



Board Administrative Briefing Minutes

10:00 AM Monday – August 31st, 2009

Port Blakely Conference Room

County Commissioner: Charlotte Garrido, Steve Bauer, Josh Brown

County Administrator: Nancy Buonanno Grennan

Commissioners Office: Carolyn Siems, Rebecca Pirtle

Prosecutor's Office: Kevin Howell

Parks & Recreation: Arvilla Ohlde, Martha Droge

Citizens: Rob Gelder, Chad Solvie, Weigee Seaton (Martha & Mary), Len Brannen (Shelter Resources Inc. (SRI)), Dave Wetter (Village Green Foundation Board)

Press: Chris Henry (Kitsap Sun)

10:00 1. Approval of AM Briefing Minutes for August 17th (5 min)

Action: Minutes approved

10:05 2. [South Kitsap Regional Park \(SKRP\) Agreement](#) (15 min)

Discussion held regarding:

- Continuation of the grant that the County successfully competed for last summer, no changes in the terms of the grant.
- Signing of the agreement by the grantee is the next step in the process, where the County agrees to follow the Recreation Conservation Office's (RCO) granting requirements.
- RCO granting the County \$500,000 their money, we match with \$1,000,000 of our money, and we will endeavor to complete the project in 36 months.
- Chair Garrido requested some background information on the project, such as the contractual agreement that the County took on.

Action:

- The Board agreed to sign the agreement after Chair Garrido received background information on SKRP from Martha Droge.

10:20 3. Board Information Sharing (70 min)

Kingston Village Greens

Discussion held regarding:

- Martha & Mary's sponsoring the low-income housing construction at Kingston Village Greens and working with SRI.
- Martha & Mary needing time to do their due diligence and review the business case.
- Funding deadlines for CDBG and CTED coming sooner than terms of written agreement being approved with Martha and Mary as the new sponsor.
- Preference of having a more perfect application; however, funding decisions are made based on the general concept of what is being proposed. If the intentions are well explained, an application could be made.
- CDBG applications can have the addendum, but it may be less effective with the Housing Trust Fund application.
- Interviews with CDBG staff next week, wrapping up due diligence in 2-3 weeks, sending to legal for review, and then to the Board of Commissioners for review.
- Kevin Howell could work with Martha & Mary counsel to word draft the site control amendment right now and have the replacement of Martha & Mary subject to their due diligence a little bit later.

- Changes in size relating to the original proposal of 40 units, zoning requires 1.5 acres instead of the original one acre.
- The County needs to see the modifications and be able to work them through.
- Augmentation of the application, drafting a letter in support of the project knowing and acknowledging that it is in process, and the support is still there from all of the parties.

Actions:

- Nancy Buonanno Grennan will get Chair Garrido a briefing on the project.
- Rebecca Pirtle will draft a letter of support for Martha & Mary on behalf of the Board in support of the project.

Howe Farm

Discussion held regarding:

- Chair Garrido reported that lime was applied to Howe Farm without permission from the Parks Department, resulting in the fire department responding to a large plume of smoke from the lime.
- The MOU requires a farm plan and livestock plan, which has not been produced. All activities have been stopped until the farm plan is in place. It should be completed by September 1st.
- Chair Garrido met with Superintendent Dave LaRose, Kurt Wagner, and Dr. Thomas Mosby from South Kitsap School District to discuss where we are and how to move forward.
- Jacquelyn Aufderheide suggested that an ILA is needed between the agencies, and Dave LaRose is willing to do that.
- The goal is to have the students out there doing agricultural practices, while educating the broader community on agriculture. The County's mission differs from the school's mission, and the citizens that bought that property need to be part of the use and the learning opportunities on the farm.
- There is tension with the dog park. Many dog owners want access to the whole property. Clarifying what it means to be a working farm and having the farm plan will determine how to open the public access piece.

Action:

- Chair Garrido will draft a memo to Dave LaRose addressing these recommendations.

Protocol for BOCC Briefings

Discussion held regarding:

- Framing briefings around legislative, executive and administrative responsibilities.
- The need to clarify the function and think through better guidelines for when staff need to bring items to briefings. A lot of time is spent reacting to issues.
- Monday AM Briefings set aside for board discussions
 - The Board needs a chance to focus on the critical issues
 - Time to think as a Board will help the Board be more constructive in other forums, and having time set aside for the Board is critical in achieving that.
- Monday PM Briefings set aside administrative issues (budget, labor negotiations, and legislative issues).
 - Developing a work plan for the County Administrator would be helpful in providing clarity on the big pictures items that need attention, i.e. budget, labor negotiations, and legislative issues.
- Work Studies would be used for staff needing to brief the board and get direction.
- Having lunches together every other Monday (regular business meeting days) would also allow for time to have a better sense of priorities and how to work together on major projects.

