

1 **County Administrator's Briefing Notes**

2 **2:00 PM Monday – January 9, 2006**

3 Commissioner's Conference Room

What are we asking for?
Why is it important?
Is it realistic?

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7 Attendance: Chair Commissioner Jan Angel, Chris Endresen;, Commissioner Patty Lent,
8 County Administrator Cris Gears; Administrative Services Director Ben Holland;
9 Administrative Coordinator Don Burger; Department of Community Development Director
10 Cindy Baker, Jim and Ginger Sommerhauser, Suzanne Arness; and Administrative
11 Coordinator Don Burger.

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14 **2:00**

15 **1. Convene Meeting & Approve Minutes of Previous Briefing:**

16 **12/19 PM (NASCAR) Brief:**

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 - Approved subject to Commissioner Lent's review.

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21 **2:10**

22 **2. Discuss Uncollected Impact Fees (Board Discussion/Cris Gears/Cindy**
23 **Baker/Ben Holland)**

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 - Cris Gears, Cindy Baker, Mike Barth and Ben Holland discussed status and possible courses of action regarding uncollected impact fees.
 - Commissioner Endresen suggested getting rid of impact fees and going back to SEPA mitigation.
 - Cris Gears suggested utilizing the collection agency that is under contract to the County.
 - Commissioner Endresen asked if DCD staff has discussed options with legal department.
 - Ben Holland recommended that "past debt" letters be sent via "Certified Mail."
 - Commissioner Angel asked about the procedures that are currently in place regarding the issuance of occupancy permits.
 - Commissioner Angel will bring up the subject with the Builder's Association.

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37 Action:

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 - Send Certified "past debt" letters (to builders and owners).
 - Review with legal.
 - Discuss with Home Builders Association.
 - Staff will revisit with Board no later than the end of February 2006.
 - If not effectively resolved, County may go back to collecting money at issuance.

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46 **2:55**

3. Board of Commissioners'/Administrator's Issues

Cris Gears (County Administrator):

- Discussed County Web page and links to the West Sound Conservation Council (which are no longer active).
- Discussed proposed contract with economic development council.
- Personnel Manual – Last year, due to workload requirements, some employees were unable to use all their vacation time. Extension of their vacation hours can only be extended through the Board. Will be brought to the Board as a package.
- Ten year update will be briefed at work study. Commissioner Endresen requested an executive summary prior to the brief (Scope of work in writing).
- Commissioner Angel asked for a press release regarding the Ten Year Update and how it impacts the entire County.
- Commissioner Endresen mentioned that Hansville residents have requested a Saturday meeting, in Hansville, to discuss the Ten Year Update.
- Court House: More discussion is required regarding future options.
- Commissioner Endresen stated that we need to reevaluate the efficiencies that need to be met.
- Quarterly retreat should be partially spent on discussing future Court House renovations.

Commissioner Endresen (District 1):

- Spoke with Vicky Marshall regarding money to purchase dental equipment for community care dental programs. Will forward to Health District for possible assistance.
- Discussed future City of Poulsbo court house issues.
- Karcher Creek issues have been handled.
- Kitsap Mental Health and Highland Property: Some of the property is owned by the County. Discussed transferring the property (to revert back to the County if not used for public purposes).
- Discussed Fire Chiefs and issues regarding Urban Growth Areas and fire flow. Commissioner Angel mentioned that she has requested background information on this issue. Commissioner Endresen asked how this issue should be handled by the Board. Cris Gears offered to call to find out what, if anything, is specifically being asked of the County.
- Bainbridge Island Community Center is looking to expand.
- Parking fees at the parks can be supported via a letter from the Board. A resolution is not required.
- Discussed a written policy regarding e-mail communications to the Board. Action items should be followed up by a phone message. Discussed "auto-reply" as an e-mail follow up.

1 **Commissioner Angel (District 2):**
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- 3 • Asked for follow-up regarding the South Kitsap Parks debt.
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10 **Review Draft Agenda for Upcoming Meetings.**

- 11 a. January 11, 2006 – Work Study Session (8:30 am)
12 Information Sharing
- 13 b. January 16, 2006 – Martin Luther King, Jr. Day
- 14 c. January 18, 2006 – Work Study Session (8:30 am)
15 BOCC Agenda Review for January 23, 2006
16 Information Sharing
17 Program Name Change: Surface & Stormwater Management Program
18 (SSWM) (Dave Tucker)
- 19 d. January 23, 2006 – BOCC Public Meeting (10:00 am)
- 20 e. January 23, 2006 – Monday PM Brief (2:00 pm)
- 21 f. January 25, 2006 – Work Study Session (8:30 am)
22 Information Sharing
- 23 g. January 30, 2006 – Monday AM Brief (10:00 am)
- 24 h. January 30, 2006 – Monday PM Brief (2:00 pm)

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27 **4:00**

28 **4. Adjourn**

