

**SUMMARY OF THE MINUTES  
SAN JUAN COUNTY (SJC), WASHINGTON  
COUNTY COUNCIL  
JANUARY 30 AND 31, AND FEBRUARY 2, 2006**

**Monday, January 30, 2006 - Council Conference Room**

**CALL TO ORDER**

Council Chair Lichter called the special meeting to order at 10:00 a.m. Council Members Ranker and Myhr and the Clerk of the Council were present.

**PUBLIC MEETINGS/WORK SESSIONS**

**10:00 a.m.** – The Council met for a weekly Staff Meeting and Council Work Session regarding various County business. Also present was Interim Administrator Pro-Tem/Auditor Si A. Stephens. No action was taken

**RECESS** - At 11:00 a.m., Council Chair Lichter recessed the meeting until 10:00 a.m., Tuesday, January 31, 2006.

**Tuesday, January 31, 2006 - Council Hearing Room**

**CALL TO ORDER**

Council Chair Lichter called the meeting to order at 10:00 a.m., in the Council Hearing Room. Council Members Ranker and Myhr and the Interim Clerk to the Council were present. The flag salute was conducted.

**CITIZEN ACCESS TIME**

Andrew Seltser – Regarding a request for additional investigation of an incident involving potential harm to a minor on San Juan Island.

**ANNOUNCEMENTS/SCHEDULE CHANGES**

1. The posted Council Agenda and Discussion/Other Action Agenda were revised.
2. Although absent from the prior week's meetings of the Council, Council Member Myhr approved the minutes of January 23 and 24, 2006 upon the recommendation of his fellow Council Members.
3. Interim County Administrator Pro-Tem/Auditor Si A. Stephens was in attendance for the entire session, January 31, 2006, in the absence of the County Administrator Pro-Tem, David Goldsmith.

**APPROVAL OF MINUTES**

Moved by Ranker, seconded by Myhr, to approve the minutes of **January 23 and 24, 2006**. Motion carried.

**CONSENT AGENDA**

Moved by Myhr, seconded by Ranker, to approve the **Final Consent Agenda of January 31, 2006** as follows:

**A. Resolutions/Ordinances:**

1. **Resolution 5-2006** - Adopt the resolution supporting the retention of the Magnuson Amendment of the Marine Mammal Protection Act.

**B. Contracts/Agreements:**

1. **Agreement 06CO01** - Sign the Employment Agreement between SJC and David Goldsmith for services as the County Administrator Pro-Tem for duties as are prescribed by the Home Rule Charter and County Council, effective January 23, 2006, at the rate of \$8,000 per month, plus one round-trip per week to and from Friday Harbor and Port Townsend, and lodging expenses as set forth therein, with an agreement termination to be seven days after a County Administrator begins working for SJC.

**C. Appointments:**

1. Approve the appointment of Ken Akopiantz to the SJC Agricultural Resources Committee (ARC) as a representative of the farming community, to fill the unexpired term of Terry Hopkins which will expire in August of 2007, noting a concurrent recommendation from the ARC in their letter dated January 25, 2006.
2. Approve the appointment of Peter Corning to the SJC Agricultural Resources Committee (ARC) as a representative of the farming community, to fill the unexpired term of Tiar Black which will expire in August of 2009, noting a concurrent recommendation from the ARC in their letter dated January 25, 2006.

**D. Correspondence:**

1. Sign the letter to Ken Akopiantz confirming his appointment to the SJC Agricultural Resources Committee (ARC) as a representative of the farming community, to fill the unexpired term of Terry Hopkins.
2. Sign the letter to Peter Corning confirming his appointment to the SJC Agricultural Resources Committee (ARC) as a representative of the farming community, to fill the unexpired term of Tiar Black.
3. Sign the letter to Tiar Black accepting her resignation from the SJC Agricultural Resources Committee.

Motion carried.

