

**SPECIAL MEETING MINUTES**  
**SAN JUAN COUNTY (SJC), WASHINGTON**  
**COUNTY COUNCIL**  
**TUESDAY, OCTOBER 27, 2015**

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

**09:03 AM CALL TO ORDER & FLAG SALUTE**

Council Chair Jarman called the meeting to order at 09:03 AM. Present: Council Members Bob Jarman and Jamie Stephens; County Manager Mike Thomas, and Council Assistant Susan Kollet.

**MOVED by Mr. Stephens, seconded by Mr. Jarman to excuse Mr. Hughes from today's meeting. ALL AYES; MOTION CARRIED.**

**Approval of Minutes:**

**MOVED by Mr. Stephens, seconded by Mr. Jarman to approve the minutes of October 19, 2015 as written. ALL AYES; MOTION CARRIED.**

**MOVED by Mr. Stephens, seconded by Mr. Jarman to approve the minutes of October 21, 2015 as written. ALL AYES; MOTION CARRIED.**

**Approval of Consent Agenda:**

**MOVED by Mr. Stephens, seconded by Mr. Jarman to approve the Consent Agenda of Tuesday, October 27, 2015:**

**Budget Items:**

The Auditor's office requests approval for interfund transfers issued the month of **September, 2015** (attached for your reference);

The Auditor's office requests approval for the following warrants issued the week of **October 05, 2015:**

- Warrant #161056 – 161158 County claims in the amount of \$56,642.64
- Warrant #161159 – 161187 Public Works claims in the amount of \$161,599.16

**ALL AYES; MOTION CARRIED.**

**Proclamation:** Mr. Jarman read the Proclamation recognizing November as Hospice and Palliative Care Month.

**New Employee Introduction:** Prosecuting Attorney Randy Gaylord introduced new staff member, Danielle Kindelberger, Victim Services Advocate.

**Recognition:** Environmental Health Manager Kyle Dodd recognized Vicki Heater upon her retirement as Environmental Health Specialist, after nearly 30 years of service to San Juan County.

**Citizens Access:** The following citizens offered comments: none.

**09:15 AM PUBLIC HEARING:** An Ordinance Amending the Provisions of the San Juan County Code Regarding Disposition of Unclaimed Remains – Randall Gaylord, Prosecuting Attorney

**Present:** Mr. Jarman, Mr. Stephens (Hughes excused), County Manager Mike Thomas, Council Assistant Susan Kollet

Chair Jarman opened the public hearing to adopt an Ordinance Amending the Provisions of the San Juan County Code Regarding Disposition of Unclaimed Remains.

Chair Jarman opened public testimony. The following citizens offered testimony: none.

Chair Jarman closed public testimony with the right to reopen. After discussion, the Council took the following action:

**MOVED BY Mr. Stephens, seconded by Mr. Jarman to adopt the ordinance amending the provisions of the San Juan County Code Regarding Disposition of Unclaimed Remains. ALL AYES; MOTION CARRIED.**

**09:19 AM DISCUSSION:** To Adopt an Ordinance Repealing Fee Schedule (Set Public Hearing for November 10; 1<sup>st</sup> touch) – Jon Cain, Deputy Prosecuting Attorney

Mr. Thomas explained they are taking a different approach to simplify fee schedule processes. Each department will have their own fee resolution rather than one all-inclusive fee ordinance. Attorney Cain explained that currently, some fee schedules have been established by ordinance and others by resolution. For the most part, there is no requirement to adopt ordinances to establish fee schedules. The first part of this new process is to repeal the current fee schedule ordinance for Parks & Fairgrounds and to pass resolutions to set fee schedules going forward.

**9:28 AM DISCUSSION:** 2016 Annual Road Program and Revise 2015 Road Program – Brian Vincent, Public Works Director; Rachel Dietzman, County Engineer

Ms. Dietzman summarized the changes incorporated in the second revision of the 2015 Annual Road Program and answered Council's questions.

**MOVED BY Mr. Stephens, seconded by Mr. Jarman to approve the second revision to the 2015 Annual Road Program as presented. ALL AYES; MOTION CARRIED.**

Ms. Dietzman summarized the spreadsheet/resolution entitled Annual Construction Program for 2016.

**MOVED by Mr. Stephens, seconded by Mr. Jarman to approve the Annual Construction Road Program for 2016. ALL AYES; MOTION CARRIED.**

**9:34 AM BUDGET DISCUSSION:**

Ms. Henley explained that State law requires that Council have a discussion on revenues of the County prior to adopting property tax levies and this is especially true this year since Council is considering a finding of substantial need. This must happen in a Public Hearing and that hearing will take place on November 10<sup>th</sup>. The adoption of the levies must occur by the end of November and the budget approved by the end of December.

Mr. Thomas indicated he is working on the levy ordinances which encompass Land Conservation Futures, Current Expense and Roads and will develop resolutions for each to establish a finding of substantial need.

Ms. Henley explained the Annual Capital Budget, a subset of the budget. She reviewed the list of the capital projects submitted and shown in Exhibit A, summarized the other exhibits, and answered Council's questions.

Ms. Henley will make the corrections noted and bring back the revisions next week.

**10:05 AM BUDGET PRESENTATIONS CONTINUED:**

1. Auditor

Auditor Milene Henley presented the Auditor Budget and answered Council's questions.

**10:25 AM ACTION:** Consideration by Council, per Ordinance 5-2013, of defacto resignation of Human Services Advisory Board member

**MOVED by Mr. Stephens, seconded by Mr. Jarman to approve the defacto resignation of Ian Paterson from the Human Services Advisory Board per the recommendation of the committee chair. ALL AYES; MOTION CARRIED.**

**10:34 AM CLOSED SESSION** – To discuss matters pertaining to collective bargaining pursuant to RCW 42.30.140(4)(b) – Pamela Morais, Human Resource Manager  
**Present:** Mr. Jarman, Mr. Stephens (Hughes excused), County Manager Mike Thomas, Human Resource Manager Pamela Morais, Council Assistant Susan Kollet

Mr. Jarman announced the closed session and indicated it is expected to last 20 minutes.

**11:00 AM**

Mr. Jarman announced that the **closed session** had ended and reconvened the regular meeting.

No Action was taken.

Ms. Kollet stepped out of the hearing room and announced that the closed session had ended. Mr. Jarman called the meeting back into regular session and then recessed the meeting.

**11:00 AM RECESS**

Mr. Jarman announced that the meeting is in recess until 1:00 pm.

**01:00 PM BUDGET PRESENTATIONS CONTINUED:**

District Court

District Court Administrator Mellissa Derksema presented the District Court Budget. Judge Andrew described to Council a recent court case that will likely have a negative impact on district court revenue, stemming from the report in the Ferguson case. WA State Court interpreted that report in light of a specific state statute and issued directives that effect indigent defendants. Their directive will, in turn, cause district court revenues to decline.

Judge Andrew and Ms. Derksema answered Council's questions.

**01:24 PM ADJOURN**

Mr. Jarman adjourned the meeting.

\*\*\*\*\*

**COUNTY COUNCIL  
SAN JUAN COUNTY, WASHINGTON**

**These Minutes were approved and signed on November 10, 2015. The original document is retained in the Council's permanent proceedings file. Attest: Ingrid Gabriel, Council Clerk.**