEMENT, Amendment No. 1:** Lodging Tax Advisory Committee (LTAC) Grant Funding; Additional Amount of \$1,930, Not to Exceed \$58,050; Jefferson County Historical Society - Gateway Visitor Center
4. **AGREEMENT, Amendment No. 1:** Lodging Tax Advisory Committee (LTAC) Grant Funding; Additional Amount of \$1,050, Not to Exceed \$9,510; Quilcene Historical Museum
5. **AGREEMENT, Amendment No. 1:** Lodging Tax Advisory Committee (LTAC) Grant Funding; Additional Amount of \$8,392, Not to Exceed \$53,182; North Hood Canal Chamber of Commerce
6. **AGREEMENT, Amendment No. 1:** Lodging Tax Advisory Committee (LTAC) Grant Funding; Additional Amount of \$3,955, Not to Exceed \$27,275; Forks Chamber of Commerce
7. **AGREEMENT:** Internet Vehicle/Vessel Information Processing System (IVIPS); In the Amount of \$0.04 per VIN Search; Jefferson County Public Health; Washington State Department of Licensing (DOL)



8. **AGREEMENT:** Public Infrastructure Fund (PIF) Sparling Well Improvement Project; In the Amount of \$500,000; Jefferson County Public Utility District (PUD) No. 1
9. **AGREEMENT:** Enroll Approximately 5.15 Acres into the Open Space Tax Program as Open Space Land; MLA11-00176/CUA11-00002; Scott Landis and Kathleen Mitchell, Applicants
10. **Advisory Board Reappointments (2):** North Pacific Coast Marine Resource Committee (NPC MRC); Two (2) Year Terms; 1) John Richmond, Citizen at Large, Term Expires April 12, 2014; and 2) Jill Silver, Citizen at Large, Term Expires May 10, 2014
11. **Payment of Jefferson County Vouchers/Warrants:** Dated October 15, 2012 Totaling \$721,990.51

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

Chairman Austin reported he attended an award ceremony and emergency management team meeting last week. He will be attending the Twin Vista open house ceremony this week.

Commissioner Sullivan participated in Resource Conservation and Development (RC&D) interviews and will be conducting another interview this week. He will be attending the Twin Vista open house ceremony this week.

Commissioner Johnson attended an Olympic Regional Clean Air Agency meeting last week. He will be attending a Washington State Parks Commission meeting and attending the Twin Vista open house ceremony this week.

The meeting was recessed at 9:45 a.m. and reconvened at 12:04 p.m with all three Commissioners present.

**Quarterly Elected Officials/Department Head Bag Lunch Meeting:** County Administrator Philip Morley, IS Manager David Shambley, Emergency Management Director Robert Hamlin, Sheriff Anthony Hernandez, Public Health Director Jean Baldwin, Clerk of the Board / Human Resource Manager Erin Lundgren, Superior Court Clerk Ruth Gordon, Department of Community Development Director Carl Smith, District Court Judge Jill Landes, District Court Administrator Tracie Bick and Prosecuting Attorney Scott Rosekrans were present. The Board, elected officials and department heads discussed the following:

- 2013 budget & full time positions
- Facilities expenses
- Update re: City of Port Townsend & Jefferson County negotiations regarding Parks and Recreation
- Public Infrastructure Fund (PIF)
- 2013 Legislative session
- City of Burlington bank account hacked
- Emergency Management volunteer hours for 2012 total 12,000
- Draft safety manual will be circulated for department's review
- Safety Committee representatives are needed for certain County facilities
- Pleasant Harbor Master Plan Resort
- Meeting regarding possible Mental Health Court

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The meeting was recessed at 1:03 p.m. and reconvened at 1:31 p.m with Chairman Austin and Commissioner Johnson present. Commissioner Sullivan arrived shortly thereafter.

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

- Miscellaneous Items:
  - Possible delegation of specific fire marshal and enforcement responsibility to East Jefferson Fire & Rescue

Commissioner Johnson left the meeting at 1:40 p.m. and returned at 2:30 p.m.

