



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

**DRAFT**

**MINUTES**  
**Week of January 7, 2013**

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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:

- X A citizen commented on the JP Morgan Chase financial services and the recent earthquake in Alaska;
- X A citizen asked the Board to not take action that would further impact the obstruction of the public's access to the Commissioners' correspondence; and
- X A citizen asked why the County Administrator has not provided feedback regarding a previous public records request and asked what has the County Administrator spoken about to the Board members individually this past week?

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

1. **CALL FOR BIDS:** Alder Creek Tributary Culvert Replacement, Upper Hoh Road MP 2015, County Project No. XO1781, Federal Aid Project No. ER-0801(025); Bids will be Accepted Until 9:30 a.m. on Monday, February 4, 2013 and Opened and Read Publicly at 10:00 a.m. in the Commissioner's Chambers, Jefferson County Courthouse
2. **RESOLUTION NO. 01-13:** Recommendations for 2013 Conservation Futures Funding Cycle; Jefferson County Public Health; Conservation Futures Fund Citizen Oversight Committee
3. **AGREEMENT:** Engineering Design for Upgrading Jefferson County Corrections Center Fire Alarm System; In the Amount of \$10,000; Jefferson County Central Services; Hultz BHUY Engineers, Inc.
4. **AGREEMENT, Amendment No. 1:** Superior Court Administrator Office Project; In the Amount of \$5,000; Jefferson County Administrator; Terrapin Architecture
5. **COMMUNICATION SYSTEM EASEMENT:** 500 Square Feet Located at 3000 Clearwater Road; In the Amount of \$1,000; Jefferson County Public Works; CenturyTel of Washington, Inc., dba CenturyLink
6. **Payment of Jefferson County Vouchers/Warrants:** Dated December 24, 2012 Totaling \$365,309.57



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

Chairman Austin attended a Peninsula Tourism Commission meeting last week. He will be attending a Washington State Board of Health meeting this week and noted the Timber House Restaurant is open.

Commissioner Sullivan will be attending an Olympic Community Action Plan meeting this week which was rescheduled due to the Holidays. He noted all three Board members will be attending the Superior Court Judge's ceremony this Friday.

Commissioner Johnson will be attending an Olympic Air Pollution Control Authority meeting, Legislative Steering Committee training and Hood Canal Coordinating Council (HCCC) meeting this week.

**Approval of Minutes:** Commissioner Johnson moved to approve the minutes of December 3, 2012. Commissioner Sullivan noted two name spelling corrections, "Jeff Crump" on page two needs to be corrected to "Geoff Crump" and "Glen Anders" on page ten needs to be corrected to "Glen Enders". Commissioner Sullivan seconded the motion with the noted correction which carried by a unanimous vote.

**2013 Commissioners' Board and Commission Assignments:** The Board agreed to serve on their current Boards and Committees with the following changes:

- Commissioner Sullivan will not be Chairman for Olympic Community Action Programs (OlyCap) Board;
- Commissioner Sullivan stated Tami Pokorny is the alternate for WRIA 16, not the Water Team;
- Commissioner Sullivan stated the Housing Action Plan Network (HAPN) may be reorganized and he will take Commissioner Johnson's seat on the HAPN with Commissioner Johnson as the alternate;
- Commissioner Johnson will be Chairman for Olympic Regional Clean Air Agency (ORCAA);
- Commissioner Johnson may be Chairman for Thurston Counties subcommittee for Washington State Association of Counties (WSAC);
- Port Townsend City staff member will be Chairman for Jefferson Transit; and
- Commissioner Sullivan is assigned to be on the Jefferson Transit Finance Committee.

Commissioner Sullivan moved to approve the changes. Commissioner Johnson seconded the motion which carried by a unanimous vote.

**Listing of the Board's Correspondence:** County Administrator Philip Morley stated routine correspondence that is from another County department is not listed, but official transmittals are listed. Excluded items received from the public include junk mail and other subject matters that are not of significant interest. Citizen comments have been received regarding what items are and are not listed on the Board of Commissioners correspondence log because staff will use their judgment and common sense. He noted there is no obligation under the law to list correspondence and this goes above and



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beyond what is required. Staff consults with legal counsel on a case by case basis regarding correspondence received that contains hate speech, denigration of segments of society or racial comments because the text may also contain subject matter that relates to the conduct of government. Commissioner Johnson moved to endorse the procedures for listing the Boards correspondence as discussed. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:43 a.m. and reconvened at 10:01 a.m. with all three Commissioners present.

***BID OPENING: Supply of Liquid Asphalt Products for Bituminous Surface Treatment for Calendar Year 2013:*** Public Works Engineer I Dale Seward stated the engineer's estimate is \$418,000. He opened and read the following two bids:

<u>BIDDER</u>		<u>BID AMOUNT</u>
Paramount Petroleum	CRS-2P	\$585 per ton with freight of \$70 per ton
	CSS-1	Bid not received for CSS-1
Albina Asphalt	CRS-2P	\$575 per ton with freight of \$76 per ton
	CSS-1	\$295 per ton with freight of \$76 per ton

Staff will review the bids and submit a recommendation to the Board at a future date.

