



Board of Commissioners Work Study Session Minutes

8:30 AM Wednesday – December 1, 2010

Port Blakely Conference Room

Attending:

County Commissioners: Josh Brown, Steve Bauer, Charlotte Garrido

County Administrator: Nancy Buonanno-Grennan

Commissioners Office: Dana Daniels, Deanna Erstad, Jan Koske, Rebecca Pirtle

Personnel: Bert Furuta

Community Development: Larry Keeton

Parks & Recreation: Jim Dunwiddie

Public Works: Randy Casteel

Strategic Financial Planning: Amber D'Amato

Information Services: Bud Harris

Corrections: Ned Newlin

Assessor: Jim Avery, Shannon Lewis

Auditor: Walt Washington

Treasurer: Meredith Green

Prosecutor's Office: Kevin Howell

Press: Brynn Grimely

Citizens: Bobbie Moore, Tracy Darlene Harris, Jim Moore,

1. Approve Minutes from 11/3 and 11/10 Work Study Sessions

Action: The November 17th minutes were approved as submitted. The November 3rd minutes will be approved at the December 8th meeting.

2. Agenda Review for 12/06/10 Meeting

Action: Agenda was reviewed and approved.

3. Information Sharing

Commissioner Bauer

- Commissioner Bauer said they had their first meeting of the Lodging Tax Advisory Committee yesterday. It is a good group and they continue to really take this seriously and work hard. They will hopefully have it wrapped up and the final recommendations by December 13th.

Commissioner Garrido

- She met with Leif, Bert, Nancy, One Church One Family and several non-profits including Kitsap Community Resources yesterday about the question of how to house the homeless. It was a very positive constructive discussion. She feels they came up with a foundational

framework for a partnership and also some goals. Commissioners Brown and Bauer thanked her for taking the lead on this issue. Commissioner Brown asked what the next steps are. Commissioner Garrido said everyone went away with an assignment to pull together information about resources the faith community, non-profits and county and cities bring to this. They are going to look at who else in the community might want to be involved as well as the abilities of the resources that we directly might be able to provide to the partnership. Nancy added that we have two specific tasks – 1. All of the Directors submit their list of facilities based upon the criteria that Jeff and Mike came up with, in ranking order. 2. Give comments on the emergency ordinance that Jeff and Larry will brief the Board about this afternoon. The goal is to get this before the Board to take action on December 13th. Kirsten Jewell with Kitsap Regional Coordinating Council will help work with DCD staff to coordinate with the cities on getting their comments and thoughts on the emergency ordinance and seeing whether their attorneys could review fairly quickly and make recommendations so we have a coordinated regional approach. Bert said they are putting together a matrix of facilities that might be used for shelter. Commissioner Garrido also added that they are putting together of list of donations that will be needed for the tent city. One area that we might think about at the fairgrounds is a big field behind Presidents Hall. It sits out of sight, is protected and is close to transportation. Nancy said they will have information back to the Board by Monday on the possible County sites.

Action: A new copy of the Emergency Ordinance will be given to the Board this afternoon and Jeff will walk them through it.

Nancy Buonanno-Grennan

- She said she had a meeting with the Humane Society yesterday to talk about their contract. She will put together a packet for each Commissioner and go through in more detail their proposal for their budget. They are not proposing any reduction in services and they are looking at some pilot projects. They are interested in exploring whether or not, as part of a longer term agreement, we would be willing to consider donating the land. They have applied for a lot of capital grants but keep getting turned down because they don't own the land. We have Eric looking at whether or not this was road fund acquired property. Randy said it was. Our mutual goal is to have a contract by the end of January 2011.

Bert Furuta

- Just a reminder – Monday, December 6th is the kick-off of the training for the Senior Management Program. He asked if one of the Board would attend and Commissioner Brown said he would be there for the kickoff.

Ned Newlin

- He reminded the Board that the 7th Annual Shop with a Cop is this coming Saturday, December 4th at the Poulsbo Walmart. This will be done by the Corrections Association. Sheriff Boyer drives Santa and Mrs. Clause to the scene in his car.

