



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



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County Administrator: Philip Morley  
Clerk of the Board: Erin Lundgren

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**MINUTES**  
**Week of January 6, 2014**

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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.

**BOARD REORGANIZATION:** Commissioner Sullivan moved to nominate John Austin to serve as Board Chairman for 2014. Commissioner Johnson seconded the motion which carried by a unanimous vote.

**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: 1) Wished the Commissioners a Happy New Year; 2) Thanked the Commissioners for making the bus stop in front of the courthouse safer to exit/enter; and 3) Urged the Commissioners to keep recreation programs going;
- A citizen stated that the Mountain View Commons' financial problems and the pool are important, but kids programs should come first;
- A citizen commented that she received information regarding the City's proposed actions on addressing the parks and recreation situation. She would like to see the entire County benefit from recreation programs;
- A citizen noted that Bill McLaughlin passed away and he was against the use of Ritalin in school-aged children;
- A citizen stated he had read City Manager David Timmons' proposal regarding parks and recreation and encouraged the Commissioners to support the City's efforts; and
- A citizen stated: 1) The net pen issue is not going away; 2) He does not like the idea of County versus City; 3) He is a part of a small group who resolved to observe County and City governments this year; and 4) Thank you to the Commissioners for their efforts on the Shoreline Master Program (SMP).

**APPROVAL AND ADOPTION OF THE 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. **RESOLUTION NO. 01-14** re: Documenting Guidelines for Budgeting for Replacement Positions, New Positions, Promotions and Reclassifications



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2. **CORRECTIVE DEED OF TRUST** re: Lot 9 Block 2 of Eisenbeis Addition located in Kah Tai, for recording with the Jefferson County Deed
3. **AGREEMENT** re: Fire Code Official Services; No Direct Cost to Jefferson County; Jefferson County Department of Community Development; East Jefferson Fire Rescue District No. 1
4. **AGREEMENT, Amendment No. 3** re: Hearing Examiner Services for 2014; In the Amount of \$10,000; Jefferson County Department of Community Development; Stephen K. Causseaux of McCarthy, Causseaux & Hurdelbrink, Inc. P.S.
5. **AGREEMENT** re: Detention Services for Juvenile Youth; In the Amount of \$132,506 per year; Jefferson County Juvenile Services; Kelly Parcher, The Proctor House
6. **AGREEMENT** re: Labor Relations and Human Resources Consulting Services; In the Amount not to exceed \$30,000 per year; Braun Consulting Group
7. **AGREEMENT** re: 2014 Community Services Grant Funding; In the Amount of \$127,300; Olympic Community Action Programs (OlyCAP)
8. **AGREEMENT** re: 2014 Community Services Grant Funding; In the Amount of \$2,900; Gardiner Community Center
9. **AGREEMENT** re: Assure certain protections for the privacy and security of Protected Health Information; No Dollar Amount; Jefferson County Administrator; First Choice Health Network, Inc.
10. **AGREEMENT** re: Film Production for Discovery ID Cable Television in the Superior Courtroom and the Jury Room on Saturday, January 11, 2014 for approximately 5 hours; In the Amount of \$1,019.05; Jefferson County Central Services; Screaming Flea Productions
11. **AGREEMENT** re: Clean water project for restoration of riparian areas where lack of native streamside vegetation is linked to water pollution and degraded water quality; In the Amount of \$16,800; Jefferson County Public Health; Washington State Department of Ecology (DOE) for Washington Conservation Corps (WCC)
12. **AGREEMENT, Amendment No. 8** re: Continuation of service that provides for substance abuse prevention infrastructure under the Special Funding program called Prevention Redesign Initiative; In the additional amount of \$46,618 for a total of \$139,963; Jefferson County Public Health; Washington State Department of Social and Health Services (DSHS), Division of Behavioral Health and Recovery
13. **Payment of Jefferson County Vouchers/Warrants** Dated December 16, 2013 Totaling \$596,785.71 and Dated December 23, 2013 Totaling \$311,145.78
14. **Payment of Jefferson County Payroll Warrants** Dated December 20, 2013 Totaling \$72,775.85 and A/P Warrants Done by Payroll Dated December 20, 2013 Totaling \$14,808.67 and Dated December 31, 2013 Totaling \$2,044.19

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

Chairman Austin

- Will be attending a State Board of Health meeting this week and meeting with Senator Hargrove re: funding for mental health and public health. He would like the County to have input into how those funds are distributed.



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Commissioner Sullivan

- Will be attending the Legislative Steering Committee meeting in Olympia this week and discussing transportation.

Commissioner Johnson

- Will be attending a Heritage Caucus and Olympic Region Clean Air Agency meeting this week.

The meeting was recessed at 9:47 a.m. and reconvened at 10:03 a.m. with all three Commissioners present.

***Bid Opening re: Center Road Overlay Phase 6; M.P. 4.39 to 6.86 County Project No. CR1928; Federal Aid Project:*** Public Works Engineering Services Manager Jon Watson and Public Works Engineer Matt Klontz were present at the bid opening. Mr. Klontz stated the engineer's estimate is \$764,269.00. He opened and read the following bids aloud:

<u>BIDDER</u>	<u>BID AMOUNT</u>
Lakeside Industries	\$596,030.00
Northwest Asphalt	\$726,203.92

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

***Letter of Support:*** Chairman Austin suggested sending a letter to the Washington State Department of Ecology (DOE) on behalf of The Nature Conservancy (TNC) in support of their National Estuary Program Watershed Protection and Restoration Grant proposal. Commissioner Sullivan moved to direct staff to prepare a letter to Kim Harper of the DOE in support of the grant proposal. Commissioner Johnson seconded the motion which carried by a unanimous vote.