- Public Hearing scheduled for November 19, 2012 re: adopt 2009 International Building Code (IBC) and expiration of old building permits
- Calendar Coordination:
  - County Administrator Morley will attend an October 23, 2012 Finance Committee meeting
  - The Board will attend the Twin Vista open house scheduled October 23, 2012
  - Commissioner Johnson and Commissioner Sullivan will attend an October 26, 2012 Recyclery Ribbon Cutting Ceremony
  - Commissioner Sullivan and County Administrator Morley will attend the October 30, 2012 Public Infrastructure Fund (PIF) Board meeting
  - Commissioner Johnson will attend the November 1, 2012 Team Jefferson Quarterly meeting
  - Chairman Austin will attend a November 1, 2012 oil spill response presentation
  - Commissioner Sullivan will attend a November 1, 2012 Washington State Association of Counties (WSAC) Exempt Wells conference call
  - Commissioner Sullivan will attend a November 1, 2012 Olympic Area Agency on Aging (O3A) meeting
  - County Administrator Morley and Chairman Austin will be attending a Jeffcom Board retreat in November
  - The Board will attend the November 2, 2012 Hood Canal Coordinating Council (HCCC) Achievement Award Ceremony
  - Commissioner Johnson will attend the November 3, 2012 Northwest Straits Commission meeting
  - County Administrator Morley will be out of state for the PRIMA Institute and Washington Counties Risk Pool meeting November 4 - 9, 2012
  - Chairman Austin will attend a November 8, 2012 Friends of State Parks meeting
  - The Board will attend the WSAC Conference scheduled on November 13 - 15, 2012
  - November 15, 2012 Board of Health meeting is canceled
  - November 22, 2012 Resource Conservation & Development (RC&D) meeting is canceled



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- Lodging Tax Advisory Committee (LTAC) meeting is scheduled for November 28, 2012
- Chairman Austin will be out of town for the February 6, 2012 Board meeting
- Miscellaneous Items (Continued):
  - City of Port Townsend and Jefferson County Negotiations & Possible Metropolitan Parks District (MPD)
  - Possibility of the Public Development Authority managing the Fort Worden Life Long Learning Center
  - Barking Dog Ordinance
  - Public Infrastructure Fund
- Budget Update (Not Discussed)
- Future Agenda Items (Not Discussed)

**Letter of Support:** Commissioner Johnson moved to approve Chairman Austin sending a letter electronically on behalf of the Board to the Washington State Parks Commission supporting the Public Development Authority (PDA) managing the central campus at Fort Worden. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

**NOTICE OF ADJOURNMENT:** Commissioner Johnson moved to adjourn the meeting at 4:24 p.m. until the next regular meeting or special meeting as properly noticed. 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: Erin Lundgren

**MINUTES**  
Week of November 5, 2012

**DRAFT**

**DRAFT**

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:

- Five citizens spoke in favor of Jefferson County transferring funds to the City of Port Townsend to help the financial stability of the community pool;
- A citizen expressed his appreciation for the County working with the City of Port Townsend;
- A citizen asked the Board to delay making a decision on the Public Infrastructure Fund Board's recommendation to provide funding to the City of Port Townsend because there are other needs in the County;
- A citizen updated the Board on events occurring in the Quilcene community;
- A citizen announced that Director of Community Development Carl Smith will be speaking at a Quimper Grange meeting;
- A citizen commented on Super Storm Hurricane Sandy and suggested the service stations have generators to pump gas and the County have a back up source of water in the event of a catastrophic emergency in the community;
- Two citizens are opposed to transferring Public Infrastructure Funds to the City of Port Townsend; and
- A citizen asked for a response from the County Administrator regarding a public records request.

**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. **HEARING NOTICE:** Setting 2013 Ad Valorem Tax Levies; Hearing Scheduled for Monday, November 19, 2012 at 10:00 a.m. in the Commissioners' Chambers
2. **AGREEMENT, Amendment No. 5:** Consolidated Contract; Additional Amount of \$18,032 for a total of \$748,733; Jefferson County Public Health; Washington State Department of Health
3. **AGREEMENT, Amendment No. 1:** Professional Services for Individual Employment and Individual Technical Assistance; Additional Amount of \$2,500 for a total of \$36,628; Jefferson County Public Health; Concerned Citizens
4. **AGREEMENT, Change Order No. 3:** Spruce Creek Culvert Replacement, Upper Hoh Road MP 9.70, Federal Aid Project No. ER-0902 (340), County Project No. X01821; Additional Amount of \$13,976.82 for a total of \$414,620.69 Jefferson County Public Works; Seton Construction