Larry Keeton

- He said last week he sent the Board a SEPA document that came out of the Planning Directors and the Cities. He said they might want to look at it before they meet with Tom

McBride next week. That is an agenda item that the associations are planning to bring forward.

Jim Dunwiddie

- Good news is we have quite a few trees in our park system – bad news is that some of them are laying on their sides. We are trying to do an assessment of the tree damage in the parks. We have over 40 trees down at Banner Forest that we are working to clear. At Newberry Hill there so many trees down that we can't even walk the trails to find the number so we are working with the stewardship group to go out tomorrow. There were also quite a few trees down at South Kitsap Regional Park and we have some community volunteers that have offered to help remove them for us. Commissioner Bauer asked if there is some way we could sell the wood and make some money. Jim replied that he is not sure but he will check into it. Commissioner Garrido said he has a call into Walter Briggs. Jim said that the stewardship group in Illahee cleared all of the trails overnight.
- Parks e-mail system is up and operating as of yesterday morning. Bud said to put into context, the e-mail system was working - it was an intermittent issue. They had the choice to stay in the office or move to a location where we could provide network and they chose to stay in the office.

Amber D'Amato

- As part of the sewer financing deal we did an RFP for underwriter services because at least a portion of the deal is going to be a negotiated sale. We had eight firms respond. Meredith, Susan Musselman and herself were the evaluation team and we have narrowed it down to four and conducted interviews with those four. We have selected Piper Jaffray as the underwriter. Commissioner Bauer asked when we are going to bid FA services. She said Susan's contract is good through the end of the year and we will be working on that.

Randy Casteel

- We need a clarification for Amnesty Day for storm debris. Pat Campbell looked into that and North Mason Fibers charge a flat rate of \$5 regardless of the size of the load. The theory is that we would pick up the cost. The only thing is that we don't know what that cost might be if we had an Amnesty couple of weeks (one day wouldn't work). Commissioner Garrido said they were thinking of having a chipper in each area of the county where people could bring all their branches and chip them and even take away the chips so we wouldn't be hauling them anywhere. Randy said they are also going to talk to Emu Composting but he assumes they will want to participate also. They will check further into this.

Bud Harris

- The first bid for the boiler for the Public Works building is going to be in the \$30,000 range and he is still waiting for the second bid. Temperature wise they are huddling in the low 60's. They have brought in several home furnaces and laid one on the first floor and one on the second floor. They are electric like the ones you would have at home. During the daytime, they are using a lot of individual heaters. We are hopeful to get the other bid in today. But there is still the issue of getting the lead time on the components. Those are not things that just sit on some shelf, so he still doesn't have a timeline as to how long it will take to get fixed.

- Public Works Annex – we thought we were going to get fixed yesterday. The vendor thought he had a pump that would work but he didn't. They are going to overnight it so it should be in today. The annex actually has partial heat – it was the electrical fluctuation that caused one of the pumps to go out.
- The Pavilion – all four units passed the preventative check in September so he is still trying to figure out what happened out there. Those units are 20 years old and have a tendency to fail once in awhile.

5 Minute Break

4. Kingston Village Green Metro Parks District Commissioners – Rebecca Pirtle

Commissioner Brown expressed his excitement for getting the MPD successfully passed and supported in the Kingston community. It is such a tough time but the community is really rallying around this. This is one of our unincorporated UGAs where the County has responsibility. We don't have a lot of the flexibility, resources and opportunities that the cities often do to help these UGAs develop appropriately and to have such a strong group of community leaders in Kingston step up to the plate to help us is really welcome. He thanked them for all their hard work.

Bobbie explained that there are five MPD Commissioners. She said she will be describing their goals and visions of what the MPD is and they really appreciate the opportunity to come meet with the Board. She said that in the course of planning for this project and for the MPD that when they have an opportunity to have all the right people in the room at the same time they make gigantic progress. She gave some background information.