Chairman Austin later in the meeting noted that after notification was made to TNC that the Board approved sending the letter, TNC requested that the Board postpone sending the letter as they are contemplating a change to the program's name. Commissioner Johnson moved to delay sending the letter to DOE. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

***Letter re: Hood Canal Easement:*** Commissioner Johnson proposed drafting a letter to the Washington State Department of Natural Resources (DNR) regarding their work with the Navy and creating an easement along the East and West side of the Hood Canal. He will prepare the letter within a week. No action taken.



***Review of County Commissioner Board and Committee Assignments:*** The Board reviewed and updated the 2014 Commissioner Board and Committee Assignment list as follows:

- Health Board: Commissioner Sullivan is the new Chair.
- East Jefferson Watershed Council (Formerly WRIA 17): Remove from list.
- Water Resource Inventory Area Board (WRIA 16): Remove from list.
- Water Resource Inventory Area Board (WRIA 18 and 20): Remove from list.
- Law & Justice Council: Remove from list.
- Housing Action Plan Network (HAPN): Remove from list.
- Shelter to Housing: Add to the list. It replaces HAPN. Commissioner Sullivan is the representative for the Board of County Commissioners (BOCC) and Commissioner Johnson is the alternate representative.
- Jefferson Transit Authority Board: Commissioner Sullivan is Chair.
- North Olympic Peninsula Resource Conservation & Development (RC&D) and Peninsula Development District (PDD): Commissioner Sullivan is no longer Vice Chair.
- Olympic Community Action Program (OlyCAP) Finance Committee: Remove from list.
- Olympic Region Clean Air Agency (ORCAA): Commissioner Johnson is the representative for the BOCC and Commissioner Sullivan is the alternate representative.
- Puget Sound Partnership Strait Action Area – Ecosystem Regional Network: Chairman Austin is now the Co-Chair.
- Washington State Association of Counties (WSAC) Coastal Caucus Sub-Committee: Commissioner Johnson is now the representative for the BOCC and Chair Austin will be the alternate representative.
- WSAC Natural Resources: Chairman Austin and Commissioner Sullivan are alternate representatives.

Commissioner Sullivan moved to approve the 2014 Commissioner Board and Commission Assignments with the agreed upon changes. Commissioner Johnson seconded the motion which carried by a unanimous vote.

***Hearing re: Proposed Ordinance Amending Jefferson County Code (JCC) Chapter 3.08 to Revise the Definition of “Open Space Land” and the meeting frequency of the Conservation Futures Citizen Oversight Committee:*** Environmental Health Specialist Tami Pokorny stated the recommendation of the Citizen Oversight Committee is to revise the definition of “Open Space Land” and change the meeting frequency of the Conservation Futures Citizen Oversight Committee to “as needed.” She noted the purpose of amending the ordinance is to better align the definition of “open space” with the state’s definition and to allow the Conservation Futures Citizen Oversight Committee to meet more frequently as needed and not be restricted to the quarterly meeting frequency that is currently depicted in the Code.

County Administrator Philip Morley explained that the County interpreted and applied the definition of “open space” consistent with state law, but the County Code needs to be amended to match the state definition word for word. Ms. Pokorny stated that the local program is more restrictive, but it has been decided that it was not necessary to have a more restrictive local code than the state.



Commissioner Sullivan stated that if development rights are purchased, how do you access the property? There is no physical access to the property. This makes it more clear. Ms. Pokorny stated that there is case law that demonstrates that visual access or having access to environmental services produced by open space, constitutes the access.

Chairman Austin opened the hearing for public testimony. Hearing no comments for or against the proposed ordinance, Chairman Austin closed the public hearing.

Commissioner Sullivan moved to adopt **ORDINANCE NO. 01-0106-14** Amending Jefferson County Code (JCC) Chapter 3.08 to revise the Definition of 'Open Space Land' and the Meeting frequency of the Conservation Futures Citizens Oversight Committee. Commissioner Johnson seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:36 a.m. and reconvened at 11:04 a.m. with all three Commissioners present.

**Hearing re: Emergency Supplemental 2013 Budget Appropriation/Extension for the Prosecuting Attorney's Office Fund:** Accountant Rose Ann Carroll was present at the meeting. County Administrator Philip Morley explained that the budget appropriation/extension for the 2013 budget for the Prosecuting Attorney's Office came after the deadline for the 4<sup>th</sup> quarter request. Within the past year, the Pierce murder re-trial has required dedicating prosecution staff to that case. The office needed to backfill with an additional Deputy Prosecuting Attorney clerk hire. This additional cost was \$20,889.37 over what was allocated, but was a necessary cost. County Administrator Morley added that this amount was not budgeted and due to an oversight, it was not included in the 2013 4<sup>th</sup> quarter budget appropriation/extension request.

Chairman Austin opened the hearing for public testimony. Hearing no comments for or against the Emergency Supplemental 2013 Budget Appropriation/Extension for the Prosecuting Attorney's Office Fund, Chairman Austin closed the public hearing.

Commissioner Johnson moved to adopt **RESOLUTION NO. 02-14** Emergency Supplemental 2013 Budget Appropriation/Extension for the Prosecuting Attorney's Office. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

The meeting was recessed at 11:09 a.m. and reconvened at 1:33 p.m. with all three Commissioners present.