**ACTION AND DISCUSSION ITEMS**

MISCELLANEOUS ITEMS:

**1. Presentation of Draft Ordinance Regarding the Formation of a Citizens' Salary Commission – Present:** Randall Gaylord, Prosecuting Attorney; Becky Rusnak, Human Resources Manager; and interested citizens. This item was carried over from the prior week to allow participation by Council Member Bob Myhr. Mr. Gaylord reviewed the entire proposed ordinance and then answered questions from the Council. Mr. Myhr offered that the Council was eager to move forward with creation of this commission; however, his research in reviewing both the Charter and the legal opinion of the Municipal Research and Services Center of WA (MRSC), shows that this commission could be established either by ordinance or by resolution. He stated that by considering an ordinance, it could delay the process unnecessarily and recommended that a resolution be drafted in its place. Mr. Gaylord agreed that either would be correct. However, it was his preference to have an ordinance because it could be codified and would be more permanent in nature. The Council expressed their preference for a resolution and Mr. Myhr asked Mr. Gaylord to accept the preference of the Council as it will save three to four weeks of time, and offered that an ordinance could be done later. After a lengthy discussion, the Council stated they were not in favor of an ordinance at this time as asked that a resolution be drafted to include changes put forth. Due to time constraints, it was agreed to bring this matter back in the afternoon for additional review. At 2:23 p.m., the discussion resumed. Mr. Gaylord was not in attendance. The Interim Administrator Pro-Tem and the Council Clerk worked with the Council on the proposed changes/modifications. A new draft, in resolution format, will be brought back for further consideration as soon as possible to establish creation of a Citizens Salary Commission.

**2. Potential Expansion of the Board of Health (BOH) – Present:** John Manning, Health and Community Services Director; Frank James, MD, SJC Public Health Officer; King Fitch, Town of Friday Harbor Administrator; and interested citizens. At the last BOH meeting the Council had requested additional information be provided on existing procedures concerning expansion of the current SJC BOH for review. Mr. Manning provided copies from the State and from Clallam County. He stated he felt it was appropriate to have at least a six-member Board sit as the BOH to include the addition of a Town of Friday Harbor elected official. The Council discussed various options and asked Mr. Fitch if he felt that a member of the Town Council would like to participate. Mr. Fitch replied, "Yes." Chair Lichter suggested that there be two to three members of the Council, one from the Town and the rest to be comprised of citizens with applicable expertise. Dr. James commented that the BOH has even more power than the County Council and encouraged the Council to consider no less than three members from the Council (with a preference of four), one representative from the Town, and the rest to be members with related expertise. **It was the consensus of the Council to continue as the BOH as they are for the time being, to request that Mr. Manning bring forward a draft document for consideration of expansion of the BOH as discussed, and to copy the County Administrator Pro-Tem, David Goldsmith, on this matter for his input.**

**3. State Senate Bill on Emergency Management Funding – Present:** Brendan Cowan, SJC Department of Emergency Management (DEM) Director; Bill Cumming, SJC Sheriff; and interested citizens. Mr. Cowan explained that there is a bill which proposes a \$2.00 tax on all home owners' insurance policies to fund DEM

personnel. The federal funding that existed under Homeland Security is likely to be withdrawn as of 2007. He stressed that it is important to have critical areas funded, and that WA and other states are attempting to put in place a way to fund these services. He added that the way the bill is currently written, it creates a new bureaucracy at a regional level and this is not what is needed. It is the local levels that require funding. The legislature is revising the original bill to address this issue. He encouraged the Council to support the changes. Council Member Ranker stated he had researched this bill and spoken to the WA State Association of Counties (WSAC). He commented that WSAC is divided on their support of this bill at the present time. With the proposed changes, he is leaning toward agreement but wanted to understand the justification for this new tax. Mr. Cowan explained that DEM personnel wear many hats and if local jurisdictions are not funded, it could be disastrous. Council Member Myhr stated he was going to be in Olympia tomorrow and would check on the status of this bill and report back to the Council next week.

**4. Council Liaison Assignments** – The Council explained to the audience that the assignments for 2006 will be different than in the past due to the fact that the County now has an Administrator who manages the appointed department heads and their staff. Chair Lichter stated that any department assignments will now be called Policy Liaison assignments so that individual Council members can coordinate and work with the Administrator on any overlapping responsibilities. The Council then discussed what changes they wished to make to the 2005 list. The Council Clerk will prepare a draft of the assignments agreed to by the Council for final review before formal approval is made.

