

**SPECIAL MEETING MINUTES**  
**SAN JUAN COUNTY (SJC), WASHINGTON**  
**COUNTY COUNCIL**  
**FRIDAY, JANUARY 15, 2016**

**SJC Fairgrounds Conference Room, Argyle, Friday Harbor, WA**

**09:05 AM CALL TO ORDER**

Council Chair Stephens called the meeting to order at 9:05 AM. Present: Council Members Jamie Stephens, Rick Hughes, Bob Jarman; County Manager Mike Thomas, Public Works Director Brian Vincent, Community Development Director Erika Shook, Auditor Milene Henley, IT Manager Tony Harrell, Nick Peihl, Gregg Hamilton, Clerk to the Council Ingrid Gabriel and interested members of the public.

Mr. Stephens welcomed the attendees to the Council Retreat.

**09:10 AM DISCUSSION:** Technology Improvements and Implementation for 2016 – Tony Harrell, IT Manager

Mr. Harrell and the IT team presented an update on the following:

- SharePoint (software);
- New County Website;
- SJC Intranet;
- Phones;
- GovQA (software for public records requests);
- Geographic Information Systems;
- Adoption of an IT use policy;
- IT training for Council and Staff

**10:45 AM DISCUSSION:** Integration and Process Improvements – Erika Shook, Director Community Development (DCD); Brian Vincent, Director Public Works (PW)

Ms. Shook and Mr. Vincent reviewed the following process improvements in their respective departments:

- Overview of new employees, positions & responsibilities (organizational charts);
- Comparison of permit review between Department of Community Development Public Works;
- LEAN (beta testing continued);
- DCD one-stop portal for all permitting;
- Expanding building/planning/engineering services to Lopez and Orcas;
- Establish office hours, services, locations and personnel on Lopez and Orcas Islands;
- Key Uniform Development Code (UDC) changes to facilitate processes;
- Review and identify preferred Permit Processing software in 2016 for 2017 implementation

**11:40 AM DISCUSSION:** Capital Projects Update and Review– Mike Thomas, County Manager; Brian Vincent, Public Works Director; Greg Sawyer, Facilities Manager

Mr. Thomas, Mr. Vincent and Mr. Sawyer led the discussion on charting a different path forward to utilize existing staff resources for design, project/bid review and construction management. Further discussion included:

- Breaking the chain of relying on outside consultants;
- Using the pre-application conference process
- Paying for staff time by charging against capital facilities fund dollars;
- Using facilities inventory to drive maintenance regiment;
- Eliminate reliance on capital dollars to compensate for lack of major maintenance;
- Identifying steps forward

**12:00 PM RECESS**

**12:45 PM DISCUSSION:** Centralized Services – Mike Thomas, County Manager; Greg Sawyer, Facilities Manager

Mr. Thomas presented on update on centralized services including Equipment Rental and Replacement (ER&R), Information Technology (IT) and Human Resources. Mr. Sawyer gave an update on the status of managing the County's facilities and centralized contracting.

**12:25 PM DISCUSSION:** Communications - Mike Thomas, County Manager

Mr. Thomas discussed the current state of the County's communications and messaging capabilities and projected future improvements. Discussion included the following:

- Present messaging relies on press releases and Twitter;
- Projected communication evolution should include public information on projects and initiatives from the onset,
- Capabilities of the new website including social media;
- Developing outreach to the press;

**01:40 PM DISCUSSION:** Councilmember Provided Projects/Items for Consideration – Council

Mr. Stephens introduced prioritized Council projects:

**Hughes:** Transient lodging ordinance; completion of the Deer Harbor Plan; affordable housing and guest house codes; Eastsound and Deer Harbor parking options; funding for the Orcas Exchange (re-use facility)

**Jarman:** Align the Critical Areas Ordinance with the Shoreline Master Program; move to a national wetland inventory map; assign more decision-making authority to the Director of Community Development; complete Lopez Village Subarea Plan;

Voluntary Stewardship Program; Comprehensive Plan Update specifically as it relates to Essential Public Services (transfer stations, Community Treasures, rock quarries) and the Roche Harbor Land Use Density; Cattle Point Road lighthouse access and road speed signs; Mitchell Bay Road Corner.

**Stephens:** Lopez Village Subarea Plan; County campus plan; Hummel Lake 3-way stop

**02:15 PM DISCUSSION:** 2016 State Legislative Update – Jamie Stephens, Council Chair

Mr. Stephens reported on recent bills introduced by the State Legislature and his work with the Washington State Association of Counties (WSAC) Steering Committee. Council discussed supporting the efforts of others versus new legislative asks (i.e., school district, library).

Additional items for legislative discussion included the funding of parks and participation in the Public Employee Benefits Board (PEBB).

**02:30 PM ADJOURN**

Chair Stephens adjourned the meeting.

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**COUNTY COUNCIL  
SAN JUAN COUNTY, WASHINGTON**

These Minutes were approved and signed on January 26, 2016. The original document is retained in the Council's permanent proceedings file. Attest: Ingrid Gabriel, Council Clerk.