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**Discussion re: The County's Perspective on the City Manager's "Parks/Mountain View Plan":** Treasurer Judi Morris, Public Works Director/County Engineer Monte Reinders and Central Services Director Frank Gifford were present for the discussion. County Administrator Philip Morley handed out an analysis of City Manager David Timmons' January 2, 2014 letter "Parks/Mountain View Plan". The analysis reviewed the City's funding proposal and the County's alternative suggestions.

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

**Calendar Coordination**

- There will be no County Administrator Briefing session on January 21, 2014
- Other calendar items discussed by Commissioners

**Miscellaneous Issues:**

- Clean Water District – briefing on scope of activities and potential costs and revenues
- 2014 Legislative Session
- Discussed Member-Requested Local Community Project Information Form and the Tri-Area Food Bank project as a possible candidate for state funding

**Future Agenda Items:**

- Barking dog ordinance and no-shoot zone

**NOTICE OF ADJOURNMENT:** Commissioner Johnson moved to adjourn the meeting at 4:30 p.m. until the next regular meeting or special meeting as properly noticed. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

Phil Johnson, Member

Carolyn Avery  
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



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County Administrator: Philip Morley  
Clerk of the Board: Erin Lundgren

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**MINUTES**  
**Week of January 13, 2014**

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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 stated: 1) The Chris Christie fiasco shows how fast something can spin out of control; 2) The new Gulfstream jet is proof that part of the economy is booming; 3) Certain jobs have thousands of applicants; 4) The Republican party won't sign on to unemployment extensions; and 5) The Mountain View facility is an asset to the entire County; and
- A citizen stated: 1) A movement in Seattle is pushing for \$15/hour minimum wage, Jefferson County should think about raising its minimum wage; 2) He has concerns about a No-Bid Contract on the Consent Agenda; and 3) The Board should use their legislative powers to enact laws like nuisance ordinances.

**APPROVAL AND ADOPTION OF THE 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. **Reject Bid Award** re: Center Road Overlay Phase 6: MP 4.39 to 6.86, County Project No. CR1928, Federal Aid Project No. STPR-Q16 (009); Jefferson County Public Works
2. **CALL FOR BIDS** re: Center Road Overlay Phase 6; M.P. 4.39 to 6.86, County Project No. CR1928, Federal Aid Project No. STPR-Q161 (009); Bids will be Accepted Until 9:30 a.m. on Monday, February 10, 2014 and Opened and Read Publicly at 10:00 a.m. or shortly thereafter in the Commissioner's Chambers, Jefferson County Courthouse
3. **AGREEMENT** re: Legislative Liaison Services – Port Hadlock Wastewater Systems; In the Amount of \$85,000; Jefferson County Public Works; Strategies 360
4. **AGREEMENT** re: Evidenced Based Expansion, Functional Family Therapy (FFT) Program; In the Amount of \$77,208; Jefferson County Juvenile Services; Craig Isenburg
5. **AGREEMENT** re: 2014 Community Services Grant Funding; In the Amount of \$4,550; Jefferson County Fair Association
6. Payment of Jefferson County Vouchers/Warrants Dated December 26, 2013 Totaling \$51,015.91
7. Payment of Jefferson County Payroll Warrants Dated January 3, 2014 totaling \$819,312.82 and A/P Warrants Done by Payroll Dated December 31, 2013 Totaling \$726,278.29



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

Chairman Austin

- Met with Senator Hargrove in Olympia last week regarding Regional Support Network (RSN) funding and attended a Washington State Board of Health (BOH) meeting.
- Will be attending a local BOH meeting this week.
- Reported there have been 11 flu deaths in Washington. H1N1 is the most common strain going around and is included in the flu immunization shot.

Commissioner Sullivan

- Attended a Legislative Steering Committee (LSC) meeting last week in Olympia. Part of the discussion focused on the mental health sales tax supplant language and funding.

Commissioner Johnson

- Met with the Executive Director of the Wild Fish Conservancy and a retired County Commissioner from Whidbey Island regarding Atlantic Salmon and net pens.
- Will be a speaker at a Northwest Straits meeting later this month.

The meeting was recessed at 9:29 a.m. and reconvened at 10:01 a.m. with all three Commissioners present.

***Discussion and Approval of a Proposed Resolution re: Adopting the Jefferson County / City of Port Townsend 2013 Comprehensive Emergency Management Plan:*** Emergency Management Manager Bob Hamlin and JeffCom Chair and City Council member Deborah Stinson were present and reviewed the proposed 2013 Comprehensive Emergency Management Plan with the Board.

Mr. Hamlin stated that the proposed comprehensive plan is a strategic plan on how the community will respond to an emergency and recovery. He added that failing to plan, is a plan to fail. He noted that due to limited resources, a good relationship needs to exist between the City of Port Townsend and the County, therefore the plan calls for a joint resolution. In the last couple of years, the relationship between the City and County has improved significantly at both the policy and operational level.

Ms. Stinson stated she wants to ensure that the community as a whole is prepared in the event of an emergency. She mentioned there are approximately 125 neighborhoods in Jefferson County and Mr. Hamlin is working toward establishing good connection points and reinvigorating those neighborhoods through training programs this year.

Commissioner Sullivan stated that not every emergency situation will be the same and strong community relationships are beneficial. He added that he feels good about the network in the community.

Commissioner Johnson noted that the plan contains a list of action priorities and addresses environmental impacts before the economic impacts. He appreciates the effort of placing the environment first. Mr. Hamlin noted that the environmental impact was included as part of the recovery because recovery can take months and sometimes years.



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Commissioner Sullivan moved to approve **RESOLUTION NO. 03-14** adopting the Jefferson County – City of Port Townsend 2013 Comprehensive Emergency Management Plan. Commissioner Johnson seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:26 a.m. and reconvened at 1:37 p.m. with all three Commissioners present.