- Last minute issues will arise, and there needs to be flexibility for that, but sticking to the format was agreed upon.
- An executive summary with necessary materials must be presented in a timely manner to make a decision. Staff could use tutorials on correctly filling out the summary.
- Setting more realistic times for agenda items and to err on the long side.
- Meeting minutes need to develop a consistent format and when there are actions, the person carrying out the action needs to be stated.

Action:

- No action requested.

Newberry Hill Heritage Park

Discussion held regarding:

- Meeting held with Commissioner Brown, Dana Daniels, Dori Leckner and Tex Lewis for a new approach on park plan.
- Brainstorming with the CK Community Council to discuss project scope.

Action:

- Commissioner Brown will bring back a different draft in October for Board review.

Aerospace Update

- Bill Stewart didn't sound very excited, but he hadn't realized how many million dollars of support industry occurs here in Kitsap.
- Amount requested is too much, but a proportional amount based on the impact to our community might be reasonable to show that we are partners with other counties.

Action:

- Chair Garrido will check with Bill Stewart and see if his recommendation has changed.

PSRC Executive Committee Meeting

Discussion held regarding:

- 2040 Transportation Update
 - Criticism on plan not doing enough for reducing carbon emissions
 - Consensus that influence on carbon emissions through land use and transportation policy is limited and the plan being crafted is probably the best and most progressive plan in the nation in terms of diverse metropolitan region crafting connections between land usage and transportation.
 - Signed executive orders from the governor are not supported by the state with funding, for example, limitations on the gas tax being able to be used on transit. The state wants investments in reducing greenhouse gas emissions, but majorly invests in freeways.
- The bylaws are being revised and voted on. The bylaws will:
 - Combine the eastern and western district, and
 - Will not require attendance at the convention in order to vote

Action:

- Commissioner Brown will get the dates for the next Executive Committee meeting that he would like Chair Garrido to attend.

Housing Authority Retreat

- Revenue producing ideas have not been sent from Housing Authority staff yet. Debbie was supposed to send it.
- The recording fee discussion is an important discussion in terms of opportunity to use it

- and the consequences.
- Ron Templeton is updating the memo in terms of responsibilities.

Action:

- Nancy Buonanno Grennan will try to set up an executive session for the PM Briefing to discuss the memo from Ron Templeton and the updated memo from Shelley Kneip.

KRCC Revenue Sharing Meeting –

Discussion held regarding:

- City of Bainbridge Island, City of Port Orchard and City of Bremerton attended last meeting. No one from the City of Poulsbo.
- The message that the County is positive and supportive and wants to find ways to be responsive in terms of the overall goal, but our issues need to be on the table.
- Effective dates are problematic and need to be worked out. Conversations need to happen before the effective date, not after the fact.
- There hasn't been a good translation of this conversation to staff to drive what our work plan is. Staff needs to be there.
- Having mechanism in there, so that when commercial is annexed, residential is annexed too. There is a lot of pressure from those areas and the city must be clear about what they were going to do.

Actions:

- County Administrator will coordinate making sure staff is attending the meetings.

Land Use Appeals

Discussion held regarding:

- Concerns of whether the Board should continue to hear land use appeals or use a mediation process.
- Dilemma with the hearing examiner not knowing our community in the same way.
- Dilemma with being elected in a legislative capacity to adopt code that reflects your community and then serving in a quasi-judicial function to decide if the code was followed.
- Overhauling the whole process if the Board will continue to hear land use appeals
- Legal assistance with running the hearing and helping the procedural aspect. It must be staffed by counsel.
- Establishing a difference between legislative and quasi-judicial activities at a night meeting is difficult. This hearing should not be held at Monday night meetings.
- Preference for one attorney advising staff, and one attorney doing a separate analysis for the appeal.
- Receiving legal memos which cannot be shared, doesn't promote accountability or openness.

Action:

- No action requested.

Larry Keeton's Writing Request

Discussion held regarding:

- Commission Bauer thinks it is fine, but feels it will cause problems. It could fit some stereotypes and send a bad message. Connections would be made back to the organization, and it would be better if it was in a different market.
- Chair Garrido thought having people talk about what we are doing is probably a good thing. Getting perspectives out there would ignite some conversations, some more fiery than others.

- Commissioner Brown feels it would open the department up to unneeded and unwanted criticism. There is not much in terms of a learning process that the public is going to take from that. People will feel slighted.

Action:

- Nancy Buonanno Grennan will discuss with Director Keeton how it could be a good exercise for him and still good for the County.

Other Discussion Items

- The Commissioners commented on the excellent job done at Fair.
- Chair Garrido shared a draft letter to the Manchester Community Advisory Committee responding to requests for a resolution based ULID and changing the committee.
- Board of Directors for WSAC – we should have two seats, one because Commissioner Brown is president, and another because we are an urban county.

Adjourn