**5. Marine Resources Committee (MRC) Celebration Report** - Council Member Ranker reported that the celebration held to honor the first ten years of the MRC was held on Saturday and was attended by dignitaries, citizens, the Governor's Policy Director, and members of the Tulalip Tribe. He shared a letter written by United States Senator Maria Cantwell to the County expressing her appreciation for the celebration which commemorated the establishment of the MRC and also the Marine Stewardship Area of San Juan County. Mr. Ranker announced that the MRC Web Site has many photographs of this event posted for public viewing.

**6. Resolution to Consider Compensation for the Eden Project Coordinator** – Council Member Ranker requested that a minor wording change be made prior to approval. The document will be brought back next week for consideration.

## **PUBLIC HEARINGS/MEETINGS/WORK SESSIONS**

**10:30 a.m.** – (Commenced at 10:49 a.m.) The Council sat as the Board of Health (BOH) for a work session regarding pandemic flu planning. Present: Frank James, MD, SJC Public Health Officer; John Manning, Health and Community Services Director; Brendan Cowan, Department of Emergency Management (DEM) Director; Bill Cumming, SJC Sheriff; JoAnne Campbell, Personal Health Services Manager; Mark Tompkins, Environmental Health Manager; C. King Fitch, Town of Friday Harbor Administrator; and interested citizens.

Dr. James began the work session with a statement that it is no longer a question of "if" but of "when" a pandemic will occur. The avian virus strain previously reported to the BOH has now manifested itself in Middle Eastern countries as well as other areas. Humans are infected and deaths have occurred. He then gave a Power Point presentation that detailed statistical information on past pandemics in the United States, the expected rates of infection, fatalities, and effects of a new pandemic, should it occur in the United States, and more specifically in SJC. This new strain will likely have global impacts. In SJC it is expected that 25 to 35 percent of the population will become ill. One percent will die. This disease will be severe and abrupt as there is no known vaccine and no current immunity. Middle-aged groups are the most likely to become infected. In SJC, a mild pandemic would affect about 3,370 people out of the current population with an estimated death rate of 38 people. If severe, it could affect 4,500 locally in all age brackets. Nationally from 100 to 200 million people will be affected. To illustrate what this would really mean to the community, Mr. Cowan and Dr. James came up with three different scenarios and the chain of events that would result from each hypothetical situation. Although SJC has an Emergency Disaster Plan, a pandemic would be handled differently. Schools are breeding grounds for spreading viruses and may have to be closed. Contact with people who are ill would need to be minimized. Work forces would be greatly affected resulting in fewer public services. The Health Department, private medical providers and other key personnel will be inundated with caring for and assisting those who are infected. The State Department of Health will be in direct contact with local officials; however, it is unlikely that a community as small as SJC would receive direct assistance. Dr. James stated that the Sheriff's department should be the key information source for the public. The Health Department and DEM will inform the Sheriff's personnel of all updated information as it comes in. After the presentation and discussion of the information, the Council/BOH requested that procedures – including a chain of command - be prepared to deal with a pandemic so that there is a specific policy in place. Mr. Myhr suggested that the OPALCO hotline could be set up to provide information to the public as well as a direct information line into the Sheriff's Department. He also noted that the schools have

phone trees set up as well. Mr. Cowan noted that the new 211 system will be in place and it will be helpful. He added is also working with George Johnson, SJC Information Services Manager, to set up a hotline number for the County. Dr. James stressed again that all families should have a full month of extra prescription drugs available; at least enough food and water for a minimum of one week but ideally for one month; and, families will need to have a plan in place to be able to provide care for each other in their homes. He suggested face masks be used for those family members not yet infected. Because travel to the mainland may not be possible during a pandemic, Dr. James stated that each island is investigating acquisition of respirators and Orcas has two at present. He noted that children and adults will have different symptoms. The infection incubation period is from one to four days. **The Council agreed by consensus that a work session should be scheduled when the new written procedures are in place for review; that the BOH will more than likely be the governing body; that the DEM provide a copy of the draft to the County Administrator Pro-Tem; and, to keep him informed of the work in progress. The Council further requested that the work session take place within about 30 days.**

**1:30 p.m.** - A work session was held regarding Capital financing options for SJC. Present: Joanruth Baumann, Planning and Program Manager for Public Works; Jon Shannon, Public Works Director; William Henderson, Consultant to Public Works for this project; available Department Heads and Elected Officials; and interested citizens.

