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MEETING MINUTES
SAN JUAN COUNTY (SJC), WASHINGTON
COUNTY COUNCIL
TUESDAY, NOVEMBER 1, 2022

Legislative Hearing Room, 55 Second Street, Friday Harbor, WA

09:00 AM CALL TO ORDER & FLAG SALUTE

Council Chair Minney called the meeting to order at 09:00 AM. Present: Council Members Christine Minney and Cindy Wolf; Deputy County Manager Mark Tompkins, and Clerk to the Council Ingrid Gabriel.

Excused Absence: MOVED by Ms. Wolf, seconded by Ms. Minney, to excuse Mr. Stephens from today’s meeting. VOTE: 2:0:1 (Stephens excused); MOTION CARRIED

Approval of Agenda: MOVED by Ms. Wolf, seconded by Ms. Minney to approve the agenda as amended. VOTE: 2:0:1 (Stephens excused); MOTION CARRIED

Ms. Wolf requested rescheduling the Visitors’ Bureau Contract to the next meeting agenda when Mr. Stephens is present.

Approval of Minutes:

MOVED by Ms. Wolf, seconded by Ms. Minney, to approve the San Juan County Council, October 18, 2022 meeting minutes as written. VOTE: 2:0:1 (Stephens excused); MOTION CARRIED

Approval of Consent Agenda:

MOVED by Ms. Wolf, seconded by Ms. Minney, to approve the Consent Agenda of Tuesday, November 1, 2022:

Financial Items:

The Auditor’s office requests approval for the following warrants issued the week of **October 10, 2022:**

- EFT #191005221 IT claims in the amount of \$3,393.28
- Warrant #258548-258554 Public Works claims in the amount of \$11,743.57
- Warrant #258555 Auditor claims in the amount of \$46,460.00
- Warrant #258556-258558 Public Works claims in the amount of \$108,021.48
- Warrant #258559 IT claims in the amount of \$3,913.19

- 45 • EFT #191007221-191007224 Treasurer claims in the amount of \$940.00
- 46 • Warrant #258657-258658 Sheriff claims in the amount of \$1,842.57
- 47 • Warrant #258687-258734 County claims in the amount of \$344,680.64
- 48 Plus use tax in the amount of \$9.32 for a total expenditure of \$344,689.96
- 49 • EFT #191021222 IT claims in the amount of \$2,133.39
- 50 • EFT #191021223 IT claims in the amount of \$220.00
- 51 • EFT #191021224 Parks claims in the amount of \$3,344.71
- 52 • Warrant #259040-259149 County claims in the amount of \$2,064,801.76
- 53 Plus use tax in the amount of 980.86 for a total expenditure of \$2,065,782.62

54
55 The Auditor's office requests approval of payroll expenditures and associated benefit
56 expenditures for the pay period ending 10/24/2022.

57
58 PAYROLL GROSS: \$1,646,795.37
59 EMPLOYER BENEFITS: \$ 600,944.26
60

61 **VOTE: 2:0:1 (Stephens excused); MOTION CARRIED**

62
63 **Approval of Correspondence:** none

64
65 **Public Comments:** none

66
67 **09:05 AM DISCUSSION/ACTION:** 2022 Budget Third Amendment; Schedule Public
68 Hearing for Tuesday, November 29 (1st touch) - Molly Foote Ph.D., Budget
69 Analyst
70

71 Ms. Foote presented the Amendment and answered Council's questions. After discussion, the
72 Council took the following action:

73
74 **MOVED by Ms. Wolf, seconded by Ms. Minney to schedule a public hearing for the**
75 **2022 Budget Third Amendment for Tuesday, November 29 at 9:15 AM. VOTE: 2:0:1**
76 **(Stephens excused); MOTION CARRIED**
77

78 **09:17 AM DISCUSSION/ACTION:** 2023 Budget Mid-biennial Review; Schedule Public
79 Hearing for Tuesday, November 29 (1st touch) - Molly Foote Ph.D., Budget
80 Analyst
81

82 Ms. Foote presented the Review and answered Council's questions. After discussion, the
83 Council took the following action:

84
85 **MOVED by Ms. Wolf, seconded by Ms. Minney to schedule a public hearing for the**
86 **2023 Budget Mid-biennial Review for Tuesday, November 29 at 9:15 AM. VOTE: 2:0:1**
87 **(Stephens excused); MOTION CARRIED**
88

89 **09:45 AM DISCUSSION/ACTION:** Resolution Approving the 2023 Capital Improvement
90 Plan and the 2023-2028 Six-Year Capital Improvement Plan; Schedule Public
91 Hearing for Tuesday, November 29 (1st touch) – Natasha Warmenhoven, Chief
92 Deputy Auditor

93 Ms. Warmenhoven presented the Plans and answered Council’s questions. After discussion,
94 the Council took the following action:

95
96 **MOVED by Ms. Wolf, seconded by Ms. Minney, to schedule a public hearing to approve**
97 **Resolutions Approving the 2023 Capital Improvement Plan and the 2023-2028 Six-Year**
98 **Capital Improvement Plan for Tuesday, November 29 at 9:15 AM. VOTE: 2:0:1 (Stephens**
99 **excused); MOTION CARRIED**

100
101 **09:55 AM DISCUSSION/ACTION:** An Ordinance Cancelling Prior Years Unclaimed
102 Accounts Payable and Payroll Warrants; Schedule Public Hearing for Tuesday,
103 November 29 at 09:15 (1st touch) – Michelle Novak, Payroll Deputy
104