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5. **AGREEMENT, Supplement No. 1:** Port Hadlock Wastewater Facility, Special Benefit Feasibility Study; Additional Amount of \$14,466 for a Total of \$111,206; Jefferson County Public Works; Macaulay and Associates LTD
6. **AGREEMENT:** Plans, Specifications, and Estimates for Culvert Replacement at three Sites on the Upper Hoh Road, Project No. 1896, Federal Aid No. PLH-A160(001); Jefferson County Public Works; Sargent Engineers, Inc.
7. **Payment of Jefferson County Vouchers/Warrants:** Dated October 16, 2012 Totaling \$5,235.58 and Dated October 22, 2012 Totaling \$590,899.58
8. **Payment of Jefferson County Payroll Warrants:** Dated October 19, 2012 Totaling \$77,382.80 and A/P Warrants Done by Payroll Dated October 6, 2012 Totaling \$120,645.84 and Dated October 19, 2012 Totaling \$14,539.54

**Approval of Minutes:** Commissioner Sullivan noted a correction to the October 1, 2012 minutes, page three, Commissioners Briefing Session, fourth line states "...the Water District Advisory Board...", should read "the Clean Water District Advisory Board...". Commissioner Johnson noted a correction on page 5, Update: Jefferson County meetings with City of Port Townsend Staff, second paragraph, first line states "Commissioner Johnson asked what the it costs are...", should read "Commissioner Johnson asked what the costs are...". Commissioner Johnson moved to approve the minutes of October 1, 2012 as corrected. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

Commissioner Sullivan moved to approve the meeting minutes of October 8, 2012 as presented. Commissioner Johnson seconded the motion which carried by a unanimous vote.

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

Chairman Austin attended a meeting last week regarding an oil spill response.

Commissioner Sullivan reported he spoke with legislators regarding a variety of County projects last week.

Commissioner Johnson attended the Hood Canal Coordinating Council Achievement Award ceremony and the Northwest Straits Commission meeting last week.

**North Pacific Coast Marine Resources Committee:** Environmental Health Specialist II Tami Pokorny stated the North Pacific Coast Marine Resources Committee (NPC MRC) was formed in 2009 by a joint resolution of Clallam and Jefferson Counties under RCW36.125. The Washington State Department of Fish and Wildlife (WDFW) provides funding as contracted through Clallam County. Clallam County has been the lead fiscal agent for the past three years and is proposing Jefferson County take the status of lead fiscal agent. Staff recommends Jefferson County take the status of lead fiscal agent for the next three years. A contract with WDFW will be coming before the Board for their consideration of approval.



NPC MRC is responsible for creating ranking lists of research, restoration and education projects based on best available science, community principals and the integration of economical and environmental interests. Ms. Pokorny reviewed various projects and events that are anticipated this year.

Commissioner Johnson asked about the security of the funding from the State? Ms. Pokorny stated it is a priority, especially because the RCW calls for a MRC. If funding was lost, it would create a big challenge.

NPC MRC members Jill Silver and Ed Bowen reviewed local issues that include other entities.

***HEARING NOTICE: Adopting and Implementing the 2009 Versions of the International Building Code Pursuant to the Rules of the Washington State Building Code Council:*** Department of Community Development Director Carl Smith explained the proposed hearing notice is to receive public input regarding code changes.

One of the code changes would be adopting the 2009 International Building Code (IBC). Washington State follows the 2009 IBC and it is standard in the building industry.

Another change being proposed is to have a time limit on building applications and building permits. Presently there is no time limit on building applications or building permits. Proposed is a time limit of 180 days once a permit application is issued and the building official could extend it for another 180 days if requested by the applicant. There is a hardship clause in the event of justifiable cause. Building permits will be valid for one year from the day issued. One year extensions may be requested and up to four extensions may be authorized. There is a hardship clause in the event of justifiable cause.

Commissioner Sullivan asked if the IBC has a deadline for permits? Mr. Smith answered that the IBC states the permit expires if a substantial amount of work has not been completed. More definitive language is needed.

Citizens that have a permit or an application at an inactive status will have an opportunity to renew their permit or application in order to complete their project.