*Discussion re: Review of Draft Program materials and Proposed Resolution to begin the 2014 Conservation Futures Funding Cycle:* Environmental Health Specialist Tami Pokorny, Conservation Futures Citizens Oversight Committee (CFCOC) Chair Rick Jahnke and CFCOC member Lorna Smith were present for the discussion. County Administrator Philip Morley noted that the CFCOC has recommended some changes both to the scoring sheet and particularly to the manual, partially in response to the issues raised by members Raven and John Wood over a year ago.

Ms. Pokorny stated that the Committee met twice last fall and made recommendations for updating the Conservation Futures application, rating sheet and manual. She noted that she has incorporated those recommendations into those materials which is summarized in the “Summary of Proposed Changes to 2014 Conservation Futures Funding Cycle Materials” that is included in the Board’s Packet. She added that she developed a draft resolution that defines the application period and the amount of funding available for next year’s projects, which is substantially lower than previous years. This was due to the Tarboo Project which is a multi-year project. Commissioners have the opportunity to give their input on the suggestions made by the CFCOC and staff. It would be a good idea to review and comment on the By-Laws as well.

Ms. Smith stated that the near consensus of the CFCOC was that if it is not broken, do not fix it.

Ms. Pokorny noted that in the manual she had required sponsors to record documents within 30 days from closing, but that it may not be necessary. Commissioner Sullivan stated that 30 days seems reasonable. Mr. Jahnke added that the current verbiage of the manual states that a sponsor must maintain their records for six years. The CFCOC is presumably filing properties away for decades and it would be nice to make sure that before the sponsor gets rid of information, the CFCOC would ensure that everything was formally recorded to title and received verification of that. By making it a requirement for sponsors to record documents within 30 days of closing, it would alleviate any title issues that may arise in the future.

Chairman Austin stated that he appreciates the work of the CFCOC and the amount of work that goes into deciding how the funds are distributed and visiting the different sites. He added that the people who are sponsoring projects are creative in how they come up with 50% fund matching. He also suggested a change to the Jefferson County Conservation Futures Program Manual 2014 Funding Cycle on page 6 under Acquisition Projects. He is concerned about the wording regarding multi-year acquisition projects being generally discouraged. He feels it might discourage someone from grabbing an opportunity. He would like to see the last sentence that states “Multi-year acquisition projects are generally discouraged” removed. He believes it takes away a tool that could make a difference.



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Commissioner Johnson asked why this language was added to the manual? Ms. Pokorny replied that it was added at the recommendation of Chief Civil Deputy Prosecutor David Alvarez in response to Mr. Wood's letter.

Ms. Smith added that when the committee was considering the Tarboo Project, a lot of discussion ensued regarding the advisability of multi-year projects. The feeling was that if a great project were to come in the following year, they would not have the opportunity to compete if the majority of the funds had already been allocated.

Mr. Jahnke stated they try to split the projects and make them ambiguous enough that it would not rule out multi-year projects if a good one were to come along. On the other hand, you do not really want a majority of big projects applying.

Ms. Smith noted that the Tarboo Project was a particular situation due to extenuating circumstances.

Ms. Pokorny mentioned that one of Prosecutor Alvarez' concerns regarding the Board of County Commissioners (BOCC) earmarking funding, is that it would then bind future members of the BOCC. She added that Ms. Smith pointed out there could also be future changes to the law.

County Administrator Morley indicated that he believes the context of Prosecutor Alvarez' response was recognizing that Mr. Wood is an attorney, and part of it may have been an effort to accommodate as many of the concerns as possible to avoid a potential pro se legal challenge by Mr. Wood. He believes it is part of the risk continuum, it does not necessarily mean the position is correct. It is to say, that to avoid risk of legal challenge, this is how we could accommodate that. He stated it is appropriate for the Commissioners to weigh in as a matter of policy in regard to what type of projects they would like to see and what degree of risk they are willing to take on behalf of the County.

Commissioner Sullivan stated it may be better to include a list of pros and cons instead of discouraging applicants.

Chairman Austin mentioned that the concern regarding wrapping up money the next year will always be an issue but he believes it is very important that the committee have as much legal flexibility as they can so they can seize the moment when needed.

Commissioner Sullivan stated that on the flipside, by not using all the funding in a particular year and waiting until next year to fund a project, people may argue to downsize Conservation Futures funding since they did not use all the funds allocated for that year. He indicated that he would like to see the committee have maximum flexibility and give recommendations to the BOCC.

Commissioner Johnson mentioned that he did not have a problem with the verbiage under Acquisition Projects in the manual. He noted that there may be an issue over the term "generally".

County Administrator Morley explained that Mr. Wood's complaint was that CFCOC was allowing multi-year projects and that the question before the Board is whether that is a sufficient reason to start discouraging multi-year projects or whether the County respectfully disagrees with Mr. Wood.

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Chairman Austin stated that Raven maintained that the opinions of the County attorney need not be attended to, only the opinion of a trial judge.

Commissioner Sullivan believes that there was a fundamental misunderstanding by the people making complaints in regard to who made the decisions. He stated that the BOCC makes the decision and they appreciate the CFCOC's advice.

Chairman Austin added that decisions are easier to make because the projects that the CFCOC presents to the Board are well vetted.

County Administrator Morley asked if the multi-year projects were originally proposed as multi-year, or were they proposed as single year and then evolved into multi-year? Commissioner Sullivan replied that they volunteered to be adjusted and Ms. Smith concurred.