She said they hope to have the community center completed by 2013. A lot depends on what happens next year. She talked about how they would determine how much they would ask for in a levy – most likely \$.15 per \$1000 if the building is complete by 2013. That would give them a maintenance reserve and some money to fall back on. They would have the flexibility to raise it at any time to \$.75 even though that is not in the plan. Their work for next year is to develop a budget and determine a levy rate. She spoke briefly on how MPDs were established.

Commissioner Bauer said he wanted to talk about loaning money to the MPD. Could we loan the District money now that it has been formed with the pledge they would repay from the 2012 collections? Jim Avery said the only reason for the budget is the property tax levy requirement. As of January 12, 2011 they will be a fully authorized functioning taxing district. Commissioner Bauer asked Kevin Howell to shed some light on our ability to loan money to the district beginning in January. Kevin said he is sure we arrange to make a loan and also discussed the prospect of fronting the Foundation for their start up. Commissioner Brown commented we just need some ballpark figures. Bobbie said they will work to come up with some figures and bring back to the Board. She asked Meredith if she could be their Treasurer and Meredith explained that Walt Washington as the County Auditor is the one who takes care of the vouchering and writes the checks. She, as the County Treasurer, has the role of maintaining their bank accounts and investments and by default, the Treasurer of the County is the Treasurer of the junior taxing districts. Bobbie added they need a place for monthly meetings and would like to be able to use a location without a fee. They would like to use the basement of the Community Center. Commissioner Bauer asked Jim how that would

meet with his obligations for living with their fee policy. Jim said he has about nine other organizations requesting the same thing. He said maybe we can look at doing a resolution in January to waive those fees. Commissioner Bauer said the other option is that the MPD pays. Commissioner Brown said they would like to discuss and get back to them. He asked if the other taxing districts are using County locations and Nancy commented that if the other taxing districts use a room they pay for it.

Bobbie said she would also like to have a generic conversation about risk management – where are the real needs and how do we make sure we are covered. Nancy said that Mark Abernathy, our Risk Manager would be the best person to work with on this. Commissioner Bauer said we need to do some research on this issue – there may be some association they could join. He asked Kevin to come up with a list of people he knows that provide insurance to junior taxing districts.

Other Information Provided:

Kingston Village Green Community Center and Community Park Information:

- Builds infrastructure for an unincorporated UGA facing existing unmet needs and population growth
 - This project replaces Kingston’s existing 75 year-old 7,900 square foot community center and 1,200 square foot library. The replacement is 3 times as big: 25,000 square feet with an 8,00 square foot library.
 - The replacement facility will serve a growing population of young families and seniors.
- Broadens the reach of social services and community education and connects with senior housing.
 - The replacement Community Center/Library complex will be located in Kingston’s 14 acre downtown village Green Park, which will include trails, open space, recreational, playground and picnic areas.
 - The complex will include a library, Boys & girls Club, spaces for health services, a senior center, commercial kitchen, public meeting rooms, recreational facilities and a space for art and cultural displays and events.
 - There will be a separately funded and operated low-income senior housing complex adjacent to the center.
- Project underway – Property secured, first park phase complete
 - Kitsap County owns the property, restrooms are installed and reclamation of the former Navy housing site was accomplished by 100 volunteers who donated 1,000 hours of labor between May and August 2009.
- Proven Kitsap County and community sponsorship
 - The purchase of Navy land for \$1.75 million added space for a community center on site.
 - The Village Green Foundation was formed to develop the community park and its amenities.
 - The Kitsap County Board of Commissioners ranks Village Green its top capital project priority for North Kitsap County.
 - 22 civic groups in Kingston participate in planning for fundraising and management of the Village Green.
- Significant funding already in place

- Foundations, local businesses and private individuals have pledged \$255,000 to date, of which at least \$110,000 has already been received.
 - The County is committing all funds obtained in reimbursement of the \$1.75 million to the Village Green.
 - Applications are in process for private foundation grants.
- January 2010 schematic drawings completed and pre-application meeting with County departments.

Action:

- 5. The Board recessed into Executive Session from 11:36 – 12:00 to discuss real estate issues pursuant to RCW 42.30.110 (1)(b). No action was taken.**

ADJOURNED

Submitted by Deanna Erstad
Commissioners Staff