

# **SPECIAL MEETING MINUTES (COUNCIL RETREAT)**

**SAN JUAN COUNTY (SJC), WASHINGTON**

**COUNTY COUNCIL**

**TUESDAY, JANUARY 20, 2015**

**McMillin Grill, Roche Harbor, WA**

## **09:20 AM CALL TO ORDER & FLAG SALUTE**

Council Chair Jarman called the meeting to order at 9:20 AM. **Present:** Council Members Bob Jarman, Rick Hughes and Jamie Stephens; County Manager Mike Thomas, Auditor Milene Henley, County Engineer Rachel Dietzman, Clerk to the Council Ingrid Gabriel and interested members of the public.

### **1. CULTURE, VALUE & MISSION:**

Mr. Thomas opened the discussion on framing the culture, value and mission of the County as an organization and employer. Talking points included:

- “We are where we are” – recognizing the resources that we have and not reverting back to a previous and outdated model;
- “Work FOR the County, not AT the County” - developing an employee culture of pride and commitment;

### **2. PROCESS, PROJECT & PROCESS IMPROVEMENT:**

Council discussed efficiency in process and projects as the organizational goal for 2015. Mr. Thomas updated Council on the planned introduction of SharePoint and shifting computation to the “Cloud”.

### **3. FACILITIES MASTER PLANNING:**

Council and Mr. Thomas discussed a variety of facility maintenance and improvement issues including the campus master plan, replacement at the Beaverton Valley shop property, the Orcas Village Park-n-Ride and Russell building lease to Washington State Ferries.

### **4. 2015 STRATEGIC CALENDAR AND WORK PLAN:**

Mr. Thomas introduced a 2015 Strategic Calendar and Work Plan. Council discussed the following areas:

- San Juan Community Conversations;
- County Manager transition issues;
- Critical Area Ordinance (CAO) Implementation;
- Complete solid waste transitions;
- Council & Advisory Committee relations;
- Agricultural/Forest current use program;
- Customer service strategies;
- Approve Grants Policy;
- County process improvements (including LEAN training);

- Adopt a Code Enforcement Ordinance;
- Determine a Communications Program;
- Adopt the Shoreline Master Program
- Implement Storm water (Clean Water) projects and identify financing sources;
- Review 6-Year Capital Improvement Plan (CIP);
- Develop an Information & Technology (ITS) and Geographic Information Services (GIS) strategy;
- Adopt Economic Element of the CAO;
- Adopt Transportation Element of the CAO;
- Update legislative action plan as needed;
- Review and define a County Customer Service Strategy and Program;
- Complete the Eastsound, Lopez Village and Deer Harbor Sub-area Plan;
- Review 2013 Economic Action Plan

**12:00 PM RECESS**

**01:00 PM RETREAT CONTINUED**

Department Heads joined the meeting: Mark Tompkins (Director of Health & Human Services), Sam Gibboney (Director of Community Development); Dona Wuthnow (Director of Parks & Fair); Mellissa Derksema (District Court Administrator); Rachel Dietzman (County Engineer); Auditor (Milene Henley); Stan Mathews (Informational Services Manager).

#### **5. BIENNIAL BUDGETING AND BUDGET PROCESSES:**

Council and Mr. Thomas briefly discussed the potential of biennial budgeting and holding a 2016 Council Budget Retreat in July.

#### **6. CURRENT STAFFING:**

Mr. Thomas reported on the progress of hiring a new Public Works Director and is starting the search for a new Information Services Manager pending the likely retirement in 2016 of the current manager, Stan Matthews.

#### **7. PROVIDING URBAN LEVELS OF SERVICE TO THE URBAN GROWTH AREAS(UGA'S):**

Council discussed expanding services to Eastsound and Lopez Village including improved lighting.

#### **8. DISCUSSION WITH DEPARTMENT HEADS:**

Council and Mr. Thomas discussed organizational goals and processes with the Department Heads. The Department Heads provided updates on the particular challenges facing their divisions.

**9. LEGISLATIVE ISSUES:**

Mr. Stephens gave an update on state legislative matters.

**03:30 PM          ADJOURN**

Chair Jarman adjourned the meeting.

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**COUNTY COUNCIL  
SAN JUAN COUNTY, WASHINGTON**

**These Minutes were approved and signed on January 27, 2015. The original document is retained in the Council's permanent proceedings file. Attest: Ingrid Gabriel, Council Clerk.**