Commissioner Johnson stated that if he had a large multi-year project and he had read the statement "*Multi-year acquisition projects are generally discouraged*" he would be discouraged and most likely not move forward. He suggested deleting the sentence. Discussion followed regarding the possibility of requiring multi-year projects to submit a finding that outlines the need for multi-year.

County Administrator Morley asked Ms. Pokorny to draft up verbiage summarizing what the group had just discussed regarding multi-year. Ms. Pokorny asked if the statement should read "*Multi-year acquisition projects are allowed but should be accompanied by written justification...*?" County Administrator Morley replied that Ms. Pokorny could take a moment and write down what she believes would fit and then present it to the Board. While Ms. Pokorny was writing out the verbiage, Ms. Smith elaborated on a recent CFCOC meeting regarding multi-year projects and the pros and cons that went into the decision of adding the aforementioned line to the manual discouraging multi-year projects. She stated that the CFCOC ultimately did not want to discourage larger projects, but with larger projects there is a chance that smaller projects may be turned away because the money would already have been allocated to the larger projects.

Commissioner Sullivan noted that in the sentence prior to the one in question, it states "*Applicants are encouraged to submit pertinent materials and documents, as appropriate, in addition to those items required.*" He suggested expanding that sentence to read "*Multi-year acquisitions are encouraged to analyze the long term issues (or implications).*" Mr. Jahnke suggested it read "*Multi-year acquisitions are permitted but require additional justification.*" County Administrator Morley asked Ms. Pokorny what verbiage she suggests. She proposed it read "*Please provide justification for submission of funding requests spanning multiple years.*" County Administrator Morley asked Mr. Jahnke again what his suggestion was. Mr. Jahnke proposed it read "*Multi-year acquisition projects are permitted, but require additional justification.*" County Administrator asked the Commissioners how they felt about Mr. Jahnke's suggestion and they all agreed on using his verbiage.

County Administrator Morley asked the Commissioners if there was anything else in the manual or scoring sheet they would like to discuss? Chairman Austin suggested changing the last sentence to Article IX: Amendment of By-Laws. It currently reads "*These By-Laws, in their present form or as amended, may be subject to review by the County Commissioners in the fourth calendar year after their enactment by the Committee, and every fourth year thereafter.*" He suggested ending the sentence at



"...review by the County Commissioners." He believes if this is not changed, it would tell future Commissioners that they cannot review these By-Laws. County Administrator Morley asked why trigger the periodic review if it is working okay? Ms. Smith replied that By-Laws should probably be reviewed periodically to see if they are consistent with new ordinances. Commissioner Sullivan asked if the Commissioners are the ones that are actually doing the review, or are they doing the amending based on the recommendations by the committee? Ms. Smith replied that would make more sense. Ms. Pokorny stated that currently the By-Laws can be amended by a 2/3 vote of the CFCOC. Ms. Smith queried as to when the Commissioners would want to become involved in changes to the By-Laws.

Commissioner Johnson stated that in reviewing the same paragraph, the second sentence where it reads "*Any regular Committee member may propose an amendment...*" the word "*regular*" may not be necessary.

County Administrator Morley stated the proposed resolution before the Commissioners reads "*Jefferson County hereby approves of the draft 2014 Conservation Futures Program Manual, Application and Score Sheet.*" He asked Ms. Pokorny what requires these documents to come before the Commissioners for approval? Ms. Pokorny replied that the ordinance states that the Commissioners should review program goals every two years. She added that this has been done annually in the past. County Administrator Morley indicated that if this procedure is done automatically every year, and for instance if something odd was changing in the By-Laws that would affect the scoring or how the program was being run, it would be noticed and flagged for review. He noted that at this time, it sounds like a matter of practice and not a requirement that the materials come before the Commissioners for review. Ms. Pokorny stated that County Administrator Morley was correct. Commissioner Sullivan asked if the proposed resolution would change the By-Laws? County Administrator Morley replied it would not.

Commissioner Johnson noted that in the By-Laws, the last sentence reads "*...or as amended, may be subject to review by the County Commissioners...*" the words "*may be*" should be removed. He elaborated that his previous comment about the "*regular*" members should be clarified. Ms. Smith agreed and stated that it should read "*any committee member in good standing*" or "*any committee member*" or "*voting member.*"

County Administrator Morley pointed out that Ms. Pokorny handed him information on the ordinance creating the CFCOC. He read a section of it to the Commissioners "*...the Citizens Oversight Committee shall adopt rules of conduct and abide by the rules of conduct, to include adherence to applicable statutes on issues such as conflict of interest. A chair and vice-chair may be elected from among the members.*" Under Item No. 5 it reads "*The Citizens Oversight Committee shall review program principles at least once every two years and make recommendations to the BOCC for modification to the program.*" He asked what would constitute "*program principles*?" Ms. Pokorny replied that she had searched the Ordinance for that term, and Item No. 5 is the only place that it is written. She stated that it has been interpreted as being the annual program materials.

County Administrator Morley asked Chairman Austin about his proposed language change to the last sentence in Article IX: Amendment of By-Laws. Chairman Austin reiterated that he would like the sentence to end at "*...review by the County Commissioners.*" It is notification to the committee that any changes they make are subject to review by the County Commissioners. Mr. Jahnke suggested to remove the words "*may be*" and replace with "*are.*" Commissioner Johnson reiterated changing the

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second sentence of the same paragraph where it reads "*Any regular Committee member may propose an amendment...*" the word "*regular*" should be replaced with "*voting*."