The meeting was recessed at 10:10 a.m. and reconvened at 1:34 p.m. with Chairman Austin and Commissioner Sullivan present. Commissioner Johnson arrived shortly thereafter.

***HEARING NOTICE: Emergency Supplemental 2012 Budget Appropriation for the Sheriff's Office Funds:*** County Administrator Morley explained the Sheriff's Office is in need of an emergency supplemental budget appropriation to their 2012 budget in the amount of \$68,000. This came to the attention of the Auditor's office due to processing payroll for the month of December. The appropriation is needed for the remaining invoices and payroll to be paid out of the 2012 budget. Correction Officers are currently working overtime and there were higher medical expenses for 2012 than what was budgeted. Medical expense costs cannot be accurately anticipated nor can the level of activity for Search and Rescue. He presented a resolution regarding a hearing notice for the emergency budget appropriation. Commissioner Johnson moved to approve **RESOLUTION NO. 02-13** re: hearing notice for the emergency supplemental 2012 budget appropriations for the Sheriff's Office scheduled for January 14, 2012 at 10:00 a.m. in the Commissioners' Chambers. Commissioner Sullivan seconded the motion which carried by a unanimous vote. Chairman Austin asked if there is an option to buy health insurance for incarcerated people? County Administrator Morley answered he will follow up on that matter, but if insurance is purchased, the County may not receive the deal that Jefferson Healthcare provides the County, which is billing 50% of the medical costs for incarcerated people.



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

- Calendar Coordination:

- County Administrator Morley will attend the Port Townsend City Council meeting January 7, 2013
- Commissioner Johnson will attend a Hood Canal Coordinating Council meeting January 8, 2013
- Commissioner Johnson will meet with Representative Van de Wedge's staff January 8, 2013
- Chairman Austin will attend a Washington State Health Board meeting January 9, 2013
- Commissioner Sullivan will attend an Olympic Community Action Programs (OlyCap) meeting January 9, 2013
- Commissioner Sullivan and Commissioner Johnson are tentatively attending the Chimacum Grange meeting January 9, 2013
- Commissioner Johnson will attend the Olympic Regional Clean Air Agency (ORCAA) meeting January 9, 2013
- Chairman Austin will attend and Commissioner Johnson is tentatively scheduled to attend the Legislative Steering Committee meeting January 10, 2013
- Judge Harper will be sworn in as Superior Court Judge January 11, 2013
- Commissioner Johnson and County Administrator Morley will attend a City of Port Townsend workshop regarding Parks and Recreation January 14, 2013
- Chairman Austin will attend a meeting with Washington State Department of Natural Resources staff regarding the Tarboo property January 16, 2013
- Commissioner Johnson will attend and Chairman Austin and Commissioner Sullivan tentatively will attend a Hood Canal Coordinating Council meeting January 16, 2013
- Commissioner Sullivan is tentatively scheduled to attend the Brinnon Parks and Recreation meeting January 16, 2013
- Commissioner Sullivan is tentatively scheduled to attend the Planning Commission meeting January 16, 2013
- The Board will attend a Jefferson County Health Board meeting January 17, 2013
- The Courthouse will be closed for the Martin Luther King Junior Holiday January 21, 2013
- There is a Commissioner's meeting January 22, 2013
- There is a Jeffcom Board scheduled meeting January 24, 2013
- Chairman Austin, Commissioner Johnson and County Administrator Morley will attend the Irondale Beach Park Dedication Ceremony January 24, 2013
- Commissioner Sullivan will attend the Peninsula Development District (PDD) meeting January 24, 2013
- There is a scheduled Quarterly Directors and Elected Official meeting January 28, 2013



- Commissioner Sullivan will attend an OlyCap meeting January 30, 2013
  - Chairman Austin will be out of the office January 30 through February 10, 2013 and a Chairman will need to be appointed for the January 28, 2013 Board meeting
  - There is a joint Port Townsend City Council and Jefferson County Board of Commissioners' meeting tentatively scheduled for February 11, 2013
  - Chairman Austin and Commissioner Johnson may attend the National Association of County (NACo) Conference in Washington DC resulting in the cancellation of the March 4, 2013 Board meeting
- Miscellaneous Items:
- Regional Parks and Recreation Coordination with Port Townsend City Council
  - Scheduling Community Input Workshops
  - Irondale Community Park Volunteers
  - Shoreline Master Program
  - Contracts for the Boards consideration in January: City of Port Townsend Esplanade Public Infrastructure Fund (PIF) and Jefferson Associated Counsel
  - Quilcene PIF and Sponsors
- Legislative Session (Not Discussed)
- Future Agenda Items (Not Discussed)

**NOTICE OF ADJOURNMENT:** Commissioner Sullivan moved to adjourn the meeting at 3:38 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