The Board discussed the need for additional time to look into this proposal and concurred to schedule the hearing to a later date. Commissioner Sullivan moved to approve the hearing notice, scheduling the hearing for Monday, December 3, 2012 at 10:30 a.m. in the Commissioners Chambers. Commissioner Johnson seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:42 a.m. and reconvened at 10:54 a.m with all three Commissioners present.





**Authorizing Public Infrastructure Fund Awards in 2012 thru 2015:** Chairman Austin stated he attended the last scheduled Public Infrastructure Fund (PIF) Board meeting. The requests that were received in 2011 were changed in 2012. The City of Port Townsend withdrew two of their projects in order to request \$150,000 from PIF for Building 202 at Fort Worden which will allow the City to do emergency repairs on the community pool.

Commissioner Sullivan reviewed the history of the PIF Board and projects.

Commissioner Johnson stated 50% of PIF is allocated to the Port Hadlock Sewer. Commissioner Sullivan clarified the funding is allocated per an ordinance.

Commissioner Johnson moved to approve **RESOLUTION NO. 62-12** re: authorize Public Infrastructure Fund awards in 2012 through 2015. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

The meeting was recessed at 11:08 a.m. and reconvened at 1:34 p.m with all three Commissioners present.

**Letter of Support:** Chairman Austin presented a letter supporting Dr. Thomas Locke for the nomination of the Dr. Nathan Davis Award to the Office of the Secretariate. Commissioner Sullivan moved to approve the letter of support. Commissioner Johnson seconded the motion which carried by a unanimous vote.

**Joint City of Port Townsend and Jefferson County Staff Meetings:** Public Works Director Frank Gifford stated County Administrator Morley asked him to give the Board an update on the meetings that have occurred with County and City staff regarding the Exploratory Regional Parks and Recreation Committee's (ERPRC) recommendation. The workgroup is made up of himself, Parks and Recreation Manager Matt Tyler, County Administrator Philip Morley, Commissioner Phil Johnson, City Manager David Timmons, Mayor David King and Public Services Director Rick Sepler.

Mr. Tyler stated the recommendation of the ERPRC was for the County and City to work together to keep Parks and Recreation at a status quo or create a Metropolitan Parks District (MPD). One scenario discussed would be an all inclusive MPD in East Jefferson County excluding already existing Parks and Recreation District(s). This option would result in a levy to operate and maintain all Parks and Recreation facilities in East Jefferson County, combining the City and County Parks and Recreation systems.

Another scenario that was discussed is an MPD using the Fire District No. 1 boundary. That would capture 90% of the County and City facilities.

Mr. Gifford stated some analysis has been done on the status quo scenario. Public Works has provided information but, has not recommended a particular scenario. An MPD would have to be proposed by a citizens group. The workgroup is presenting all of the gathered information on the different scenarios to local community leaders and jurisdictions on November 30, 2012. Discussion ensued regarding the levy and voting process to create a MPD.



**DRAFT**



**COMMISSIONERS BRIEFING SESSION (Continued):** The Commissioners each provided updates on the following items:

- Calendar Coordination
  - The Board will be attending the Washington State Association of Counties (WSAC) Conference on November 13 - 15, 2012
  - Commissioner Sullivan will be attending a Peninsula Regional Transportation Planning Organization meeting on November 16, 2012
- Upcoming Legislative Session (Not Discussed)

The meeting was recessed at 2:09 p.m. and reconvened at 2:17 p.m with all three Commissioners present.

**COMMISSIONERS BRIEFING SESSION (Continued):** The Commissioners each provided updates on the following items:

- Calendar Coordination
  - Chairman Austin will be attending a Lodging Tax Advisory Committee (LTAC) meeting on November 28, 2012
  - Chairman Austin will be attending an Olympic Consortium meeting on November 30, 2012
  - Commissioner Johnson may attend the JPREP meeting November 30, 2012
  - Commissioner Johnson will be out of the office December 20 - 28, 2012
- Future Agenda Items (Not Discussed)
- Miscellaneous Items
  - Schedule on the Road Meetings
  - Superior Court Remodel Project

**NOTICE OF ADJOURNMENT:** Commissioner Johnson moved to adjourn the meeting at 2:44 p.m. until the next regular meeting or special meeting as properly noticed. 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