County Administrator Morley asked if the Commissioners approve each amendment when the By-Laws get amended, or should the amendments be subject to review? Ms. Smith would like the amendments to be subject to review because there may be times where a minor change is being made. Chairman Austin agreed. County Administrator Morley read the proposed change to the last sentence: "These By-Laws, and any future amendments, are subject to review by County Commissioners." He added that since the By-Laws are adopted by the CFCOC itself, the Commissioners could pass a motion requesting the CFCOC amend their By-Laws accordingly.

Commissioner Johnson moved to approve the changes to the Conservation Futures Manual with the edits suggested by Mr. Jahnke. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

Commissioner Sullivan moved to recommend that the CFCOC amend their By-Laws as recommended. Commissioner Johnson seconded the motion which carried by a unanimous vote.

A Resolution will be submitted for approval at a later date.

The meeting was recessed at 2:27 p.m. and reconvened at 2:35 p.m. with all three Commissioners present.

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

**Calendar Coordination**

- Commissioner Johnson and Chairman Austin will be attending a Hood Canal Coordinating Council (HCCC) meeting on January 15, 2014
- Commissioner Sullivan will be attending the Human Services Transportation Plan Stakeholder's meeting on January 15, 2014
- There will be no Board of County Commissioners (BOCC) meeting on Martin Luther King Day January 20, 2014. The BOCC meeting will be held on Tuesday, January 21, 2014. There will be no County Administrator Briefing session on that day
- Chairman Austin will be out of the office January 22-24, 2014
- Commissioner Johnson and County Administrator Philip Morley will be attending a JeffCom meeting January 23, 2014
- Commissioner Johnson will be attending a Solid Waste Advisory Committee (SWAC) meeting January 23, 2014.
- Commissioner Sullivan will be attending the Legislative Steering Committee (LSC) meeting on January 22-23, 2014
- Commissioner Johnson will be attending the Coastal Caucus on January 22, 2014



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- There will be a Quarterly Elected Officials and Department Director meeting on January 27, 2014
- Chairman Austin will be attending a Washington Tourism Summit on January 28, 2014
- County Administrator Philip Morley will be attending a Finance Committee meeting on January 28, 2014

**Miscellaneous Issues:**

- Update from Associate Planner Michelle McConnell regarding the Shoreline Master Program (SMP). She is working closely with Jeffrey Stewart of the Washington State Department of Ecology (DOE) on getting the information ready for review and approval by the DOE Director
- Healthcare Improvement Plan; there are push backs from local health jurisdictions and directors
- Tri-Area Sewer: Grant funding, final plans completed for the sewer treatment plant
- Parks & Recreation: City's proposal regarding funding

**2014 Legislative Session:**

- Supplementary budget not anticipated
- Transportation
- Regional Support Network (RSN); focus on changes and make sure Counties are protected with the new health laws
- Growth Management Act as it applies to Jefferson County
- Proposed Bill re: septic/sewer systems
- Financial forecast

**NOTICE OF ADJOURNMENT:** Commissioner Johnson moved to adjourn the meeting at 4:31 p.m. until the next regular meeting or special meeting as properly noticed. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

Phil Johnson, Member

Carolyn Avery  
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

**DRAFT**

County Administrator: Philip Morley  
Clerk of the Board: Erin Lundgren

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**MINUTES**  
**Week of January 21, 2014**

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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 stated: 1) The proposed Trans-Pacific Partnership (TPP) is a great threat to democracy and sovereignty and urged the Commissioners to look into it; and 2) Due to \$23 trillion coming from foreign investors, the U.S. does not own America any longer;
- A citizen stated: 1) There is great concern in Asia regarding the TPP trade agreement and there would be grave implications for our economy if it passes; and 2) At the most recent North Hood Canal Chamber of Commerce meeting, a Quilcene resident with extensive knowledge of glacier and climate change spoke on those subjects; and
- A citizen stated: 1) The Commissioners need to stop the TPP from going forward and express their opposition to the higher ups in the democracy food chain; and 2) With the County's new broadband capability, all public records should be placed online and meetings should be live streamed on the internet via video.

***APPROVAL AND ADOPTION OF THE CONSENT AGENDA:*** Commissioner Johnson moved to delete Item No. 6 and approve the remaining items on the Consent Agenda. Commissioner Sullivan seconded the motion which carried by a unanimous vote. Commissioner Johnson moved to rescind his previous motion. Commissioner Sullivan seconded the motion which carried by a unanimous vote. Commissioner Johnson noted a change to Consent Agenda Item No. 8 on the letter from the State Fair Association. "*Cowlitz Jefferson Fair*" should read "Jefferson County Fair." Commissioner Johnson moved to approve the Consent Agenda with the edit made to Item No. 8. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 04-14** re: Establishing a Conservation Futures Program Application Period, Setting an Estimated Amount of Conservation Futures Funds Available and Approving Program Materials for Use in the 2014 Conservation Futures Funding Cycle
2. **BID AWARD** re: 2014-2015 Supply of Aggregate for the County's Bituminous Surface Treatment Program; Pyramid Materials
3. **CALL FOR BIDS** re: Publication of County Legal Notices; Bids Accepted Until 9:30 a.m. and Opened and Read Publicly at 10:00 a.m. on Monday, March 10, 2014 in the Commissioners' Chambers; Jefferson County Courthouse