In summary: Ms. Baumann gave a Power Point presentation of the goals and objectives of the meeting with printed handouts for the Council and staff, and audience. The deadline for the required updated "Elements" for the SJC Comprehensive Plan is now September 2006. One of these elements is the Capital Facilities Plan. Under the Growth Management Act (GMA), a Capital Investment Plan is also required. She explained what this means in terms of the levels of service, authorized land use, coordination of plan elements, and a workable expenditure plan. The inventory of County holdings has been completed, a forecast of future needs has been developed, and potential Capital Facility revenues identified. She then reviewed the components of the Capital Facilities Investment Plan followed by potential revenue sources including alternatives and possible issues. These included increasing existing rates for the General Levy, the Road Levy (diverted Road Levy), tipping fees and utility rates, etc.; borrowing funds (bonding); and consideration of new revenue sources such as an additional Real Estate Excise Tax, impact fees, SEPA Mitigation Fees, and utility fees. Ms. Baumann requested that the Council approve moving forward with rate studies and to create a draft implementation plan for two new revenue sources discussed. She added that a budget will need to be established to do this research. This will have to be set up by the County Administrator who will then address the Council with a specific budget request. Interim Administrator Pro-Tem/Auditor, Si Stephens suggested this be either part of the Administrator's Budget or the Community Development and Planning Department Budget. The Council discussed the issues presented, the funding sources and their potential use, the space needs of the County, and state mandates for the Comprehensive Plan, Growth Management Act, and related issues. **By consensus, the Council approved going forward with the study and identification of the budget to include the funding sources discussed.** Council Member Myhr asked that video conferencing be included in this study.

**RECESS** - At 2:50 p.m., Council Chair Lichter recessed the meeting until 10:30 a.m., Thursday, February 2, 2006.

<b>Thursday, February 2, 2006 – Council Conference Room</b>
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**CALL TO ORDER**

Council Chair Lichter called the special meeting to order at 10:30 a.m., in the Council Hearing Room. Council members Lichter and Myhr and the Interim Clerk of the Council were present.

**PUBLIC MEETINGS/WORK SESSIONS**

**10:30 p.m.** - A meeting was held with representatives of Waldron & Company (W&C) of Seattle to provide input into the County Administrator recruitment process. Present: Ed Rogan, Executive Search Practice Leader of W&C; David Goldsmith, County Administrator Pro-Tem; and interested citizens. Mr. Jeffrey Waldron, W&C Senior Account Manager, joined the meeting for the last ten minutes. He was scheduled by the SJC Human Resources Department to meet with a separate group of individuals while the Council met with Mr. Rogan. After a presentation on the history of W&C, including the scope of their client base, Mr. Rogan asked the Council for their input and opinions regarding this process. In summary, discussions were held regarding the expenses related to the process of this search, the required qualifications of potential candidates, procedures for

recruitment, screening processes, compensation ranges, time lines, and interviewing procedures. Mr. Rogan will be the lead person on this project. The Council stated that this process is to be overseen by the Council and not internal County staff. It was requested that all documents be sent directly to the Council Clerk/Office Manager, who will in turn prepare copies for the Council Members and Mr. Goldsmith. Mr. Goldsmith will facilitate the scheduling the future meetings between W&C and the Council as the process continues.

**ADJOURNMENT** - Moved by Ranker, seconded by Myhr, to adjourn the meeting at 12:10 p.m. Motion carried. A special meeting was scheduled for February 6, 2006. The next regular meeting was scheduled for February 7, 2006.

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**These minutes were approved and signed on February 7, 2006. The original document is retained in the Council's permanent proceedings file dated January 30, 31, and February 2, 2006. Attest: Carolyn K. Morrison, Interim Clerk.**