105 Ms. Novak presented the Ordinance and answered Council’s questions. After discussion,
106 the Council took the following action:

107
108 **MOVED by Ms. Wolf, seconded by Ms. Minney, to schedule a public hearing to adopt an**
109 **Ordinance Cancelling Prior Years Unclaimed Accounts Payable and Payroll Warrants**
110 **for Tuesday, November 29 at 9:15 AM. VOTE: 2:0:1 (Stephens excused); MOTION**
111 **CARRIED**

112
113 **10:10 AM DISCUSSION:** Noxious Weed Program Assessment Increase [Public Hearing
114 scheduled for Tuesday, November 8] (2nd touch) – Brook Brouwer, PhD, County
115 Extension Director
116

117 Dr. Brouwer presented the Ordinance and answered Council’s questions.

118
119 **10:12 AM DISCUSSION/ACTION:** An Ordinance of San Juan County, Washington Setting
120 the Property Tax Levies for Land Conservation Futures, Current Expense and
121 County Roads for 2023 for Tuesday, November 29 at 9:15 (1st touch) – Council
122

123 Council took the following actions:

124
125 **MOVED by Ms. Wolf, seconded by Ms. Minney to schedule a public hearing to adopt an**
126 **Ordinance of San Juan County, Washington Setting the Property Tax Levy for Land**
127 **Conservation Futures for Tuesday, November 29 at 9:15 AM. VOTE: 2:0:1 (Stephens**
128 **excused); MOTION CARRIED**

129
130 **MOVED by Ms. Wolf, seconded by Ms. Minney to schedule a public hearing to adopt an**
131 **Ordinance of San Juan County, Washington Setting the Property Tax Levy for Current**
132 **Expense for Tuesday, November 29 at 9:15 AM. VOTE: 2:0:1 (Stephens excused);**
133 **MOTION CARRIED**

134
135 **MOVED by Ms. Wolf, seconded by Ms. Minney, to schedule a public hearing to adopt an**
136 **Ordinance of San Juan County, Washington Setting the Property Tax Levy for County**
137 **Roads for Tuesday, November 29 at 9:15 AM. VOTE: 2:0:1 (Stephens excused); MOTION**
138 **CARRIED**

139
140

141 **10:17 AM DISCUSSION/ACTION:** Approve Real Estate Excise Tax (REET 2) Public Works
142 Allocations – Colin Huntemer, Director Public Works
143

144 Mr. Huntemer presented the Allocations and answered Council’s questions. After discussion,
145 the Council took the following action:
146

147 **MOVED by Ms. Wolf, seconded by Ms. Minney to reauthorize the expenditure of REET 2**
148 **funds allocated in the 2022 Public Works budget to now include all REET 2 eligible**
149 **projects listed in the 2022 Annual Construction Program. VOTE: 2:0:1 (Stephens**
150 **excused); MOTION CARRIED**
151

152 **10:30 AM DISCUSSION/ACTION:** Schedule Public Hearing for Community Development
153 Block Grant Close-Out for November 8, 2022 at 9:15 – Ryan Page, Housing
154

155 Mr. Page presented the Grant Close-Out and answered Council’s questions. After discussion,
156 the Council took the following action:
157

158 **MOVED by Ms. Wolf, seconded by Ms. Minney to schedule a public hearing for a**
159 **Community Development Block Grant Close-Out Tuesday, November 8 at 9:15 AM.**
160 **VOTE: 2:0:1 (Stephens excused); MOTION CARRIED**
161

162 **10:35 AM DISCUSSION/ACTION:** Approve Contract with the Town of Friday Harbor for
163 Law Enforcement Services – Grant Carlton, Management Analyst
164

165 Mr. Carlton presented the Contract and answered Council’s questions. After discussion, the
166 Council took the following action:
167

168 **MOVED by Ms. Wolf, seconded by Ms. Minney, to approve and execute the second**
169 **amended interlocal agreement for law enforcement services and assistance between**
170 **San Juan County and the Town of Friday Harbor. VOTE: 2:0:1 (Stephens excused);**
171 **MOTION CARRIED**
172

173 **10:40 AM COUNCIL MEMBER & COUNTY MANAGER UPDATES:**
174

175 **Ms. Wolf:** Attended Clean Water Advisory Committee and Washington State Association of
176 Counties (WSAC) meetings; attended Snohomish/Whatcom/Island/Skagit/San Juan (SWISS)
177 Counties Regional meeting; attended an Opportunity Council and Veterans Advisory Board
178 meetings.
179

180 **Ms. Minney:** Attended a SWISS meeting and will attend a SWISS executive committee
181 meeting later in the week; attended a Sex Offender Policy Board meeting; will attend Land
182 Bank, Parks and Fair Board meetings.
183

184 **Ms. Gabriel:** Advisory Committee Appointments/ Reappointments.
185

186 **MOVED by Ms. Wolf, seconded by Ms. Minney to reappoint Ted Whitley to the Veterans**
187 **Advisory Board. VOTE: 2:0:1 (Stephens excused); MOTION CARRIED**
188

189 **10:51 AM ADJOURN**

190

191 Chair Minney adjourned the meeting.

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**COUNTY COUNCIL
SAN JUAN COUNTY, WASHINGTON**

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200 **These Minutes were approved and signed on November 8, 2022. The original document is retained in the**
201 **Council's permanent proceedings file. Attest: Ingrid R. Gabriel, MMC Council Clerk.**

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