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4. **CALL FOR BIDS** re: 2014-2015 Pavement Marking on Jefferson County Roadways; Bids will be Accepted Until 9:30 a.m. on Monday, February 10, 2014 and Opened and Read Publicly at 10:15 a.m. or shortly thereafter in the Commissioner's Chambers, Jefferson County Courthouse
5. **AGREEMENT** re: 2014 Supply of Liquid Asphalt Products for Bituminous Surface Treatment Program; In the Amount of \$439,500; Jefferson County Public Works; Albina Asphalt
6. **AGREEMENT** re: 2014 Community Services Grant Funding; In the Amount of \$12,650; Port Townsend Senior Association
7. **AGREEMENT** re: Nurse Family Partnership Services; In the Amount of \$88,370; Jefferson County Public Health; Kitsap Public Health District (KPHD)
8. **AGREEMENT NO. K1357** re: Grant Funding for Capital Improvements and Upgrades to the Westside Cattle Barn located at the Jefferson County Fairgrounds; In the Amount of \$3,700; Jefferson County Fair Association; Washington State Department of Agriculture
9. **AGREEMENT NO. K1358** re: Grant Funding for Capital Improvements and Upgrades to the Horse Barn located at the Jefferson County Fairgrounds; In the Amount of \$4,100; Jefferson County Fair Association; Washington State Department of Agriculture
10. **AGREEMENT, Interlocal** re: Provide Assistance for Washington State Department of Defense, Office of Economic Adjustment Grant; *Joint Land Use Study Project for Naval Base Kitsap*; In the Amount of \$43,070; Jefferson County Department of Community Development; Kitsap County
11. Letter of Support for Washington Coast Restoration Initiative (Pulling Together Initiative); Hans Dunshee, Chair, Capital Budget Committee and Senator Jim Hargrove
12. Payment of Jefferson County Vouchers/Warrants Dated December 27, 2013 Totaling \$1,234,515.29
13. Payment of Jefferson County A/P Warrants Done by Payroll Dated December 30, 2013 Totaling \$123,265.85

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

Chairman Austin

- Attended the North Hood Canal Chamber of Commerce meeting last week.
- Will be attending a Jefferson Transit meeting today.

Commissioner Sullivan

- Indicated that he was happy to see the community come together during last week's two emergencies.
- Will be attending a Jefferson Transit meeting today and a Coastal Caucus meeting this week.

Commissioner Johnson

- Will be attending a Jefferson Transit meeting today and a Northwest Straits Committee meeting this week.



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**COUNTY ADMINISTRATOR BRIEFING SESSION:** The Commissioners cancelled the afternoon session of the County Administrator Briefing and attended the Jefferson Transit meeting.

**NOTICE OF ADJOURNMENT:** Commissioner Johnson moved to adjourn the meeting at 9:34 a.m. until the next regular meeting or special meeting as properly noticed. Commissioner Sullivan seconded the motion which carried by a unanimous vote.

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

Phil Johnson, Member

Carolyn Avery  
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



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**MINUTES**  
**Emergency Meeting**  
(per RCW 42.30.070)  
**January 21, 2014**

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Chairman Austin and Commissioner Sullivan were present for the following action.  
Commissioner Johnson was absent.

*Declaration of Emergency Damage to County Roads:* Chairman Austin and Commissioner Sullivan approved **RESOLUTION NO. 05-14** regarding Declaration of Damage to County Roads in West Jefferson County due to a series of storms causing several high flow events on rivers.

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

(Excused Absence)  
Phil Johnson, Member

Carolyn Avery  
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



**DRAFT**

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**MINUTES**  
**Week of January 27, 2014**

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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 thanked the Commissioners and Administration for their continued involvement in searching for solutions to the parks and recreation challenges;
- A citizen thanked those who were involved in creating safer Jefferson Transit bus stops in the County;
- A citizen stated: 1) He heard that the County will be losing critical funding from the federal government; 2) He would like to see a re-negotiation of the Glen Cove Agreement; and 3) Some people are saying the recession is over and in recovery, do not believe it;
- A citizen questioned Item No. 3 on the Consent Agenda which disburses the Lodging Tax Advisory Committee (LTAC) funds; and
- A citizen reported on Quilcene and South County news: 1) Two babies were born recently; and 2) Over 300 people access the food bank every week.

***APPROVAL AND ADOPTION OF THE 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. **RESOLUTION NO. 06-14** re: Finding and Determination to Declare Certain Personal Property as Surplus and Authorize Disposal
2. **CALL FOR BIDS** re: Snow Creek Road Culvert Replacement, Snow Creek Road M.P. 3.78, County Project No. CR1899, FHWA Agreement No. DTFH70-11-00039; Bids Accepted Until 9:30 a.m. and Opened and Read Publicly at 10:00 a.m., or shortly thereafter on Monday, February 24, 2014 in the Commissioners' Chambers; Jefferson County Courthouse
3. **AGREEMENTS (5)** re: 2014 Hotel Motel Grant Funding; 1) In the Amount of \$54,373; Jefferson County Historical Society; 2) In the Amount of \$8,420; Quilcene Historical Museum; 3) In the Amount of \$47,050; North Hood Canal Chamber of Commerce and Visitor Center; 4) In the Amount of \$23,120; Forks Chamber of Commerce; and 5) In the Amount of \$85,800; Tourism Coordinating Council



4. **AGREEMENT, Amendment No. 4** re: Public Defense Services; In the Amount of \$544,349 for Basic Indigent Defense and Up to \$38,585 Plus Reimbursed Costs for Defense in State v. Pierce in 2014, and from \$544,349 to \$599,110 Plus CPI for Basic Indigent Defense in 2015; Jefferson County Administrator; Jefferson Associated Counsel
5. **Advisory Board Resignation** re: Jefferson County Parks and Recreation Advisory Board; Representing District No. 1, Allegra Bothell
6. **Advisory Board Reappointment** re: Jefferson County Clean Water District Advisory Board; Four (4) Year Term Expires December 12, 2017; Representing District No. 1, Richard Wojt
7. **Payment of Jefferson County Payroll Warrants** Dated January 17, 2014 Totaling \$71,197.53 and A/P Warrants Done by Payroll Dated January 17, 2014 Totaling \$14,903.29

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

Chairman Austin

- Noted that February's issue of Sunset Magazine has a segment on hiking Washington's Waterfall Trail.
- Will be attending a Tourism Authority meeting in Olympia this week.

