

Agenda for BOCC Update

Department: Community Development

Date: 05/09/2017

Time: 9:00am

Present: Lee Napier, Graham Gowing, Commissioner Jackson,
Commissioner Fund, Commissioner Stamper

Note Taker: Graham Gowing

Updates and Actions:

1. Permit Process and Tracking-Monthly report

Graham and Lee went over permits issued for the month of April. Graham indicated permits issued were up from this time last year. Lee said Community Development has a retiring employee, who will now be staying off of the counter as much as possible, in order for her to wrap up applications. Graham stated with the training of the new employee, the application process and procedures are being standardized which should shorten the turnaround time for permits to be issued. Lee said the permit techs have worked hard and been great during the process of change.

2. Process Improvement

a. Burn Permits

Lee said the department is thinking about, and will eventually transition to, electronic only burn applications. This would give access to 911/fire/law to determine if a burn permit has been obtained at any given time.

3. Interlocal Agreements

a. Cities

Lee and Commissioner Stamper agreed that the different staffs from the different entities working together would be important for the ILAs. Commissioner Stamper asked if there was a timeframe for the ILAs to be agreed upon and Lee said she is hoping before the end of 2017. Commissioner Jackson asked how long the agreements are for and Lee informed him they were 5 year agreements.

b. Thurston County-Skookumchuck Wind Energy

There is a possible ILA with Thurston County about the Thurston County-Skookumchuck Wind Energy Project. Lee let the commissioners know this is in its very infant stages and there will be more information to come. Part of the potential project is in Thurston County while part of it is in Lewis County.

4. Successional Planning

This was brought up with agenda item 1. Lee said the hope is to get a new employee hired by the middle of June so they can begin training. The retiring employee has been pulled off of the front counter as much as

possible to enable her to finish all of her pending applications prior to retirement.

5. 1721 Airport Road Demolition

Lee said the bid opening was today and that the County had an asbestos survey.

6. Packwood Airport Runway

The “ribbon cutting” will be July 2, 2017. The commissioners and Lee brainstormed about who should be invited. Ideas were Herrera-Butler, Cantwell, public works staff, facilities staff, Gar Abbas, and also posting the announcement on the County’s Facebook page.

7. Budget

a. Clarification from Board

Lee asked what sort of information the Board was looking for. Commissioner Fund asked if there were any particular budget issues and Commissioner Jackson followed up by asking if there have been any issues in common with other departments that have been noticed. Lee said there were no particular budget issues and will be looking further into issues that may be common among other departments and the Community Development Dept.

8. Water Conservancy Board-

a. Discuss request from Bob Thode (letter attached)

A meeting will need to be set up to discuss the Water Conservancy Board.

9. Topics for next update currently scheduled for 06/13/2017