Commissioner Sullivan

- Attended a Business Leaders Luncheon last weekend and stated there was a lot of good energy among local businesses.
- Attended a Washington State Association of Counties (WSAC) Legislative Steering Committee (LSC) meeting via conference call last week.
- Attended a meeting which addressed solutions to the County's Parks and Recreation problems.
- Attended a Wild Olympics event at the Maritime Center last week. Representative Derek Kilmer was also in attendance.

Commissioner Johnson

- Attended a hearing in Olympia last week and testified regarding oil spill cleanup. Attended a meeting which addressed solutions to the County's Parks and Recreation problems.
- Will be attending a Northwest Straits Commission meeting and will speak re: net pens.

The meeting was recessed at 9:43 a.m. and reconvened at 12:00 p.m. with all three Commissioners present.

**Quarterly Elected Officials / Department Directors Meeting: Presentation by the Washington State Auditor's Office re: Lean and Resources to support County Department Offices:** Washington State Auditor's Office Representative Brian Willett gave a presentation on "Lean" and how counties are benefiting from its implementation.

The meeting was recessed at 12:59 p.m. and reconvened at 1:33 p.m. with all three Commissioners present



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***Jefferson County Marine Resources Committee (MRC) Update:*** MRC Committee members met with the Board to review their 2013 Annual Report and Plans for 2014. MRC members present at the meeting included: Chair Al Bergstein, Coordinator Cheryl Lowe, Anne Murphy, Tony Petrillo, Shannon Davis, Laura Lewis and Commissioner Phil Johnson.

Chair Bergstein stated that he was elected in December 2012 and being Chair has been a learning experience for him. He believes that the MRC's year went quite well and noted there has been strong attendance at meetings. MRC added a tribal representative of the Jamestown Tribe and are seeking two candidates for the recreational position. In the wake of Pat Pearson's retirement, Chair Bergstein stated that Cheryl Lowe has taken on the bulk of Pat's role. A successful grant writer, Bob Simmons will be joining the MRC team and they are looking forward to his assistance. Public outreach programs through the Wooden Boat Foundation have had great turnouts and volunteer hours have been steady.

A document titled "2013 Annual Report and Plans for 2014" was handed out at the meeting and Chair Bergstein reviewed the MRC's grants, partnerships and planning, education and outreach, staffing updates, current projects and upcoming programs. It was explained by MRC staff that due to changes in the funding structure, the Northwest Straits Commission needed to be on their own. Member Petrillo explained that the foundation is a mechanism to bring in private money, whereas the commission helps bring in public money.

Commissioner Johnson stated that he has served on the MRC for 9 years and that it is nice to be a part of a group that is so well educated on the topics. Chair Bergstein suggested each Commissioner take turns attending meetings so they can see the nuts and bolts of what happens at the meetings.

The meeting was recessed at 2:16 p.m. and reconvened at 2:24 p.m. with all three Commissioners present

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

**Calendar Coordination**

- County Administrator Philip Morley will be attending the Olympic Region Clean Air Agency (ORCAA) meeting on January 28, 2014
- County Administrator Morley will be attending a YMCA meeting on January 29, 2014
- County Administrator Morley will be attending a meeting regarding Noxious Weed fees on January 29, 2014
- There will be a Sewer Stakeholders meeting on January 30, 2014
- Chairman Austin and County Administrator Philip Morley will be attending a JeffCom meeting on January 30, 2014
- There will be a Washington State Department of Natural Resources (DNR) Community Forest Trust Webinar on January 30, 2014



**DRAFT**



- There will be a Jefferson-Port Townsend Response Emergency Planning (JPREP) meeting on January 31, 2014
- Commissioner Sullivan will be attending a Washington State Association of Counties (WSAC) Timber Counties & Domestic Wells meeting, and a Legislative Steering Committee (LSC) meeting on February 5, 2014
- Chairman Austin will be conducting an Election Certification and may be late in attending the Board of County Commissioners (BOCC) meeting on February 18, 2014
- There will be no County Administrator Briefing Session during the BOCC meeting on February 18, 2014 due to a Jefferson Transit meeting in the afternoon

**Miscellaneous Issues:**

- Timeline for Barking Dogs Ordinance and timeline for the proposed Tala Shores No Shooting Zone Ordinance
- Tourism – State Representative Jan Angel was approached by Chairman Austin; supportive of state tourism funding
- Clean Water District Fee –
  - Lot assemblage/Irondale equity issue and Environmental Health ongoing research/analysis of single tax ID numbers
  - City/Port Ludlow lots off and on sewer and possible status for inclusion/exclusion from Clean Water District (CWD) fee
- Parks & Recreation
- Lean
- SMP

Commissioner Johnson was excused from the meeting at 4:06 p.m.

**NOTICE OF ADJOURNMENT:** Commissioner Sullivan moved to adjourn the meeting at 4:21 p.m. until the next regular meeting or special meeting as properly noticed. Chairman Austin seconded the motion. The motion carried.

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

Phil Johnson, Member

Carolyn Avery  
Deputy Clerk of the Board

David Sullivan, Member